

UNIT-IV **20**

Calculus (Theorems and problems involving trigonometric functions are excluded)

Differential Calculus: Concepts of function, limit and continuity, graphs of functions, definition of derivative, rules for differentiation, geometrical interpretation of derivative, derivative of a function of a function, derivative as a rate measurer, second order derivative, maximum and minimum of functions involving one variable only, concept of partial derivative.

Integral Calculus: Integration as anti-derivative; integration of x^n , $\log x$, e^x ; rules for integration, integration by substitution and by parts, concept of definite integral and simple problems.

Application of calculus: Emphasis must be given on the application of calculus in solving economic and business problems. Problems relating to production, cost, revenue, profits, producer's surplus, consumer's surplus, evaluation of marginal products in case of two factor inputs are to be treated.

UNIT-V **10**

Linear Programming (L.P.): Meaning, assumption, formulation, uses, limitation, solutions of LPP involving two variables by graphical method.

Suggested Books:

1. Business Mathematics, D.R. Agarwal, Vrinda Publications (P) Ltd.
2. A. Textbook of Business Mathematics, Padmalochan Hazarika, S. Chand.
3. Business Mathematics and Statistics –A.p. Verma, Asian BooksPvt. Ltd.
4. Business Mathematics, J.K. Singh, Himalaya Publishing House.
5. Business Mathematics, and Statistics, R.K. Ghosh, S. Saha, New Central Book Agency (Pvt.) Ltd.
6. Basic Mathematics- RGD Allen- Macmillan, New Delhi.
7. Mathematics for Economics –Dowling E. T. –Schawn Series, McGraw Hill, London.
8. Mathematics for Business studies –J.K. Thukural –Mayoor Paperbacks.
9. Mathematics and Statistics –Goel, Ajoy and Aloka, Taxman Allied Servies (P) Ltd.

101: Fundamentals of Insurance

Marks: 80

UNIT-I: Introduction **16**

Definition & Nature of insurance; origin & development of insurance, history of insurance in India, kinds of insurance, principles of insurance, importance of insurance, insurance and wagering agreement.

GAUHATI UNIVERSITY

B. Com. (Semester) Syllabus



2011
GAUHATI UNIVERSITY
Gopinath Bardoloi Nagar
Guwahati - 781 014
Assam : India

Structure of B.Com. Syllabus (Semester) 2010

Core Papers

Specialised Paper (any one)

General Papers			
1st Semester	101 Business Mathematics/ Fundamentals of Insurance (Business Mathematics Compulsory for Major)	102 Financial Accounting – I 103 Business Organization & Entrepreneurship Development 104 Indian Financial System	105 Cost Accounting (Accy) 105 Human Resource Management (Mgt) 105 Rural & Micro Finance (Fin.) 105 Introduction to E-Commerce (E-Com)
2nd Semester	201 Communicative & Functional English I/Functional MIL I	202 Financial Accounting – II 203 Principles of Management 204 Business Statistics	205 Management Accounting (Accy) 205 Human Resource Planning & Development (Mgt.) 205 Micro Credit Institutions (Fin.) 205 Essentials of E-Commerce (E-Com)
3rd Semester	301 Environmental Studies 302 Communicative & Functional English II/Functional MIL II	303 Corporate Accounting 304 Direct Taxes 305 Corporate Law	306 Advanced Corporate Accounting (Accy) 306 Industrial Relations & Labour Laws (Mgt) 306 Financial Institutions & Markets (Fin) 306 Internet & World Wide Web (E-Com)
4th Semester	401 Business Economics	402 Auditing & Assurance 403 Indirect Taxes 404 Financial Services	405 Advanced Financial Accounting (Accy) 405 Cost & Management Accounting (Mgt) 405 International Banking (Fin) 405 Web-Designing (E-Com)
5th Semester	501 Business Environment	502 Marketing Management 503 Financial Management 504 Regulatory Framework of Business – I	505 Financial Statement Analysis (Accy) 505 Customer Relations & Retail Trade Management (Mgt) 505 International Trade (Fin) 505 Practical (E-Com)
6th Semester	601 Information Technology in Business	602 Marketing of Service 603 Modern Banking Practices 604 Regulatory Framework of Business – II	[1 Credit = 2 hours for Practical] 605 Project Report (on any topic of Commerce, Economics, Business, Industry or Services Sector) (Common for all Major Students)

1st SEMESTER

101: Business Mathematics

Marks : 80

Objective: The objective of this paper is to enable the students to have such minimum knowledge of Mathematics as is applicable to business and economic situations.

UNIT-I

20

Theory of Sets: Definitions, types of sets, operations on sets, verification of the laws of algebra of sets, order of a set, application of sets.

Arithmetic Progression (A.P.) and Geometric Progression (G.P.): Definition, sum of A.P. and G.P. series, arithmetic and geometric means, application of A.P. and G.P. in solving business problems.

Logarithm: Introduction, laws of logarithm, logarithmic tables.

Compound Interest and Annuities: Compound amount at changing rates, normal and effective rates of interest, present value, equation of value, discount, depreciation, methods of computing annual depreciation, types of annuities, present value and amount of an annuity, amortization of loans, sinking funds.

UNIT-II

20

Determinants and Matrices: Determinants of second and third order, properties of determinant, simple problems, solutions of simultaneous equations and solutions of business problems involving simultaneous equations by Cramer's rule, definition of matrices over real numbers, types of matrices, matrix operations, transpose of a square matrix, inverse of a matrix through adjoint, application of matrices in solving business problems.

Permutation and Combination: *Permutation:* fundamental principle, factorial notation, permutation of things all different, permutation in which things may be repeated, simple problems; *Combination:* Combination of things all different, simple problems

Statement of binomial theorem for positive integral index.

UNIT-III

10

Co-ordinate Geometry of Two Dimensions: Idea of cartesian co-ordinates; slope or gradient of a line; equation of a line passing through (i) one given point, (ii) two given points; equation of a line in slope-intercept form ($y = mx+c$) and intercepts from ($x/a + y/b = 1$); application of equations of straight lines in solving business problems, point of intersection of two lines.

Suggested Books:

1. Business Organization and Management, by P.C. Tulsian, Vishal Pandey, Pearson Education.
2. Business Organization and Management by Jagadish Prakash, Kitab Mahal.
3. International Business Text and Cases, Francis Cherunilam Prentice Hall of India.
4. Entrepreneurial Development, S.S. Khanka, S. Chand & Sons.
5. Entrepreneurial Development Small Business Enterprises by Poornzma M. Charantimath, Pearson Education.
6. Entrepreneurship & Small Business Management M.B. Shukla, Kitab Mahal.
7. Business Organisation & Entrepreneurship Development- Sarkar, Sharma, Gupta – M/S Kalyani Publications.
8. Entrepreneurship, Robert D Hisrich & Michael P. Peters –Tata McGraw Hill Edition.
9. Entrepreneurship New Venture Creation –David H. Holt –Prentice Hall of India Pvt. Ltd., New Delhi.
10. Entrepreneurship Development and Business Communication –Vasant Desai &Urmila Rai, Himalaya Publishing House.

104: Indian Financial System*Marks: 80***UNIT-I** 16

Financial system; meaning, concept, basic functions, financial system and economic development, component of financial system

UNIT-II 16

Financial markets; classification of financial markets, money market- its constitutions, functions of money market, money market institutions.

Capital market- primary market, secondary market, functions of capital market, methods of issue of stock in primary market.

UNIT-III 16

Financial Institutions; Banking and non-banking financial institutions, distinction between banking and non-banking financial institutions; structure of banking in India, commercial bank, co-operative bank, rural bank- their features, types of non-banking financial institutions.

UNIT-IV 16

Financial Instruments and services – concepts and characteristics, features of various financial instruments, emerging financial services-leasing, hire-purchase, merchant banking, depository, credit rating, mutual funds.

UNIT-II; Life Insurance 16

Definition of life insurance, features, benefits of life insurance, procedure for taking life insurance policy, kinds of life insurance policy, nomination, assignment and surrender value, revival of lapsed policy, settlement of claims at death and maturity, items of revenue heads in life insurance company.

UNIT-III; General Insurance 16

Development of general insurance in India, Fire insurance- need, procedure of taking fire insurance policy, procedure of settlement of claims under fire insurance, double insurance, re-insurance; marine insurance- types of marine insurance policy, settlement of claims in marine insurance; miscellaneous insurance- motor insurance, personal accident insurance, livestock insurance, crop insurance, employees liabilities insurance, burglary insurance, preparation of revenue account of fire, land, marine insurance company.

UNIT-IV; Insurance Organizations 16

Organizational structure- public sector insurance organizations in India, LIC, objectives and achievements, GIC- mission, organization, functions, private sector insurance organizations in India, insurance ombudsman.

UNIT-V; Insurance Intermediaries 16

Insurance Agent; meaning, procedure for becoming and insurance agent, functions of an insurance agent, rights of an insurance agent, termination of an insurance agent, essentials for successful insurance salesman.

Surveyors and loss assessors, brokers, third party administrators, bank assurance.

Suggested Books/Readings:

1. Principles of Insurance and Risk Management Alkamittal, S.I. Gupta, Sultan Chand & Sons.
2. Insurance and Risk Management, Dr. P.K. Gupta, Himalaya Publishing House.
3. Insurance Principles and Practice, M.N. Mishra, S.B. Mishra, S. Chand.
4. Introduction to Risk Management and Insurance Marks S. Dortman, Pearson Education.
5. Principles and Practice of Insurance M.Motihar, Sharda Pustal Bhawan, Allahabad.
6. Insurance –Principles and Practice –Indrajit Singh, Rakesh Katyal, Sanjay Arora – Kalyani Publishers.
7. Fundamentals of Insurance –Principles and Practice –Dr. S. Sikidar, Dr. P.K. Nath, Dr. G. Nath –Abhilekh, Guwahati.
8. Principles and Practice of Insurance –G.S. panda –Kalyani Publishers.
9. IRDA Act. 1999.
10. Principles & Practice of Insurance, Insurance Institute of India, Mumbai.

FIRST SEMESTER**102: FINANCIAL ACCOUNTING I****Total Marks: 80****UNIT-I: Accounting Principles and Accounting Standards: 20**

Accounting Information and their qualitative features; Generally Accepted Accounting Principles (GAAP), their application in preparation and presentation of financial statements; Accounting Standards-meaning, need, and advantages; Accounting standards setting procedure in India.

UNIT-II: Sectional and Self Balancing Ledger System: 20

Sectional and self balancing ledger system – features and advantages; Accounting treatment of Rectification of errors under sectional and self balancing ledger system.

UNIT-III: Hire Purchase and Installment Purchase System: 20

Meaning, features, advantages, disadvantages of hire purchase and installment purchase system; Rights of hire purchaser & seller; accounting treatment, different methods of calculation of interest; accounting treatment on default by the hire purchaser.

UNIT-IV: Royalty Accounts 20

Definition of royalty; minimum rent; short workings and its accounting treatment; Accounting for royalty transactions; Impact of strikes and lockouts; Accounting for sub-lease.

SUGGESTED BOOKS

1. Financial Accounting- Ashish Bhattacharya, Prentice Hall.
2. Financial Accounting, S.N. Maheshwari, Vikash Publishing.
3. Financial Accounting, B.B. Dam, H.C. Gautam,, and other, Capital Publishing.
4. Financial Accounting, K.R. Das, K.M. Sinha, Lawyers Book Stall.
5. Advanced Accounts, M.C. Shukla, T.S. Grewal, S.C. Gupta, S. Chand & Co.
6. Accountancy, R.L. Gupta, M. Radhaswamy, Sultan Chand & Sons.
7. Bittiya Hisab Vidya, Oriental Book Co.
8. Financial Accounting –A dynamic Approach –B.K. Banerjee –Prentice Hall of India Private Limited, New Delhi.
9. Fundamentals of Accounting –T.P. Ghosh –Sultan Chand & Sons.
10. Financial Accounting –M. Hanif, A. Mukherjee, Tata McGraw Hill.

103: Business Organization & Entrepreneurship Development*Marks: 80***Part-A (Business Organization)****UNIT-I 14**

MNC'S – features, forms, advantages and limitations,

Joint sector – features and importance.

Franchising – forms, merits, demerits.

Micro enterprise – small, medium enterprise – concept of virtual & learning organization.

UNIT-II 12

Business combinations; causes, types, forms; merger and acquisition policies in India.

Setting up a new enterprise; site selection, location theories, (Max Weber & Sargent Florence), size of business unit, optimum firm, survival of small business.

UNIT-III 14

Production, productivity, and rationalization; Meaning and scope of Production Management, production planning process, and quality control; Productivity – meaning, factors influencing productivity, causes of low productivity; Rationalization – meaning, aims and objectives, benefits, and limitations.

Part-B (Entrepreneurship Development)**UNIT-IV 14**

Entrepreneurship- meaning, concepts of entrepreneurship. Nature of entrepreneurship, functions and significance of entrepreneurship, qualities of an entrepreneur, entrepreneurial types of and entrepreneurial theories, (social, economic & psychological), creativity and innovation in entrepreneurship and intrapreneurship.

