

TRIPURA UNIVERSITY



(A Central University)

Suryamaninagar

SYLLABUS

OF

COMMERCE

(Major)

First Semester (NEP)
DSCC-1 (Major) Financial Accounting (COMM101C)

Conceptual Framework: Nature of Accounting, Functions, advantages and limitations of accounting, Users of accounting information and Qualitative characteristics of accounting information, Accounting as a language of Business, Basic Accounting Equation, Accounting Cycle, Meaning of Accounting terminologies, Branches of Accounting, Bases of accounting: cash basis and accrual basis, Basic Accounting Concepts and Conventions, Revenue Recognition, Reserves and Provisions, GAAPs, introduction to Accounting Standards (AS), Ind AS and IFRS.

Accounting for Depreciation and Valuation of Inventory: i) Depreciation: Meaning of Depreciation, Depletion, and Amortization; Causes, objectives, and methods of calculating Depreciation; Changes in the method of computing Depreciation. ii) Inventory Valuation: Meaning, significance, Inventory Record System- Periodic and Perpetual; ascertainment of inventory-Lower of cost and Net Realizable Value (NRV) Rule.

Preparation of Financial Statements: Capital and revenue expenditures and receipts; Preparation of financial statements of both profit seeking (Sole Proprietorship only) and non- profit seeking concerns, adjustments, Events occurring after the date of Balance Sheet.

Accounting for Partnership Firms: Meaning, Essential elements of Partnership, Partnership Deed, Accounting for Admission, Retirement, Death, Admission cum retirement of partners; Changes in Profit-sharing ratios; Treatment of Goodwill and Joint Life Policies; Dissolution of partnership firm.

Special Types of Accounting: i) Hire Purchase: Concepts, Ordinary Sale vs. Sale on Hire Purchase, Journal entries and ledger accounts in the books of Hire Vendors and Hire purchaser, Calculation of interest, partial and full repossession; profit computation under Stock and Debtors System. ii) Consignment: Features, Accounting treatment in the books of the consignor and consignee, treatment and valuation of normal and abnormal loss, ordinary commission and Del credere Commission.

Suggested Readings: • M.C., Shukla, T.S. Grewal, & S.C.: Gupta, Advanced Accounts Vol.-I. S. Chand & Co.: New Delhi. • Lal, Jawahar, Seema Srivastava & Abrol, Shivani. Financial Accounting Text and Problems, Himalaya Publishing House, New Delhi. • Goyal, Bhushan Kumar, and H. N. Tiwary, Financial Accounting, Taxmann • S. N. Maheshwari & S. K., Maheshwari: Financial Accounting, Vikas Publishing House: New Delhi. • D. Sehgal: Financial Accounting, Vikas Publishing House: New Delhi. • P. C. Tulsian: Financial Accounting, Pearson Education: New Delhi. • Compendium of Statements and Standards of Accounting. ICAI, New Delhi.

DSCC-2 (Major) Business Management (COMM102C)

Introduction: Concept, objective and importance of Management, Managerial Functions– An overview; Evolution of the Management Thought, Contributions of different schools of management; Classical Approach: F.W. Taylor, Henry Fayol, Neo-Classical and Human Relations Approaches: Elton Mayo, Merry Parker Follet. Hawthorne Experiments, Behavioral Approach, Systems Approach, Contingency Approach, Scientific Management, MBO, MBE 'Fortune at the Bottom of the Pyramid'.

Planning and Organizing: i) Planning: Concept, nature, importance and types of planning, planning process; Decision-making; Forecasting; Strategy Formulation. ii) Organizing: Basic Concepts, objectives, importance, principles, and process of organizing; Different types of organization structure- Line, Staff, Line and Staff; Formal and Informal Structure; Divisionalization: Functional, Project, Matrix, and Network; Delegation and Decentralization of Authority; Span of Management.

Motivation: Concept, Importance, and types of motivation; Maslow's Need Hierarchy Theory; Three need theory of McClelland; Herzberg's Two Factors Theory, McGregor's X theory and Y theory, Vroom's Expectancy Theory. Relationship between Maslow's theory and Herzberg's theory; Motivation vs Morale.