UNIT-V 14

Promotion of a new venture; Environmental analysis, stages in promotion of new ventures, legal formalities, and documents, sources of funds; Venture capital – concepts & types, venture capital finance in India.

Entrepreneurship education and training; EDP'S – concept, objectives and importance, selection of trainees, target groups. Course contents in EDP, measurement of effectiveness of EDP, institutions involved in promotion of EDP.

UNIT-VI 12

Role of entrepreneurs in socio-economic development; Role of entrepreneurs in export promotion, and import substitution; introduction, entrepreneurial performance and growth.

Role of government in entrepreneurship development.

Unit-III: Rural Finance-its Sources 20

Sources of rural finance; institutional sources, private sources, private money lenders; Rural indebtedness-Nature, causes, consequences, extent and magnitude of rural indebtedness, solution to the problem of rural indebtedness, Government policies. Ideas and problems of rural credit survey, pre and post independence rural credit survey of India. Indigenous banker and money lender- historical background, their types, distinction and practices, their role in providing rural credit. RBI Policy on rural credit, bank credit to rural sector.

Unit-IV: Co-operation

Origin of co-operative movement, meaning and philosophy of co-operation. Co-operative movement in India, its weaknesses and different forms. Agencies for short and long term agricultural finance- FSS, PACCS, GPSS, LDB, NABARD, and their role in rural development.

Suggested Books:

1. Rural Banking in India- S.S.M. Desai
2. Rural Banking in India -edited by Tokhi & Sharma
3. S.H.G. Resource Hand Book -NABARD, Assam Regional Office, Guwahati
4. Rural Economics (A survey of Indian Economy)- T.N. Chabra & P.L. Taneja
5. Rural industrialization-Bipin Behari
6. A tract on Money- R.N. Mitra & H. Roy
7. Rural and Agricultural Banking – P.S. Grewal

105: Introduction to E-Commerce*Marks: 80***UNIT-I** 20

Introduction; New economy- economics of the Web, technology and business integration introduction to networks, Server- client machine and OS, business servers- mail applications, proxy, entertainment, ISP, e-banking, application of e-commerce.

UNIT-II 35

E-Business Structure; (basics only) protocols, VoIP, wireless. 3G, WiFi, Bluetooth WiFi, WiMax, Webpages, Portals of Business, Web Salesmanship, Network Business Management- online trading, advertising on the network- Web Billboards, the 'Hit' Theory, Intellectual property for sale, Technology Supported Business Models, and Mechanisms- B2C, B2B, C2B, C2C, Auctions (Vickrey, English, First Price, Dutch, Yankee), Winner's Curse Agents; Brokering, Filtering, Recommending, Negotiating 'Bots'; Money spinning on the Internet; Personalization, & Customization, Online Communities, Customer Support,

UNIT-V 16

Regulatory framework; overview of regulatory framework of financial system, functions of RBI, SEBI – objectives, scope of Securities Contract (Regulation) Act 1956, relevant provision of India Companies Act 1956 in regard to securities market.

Suggested Books:

1. Indian Financial System, M.Y. Khan, The McGraw Hill Companies.
2. Financial Institutions and Markets, Structure, Growth and Innovations, L.M. Bhole, The McGraw Hill Companies.
3. The Indian Financial System, Markets, Institutions and Services, Bharati V. Pathak, Pearson Education.
4. Banking Theory and Practices, K.C. Shekhar, Lakshmy Shekhar, Vikas Publishing House Pvt. Ltd.
5. Indian Financial System –P.N. Varshney & D.K. Mittal –Sultan Chand & Sons, New Delhi.

105: COST ACCOUNTING**Total Marks : 80****UNIT-I : Introduction:** 15

Meaning of cost, costing and cost accountancy; scope, objectives, advantages and limitations of cost accounting; Cost accounting vis-à-vis Financial accounting; Installation of costing system; cost unit, cost centres, classification of costing methods and techniques; and their merits and demerits; elements of cost, preparation of cost sheet,

UNIT-II: Material: 15

Importance and need for material control; Material purchase procedure; Stores functions: receiving, inspecting, storing, issue of materials; materials costing – pricing of receipts, pricing of issues; LIFO and FIFO methods, stores ledger, inventory control techniques – EOQ, levels of inventory, ABC analysis, Perpetual Inventory System.

UNIT-III: Labour: 15

Labour cost, remuneration and incentive different methods of labour remuneration, incentive schemes – (Halsey & Rowan). Labour turnover- causes and effects, and its measurement, Meaning of idle time, overtime, work study, method study, Time and Motion Study.

Expenses: Direct and Indirect Expenses, Treatment of Interest on capital, depreciation, idle facilities and research and development expenses.

UNIT-IV:	10
(A) Overheads:	
Meaning and classification of overheads; allocation and apportionment of overheads; meaning and methods of overhead absorption.	
(B) Cost Records	10
Non-integral system and integral system– meaning and advantages, recording of transactions under non-integral system and integral system. Reconciliation of cost and financial accounts.	
UNIT-V: Process & Contract Costing	15
Process Costing; treatment of normal and abnormal loss; Preparation of process accounts; Contract Costing and preparation of Contract Account	

SUGGESTED BOOKS

1. Cost Accounting – Principle and Practice; Vikash Publishing House
2. Cost Accounts; S.P. Jain & K.L. Narang, Kalyani Publisher.
3. Cost Accounting; M.Y. Khan & P.K. Jain, Tata McGraw Hill
4. Practical Costing; P.C. Tulsian, Vikash Publishing House, New Delhi.
5. Cost Accounting, Horngreen
6. Cost Accounting, B Banerjee; Prentice Hall of India Pvt. Ltd., New Delhi.
7. Cost Accounting, Nigam and Jain, Prentice Hall of India Pvt. Ltd., New Delhi.

105 (M): Human Resource Management I*Marks: 80*

UNIT-I: Nature and scope of HRM	20
Concept and scope of HRM, Evolution and growth of HRM in India, Significance, Functions and challenges of HRM; status and qualities of HR Managers; objectives of Human Resource policies; Kaizen, TQM and Six Sigma.	
UNIT-II: Recruitment and Placement	20
Concept of recruitment, process of recruitment, sources of recruitment, Advantages and disadvantages of internal and external sources, Factors affecting recruitment policies and programmes; selection procedure, difference between selection and recruitment, Essential of a good selection policy, Types of tests and interviews, concepts of placement and induction.	
UNIT-III: Job Evaluation & Wage and Salary Administration:	20
Job Evaluation- Meaning, definition, objectives, advantages, limitations and methods, Essential for the success of job evaluation programme.	

Wage and Salary Administration: Objectives, Factor influencing wage and salary levels, methods of wage payments, wage policy in India.	
Incentive Plans: Meaning, Essentials of good incentive plans; meaning, features, objectives and types of fringes benefits.	
UNIT-IV: Emerging Horizons in HRM	20
Impact of Globalization on HRM, concept of virtual organization, distinction between traditional and virtual organization, types of virtual organizations, Human Resource Management issues in a virtual organization, virtual and learning organization; Distinction between Domestic and International HRM, Basic steps involved in International Human Resource activities, Repatriation, Workforce diversity, Downsizing, Exit Interview.	

Suggested Books:

1. Human Resource Management by Pattanayak, PHI, Learning Pvt. Ltd., New Delhi.
2. Innovation in Human Resource Management by Sistare, PHI Learning Pvt. Ltd., New Delhi.
3. Human Resource Management by K. Aswathappa, The McGraw Hill Companies.
4. Training and Development, Concepts and Practices, S.K. Bhatia, Deep & Deep Publication Pvt. Ltd.
5. Personnel Management and Industrial Relations, P.C. Tripathe, Sultan Chand & Sons, New Delhi.
6. Human Resource Management, Ashima Sharma Borah & Hem Baruah; Kalyani Publisher.

105 (F): Rural and Micro Finance*Total Marks = 80***(Four Units)**

Unit-1: Rural Environment	20
Environment-definition, ideas of rural environment, meaning of rural environment, composition and characteristics of rural economy in India- comparison with urban, Place of agriculture in Indian economy, population structure in India. Forest resources in India with special reference to NE India.	
Unit-II: Rural industries	20
Meaning and definition - its role in Indian economy, different forms of rural industries- cottage and village industries, agro processing, handicrafts, hadlooms etc, their problem and prospects, government policy for rural industries; Urban-rural linkage and inter-dependence. Concept of micro finance in rural areas; forms and types of micro credit.	

ग) श्रद्धा - भक्ति - आचार्य रामचन्द्र शुक्ल।	
Unit-2:	15
वाणिज्यिक विज्ञापन के प्रचार और प्रसार पद्धति, उपस्थापन कौशल आदि पर आधारित विज्ञापन सम्बन्धी आलोचना एवं वर्णन।	
Unit-3: वाणिज्य सम्बन्धी पत्र।	10
क) नियुक्ति आवेदन पत्र।	
ख) विभिन्न प्रतिष्ठानों के लिए निर्देश पत्र।	
ग) सम्पादकीय पत्र।	
Unit-4: वाणिज्य और अर्थनीति तथा अन्य विषयक निबन्ध।	10
Reference Book :	
व्यावहारिक आलेखन और टिप्पण – डा० अमुल्य बर्मन।	

201 : FUNCTIONAL MIL : BORO*Marks - 80*

आयदा -1 : फरा	70
1. आसामति शिल्प - फालांगि - कनकलाल बरुबा (रा.सो. - भौमिक चन्द्र बर)	
2. पालांगियारि सोल्लोथायनि गोनांथि - अनिल कुमार शर्मा। (रा.सो. - स्वर्णप्रभा चैनारी)	
3. फालांगियाव फोसावदिनायनि बिफाव - मसफिया आहमेद। (रा.सो - बिरुपाक्ष बसुमतारी)	
4. इक'नमिक स्ल' डाउन - भार बसुमतारी एबा सुबुंथायारि सिबिग्रा - भारत बसुमतारी	
फरा बिजाबफोर :	
1. खन्थाइ - राइथाइ बिदां - सुजुगिरि - भुपेन नारजारि।	
2. गोसोनि रिफिनाय - भारत बसुमतारी	
आयदा - 2 : फालांगियारि सोलाइ सोल' सोदोबनि ओंथि फोरमायनाय।	10

Supply Chain Management, Organizing and Implementing Internet Marketing Plans, Moore, Metcalfe, Negroponte' Laws, E-Lancing, Virtual Organisations, Telecommuting, Dynamic pricing, Reserve auctions, Affiliate and Viral Marketing, Business Model Patents.

UNIT-III 25

E-Commerce network and Business Security; Privacy, Security, Legal and Taxation Issues, Credit card, Secure Transmission, Internal Security of telephony, E-Mail Security; Remote business marketing- product transportation and storage, Business transition of product- UPS backbone, Language filters, Understanding the foreign market, Search engine operation; Globalisation of E-Commerce.

Suggested Books:

1. E-Commerce-A Managerial Perspective by P.T. Joseph, Prentice Hall of India.
2. Electronic Commerce-A Manager's Guide by Ravi Kalakoti and Andrew B. Whinston, Pearson Education, New Delhi.
3. E-Commerce Logistics & Fulfillment by DeborahL. Bayles, Pearson Education, New Delhi.
4. Electronic Commerce Greenstein & Feinman, Tata McGraw Hill, New Delhi.

SECOND SEMESTER**201: COMMUNICATIVE AND FUNCTIONAL ENGLISH I***Total Marks: 80**Time span: 2nd Semester (6 months)*

UNIT – 1	16
1. Basic of Communication:	
a) Meaning and Nature of Communication:	
b) Objectives of Communication	
c) Theory and Models of Communication	
d) Dimensions of Communication	
e) Communication Network	
f) Media of Communication.	
UNIT – 2	16
(a) The Essentials of Effective Communication	
(b) Self Development and Communication	
(c) Non-verbal forms of communication	

UNIT – 3	16
(a) Group Communication	
(b) Barriers to Communication	
UNIT – 4	16
(a) Business Correspondence	
i) Different kinds of business letters	
ii) Intra-Organizational Correspondence	
iii) External Communication	
UNIT – 5	16
(a) Use of English for Effective Business Communication	

Suggested Books

1. Communication for Business – Shirley Taylor, Pearson Education.
2. Model Business Letters, E-mails and other Business Shirley Taylor,
3. Modern Business Communication, Dr .Prakash M.Herekar, Modern Publishing Delhi
4. Business Communication Today, Bovee Thill Schatzman
5. Business Communication, Neeru Vashisth, Namita Rajput.
6. Business Communication – Randall E. Magros, Horper and Row, New Delhi.
7. Business Communication – Kaul, Prentice Hall, New Delhi.
8. Communication Competence in Business English – Robinson, Orient Longman Hyderabad.
9. Essentials of Communication- Patri V.R. Greenspan publications, New Delhi.
10. Principles of Business, Communication –Ronald, E Dyulck and John S. Tielder, Macmillan Publishing Co., New London.

201 : FUNCTIONAL MIL-I : ASSAMESE

Marks - 80

Unit-1 : নির্বাচিত পাঠ্যপুথি : ভাৰতীয় চিন্তা	৪৫
অসম প্ৰকাশন পৰিষদৰ দ্বাৰা প্ৰকাশিত।	
নিৰ্বাচিত পাঠ :	
১। লিখক আৰু বৰ্তমানৰ সংকট : ড° সৰ্বপল্লী বাধাকৃষ্ণ	
২। শকুন্তলা : ৰবীন্দ্ৰনাথ ঠাকুৰ	
৩। শিক্ষা আৰু বৰ্তমানৰ অভাৱ-অভিযোগ : ড° ৰাজেন্দ্ৰ প্ৰসাদ	

Unit-2 : বাণিজ্যিক বিজ্ঞাপন, বিজ্ঞাপন প্ৰকাশ বা প্ৰচাৰৰ পদ্ধতি, উপস্থাপন কৌশল আদিক আধাৰ হিচাপে লৈ বিজ্ঞাপন সম্পৰ্কীয় চমু আলোচনা।	১০
Unit-3 : বাণিজ্য বিষয়ক যোগাযোগ পত্ৰ : বিশেষভাৱে —	১০
ক) নিযুক্তিৰ আবেদন পত্ৰ।	
খ) নিৰ্দেশ পত্ৰ।	
গ) সম্পাদকলৈ পত্ৰ।	
Unit-4 : বাণিজ্য আৰু অৰ্থনীতিক আধাৰ হিচাপে লৈ বিশেষ বিষয়ৰ ৰচনা শিক্ষা।	১৫

201 : FUNCTIONAL MIL-I : BENGALI

Marks - 80

Unit-1 : প্ৰবন্ধ	৪৫
১। লাইব্ৰেৰী	
২। পনোৰো আনা	
৩। মাইভ :	
Unit-2 : বাণিজ্যিক বিজ্ঞাপন, বিজ্ঞাপন ৰচনা ও প্ৰচাৰৰ পদ্ধতি উপস্থাপনা কৌশল ইত্যাদিকে সূত্ৰ হিচাবে নিয়ে বিজ্ঞাপন সম্পৰ্কীয় সংক্ষিপ্ত আলোচনা।	১০
Unit-3 : বাণিজ্য বিষয়ক যোগাযোগ পত্ৰ :	১০
ক) কৰ্মপ্ৰাৰ্থীৰ আবেদন পত্ৰ।	
খ) নিৰ্দেশ পত্ৰ।	
গ) পত্ৰিকাৰ প্ৰকাশৰ জন্য সম্পাদকৰ প্ৰতি লিখিত পত্ৰ।	
Unit-4 : বাণিজ্য ও অৰ্থনীতিকে বিষয়বস্তু হিচাবে গ্ৰহণ কৰে বিশেষ বিষয়ৰ ৰচনা।	১৫

201 : FUNCTIONAL MIL-I : HINDI

Marks - 80

ग्रन्थ - निबन्ध निकज	
सम्पादक – प्रो. महेन्द्र प्रताप	
डॉ. कैलाश चन्द्र अग्रवाल	
Unit-1 : निबन्धों के नाम	45
क) धोखा - प्रताप नारायण मिश्र।	
ख) मेघदूत - महावीर प्रसाद द्विवेदी।	

204: Business Statistics*Marks: 80***Unit -I : Introduction to Statistics :** 10

Meaning, Scope and limitations of statistics; Collection of data : Primary and Secondary data; Schedules and questionnaires and their preparations; Census survey and sample survey, Methods of sampling : Random sampling, stratified random sampling and judgment sampling; Construction of frequency distribution; Diagrammatic and graphical representation of data.

Unit -II: Analysis of Univariate Data 10

Measures of central tendency and partition values; Measures of variation; Measures of skewness, kurtosis (meaning and basic ideas).

Unit-III : Analysis of Bi-variate Data 15**Linear correlation and Linear Regression :**

Interpolation : Meaning and utility, Binomial, Newton's and Lagrange's methods of interpolation.

Extrapolation : Meaning and importance.

Unit-IV : Index Numbers and Time Series 15

Index Numbers : Meaning, types, uses and limitations; Methods of constructing price and quantity Indices (simple and aggregate); Tests of adequacy; Problems in the construction of index numbers; Consumer price index.

Time Series : Causes of variation in time series data; Components of time series; decomposition, Additive and multiplicative models; Determination of trend-moving average method and method of least squares.

Unit-V : Theory of Probability and Probability Distribution 15

Theory of Probability : Probability as a concept, the three approaches to defining probability; Addition and multiplication law of probability; Conditional probability; Expectation and variance of a random variable.

Probability distribution : Probability distribution as a concept, binomial Poisson and normal probability distributions - their properties and uses, applications to business.

Unit-VI : Sampling Theory and Level of Significance 15

Concept of standard error, Estimation (Point and Interval estimation), Properties of a good estimator, Testing of Hypothesis - Null Hypothesis, Alternative Hypothesis, Types I & Type II errors, Level of Significance, Critical region, One tailed and two tailed tests.

Statistical Quality Control (SQC) :

Introduction, Process control, control chart, 3- sigma control limits, Control charts for variables, mean and range charts, Criterion for detecting lack of control in mean and range charts, Interpretation of mean and range charts.

201 : FUNCTIONAL MIL : NEPALI*Marks - 80*

1. Text Literature 40

- a) Sahityik Ruchi Ko Proudhatta : Ram Krishna Sarma
- b) Panchota Chahine Kuraharu : Laxmi Prasad Devkota
- c) Hamro Sabda Bhandar Ek Vichar : Dr. Kumar Pradhan
- d) Sanskriti : Khema Nanda Sharma Mishra

Text Book :

Nepali Shatiya Manjarji : Assam Nepali Sahitya Sabha (ed).

2. Advertisement and Notice Writing :
 - Preparation of Advertisement for publication in Newspaper, Magazine etc. 10
 - Preparation of various Official Notices, Memo Writing, Circulars etc. 10
3. Two Business Letters (order letters, complaints letters, letters showing gratefulness, request letters, sales letters, job application etc.) 20

202: FINANCIAL ACCOUNTING II*Total Marks: 80***UNIT-I: Accounting Standards** 20

Brief description of Indian Accounting Standards (AS 1, AS 2, AS 3, AS 6, AS 9, AS10, AS 14, AS 21); Compliance requirement of accounting standards; Applicability of accounting standards and their enforcement. International Accounting Standards Committee Foundation (IASCF) and its objectives and responsibilities; International Accounting Standards Board and its objectives and responsibilities; International Financial Reporting Interpretations Committee (IFRIC); Scope and process of issuing International Financial Reporting Standards (IFRS).

UNIT-II: Branch Accounting: 20

Meaning, need and objectives of branch accounting classification of branches for accounting purpose, System of Branch accounting; under Synthetic or Debtors system, analytical system or stock and debtors system; final accounting system and independent branch including foreign branch –accounting system.

UNIT –III: Departmental Accounts and Valuation of Goodwill

- (a) Meaning, objectives, system of preparation of departmental trading and profit and loss accounts, allocation of common expenses, inter-departmental transfer. 10
- (b) Meaning and types of goodwill; need for valuation; methods of valuation, relevant provisions in Accounting Standards, Problems on valuation of Goodwill. 10

UNIT-IV: Partnership Accounts: 20

Dissolution of partnership firms, settlement of accounts on dissolution when one or more partners are insolvent; Gradual realization of assets and Piecemeal Distribution; Sale to a company - Determination of purchase consideration, accounting entries for closing the books of account of a firm on sale or conversion into a company.

Suggested Books

1. Financial Accounting- Ashish Bhattacharya, Prentice Hall, New Delhi.
2. Financial Accounting, S.N. Maheshwari, Vikash Publishing House, New Delhi.
3. Financial Accounting, K.R. Das, K.M. Sinha, Lawyers Book Stall.
4. Advanced Accounts, M.C. Shukla, T.S. Grewal, S.C. Gupta, S. Chand & Co.
5. Accountancy, R.L. Gupta, M. Radhaswamy, Sultan Chand & Sons, New Delhi.
6. Financial Accounting, B.B. Dam, H.C. Gautam,, and other, Capital Publishing.
7. S Das,, Accounting for Government, Oxford University Press, New Delhi.
8. Bittiya Hisab Vidya, Oriental Book Co.
9. Financial Accounting, Pajaseharam, Pearson Education, New Delhi.
10. Financial Accounting, M. Hanif, A. Mukherjee, Tata McGraw Hill, New Delhi.

203: Principles of Management*Marks: 80***UNIT-I 16**

- 1) Development of management thought; Introduction, scientific management, principles of management (Henri Fayol), theories of management – pre-scientific management era, scientific management era, human relation era (1930-1950), social science era.
- 2) Brief history of management thought: Modern management thought: Contribution of P. F. Drucker, H. Simon, T. Peters and M. Porter.

UNIT-II 16

- 1) Planning : Introduction; definition, significance, limitations, principles, process, types, strategies (objectives, goals, policies, procedures, methods rules), planning premises, MBO-features, process, benefits and problems.

- 2) Decision making : Introduction, definition, characteristics, process, principles, problems, types, approaches.
- 3) Forecasting : Meaning, definition, features, process, elements, importance, areas of forecasting, techniques/ methods, advantages, limitations, differences between forecasting and planning.

UNIT-III 16

- 1) Types of organization : Introduction, line/ functional/ line & staff, their characteristics, advantages, disadvantages and suitability, project organization, matrix organization.
- 2) Departmentation : Introduction, definition, process, need, basis of departmentation, types of departmentation, advantages and disadvantages.
- 3) Span of management : Introduction, ,meaning, factors, Graicunas theory.
- 4) Authority and responsibility : Introduction, definition, characteristics, sources, formal authority, limits of authority, responsibility, delegation – advantages/ problems, steps, pre requisites and principles.

UNIT-IV 16

- 1) Motivation : Introduction, meaning, definition, nature, characteristics, need, importance, elements, theories– Maslow, McGregor, Herzberg and Ouchi, financial and non financial incentives, carrot and stick approach, contingency approach.
- 2) Leadership : Introduction, characteristics, importance, qualities, styles, techniques.
- 3) Communication : Introduction, definition, characteristics, importance, factors, barriers, process, classification, methods, channels, types.

UNIT-V 16

- a. Managerial Control & Management of Management of Change
- b. Managerial Control: Concept & techniques of control.
- c. Management of Changes 1 & 3 above.

Suggested Books:

1. Essentials of Management –Harold Koontz/Heinch Weihrich
2. Management Concept & Practice –Manmohan Prasad
3. Principles of Management –George. R. Terry
4. Principles of Management –Dr. Neeru Vasishth
5. Management Principles & Practice-Dr. M. Sakthivel Murugan.
6. Principles of Management –Dr. S. Sarkar, Shands & Gupta Sarkar
7. Principles and Practice of Management –L.M. Prasad –Sultan Chand & Sons.

2. N.G.O.- Good Books Distributors Publishers, 31, Chowringhee Road, Kolkata-6.
3. Rural Banking in India- S.S.M. Desai
4. Banking and Financial System – Vasant Desai, Himalaya Publishing House
5. Theory of Banking – S. V. Vasudevan, S. Chand & Co.
6. Micro-Finance: Perspectives and Operations – Indian Institute of Banking and Finance, MacMillan Publishers, New Delhi
7. Micro Finance - Dr. Vinod Kumar, Laxmi Publications, New Delhi.
8. Monthly Bulletins And Annual Reports of R.B.I.
9. Publications of Indian Bank Association (I B A).

205 (E): Essentials of E-Commerce

Marks: 80

UNIT-I 25

E-Commerce network and Security- VAN, Internet, Packet Switching, Internet, VPN, Extranet, WAP, Bluetooth, Synchronic vs. Asynchronic, Communication Ethernet, TCP/IP, Peer-to-peer (P2P), Client vs. Server Processing, Connectionless, Stateless Systems, Cookies, Stickiness, Scalability, Symmetric vs. Asymmetric encryption- Secret or Private/Public keys, Firewall, Proxy, DES, RSA, SSL.

UNIT-II 25

E-power and Social Impact; Cashing in on the net, Strength of Product, supply & demand latest models, New point of diminishing returns; Socio and Legal Environment – Digital divide, Internet Paradox, Technological determinism, Bandwidth, Media Richness, network externalities, positive feedback, intellectual property, Copyright, Trademark, Patent Shareware, public domain ‘Deep linking’ Steganography; Web Style and Norms, Spam, Denial of Service.

UNIT-III 15

Business Netiquette; Do’s and Don’t of WebPages, Client Service, Personnel & Technical support, Network services, Accounting and Statistics.

UNIT-IV 15

Introduction to software engineering, program vs. products; software life cycle models; project planning –requirement analysis and specification; system design; coding and testing; maintenance.