Leadership: Meaning and Role of leadership; Different styles of Leadership; Qualities of a successful Leader; Tannenbaum and Schmidt Behaviour model of leadership; Blake and Mouton's Managerial Grid; Fiedler's Contingency Approach; Trait and Situational Theory of Leadership; Leadership vs. Management

Co-ordination and Controlling: i) Co-ordination: Concepts and importance, principles, and techniques. ii) Controlling: Concept, features, importance, and Steps in controlling; Resistance to control; Principles of Effective Control, Major Techniques of control. Relationship between Planning and Controlling.

Suggested Readings: • H. Koontz & H. Weihrich: Essentials of Management: An International and Leadership Perspective, McGraw Hill Education: New Delhi. • R.P. Stephen, P. Agrawal & M. Nanda: Fundamentals of Management - Essential Concepts and Applications, Pearson: New Delhi. • Griffin, R. W., Management Principles and Application. Cengage • P. F. Drucker: The Practice of Management, New York: Harper & Row. • L. M. Prasad: Principles of Management, S. Chand & Sons: New Delhi. • P. C. Tripathi: Principles of Management, McGraw Hill Publishing: New Delhi

DSE-1 (Minor)
Business Mathematics (COMM103E)

Introduction to Algebra: Indices - Positive indices - Fractional indices - Operation with power functions; Logarithms – Definition, General laws of logarithms and its applications (Without the application of antilog); Set theory - Representation of a set, Concept of Subset, Power sets, Size of a set: Set; operations-union, intersection, disjoint, set difference, compliment; Properties of union and intersection of sets, associative properties, commutative properties, identity property of union, intersection property of the empty set, distributive properties.

Matrix Algebra & Determinants: Definition of Matrix, Different types of Matrix; Matrix Operations – Equality, Addition, Subtraction and Multiplication. Transpose of matrices, Inverse of a Matrix; Solution of linear simultaneous equations by matrix inversion method (having unique solution and involving not more than three variables); Determinant of a square Matrix (up to third order), Expansion of a determinant; Types of determinants; Properties of Determinants, Addition and Multiplication of determinants, Minor and cofactors of a determinant, Solution of system of linear equations (up to third order) using Cramer's Rule.

Linear Programming Problem: Formulation of linear programming problem (LPP). Graphical solution to LPP. Cases of unique and multiple optimal solutions. Unbounded solutions, infeasibility, and redundant constraints.

Calculus-I: Mathematical functions and their types – linear, quadratic, polynomial; Concepts of limit and continuity of a function; Concept of differentiation; Rules of differentiation – simple standard forms. Applications of differentiation – elasticity of demand and supply; Maxima and Minima of functions (involving second or third order derivatives) relating to cost, revenue and profit. Partial Differentiation: Partial derivatives up to second order; Homogeneity of functions and Euler's theorem; Total differentials; Differentiation of implicit functions with the help of total differentials.

Calculus-II: Integration- Standard forms. Methods of integration – by substitution, by parts, and by use of partial fractions; definite integration; Finding areas in simple cases [Without Trigonometric application]

Suggested Readings:

- *Alpha C. Chiang: An Introduction to Mathematical Economics, Prentice Hall Inc.*
- *N. D. Vohra: Business Mathematics and Statistics, McGraw Hill Education: New Delhi.*
- *J. K. Singh: Business Mathematics, Himalaya Publishing House: New Delhi.*
- *N. K. Nag: Business Mathematics, New Central Book Agency: Kolkata.*

Fundamentals of Accounting (Interdisciplinary Course-1)

Theoretical Framework: Meaning and Scope of Accounting, Accounting Concepts, Principles and Conventions, Accounting Terminologies

Accounting Process: Basic Accounting Procedures - Journal Entries, Ledgers, Trial Balance

Cash Books: Simple Cash Book, Two-column Cash Book and Three-column Cash Book, Petty Cash Book and the Imprest System of Petty Cash

Preparation of Final Accounts of Sole Proprietors: Final Accounts of Non-Manufacturing Entities, Final Accounts of Manufacturing Entities

Financial Statement Analysis: Comparative and Common Size; Ratio Analysis (Elementary level problems).