Suggested Books:

1. E-Commerce –A Managerial Perspective, P.T. Joseph, Prentice Hall of India.
2. Electronic Commerce -A Manager’s Guide, by Ravi Kalakota and Andrew B. Whinston,

Suggested Books:

1. Business Mathematics & Statistics, R.K. Ghosh, S. Saha, New Central Book Agency (Pvt.) Ltd, Kolkata
2. Fundamentals of Statistics, S.C. Gupta, Sultan Chand & Sons.
3. Business Statistics, A.P. Verma, Asian Book (Pvt.) Ltd.
4. Essentials Statistics for Economics and Commerce Padmalochan Hazarika, Akansha Publishing House.
5. Business Statistics, I.K. Sharma, Pearson Education, New Delhi.
6. Fundamental of Statistics, D.N. Elahance/Veena Elahane, B.M. Aggarwal, Kitab Mahal.
7. Elementary Statistical Methods –Dr. S.P. Gupta –Sultan Chand & Sons, New Delhi.
8. Statistical Methods –P.N. Arora, Sumeet Arora and S. Arora, S. Chand & Co. Ltd. New Delhi.
9. Statistics for Business and Economics –R.P. Hooda –Macmillan, New Delhi.
10. Basic Statistics –Nagar and Das –Oxford University Press, New Delhi.

205: (A) Management Accounting

Total Marks : 80

Unit-I : Concept of Management Accounting 20

Meaning, Nature, scope and functions, Role of management accounting in decision making process, Management Accounting Vs financial accounting, different tools and techniques of management accounting, Use of accounting information for management purpose. Application of computer in Management decision making process.

Unit - II : Marginal Costing 20

Meaning and definition of marginal cost and marginal costing, Assumptions of marginal costing, Cost volume profit analysis, Break Even analysis, managerial application of marginal costing, advantages and disadvantages of marginal costing.

Unit-III: Budget and Budgetary Control 20

Meaning of budget and budgetary control; Objectives, merits and limitations of budgetary control; Installation of budgetary control system; Classification of budgets according to time, function and flexibility; Preparation of budget (flexible budget and cash budget only);

Unit - IV : Standard costing and Variance Analysis 20

Meaning of standard cost, standard costing, Advantages and application of standard costing, Distinction between standard costing and budgetary control. Variance Analysis - material, labour and overheads.

Suggested Books:

1. Principles of Management Accounting - Anthony, Robert & Recee.
2. Management Accounting - R. K. Sharma & S. K. Gupta, Kalyani Publishers, Ludhiana.
3. Financial Statement Analysis - S. Sikidar & H. C. Gautam
4. Management Accounting - M. Y. Khan & P. K. Jain, Tata McGraw Hill Co.
5. Advanced Management Accounting - R. S. Kaplan & A. A. Atkinson.
6. Management and Cost Accounting –Shashi K. Gupta & R.K. Sharma, Kalyani Publishers.
7. Cost Accounting –Bhabotosh Banerjee –Prentice Hall of India.

205: Human Resource Planning Development (Mag)*Marks: 80***UNIT-I: Nature and scope of HRP and HRD** 20

HRP: Nature of HRP, Importance of HRP, Human Resource Planning process, Demand forecasting and supply forecasting of human resources; concept of job analysis, uses and techniques of job analysis, concept of job description and job specification.

HRD: concept of HRD, features of HRD, difference between HRD and HRM, Need for HRD in the Indian context, Qualities of HRD manager, Employee counseling quality circles.

UNIT-II: Employee training, Executive Development and career Management 20

Meaning and importance of training, Identification of training needs, Evaluating training effectiveness, outsourcing, concepts and methods of executive development, Meaning and advantages of career planning, concepts of replacement planning and succession planning, Measures for successive career planning.

UNIT-III: 20

Performance Appraisal and Human Resource mobility –concept and objectives of performance appraisal methods of performance appraisal, Appraisal of potential, concept of promotion, transfer and demotion, downsizing strategy, VRS and Employee Turnover.

UNIT-IV: Measurement of HRP- 20

Human Resource Accounting: Meaning, Advantages and limitations of Human Resource Accounting, methods of valuation of human resources.

Human Resource Audit: Meaning, advantages and techniques of Human Resource Audit.

Human Resource Information System: Meaning and importance of HRIS, steps involved in designing and developing a sound Human resource Information system.

Suggested Books:

1. Human Resource Management by Pattanayak, PHI, Learning Pvt. Ltd., New Delhi.
2. Innovation in Human Resource Management by Sistare, PHI Learning Pvt. Ltd., New Delhi.
3. Human Resource Management by K. Aswathappa, Tata McGraw Hill Companies.
4. Training and Development, Concepts and Practices, S.K. Bhatia, Deep & Deep Publication Pvt. Ltd.
5. Personnel Management and Industrial Relations, P.C. Tripathe, Sultan Chand & Sons, New Delhi.

205 (F): Micro Credit Institutions*Total Marks = 80***Unit-I: Micro Finance Approach** 20

Micro Finance -meaning and concept, significance, basic features. Emerging micro finance institutions, its role in rural development, Formation of NGO-Self Help Group (SHG)-definition, objectives and salient features, Types of NGOs, Merits and demerits, Role of SHG in rural development, SHG linkage with rural banking and emerging trends in rural finance, Models of micro finance.

Unit-II: R.B.I. and Rural Finance 20

RBI- its role in policy formation towards rural credit, need and policy for rural finance. Coordinating role of RBI among different financial agencies in India. RBI's regulation of money lending activities for rural sector. Regulatory role, NEDFI, RGBN, their role in micro finance.

Unit-III : Present Structure of Institutional Finance for Rural Development 20

NABARD – historical background, its role and activities in rural finance, SBI and its role in rural finance, Commercial bank and rural finance, Regional Rural Banks (RRB)-their salient features and role in rural development. Changing scenario of RRBs –reorientation of RRBs; functions of Assam Gramin Vikash Bank.

Unit-IV: Rural Development Approach 20

Rural development-meaning and definition, emerging trends in rural development programmes in India. Different rural development programmes-REGP, PMRY, NREGA-their role in rural development. Peoples' participation and involvement of banks in rural development policies. Government policies, for rural development, fiscal incentives.

Suggested Books:

1. Banking in India-Panandikar (revised by Mithani)

302 : FUNCTIONAL MIL : ASSAMESE

Marks - 80

- Unit-1 :** নিৰ্বাচিত পাঠ্যপুথি : স্নাতকৰ কথাবন্ধ ৪৫
 গুৱাহাটী বিশ্ববিদ্যালয়ৰ স্নাতক মহলাৰ সাধাৰণ আৰু প্ৰধান পাঠ্যক্রমৰ বাবে)
 সংকলন-সম্পাদন : মহেশ্বৰ নেওগ
 নিৰ্বাচিত পাঠ :
 ১। ইংলণ্ডৰ বিৱৰণ — আনন্দৰাম ঢেকিয়াল ফুকন
 ২। সূৰ্যকুমাৰ ভূঞা — শৰাইঘাট আছে,
 শৰাইঘাট নাই।
 ৩। জ্ঞানানন্দ জগতী — নিজৰ ভৰিৰ ওপৰত থিয় হোৱা
 (তুলসী প্ৰসাদ দত্ত)
- Unit-2 :** বাণিজ্যিক লেন-দেন সম্পৰ্কীয় শব্দ প্ৰয়োগ (Terminology) সংজ্ঞাসমূহৰ চমু বিৱৰণ ১৫
 Affidavit, Agenda, Agreement, Annual Return, Power of Attorney, Audit, Balance Sheet, Bonus, Gratuity, Lien, Provident Fund, Quorum, Stock Exchange, Working Capital, Earnest Money, Agreement, Hire Purchase, Demand Draft, Over Draft, Power of Attorney, Copyright, Debenture, Royalty, Rebate, Subsidy.
- Unit-3 :** বাণিজ্য বিষয়ক যোগাযোগ পত্ৰ : বিশেষভাবে — ১০
 ক) ঋণ বিচৰা পত্ৰ
 খ) বাণিজ্য প্ৰসাৰ বিষয়ক পত্ৰ
 গ) আদায়, দাবী, অভিযোগ আৰু মীমাংসা সংক্ৰান্তীয় পত্ৰ।
- Unit-4 :** সাৰাংশ লিখন (গদ্য পাঠৰ পৰা) ১০

302 : FUNCTIONAL MIL : BENGALI

Marks - 80

- Unit-1 :** গ্ৰন্থ — বিচিত্ৰ প্ৰবন্ধ ৪৫
 লেখক — ৰবীন্দ্ৰ নাথ ঠাকুৰ
 প্ৰবন্ধ :
 ১। পৰনিন্দা
 ২। কেকাধ্বনি
 ৩। শৱৎ
- Unit-2 :** (Terminology) ১৫
 ইংৰাজী বাণিজ্যিক শব্দাবলীৰ পাৰিভাষিক বাংলা প্ৰতিশব্দ

Pearson Education, New Delhi.

3. E-Commerce Logistics & Fulfillment by Deborah L. Bayles, Pearson Education, New Delhi.

3rd SEMESTER**301: Environmental Studies**

Theory: 75 :: Field Report: 25

- Unit - I : Natural Resources :** 15
Renewable and non-renewable resources :
Multi-disciplinary Nature of Environmental Studies
 Natural resources and associated problems.
 (a) **Forest Resources :** Use and Over-exploitation, deforestation, case studies, Timber extraction, mining, dams and their effects on forests and tribal people.
 (b) **Water resources :** Use and over-utilization of surface and ground water, floods, drought, conflict over water, dams-benefits and problems.
 (c) **Mineral resources :** Use and exploitation, environmental effects of extracting and using mineral resources, case studies.
 (d) **Food resources :** World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer, pesticides problems, water logging, salinity, case studies.
 (e) **Energy resources :** Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources, case studies.
 (f) **Land resources :** Land as a resource, land degradation, man induced landslides, soil erosion and desertification.
 □ Role of an individual in conservation of natural resources.
 □ Equitable use of resources for sustainable lifestyles.
- Unit - II : Ecosystems** 15
 □ Concept of an ecosystem.
 □ Structure and function of an ecosystem.
 □ Producers, consumers and decomposers.
 □ Energy flow in the ecosystem
 □ Ecological succession.
 □ Food chains, food webs and ecological pyramids.
 □ Introduction, types, characteristic features, structure and function of the following ecosystem :

- (a) Forest ecosystem
- (b) Grass land ecosystem
- (c) Desert ecosystem
- (d) Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries).

Unit - III : Bio-diversity and its Conservation 15

- Introduction-Definition: genetic, species and ecosystem diversity.
- Biographical classification of India.
- Value of biodiversity : consumptive use, productive use, social, ethical, aesthetic and option values.
- Biodiversity at global, national and local levels.
- India as a mega-diversity nation.
- Hot-spots of biodiversity.
- Threats of biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts.
- Endangered and endemic species of India.
- Conservation of biodiversity : In-situ and ex-situ conservation of biodiversity.

Unit - IV : Environmental Pollution 15

Definition

Causes, effect and control measures of :

- (a) Air pollution
- (b) Water pollution
- (c) Soil pollution
- (d) Marine pollution
- (e) Noise pollution
- (f) Thermal pollution
- (g) Nuclear hazards.

- Solid waste management : Causes, effects and control measures of urban and individual wastes.
- Role of an individual in prevention of pollution.
- Pollution case studies.
- Disaster management : floods, earthquake, cyclone and landslides.

Unit - V : Social Issues and the Environment 15

- From unsustainable to sustainable development.
- Urban problems related to energy
- Water conservation, rain water harvesting, watershed management
- Resettlement and rehabilitation of people : its problems and concerns, case studies.

Suggested Books:

1. Text book of Environmental Studies –Erach Bharucha, UGC
2. A Textbook of Environmental Studies- D.K. Asthana, Meera Asthana, S.Chand.
3. Environmental Studies- Prof. R.B. Singh, Dr. D.K. Thakur, Dr. J.P.S. Chauhan, Romesh Book Depot.
4. Perspective in Environmental Studies –Anubha Kaushik, C.P. Kaushik, New Age International.

302: Communicative and Functional English (Paper-II)

Marks: 80

Time Span (One Semester): 6 months

Unit – I 16

- a. Use of English in Everyday situations

Unit – II 16

- a. Use of English in Business Situations.

Unit – III 16

- a. Use of Grammar

Unit – IV 16

- a. Use of Vocabulary

Unit – V 16

- a. Business Correspondence
- b. Information Technology and Modern forms of Communication

Suggested Readings

1. Business English and Communication by Varindar Kumar and Bodh Raj; Kalyani Publications.
2. Cambridge Advanced English Students Book by Leo Jones, Cambridge University Press
3. Model Business Letters, E-mails and other Business Documents by Shirley Taylor; Pearson Education.

304: Direct Taxes
Total Marks: 80

Unit I: Income Tax Act 1961: Basic Concepts of Definitions	20
Introduction, Brief history of Income Tax in India, Scope of the Act, Meaning of Income Tax; Concept of Income Tax; Assessment year, Previous year; Assessee; Person; Agricultural Income with examples; Residential status and Tax Liability.	
Unit II: Income Tax Act 1961: Heads of Income	30
Computation of Income from Salary inclusive of salary components Allowances; perquisites; profit in lieu of salary and deductions, Income from House Property or allowable deductions, profits and gains from Business and Profession, short term and long term capital gains; income from other sources; computation of Gross Total Income and Total Income and the tax liability of a salaried individual; decoctions from the Gross Total Income of individuals.	
Unit III: Income Tax Act 1961: Assessment Procedure, Returns, Advance Payment of Tax and Tax	
Deduction at Source	20
Procedure of Assessment of Tax; Self Assessment; Regular Assessment and Best judgment Assessment, Procedure of Filing of Return and Particular to be furnished; Permanent Account Number (PAN); Liability for Payment of Advance Tax and due dates of instalments of advance tax; person liable to pay advance tax and consequences of non-payment; Tax Deducted at Source (TDS) and consequences of not deducting TDS TAN no.	
Unit IV: Wealth Tax Act 1957: Definitions, Basics of charge and computation of Net Wealth	10
Definition of Assets, liabilities; Net Wealth, Deemed Wealth and Exempted Wealth; procedure of determination of Net Wealth of an individual and tax incidence there of.	

Suggested Books:

1. V.K. Singhania, Direct Taxes, Taxmann Publications, New Delhi.
2. B. Lall, Direct Taxes, Pearson Education, New Delhi.
3. Gaur & Narang, Income Tax Law and Practice, Kalyani Publications.
4. Mahesh Chandra, D.C. Shukla: Income Tax Law and Practice, Pragati Publications, New Delhi.

Affidavit, Agenda, Audit, Balance Sheet, Bonus, Gratuity, Lien, Provident Fund, Quorum, Stock Exchange, Working Capital, Earnest Money, Agreement, Hire Purchase, Demand Draft, Over Draft, Power of Attorney, Copy Right, Annual Return, Debenture, Rebate, Subsidy, Audit, Royalty.

Unit-3 : वाणिज्य विषयक योगायोग पत्र : विशेषतः —	१०
क) ऋण प्रार्थना विषयक पत्र	
ख) आदाय, दावि, अभियोग और मीमांसा - संक्रान्त पत्र	
ग) आमदानी और रण्टानि पत्र	
Unit-4 : ये कौन एकटि विषय अवलम्बन करे सारांश लेखन।	१०

302 : FUNCTIONAL MIL-II : HINDI

Marks - 80

ग्रन्थ - निबन्ध निकज

सम्पादक - डा० धर्मदेव तिवारी शास्त्री।

Unit-1 : निबन्धों के नाम	45
क) कवियों के अमिला विषयक उदासीनता - महावीर प्रसाद द्विवेदी।	
ख) मजदुरी और प्रेम - अध्यापक पुर्ण सिंह।	
ग) कछुवा धरम - चन्द्रधर शर्मा गुलेरी।	
Unit-2 :	15
पारिभाषिक शब्दावली एवं वाणिज्यिक लेन - देन सम्बन्धी शब्द प्रयोग (Terminology) का संक्षिप्त विवरण।	
Affidavit, Agenda, Audit, Balance Sheet, Bonus, Gratuity, Lien, Provident Fund, Quorum, Stock Exchange, Working Capital, Earnest Money, Agreement, Hire Purchase, Demand Draft, Over Draft, Power of Attorney, Copy Right, Annual Return, Debenture, Rebate, Subsidy.	
Unit-3 : वाणिज्य सम्बन्धी पत्र	10
क) ऋण विषयक, ऋण अनुमोदन हेतु पत्र।	
ख) वाणिज्य प्रसार विषयक पत्र।	
ग) हरजाना, दावामूलक, अभियोग एवं सीमांसामूलक पत्र।	
Unit-4 : किसी भी विषय से संबंधित एक संक्षेपण अथवा सारांश लेखन।	10

302 : FUNCTIONAL MIL : BORO*Marks - 80*

आयदा - 1 : बुजि मोननाय आनजाद (Comprehension Test)	10
आयदा - 2 : फोरमायथि लिराथाय	15
आयदा - 3 :	
फालांगियारि फोसावर्दिनाय, फोसावर्दिनायखौ फोरमायनाय आरो गोसारहोनायनि खान्थि, लिरनायनि आदब-बाइदिखै बिथा महरै लानानै फोसावर्दिनायनि सोमोन्दै सुंद सावरायनाय।	10
आयदा - 4 : फालांगियारि आयदानि सायाव लिरनाय बिलाइ : गाहायै -	20
क) साख्रियाव थिसननायनि आरज बिलाइ।	
ख) गुबुन गुबुन फसंथानसिम हरनाय बिथोन बिलाइ।	
ग) फोसाव बिलाइ।	
घ) रादाब बिलाइनि सुजुगिरिनिसिन लिरनाय लाइजाम।	
ङ) दाहार बिनानै सुजुगिरिनिसिन लिरनाय लाइजाम।	
च) फालांगि गोसार होनाय सोमोन्दै लिरनाय लाइजाम।	
छ) दाबि, अजद, बिजिरनो होनाय आरो गोरुबथायाव फैनाय (मिमांसा) बाइदिनि सोमोन्दै बिलाइ।	
आयदा - 5 : रनसाय लिरनाय	15
आयदा - 6 : फालांगियारि सोलाइ - सोल सोदोबनि बाहायथिनि सायाव सुंदयै फोरमायनाय।	10
नायनोगोनां बिजाब - राव आरो रनसाइ - मुधुराम बर।	

302: Nepali (Functional MIL)*Marks: 80*

1. Text literature		40 Marks
a) Satya Sojho Huncha	:	Laxmi Prasad Devkota
b) Jivan Ra Sahitya	:	Ram Krishna Sarma
c) Oojyalo	:	Indra Bahadur Rai
d) Peepal Ko Chhahari	:	Krishna Prasad Gewali
e) Tagaro	:	Chandra Kr. Sarma

Text Book:

NEPALI SHATIYA MANJARJI : (ed) Assam Nepali Sahitya Sabha

2. Commercial Terminology	10 Marks
3. One essay on commerce/economics related topics	20 marks
4. Translation: From English to Nepali	10 Marks

303: Corporate Accounting*Total Marks: 80*

Unit - I: Final Accounts	20
Final accounts of a joint stock company (both Horizontal and Vertical Format) with necessary adjustments.	
Unit - II Incentive Equity Stock and Buy Back:	20
Issue of right and bonus shares - requirement as per the Companies Act. - advantages and disadvantages of issue of right and bonus shares, calculation of rights; accounting entries; Employees Stock Option Scheme (ESOP) and its accounting treatment; Buy back of shares and its accounting treatment..	
Unit - III Issue and Redemption of Debentures:	20
Issue of debentures; accounting treatment of expenses and losses on issue of debentures; Redemption of debentures-sources of funds; Redemption of debenture-Redemption on a specified date by paying lump sum, Redemption in installments, Redemption by purchase in the open market and Redemption by conversion into shares.	
Unit - IV Amalgamation of Companies:	20
Meaning and objectives; Relevant provisions on amalgamation as per Accounting Standard 14; amalgamation in the nature of merger and purchase; Consideration for Amalgamation; Accounting entries for amalgamation and preparation of Balance Sheet after amalgamation.	

Suggested Books:

1. Corporate Accounting - S. N. Maheshwari, Vikash Publishing House, New Delhi.
2. Advanced Accounting Vol. II by A. Sehgal & D. Sehgal, Taxmann Publication, New Delhi.
3. Corporate Accounting by Hanif and Mukherjee, Tata McGraw Hill.
4. Advanced Accounting - V. K. Saxena, Sultan Chand & sons.
5. Corporate Accounting - H.C.Gautam & B. B. Dam.
6. Corporate Accounting - K. R. Das, K. M. Sinha and S. Kuri.
7. Auditing and Assurance – Versa Ainapuri, PHI Pvt. Ltd., New Delhi.
8. Contemporary Corporate Accounting, T P Ghosh Taxman.
9. Advanced Accounts- M.C. Shukla, T.S. Grewal, S. Chand & Co., New Delhi

Unit II:

1. Factories Act, 1948: Scope, Importance Definitions, Provisions regarding health, Safety, & Welfare of workers, employment of women & young persons.
2. Payment of Bonus Act, 1956: Scope & application, importance definitions, allocable & available surplus, eligibility of bonus, payment of minimum & maximum bonus, deductions from bonus.
3. Payment of wages Act, 1936: Objectives & Scope importance definitions, responsibility of payment of wages, time and mode of payment, authorized deductions, illegal deductions.

Unit III: Miscellaneous Legislations:

1. The Mines Act, 1952.
2. The Plantation Labour Act, 1951.
3. The Contract Labour (Regulation & Abolition) Act, 1970.
4. The Child Labour (Prohibition & Regulation) Act, 1986.
5. The Workmen's Compensation Act, 1923.
Objectives & Scope of the above Act.

Recommendation Books:

1. Dynamics of industrial relations – Mamoria, mamoria & Gankar, Himalaya Publishing House, New Delhi.

306: Financial Institutions & Markets*Marks: 80***UNIT-I:** 20

Financial system- concept –nature and role of financial system; structure of financial system, structure of financial system –overview financial markets; financial institutions; instruments and services –financial system and economic development –relationships between financial and economic development.

UNIT-II: 20

Financial institutions –Banking institutions –commercial banks –commercial banking operations banks –Salient features of the operation of Co-operative banks –weaknesses of cooperative banks; Development banks –specific features –Harmonisation of commercial banks and development banks. Non-banking financial companies graft development in India.

UNIT-III: 20

Financial markets –types –Money Market characteristics –participants –functions; capital market- Nature and role –Functions –Distinction between capital market and money

305: Corporate Law**UNIT-I** 15

Introductory formation of a Company- corporate personality, lifting of the corporate veil, Basic documents-Memorandum & Articles of association, their alternation and limitations on power of alternation, distinction between Memorandum & Articles of association, constructive notice of Memorandum & Articles, doctrine of indoor management.

UNIT-II 20

Financial structure; The concept of capital and financing of company - sources of capital; classes and types of shares, stocks & shares, share capital alternation, increase and reduction of share capital,; Prospectus- definition, statement-in-lieu- of prospectus, registration, misrepresentation and penalties there for, underwriting.

Debt capital- debentures, debenture stock, bonds, debenture trust deed, and trustees, conversion and redemption of debentures, creation of charges- fixed, floating and registration thereof.

UNIT-III 15

Issue of securities and membership: Application & allotment of shares, listing of security, irregular allotment, calls on shares, bonus issue, rights issues, issue of sweat equity shares, employee stock option scheme, share certificate, share warrant, lien on shares, surrender of shares, forfeiture of shares, buy back of shares, annual return, unclaimed dividend.

Membership- definition, members vs. shareholders, modes of acquiring membership including through depository mode, termination of membership, rights and liabilities of members, register of members, annual return, transfer and transmission of shares/debentures in physical and depository mode.

UNIT-IV 15

Company Management and Control of Companies; Directors- appointment, re-appointment of directors, qualifications, disqualifications, remuneration, vacation of office, retirement, resignation and removal of directors, loans to directors, their powers and duties, role of directors.

Meaning and whole –time directors, managers, company secretary, their appointment, re-appointment, powers and duties.

Law relating to majority powers and minority rights, shareholder remedies, actions by shareholders, statutory remedies, personal actions, prevention of oppression, and mis-management.

UNIT-V 15

Meaning; Meeting of directors, frequency, convening and proceedings of board

meetings, minutes and evidence.

General meetings, kinds of meeting and resolutions, law, practice and procedure relating to convening and proceedings at general and other meetings, recording and signing of minutes, role of chairman.

Suggested Books/Readings:

1. Company Law & Practice- A.K. majumdar & G.K. Kapoor, Taxmann Publication.
2. Company Law- Vijay Gupta, K.C. Garg, Kalyani Publishers.
3. Company Law & Practice- N.D. Kapoor, Sultan Chand & Sons.
4. Company Law- P.P.S. Gonga, S. Chand & Company Ltd., New Delhi.
5. Business Law- M.C. Kuchal, Vikas Publishing House, New Delhi.
6. Relevant Bare Acts.
7. Company Law- Singh, Auter, Eastern Book Company, Lucknow.

306: Advanced Corporate Accounting

Total Marks: 80

Unit-I: Valuation of shares and profit or loss prior to incorporation 20

Valuation of shares - Meaning of Valuation of Shares, need for valuation of shares, Factors to be considered, Methods of valuation of shares and their applicability, Cum-dividend and Ex-dividend value of shares, valuation of shares after bonus issue.

Profit or loss prior to incorporation - methods of computation; accounting treatment, Prior period adjustments.

Unit-II: Internal Reconstruction of Companies 20

Different forms of Internal Reconstruction; Accounting treatment for alteration of share capital and reduction of share capital; Preparation of balance sheet after Internal Reconstruction

Unit-III: Winding up of companies 20

Meaning and modes of winding up; Types of winding up; Procedures of winding up; Contributories; Preferential payments; Voluntary winding up; Preparation of liquidator's final statement of account; Preparation of statement of affairs.

Unit-IV: Accounts of Holding Company 20

Concept and meaning of different terms, holding company, subsidiary company, pre-acquisition profit/loss, post acquisition profit/loss, minority interest; cost of control; meaning and need for consolidation of financial statements; preparation of consolidated financial statements as per AS 21; Preparation of consolidated balance sheet of a holding company with one subsidiary.

Suggested Books:

1. Corporate Accounting - S. N. Maheshwari, Vikash Publishing House.
2. Advanced Accounting Vol. II by A. Sehgal & D. Sehgal, Taxmann Publication.
3. Corporate Accounting by Hanif and Mukherjee, Tata McGraw Hill.
4. Advanced Accounting - V. K. Saxena, Sultan Chand & sons.
5. Corporate Accounting - H.C.Gautam & B. B. Dam.
6. Corporate Accounting - K. R. Das, K. M. Sinha and S. Kuri.
7. Auditing and Assurance – Versa Ainapuri, PHI
8. Contemporary Corporate Accounting, T P Ghosh Taxman.
9. Advanced Accounts- M.C. Shukla, T.S. Grewal, S. Chand & Co., New Delhi.

306: Industrial Relations & Labour Laws

Marks: 80

PART – I: Industrial Relations

UNIT-I:

Concept of Industrial Relations: Importance, Scope & Aspects of Industrial Relations, Factor Affecting Industrial Relations, Different approaches/perspectives of Industrial Relations, employers, employees & government –Role in Industrial Relations, concept of Labour welfare & labour welfare officer, importance of workers education.

UNIT-II:

Industrial Disputes- meaning, concept, essentials, classification, impact & causes strikes –lock outs. Collective Bargaining –meaning, features & different forms. Tripartite & bipartite bodies –evolution. Worker participation in management- forms & levels. Trade Unions –features & functions, recognition.

UNIT-III :

Settlement Machinery- conciliation & mediation, arbitration, adjudication. (Basic knowledge).

PART – II: Labour Laws

Unit-I:

1. Trade Union Act, 1926- Objectives, importance, definitions, registration of Trade Union, duties & liabilities, rights & privileges of Regd. Trade Union.
2. Industrial Employment (Standing Orders) –Objectives, importance, definitions, Sec-2, Industrial dispute meaning, prohibition of strikes & lockouts, illegal strikes 7 lockouts, lay-off, retrenchment & closure

5. Maheswari & Varshney, Managerial Economics, S. Chand & Co., New Delhi.
6. Micro Economics Theory: John P. Gould, Gr. and Edward P. Lazear- All India Traveller, Delhi.
7. Price Theory and its Uses- Wastow Donald S. and Getz Molcolm- Khosla Publishing House, New Delhi.
8. Business Economics – P.N. Chopra –Kalyani Publishers, New Delhi.
9. Modern Micro Economics- A Koutsorgiannis Mac Millan House, New Delhi.
10. Business Economics- V.G. Mankar Mac Millan House, New Delhi.

402: Auditing & Assurance

Marks: 80

UNIT-I: 16

Auditing Concepts: Nature, Objective, and basic principles of auditing, limitations of auditing, classes of errors and frauds and auditor's duty threats; ethical principles and concept of auditor's independence, Relationship of auditing with other disciplines.

UNIT-II: 16

Internal control and internal check: elements of internal control, review and documentation, evaluation of internal control system, internal control questionnaire, internal control check list, tests of control, application of concept of materiality and audit risk, concept of internal audit, Internal control under computerized audit environment.

UNIT-III: 16

Audit sampling: Types of sampling, test checking, techniques of test check, sampling risk, audit sampling and sampling methods, compliance tests and substantive tests, auditing in depth. Analytical review procedure.

UNIT-IV: 16

Audit Procedure: Vouching; verification of Assets and liabilities.

UNIT-V: 16

Audit report; qualifications, disclaimers, adverse opinion, disclosures, auditor's reports and certificates, Audit attestation and certification.

Suggested Books:

1. Auditing and Assurance Standards issued by the ICAI, New Delhi.
2. Principles of Audit and Internal Auditing by Dhruva Dutachowdhury, New Central Book Agency P. Ltd. Kolkata-700009.
3. Principles and Practice of Auditing by R.G. Saxena, Himalaya Publishing House, Mumbai.

market. Primary market –Secondary Market –Operational mechanism of capital market.

UNIT-IV: 20

Regulatory Framework in Financial system –regulatory role of RBI, SEBI, securities contract & Regulation Act 1956.

Suggested Readings:

1. Financial Institutions and Markets, by LM Bhole; Tata McGraw Hill, New Delhi
2. Financial Institution and Market and Markets, Bharati Pathak, Pearson Education, New Delhi.
3. Money Market Operations in India, A.K. Sengupta and M.K. Agarwal, Skylark Publications, New Delhi.
4. Indian Financial System- Theory & Practice- M.Y. Khan, Tata McGraw Hill, New Delhi.

306: Internet & World Wide Web

Marks: 80

Unit - I : Introduction to Internet 10

Internet - basics, architecture, components; Growth of Internet, Owners of the Internet, Anatomy of Internet, ARPANET, Internet history of the World Wide Web, Basic Internet Terminology, Net Etiquette.

Unit - II: Internet Applications 15

Commerce on the Internet, Governance on the Internet, Impact of Internet on society - Crime on/ through the Internet.

Unit - III : Internet Technology and Protocols (Basics) 15

Internet protocols - TCP/IP, IP address and its format, TCP/IP based packages, SLIP, PPP; Network and Network Devices - Network architecture, Ethernet, FDDI, ATM : Characteristics of Local Area Network & Wide Area Network - Topology, Protocols and media, Implementation, Transmission, Access method and technologies, Addressing in Internet - DNS, Domain Name and their organization, Understanding the Internet protocol address; Client Server Concepts - Architecture and applications.

Unit - IV : World Wide Web 15

Getting connected - Items needed to connect, Levels of Connectivity, types of connectivity, Commercial consideration; Evolutions of www, Basic features, www Browsers, www Servers, HTTP, Universal Resource Locator (URL), Search Engines and their categories, searching criterion, www and Hypertext.

Unit - V : Applications of the Web

25

Browsers - Basic features, Bookmarks, History, Progress indicators, Customization of browsers, Saving and printing web pages, Netscape Communicator, Internet Explorer.

E-mail – E-mail Networks and Servers, E-mail protocols - SMTP, POP3, IMAP4, MIME6; Structure of an E-Mail: E-mail Address, E-mail Header, Body, Attachment.

File transfer protocol - Introduction to FTP and Terminology, FTP Servers and Authentication, Line Mode FTP and Common commands, GUI Based FTP clients, Browser Based FTP Clients.

Telnet - Introduction to Telnet, Establishing Telnet connection, Using Telnet with Netscape, Telnet Protocol, Terminal Emulation, User Authentication, Video Conferencing through Internet.

User and Internet Relay, Chat-Usenet : Its components, News Groups, Searching and subscribing to News Groups, News Servers, Concept of chatting and IRC, Client Software for chat, Chat Servers, Smiley.

Suggested Readings:

1. The Complete Reference to Internet –M.L. Young, Tata McGraw Hill, 2002
2. Agarwala Kamlesh N. & Agarwala Deeksha –Bridge to the Online Storefront; Macmillan India, New Delhi.
3. Agarwala Kamlesh N. & Agarwala Deeksha –Fatal Click: What to do when viruses seize your computer; Macmillan India, New Delhi.
4. Phillips Lee Anne –Practical HTML 4; Prentice Hall, New Delhi.
5. Douglas E. Comer –The Internet Book; Prentice Hall, New Delhi.
6. Minoli Daniel, Minoli Emma –Web Commerce Technology Handbook; Tata McGraw Hill, New Delhi.

4TH SEMESTER**401: Business Economics***Marks: 80***Unit - I** **10**

Introduction : Basic problems of economy, meaning, nature and scope, characteristics of Business Economics, National Income and its importance in Business Economics.

Unit - II **15**

Demand Analysis: Determinants of demand, concept of demand estimation and demand forecasting. Elasticity of demand - meaning measurement, determining factors and importance.

Unit-III **15**

Production Function : Meaning and types of production function, laws of variable proportions, Laws of returns to scale, Iso-quants - meaning and properties, least cost combination.

Unit-IV **10**

Cost Analysis: Cost concept, short run and long run cost curves, cost - output relation, modern approach of cost.

Unit-V **20****Market structure and price determination:**

- A) Perfect competition, price and output determination, importance of perfect competition.
- B) Monopoly : Discriminating monopoly, dumping, comparison between perfect competition and monopoly.
- C) Monopolistic competition : Price determination, excess capacity, selling costs, comparison with perfect competition and monopoly.
- D) Oligopoly - Characteristics, price leadership, kinked demand curve.

Unit-VI **10**

Factor Pricing : Need of separate theory of factor pricing, marginal productivity theory of factor pricing, concepts –Rent, wages, interest and profit. Theories of profit and profit policies..

Suggested Books:

1. Sampat Mukherjee, Managerial Economics, New Central Book Agency, Kolkata-9
2. Ahuja H.L., Business Economics, S. Chand & Co. New Delhi.
3. Mithani D.M., Business Economics, Himalaya Publishing House, Mumbai.
4. Mehta P.L., Managerial Economics, Sultan Chand & Sons.

405: Cost and Management Accounting (Management Group)*Marks: 80*

Cost Accounting

Group - A**Unit-I : Introduction**

15

Meaning of cost, costing and cost accounting; objectives and functions of cost accounting; costing as an aid to management; cost concepts and classification, Relationship between cost accounting and financial accounting; Cost accounting and Management Accounting; Methods and Techniques of costing; Concept of cost audit; Preparation of cost sheet.

Unit-II : Accounting for Material, Labour and Overhead

15

Material control concept and techniques; E.O.Q. ABC Analysis and VED Analysis.

Labour cost control procedures; labour turnover; idle time and over time; methods of wage payment - time and piece rates.

Importance and classification of overhead; Factory administrative and selling overheads; allocation and apportionment of overhead; Absorption of overhead - under and over absorption. (Simple application)

Unit-III : Standard Costing

10

Meaning of Standard cost & Standard costing; Steps involved in standard costing, Advantages of standard costing; Variance analysis; Classification of variance (Simple application)

Management Accounting**Group - B****Unit-IV : Introduction**

10

Meaning and definition of Management Accounting; Nature, scope and objectives of management accounting; tools and techniques of Management accounting; Role in decision making; Relationship between management accounting and financial accounting.

Unit-V : Analysis and Interpretation of Financial Statement

15

Concept and Nature of financial statement; Limitation of financial statement, Need of analysis, tools and techniques, Ratio analysis - Types, uses, significance and limitations; Liquidity, profitability and long term solvency ratios; Statement of changes in financial position; Cash flow statement as per Indian Accounting standards -3 (simple application).

Unit-VI : Cost Volume Profit Analysis and Budget & Budgetary Control

15

Concept of C-V-P relationship, Break even analysis, Marginal costing as tools for

4. Contemporary Auditing by Kamal Gupta, Tata McGraw Hill Publishing Co. Ltd.
5. Nobes and Parker, Comparative International Accounting, Pearson Education, New Delhi.
6. International Accounting, by Saudagaram, Taxmann India, New Delhi.
7. Aina Pure and Aina Pure, Auditing and Assurance, PHI Learning Pvt. Ltd., New Delhi.
8. Auditing by S.K. Dutta Choudhury, New Central Book Agency, Kolkata.
9. Official Publication of ICAI, New Delhi.

403: Indirect Taxation*Marks: 80***Unit I: Central Sales Tax Act, 1956, (CST Act 1956)**

20

Enactment of the Act; Nature and Scope of the Act; Administration of Central Sales Tax Act; Essential features of the Act; Terms and definitions under the Act-Appropriate state; Dealer; goods, declared goods, place of Business, sale, Turnover, circumstances leading to the levy of CST, Features of Inter-state sales, Factors influencing the determination of tax, Registration under the CST Act and its advantages, procedure of payment of Central Sales Tax.

Unit II: The Central Excise Act 1944

20

Brief history of Central Excise, Nature of Excise Duty, Basic requirements for levy of Central Excise, Important terms and definitions under the Central Excise Act, Excisable goods; Factory, Manufacture and Manufacturer, Sale and purchase, Wholesale Dealer, Free Trade Zone, Special Economic Zone, Hundred Percent Export Oriented undertaking, persons requiring registration and exemption from registration, Procedure of registration and documents to be furnished therewith.

Unit III: The Customs Act 1962

20

Brief history of custom Duty Important terms and definitions under the Custom Act – Bill of Entry, Bill of Export, Supplying Bill, Coastal Goods, Dutiable Goods, Prohibited Goods, Export Goods Imported Goods, Tariff value, Types of custom Duties, Procedure of clearance of Imported Goods.

Unit IV: Value Added Tax and Assam Value Added Tax Act (Assam VAT Act.)

20

Origin of VAT, Meaning, Features, Advantages of VAT, Goods covered under VAT, objectives of Assam VAT Act, procedure of registration, Persons requiring registration under Assam VAT Act, Person liable to tax under Assam VAT Act., Rates of VAT, Tax Payer Identification Number (TIN), Input Tax, Input Tax Credit, Non-applicability of VAT and Sales not liable to tax under VAT, Prescribed Tax Authorities.

Suggested Books:

1. B.B. Das, Ramen Barman, B.J. Bora, Taxation & Auditing, Guwahati-5
2. Datey V.S., Indirect Taxes, Taxmann, New Delhi.
3. Mahesh Ch. Purohit, VAT, Gyan Publication, New Delhi.
4. P.S. Shome, VAT.
5. V. Balachandran, Indirect Taxes, Sultan Chand & Sons.
6. Ankit Todi; Assam VAT, Ashoke Publishing House, Guwahati.

404: Financial Services

Fourth Sem. (Core Paper)

*Total Marks: 80***UNIT-I:** 16

Financial Services –meaning and nature- features –evolution –providers and users – classification –fund based financial services –non fund based financial services.

UNIT-II: 16

Leasing and Hire purchase –concept and evolution –features –types of leasing and Hire purchase –advantages –distinction between leasing and Hire purchase –leasing companies in India.

UNIT-III: 16

Merchant Banking meaning; nature and scope –functions –evolution of merchant banking and growth in India

UNIT-IV: 16

Mutual funds –meaning and characteristics; advantages –Forms of MF –Types –working mechanism of Mutual Funds

UNIT-V: 16

Innovations in financial services –venture capital; depository system, broking and portfolio management services.

Suggested Readings:

1. Financial Markets & Financial Services by Vasant Desai, Himalaya Publishing House.
2. Financial Services, M.Y. Khan, Tata McGraw Hill.
3. Bharati Pathak: Indian Financial System, Pearson Education, New Delhi.
4. L.M. Bhole: Financial Markets & Tata McGraw Hill, New Delhi.

405: Advanced Accounting*Marks: 80***Unit-I: Accounting of Banking Companies:** 16

Statutory books to be maintained, special features of Bank book keeping. Preparation and presentation of Financial Statements of Banks. Advances – its classification and provisions to be made against advances Rebate on Bills Discounted, Income recognition.

Unit-II: Accounting of Insurance Companies: 16

Books maintained by a life insurance company and general insurance companies. Accounts of Life insurance company – Revenue Account, Profit and Loss Account and Balance Sheet. Ascertainment of profit under Life insurance business. Accounts of general insurance business – Revenue Account, Profit and Loss Account and Balance Sheet.

Unit-III: Investment Account: 16

Meaning, types, cost, cum-interest, ex-interest, cum-dividend, ex-dividend. Accounting for fixed interest learning securities and variable earning securities, bonus shares and right shares, Inter company investment.

Unit-IV: Insurance Claims 16

Insurance claims – Average clause, indemnity period, procedure of ascertaining loss of stock and loss of profit – Ascertainment of claims against loss of stock and loss of profit.

Unit-V: Introduction to Government Accounting: 16

Meaning, features and Objectives of Government Accounting; difference between commercial accounting and Government Accounting; General Principles of Government Accounting; System of financial administration and financial control in India; Accounts keeping of the government; Classification of Accounts –Consolidated Fund, contingency fund and public accounts; Government Accounting Standards Advisory Board.

Books Recommended:

1. Advanced Accounting –S.N. Maheswary & S.k. Maheswari- Visak Publishing House (Pvt.) Ltd., New Delhi.
2. Modern Accountancy –A. Mukharjee & H. Hanif- Tata McGraw Hill Publishing Co. Ltd. New Delhi.
3. Financial Accounting –Mongra G.R., Ahuja, Girish & Ashok Sehgal.
4. Advanced Financial Accounting- S.P. Gain & Narang, Kalyani Publishers, Ludhiana.
5. Advanced Financial Accounting: B.B. Dam and H.C. Gautam, Capital Publishing, Guwahati.

502: Marketing Management*Mark: 80*

Unit-1: INTRODUCTION	15
Nature and scope of marketing, Marketing concepts-traditional and modern, Selling Vs Marketing, Marketing functions, Importance of marketing, Marketing Mix-Seven-Ps framework, Marketing environment, Growth & Future of marketing in India	
Unit-2: CONSUMER BEHAVIOUR	15
Nature, scope and significance of consumer behaviour, Factors influencing consumer behaviour.	
Market Segmentation Meaning & need Bases for segmenting the market, Factors involved in market segmentation	
Forecasting Market Demand: Concept and importance	
Unit-3: PRODUCT MANAGEMENT	15
Product planning and development, Product line policy, Product life cycle, Packaging-Role and Functions, Product diversification, standardization and simplification, Brand name and trade mark.	
Unit-4 : (a) PRICING DECISION	10
Price : its meaning, Pricing objectives, Factors affecting price of a product, Pricing a new product, Importance of pricing, Price policies	
(b) MANAGING DISTRIBUTION	10
Distribution channels- concept and role, Distribution policies, Types of distribution channels, Factors affecting choice of a distribution channel for consumer and industrial goods	
Unit-5: PROMOTION DECISION	15
Promotion mix and its elements, Importance of promotion, Personal selling – its advantages & limitations, Advertising budget, advertising agency and measurement of advertising effectiveness, Sales promotion methods, Designing of sales promotion programme	

Suggested Books:

1. A. Kumar & Meenakshi, Marketing Management, Vikas Publishing House, New Delhi.
2. R. Saxena, Marketing, Himalaya Publishing House, Mumbai.
3. Philip Kotlar, Marketing Management, Pearson Education, New Delhi.
4. S. A. Sherlekar, marketing Management, Himalaya Publishing House, Mumbai.

pricing decisions and levels of activity planning, Meaning of Budget and Budgetary control; Types of Budgets - Fixed and Flexible, Master budget, Zero base budgeting, Performance budgeting, Standard costing Vs. Budgetary control. (Simple application)

405: International Banking*Marks: 80*

UNIT-I	10
Meaning of International Banking, History of International Banking, Reasons for Growth of International Banking, Forms of International Banking, Size of International Banking Market.	
UNIT-II	15
International Financial Institution: World Bank- Functions and Scope, International Development Association, International Finance Corporation, Multilateral Investment Guarantee Agency, Asian Development Bank, International Monetary Fund, Bank for International Settlement.	
UNIT-III	15
International Wholesale Banking-product category; International Retail Banking-product category; International Inter-bank business, meaning, participants, functions, operations; International Private Banking Services.	
UNIT-IV	15
Offshore Financial Centres: meaning, Characteristics and Types of Offshore financial centers, Benefits, reasons for Growth, Important Centres-London, Switzerland, Singapore, Hong Kong, International Banking Facilities of the US.	
UNIT-V	15
Regulation of International Banking: Need for Regulation, Basel Committee on Banking Supervision, Legal issues in International Banking.	
UNIT-VI	10
International Banking Operations: Raising of Resources, Capital Markets, Foreign Currency Accounts, Forex Market- structure and management.	

Recommended Books:

1. Fundamentals of International Banking by Rupnarayan Bose, Macmillan Publishing House.
2. International Banking Operations-IIBF, Macmillan Publishing House.
3. International Banking-Legal Regulatory Aspects, IIBF, Macmillan Publishing House.
4. International Banking and Finance –O.P. Agarwal, Himalaya Publishing House.

405: Web Designing (E-Com)*Mark: 80***Unit-1: Introduction to Data base Management System** 25

Overview of DBMS, Database languages, advantages of DBMS, different architecture of DBMS, ER-diagram, different keys, Integrity constraints, functional dependencies and normalization (upto 3rd normal form), introduction to relational algebra and SQL.

Unit-2: Weaving the web 15

Introduction to Hyper Text Markup Language (HTML), Extensible Hypertext Markup Language (XHTML), and Extensible Markup Language (XML) to create web pages, Moving from HTML to XHTML, XHTML element structure, style sheets, using JavaScript to display to XML, introduction to XML DOCTYPES and their uses, XML in web publishing environment.

Unit-3: Imaging Technologies for Web Publishing 25

Image file formats, creating low bandwidth graphics, using color, browser-safe colors, imaging transparency, creating graphical navigation tools, scanning techniques, creating small animations, image mapping, using scalable vector graphics (SVG), and graphical layout and alignment. Fundamentals of creating dynamic, interactive web pages: An introduction to Active Server Pages (ASP) technology, ASP syntax, and introduction to VB Script, the request, response, server, application, and session objects, working component, and connecting databases to ASP pages.

Unit -4 : Web Services (WS) 25

Different implementation Techniques of WS, Dot-Net-Based Initiatives, Java-Based WS Initiative J2EE, Comparison of Dot-Net base and XML bas WS initiatives. The performance, efficiency, scalability, power, time-to-Market features, the portability etc., support of both the techniques for existing systems, The migration from previous platform of both the techniques.

Suggested Readings:

1. Web. Design, The Complete reference, Second Edition- Thomas A. Powel, Tata McGraw Hill.
2. The HTML 4.0 Source book –Ian Graham, John Wiley
3. The XML Specification Guide- Ian Graham and Lian Quin, John Wiley.
4. The EHTML 1.0 Web Development Source bokk –Jhon Wiley and Sons.
5. Web Services Security –Mark O’Neill, et al. Tata McGraw Hill

5TH SEMESTER**501: Business Environment***Mark: 80***UNIT-I :** 10

Business Environment: Concept, Components and importance. Indian Business Environment.

UNIT-II: 10

Economic trends (overview): National Income, sector wise analysis.

UNIT-III: 10

Problems of Growth: Unemployment; Poverty; Regional Imbalances; Social injustice; Inflation; parallel economy.

UNIT-IV : 15

Role of Government: Monetary and Fiscal Policies in India: Role of Private Sector; The current five year plan: Major Objectives, Strategies, Policies.

UNIT-V : 20

International Environment: International trading environment (overview); Trends in world trade and problems of developing countries; Foreign trade and economic growth; International/Regional economic institutions; SAFTA, SAARC, ASEAN India’s current trade balance of payment scenario.

UNIT-VI : 15

Problems and prospects of the industry in Assam, Brief study of the tea industry, paper industry, food processing industry, silk industry and bell metal industry; tourism industry.

Suggested Books:

1. Swabera Islam & Kharkongor; Business Environment, Taxman’s Publication, New Delhi.
2. S.K. Misra, V.K. Puri; Indian Economy, Himalaya Publishing House, Mumbai.
3. Deepashree, Indian Economy, Tata McGraw Hill, New Delhi.
4. Rnddar Dutta and KPM Sundaram, S. Chand & Co. Ltd., New Delhi.
5. A.N. Agarwal, Indian Economy, New Delhi.

Unit-4: 15

Retail Marketing – meaning, Characteristics, Importance of retailing, traditional retail scene in India, Factors affecting high retail growth in India.

Three basic takes of relating – (a) get customer into your stores, (b) Convert them into customers, (c) Operate as efficiently as possible.

Theories of Retail Evolution – Cyclical Theories – Wheel of Retailing Theory and Accordian Theory and Evolutionary Theories – Direct Process Theory and natural Selection Theory.

Globalization of retailing environmental analysis. Retailing – responding to demographic trends.

Retail Structure –ownership pattern.

Unit 5: Types of Retail Stores: 15

(a) Store Retailing – (i) Development Stores, (ii) Supermarkets, (iii) Convenience Stores, (iv) Discount Stores, (v) Catalogue Store. (vi) Malls – History of Malls, Types of malls, growth of Malls in India, Dynamics among stakeholders of a Mall, mall management terminology.

(b) Non-store relating – (i) Direct Marketing, (ii) Automatic Vending, (iii) Mail Order Business, (iv) Tele-Shopping, (v) Mobile Retailing, (vi) E-Marketing.

(c) Decision making in retail trade.

Unit-6: 15

(a) Concept of Tenant Mix–Meaning and concept, tenant mix plan, managing retail tenant mix, Issue considered in evolving tenant mix, policies for managing tenant mix.

(b) Market Logistics – Meaning and objectives, market –logistic decisions– under processing, warehousing, inventory, transportation.

Suggested Books:

1. Chetan Bhagat, Retail Management, OXFORD.
2. Berman & Evans, Retail Management, Pearson Education
3. Abhijit Das, Mall Management Eastern Book Company.
4. Rajagopal, Marketing Management, Vikas Publishing House.
5. Philip Kotler, Marketing Management, PHI India Pvt. Ltd. New Delhi.
6. R.L. Varshney & S.L. Gupta, Marketing Management, Sultan Chand & Sons, New Delhi.
7. H Peeru Mohammed & A. Sagadevan

503: Financial Management

Marks: 80

Unit-I: 15

Introduction: Nature, objective and scope of financial management, financial goals, profit vs. wealth maximization, finance functions.

Unit-II: 20

Financing decision: Operating and financial leverage, meaning and measurement of degree of leverage; capital structure- meaning- overcapitalization, undercapitalization; factors determining capital structure, cost of capital.

Unit-III: 15

Investment decision; capital budgeting process, pay back period, ARR, IRR, NPV & Profitability index.

Unit-IV: 15

Working capital management –meaning and nature of working capital, determinants of working capital; determination of working capital requirement.

Unit-V: 15

Dividend Decision- Factors determining dividend policies.

Suggested Books:

1. Bhabatosh Banerjee, Financial Management, PHI India Pvt. Ltd.
2. I.M. Pandey, Financial Management, Vikas Publishing House, New Delhi.
3. R.P. Rustagi, Basic Financial Management, Sultan Chand & Sons, New Delhi.
4. Khan & Jain, Financial Management, Tata McGraw Hill, New Delhi.
5. V. Sharan, Fundamentals of Financial Management, Pearson Education, New Delhi.

504: Regulatory Framework of Business – I

Marks: 80

UNIT-1 A : INDIAN CONTRACT ACT 1872 30

Contract: meaning, essentials of a valid contract, types of contract.

Offer and acceptance: - rules regarding offer, communication, and revocation of offer and acceptance.

Consideration: - legal requirements regarding considerations, validity of agreement without consideration.

Capacity of parties to contract, free consent, legality of object and consideration, agreements declared void.

Performance of contract; termination and discharge of contracts
Breach of contract: - remedies, damages

B: SPECIAL CONTRACT 15

Contingent and quasi contracts; Indemnity and guarantee; Bailment and pledge; Agency.

UNIT II: SALE OF GOODS ACT 1930 15

Essentials of a contract of sales; sale distinguished from agreements to sell, bailment, contract for work and labour and hire purchase; Goods and their classification; price; conditions warranties; Transfer of property in goods; doctrine of caveat-emptor; performance of contract of sale; unpaid seller- his rights against goods and the buyers; sale by auction.

UNIT III: ASSAM CO-OPERATIVE SOCIETIES ACT, 1949

Introduction, Registration of Societies, Rights and liabilities of members of registered societies, Management, Duties of Registered Society, Privileges of Registered Societies,

Property and Funds of Registered Societies, Audit, Inquiry and Inspection, Settlement of Disputes, Dissolution of Society, Recovery of sums due and enforcement of obligations.

Suggested Books:

1. Rohini Agarwal: Mercantile & Commercial Law, Taxman, New Delhi.
2. N.D. Kalpoor, Elements of Mercantile Law, Sultan Chand & Sons, New Delhi.
3. V.S. Datey, Students' Guide to Mercantile Law, Taxmann, New Delhi.
4. M.C. Kuchhal, Business Law, Vikas Publishing House, New Delhi.
5. P.R. Chandha, Business Law, Galgotia, New Delhi.

505: Financial Statement Analysis (A)

Marks: 80

Unit-I: Introduction 20

Meaning of Financial Statement; Elements of Financial Statements – Assets, Liabilities, Equity, Incomes and Expenses and their features; Constituents of Financial Statements – Income Statement and Balance Sheet and their features; Information incorporated in Financial Statements and their Qualitative requirements; Limitations of Financial Statements.

Unit-II : Statutory Requirements for preparation of Financial Statements: 20

Relevant provisions of Companies Act 1956 for the preparation of Profit and loss Account and Balance Sheet; Corporate Financial Reporting - meaning, need and objectives, Report of the Board of Directors, Contents of Annual report, Mandatory and Voluntary Disclosures through Annual Report.

Unit-III: Techniques of Financial Statement Analysis 20

Meaning and objectives of Financial Statement Analysis; Techniques of Financial Statement analysis – Comparative Statement, Common-size Statement and Trend Analysis. Meaning of Accounting Ratio, Classification of Accounting Ratios; objectives of Ratio Analysis; Advantages and Limitations of Ratio Analysis; Precaution to be taken before using Ratios; Computation of various Ratios – Activity Ratios, Liquidity Ratios, Solvency and Leverage Ratios and Profitability Ratios.

Unit-IV: Statements of Changes in Financial Position (SCFP): 20

Evolution of SCFP; Funds Flow Statement – Meaning of Fund, Flow of Fund, Importance and Limitations of Fund Flow Statement, Preparation of Fund Flow Statement and Statement of Changes in Working Capital

Meaning of Cash Flow Statement, Distinction between Fund Flow Statement and Cash Flow Statement; Accounting Standard 3 and its salient features, Preparation of Cash Flow Statement.

Recommended Books:

1. Financial Statement Analysis - S. Sikidar & H. C. Gautam, New Central
2. Management Accounting - R. K. Sharma & S. K. Gupta, Kalyani Publishers, Ludhiana
3. Advanced Management Accounting - R. S. Kaplan & A. A. Atkinson
4. Management Accounting - M. Y. Khan & P. K. Jain, Tata McGraw Hill Co.

505: Customer Relations & Retail Trade Management

Marks: 80

Unit-1: 10

Introduction – Meaning of CRM, significance of CRM, Strategies for building relationship, Relationship based pricing schemes, Developing Total Care Programmes, Reasons for Losing Customers.

Unit-2: 10

Building Customer Relationship – Customer acquisition, Inputs and Requisites for effective acquisition, Customer interaction routes, Factors influencing customer interaction and customer relation process.

Unit-3: 15

CRM Process – Introduction, Objectives and benefits of CRM process, Implementation of CRM business transaction, CRM process of marketing organization.

Information Technology and Customer Relationship Management, Key requirements for CRM, Market Dynamics relating to CRM channels of customers' interaction, Necessity to adopt CRM.

MS-Excel-File-Creation, Storing, Modification, Use of Functions; Applications Project;
MS PowerPoint- File- Creation, Storing, Modification, Insertion of slides, pictures,
tables, video, hyperlink, presentation, Application project:

Suggested Reading :

- 1 Foundation of Computing- P. K. Sinha and P. Sinha, First Edition, 2002, BPB Publication.
- 2 Microsoft Office 2000 for Windows- S. Sagman, Second Indian Print, 2001, Pearson Education.
- 3 Information Technology and Management- Turban, Mclean and Wetherbe, Second Edition, 2001, John Wiley & Sons.
- 4 Peter Norton, Introduction to Computers, McGraw Hill, 1995.
- 5 S. M. Padwal, Computers and Communications for Bankers, NIBM, Pune 1992, 1996.

602: Marketing of Service*Marks: 80***Unit-I :** 20

Introduction; Service Sector, growth of services, state of services, nature and characteristics of services, challenges of intangibility, need for marketing.

Unit-II : 20

Service marketing mix; product, price, place, promotion; service distribution strategy, Franchising, participants, service process.

Unit-III : 20

Service system and customer behaviour; front office, back office operation system, service delivery system, need to know customer, customer as a decision maker, service decision process; need for new services, information search, service evaluation, pre and post purchase behaviour.

Unit-IV : 20

Marketing of Banking & Insurance Service, Health Services, Tourism marketing, Hotel marketing, Transport marketing- concept, products, users, marketing mix, marketing process.

Suggested Books:

1. S.M. Jha, service Marketing, Himalaya Publishing House, Mumbai.
2. Harsh V. Verma, service Marketing, Pearson Education, New Delhi.
3. Sudhir Andrews, Tourism and Hospitality Industry, tata McGraw Hill, New Delhi.

505: International Trade (Finance Group)*Marks: 80***Unit-I :** 20

International trade- meaning, theories, comparative cost, Heschler- holding theory, features of international trade, need for international trade, gains from international trade, terms of trade, export and import from India.

Unit-II : 20

Marine insurance, clearing and forwarding of cargo; international trade practices, tariff barrier, non-tariff barriers, most favoured nation (MFN) treatment; duty entitlement pass book (DEPB); open general list; restricted list, role of Export Import Bank of India.

Unit-III : 20

Foreign exchange, meaning, methods of foreign payment; determination of exchange rate; purchasing power parity, methods of payment for settlement, provisions of FEMA 1999; post liberalization export-import policy, agencies helping international trade.

Unit-IV : 20

Trading blocks, regional trade arrangement (RTA); free trade agreement(FTA); international trade environment, sources of information for international trade; international trade in services, General Agreement on Trade in Services (GATS); green field investment; WTO and India, UNCTAD.

Suggested Books:

1. International Business by Franchis Cherunilam, PHI Pvt. Ltd., New Delhi.
2. International Business by V.K. Bhana.
3. India's Foreign Trade by R.L. Varshney.
4. International Financial Management by Jeff Madura
5. International Marketing by B.S. Rathor & B.M. Jain, Himalaya Publishing House, Mumbai.
6. International Business by V. Saran, Pearson Education, New Delhi.

505: Practical (E-Com)*Practical Marks: 100*

Project: Web based application development having database interface.

OR

Windows based application development having database interface.

Project Presentation:	60
Project Report:	20
Viva-voce:	20

6TH SEMESTER**Paper 601****Information Technology in Business***Marks – 80*

Unit-1:	15
History of computers; types; block diagram showing different components & interconnections; primary & secondary memory; hardware and software; different programming languages-high level, low level, assembly level, machine level etc; interpreter & compiler; Applications of Computers in Business, benefits;	
Unit-2:	15
Operating system-definition, types, different parts; process and process management, file system (function of a file system), I/O management (functions of I/O management subsystem, deadlock), memory management (memory hierarchy, virtual memory); example of operating system-Windows & Linux.	
Unit-3:	10
Computer network; definition, architecture & requirement; types-LAN, MAN & WAN; Seven layers of the ISO-OSI reference model-functions of respective layers; different physical media & relative advantages-disadvantages; TCP/IP layers & relation to the ISO-OSI model; internet-basics, establishing a link, borrower, email, applications to business.	
Unit-4:	10
Applications Software-I Introduction to MS Word- Features; File- Creation, Storing, modification, Formatting, Creation of Table, Splitting & Merging Cells, Sorting, Mail Merge, Macros; Applications.	
Unit-5: Applications Software II	10
Introduction to MS-Excel- Features; File- Creation, Storing, Modification, Use of Functions; Applications; MS PowerPoint- Features; File- Creation, Storing, Modification, Insertion of slides, pictures, tables, video, hyperlink, presentation; MS-Access- Introduction, features, creation, storage, manipulation of files, application for storing records.	
Unit-6 :	10
Application of Information technology in Railways, Airlines, Banking, Insurance, Inventory control, Financial Systems, Hotel Management, Education, video games, Telephone exchanges, Mobile Phones, Information kiosks, special effects in Movies.	
Laboratory:	20
Introduction to Computer and peripherals, operating system; MS Word- Creation, storing, Modification, Formatting, Creation of Table, Splitting & Merging Cells, Sorting, Mail Merge, Macros; Applications project;	

603: Modern Banking Practices

Marks: 80

Unit-I: 15

Bank- Definition, Origin and Development of Modern Banking, Types of Banks- Commercial Vs. Investment Bank- Universal Banking, Unit Banking, Scheduled Vs. Non-scheduled Banks, Public Vs. Private Sector Banks, Branch Banking, retail banking and Chain Banking, Functions of a Modern Commercial Banks.

Unit-II: 15

Bank Balance Sheet: Bank Assets- cas, Money at Call and Short Notices, Investment, Bill Discounted, Loans, and Cash Credit, Bills Receivables, Fixed Assets; Bank Liabilities- Capital, Reserves and Surpluses, Deposits, Borrowings, Contingent Liabilities, Bills for collection, Bills of Acceptance and Guarantee.

Unit-III: 15

Banker Customer Relationship- Definition of banker and customer, types of customers, accounts of individuals- minors, illiterate person, joint account; accounts of partnership firm and companies; general precautions in opening and operating accounts.

Unit-IV: 20

Bank Operations: Opening of a bank account, Know Your Customer guidelines, Negotiable Instruments(NIs)- Definition, characteristics of NIs, types of NIs, holders in due course, payment in due course, crossing of cheques, honour and dishonour of cheques; protection to paying and collecting banker.

Unit-V: 15

Credit Management - Principles of Bank Lending, Types of Loans, Retail Credit and Business Credit, Credit Process , Recovery and NPA Management, Security against Bank Loan.

Suggested Books :

1. Commercial Bank Management- Jagroop Singh, Kalyani Publishers.
2. Principles of Banking- Indian Institute of Banking , Macmillan.
3. Basics of Banking, Indian Institute of Banking, Taxmann.
4. Banking Theory and Practice- K C Sekhar and L. Sehar, Vikas Publishing House
5. Principles of Banking Management- Neelam C.Gulati, Excel Books.

604: Regulatory Framework of Business – II*Marks: 80***UNIT-I: INDIAN PARTNERSHIP ACT 1932** 16

Nature of partnership and certain similar organizations; co ownership; Joint Hindu Family; partnership deed; rights and liabilities of partners including those of newly admitted partners, retiring and deceased partners; implied authority of partners & its scope; Registration of firms; Dissolutions of firms & of the partnership.

UNIT-II: CONSUMER PROTECTION ACT 1986 16

Object and definition, consumer protection councils, composition and jurisdiction of grievance redressal machinery, power of redressal agencies, nature and scope of remedies 2005.

UNIT-III: THE RIGHT TO INFORMATION ACT 2005 16

Important definitions, object, scope, obligation of public authorities under the act; rights for obtaining information; disposal of request, information commission, appeal and penalties.

UNIT-IV: FOREIGN EXCHANGE MANAGEMENT ACT 1999 16

Dealing in foreign exchange; Holding of foreign exchange; Current account transactions; Capital account transactions; Export of goods and services; Reserve Bank's powers in Foreign Exchange Management; contravention and penalties; Appointment of Adjudicating Authority; Appeal to Appellate Tribunal

UNIT-V: THE OBJECT AND SCOPE OF THE FOLLOWING ACTS: 16

1. Information Technology Act 2000
2. Securities and Exchange Board of India Act.
3. Limited Liabilities Partnership Act. 2000
4. Patent Act 1999

605: Project Report*Marks: 100*

(On any topic of Commerce, Economics, Business, Industry or Services Sector)

(Common for all honours students)

Project Report

Division of Marks

- | | | |
|-----|-----------------|----------|
| (a) | Report writing: | 70 Marks |
| (b) | Viva- voce | 30 marks |

There shall be no internal evaluation in this paper.

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