Suggested Readings:

- M.C., Shukla, T.S. Grewal, & S.C.: Gupta, *Advanced Accounts Vol.-I*. S. Chand & Co.: New Delhi.
- M. Hanif & A. Mukherjee: *Financial Accounting*, McGraw-Hill Publishing Co.: New Delhi.
- S. N. Maheshwari & S. K., Maheshwari: *Financial Accounting*, Vikas Publishing House: New Delhi.
- D. Sehgal: *Financial Accounting*, Vikas Publishing House: New Delhi.
- P. C. Tulsian: *Financial Accounting*, Pearson Education: New Delhi.
- *Compendium of Statements and Standards of Accounting*. The Institute of Chartered Accountants of India, New Delhi

SEMESTER- III
H3: CORPORATE ACCOUNTING
Full Marks-100
(Theory-80, Internal Assessment-20)

Course objective:

The application of accounting in the business sector has become an indispensable factor. Company secretary has to provide the complete and accurate information about the financial operations of the company to management for decision making. Thus this course will enable the B.Com.(Hons) student to understand accounts for issue and redemption of shares, issue and redemption of debentures and preparation of final accounts of company, valuation of shares and goodwill, calculation of profit prior to incorporation, Consolidation Accounts, Accounts for Banking and Insurance Business. To acquire knowledge and understanding of the concepts, principles and practices of company accounts in accordance with statutory requirements.

Learning Outcomes:

After completion of the course the students will be able:

- To develop knowledge of relevant accounting standards and the ability to apply them to solve practical problems that arise from inter-entity relationships.
- To select the appropriate accounting techniques, as prescribed by the relevant accounting standards, and perform the accounting treatment for each type of inter-entity relationship (including preparing consolidated financial statements).
- To form a solid foundation in accounting and reporting requirements of the Companies Act 2013.

Unit 1

Issue of Shares (Including Pro-rata allotment). Forfeiture and Re-issue of Shares. Redemption of Preference Shares and Debentures.

UNIT II

Preparation and Presentation Company's Final accounts.
Valuation of Goodwill - Valuation of Shares

Unit - III

Accounting for Amalgamation (AS-14), Absorption.
Reconstruction (Internal and External) of Companies.

UNIT IV

Holding Company Accounts (Except Chain Holding and Cross Holding)
Company Liquidation Accounts.

Suggested Reading:

1. R. L. Gupta & Radheswamy, Advanced Accounting Vol. I, S. Chand Publication.
2. Maheshwari & Maheshwari. Advanced Accounting Vol. I. Vikash Publishing House.
3. Tulsian, Financial Accounting, Pearson **Higher** Education.
4. Hanif, M., & Mukhetjee. A. Corporate Accounting. McGraw Hill Publication, New Delhi.
5. Basu, Amitabha, Corporate Accounting, **Tee Dee** Publication. Kolkata.
6. Accounting Standards Issued by ICAI.

Suggested readings:

- Advanced Accountancy: R.L. Gupta and Radhaswamy, Sultan Chand & sons
- Accountancy - III S.P. Jain & K.L Narang Kalyani Publishers
- Financial Accounting Dr.V.K.Goyal Excel Books

- Introduction to Accountancy T.S.GrewalS.Chand and Co.
- Advanced Accountancy: Shukla and Grewal, S.Chand& Co.

C1P3 INDIAN FINANCIAL SYSTEM

Full Marks-100

(Theory-80 Internal Assessment- 20)

Course Objectives:

The objective of the course is to provide to the students an understanding of financial markets, the major institutions involved and the services offered within this framework. In this course the students will learn the concept of financial system and the financial markets and will also know about classification of financial market, functions of financial market and differences between money market and capital market.

Learning Outcomes:

After going through this course, the students will be able to:

- explain the financial system and its importance
- explain the components and the functions of a financial system
- explain the functions and classifications of the financial market
- distinguish between capital market and money market
- explain the functions of the regulatory institutions in the financial system describe the institutions providing long-term finance

Unit-I

Financial System: Meaning. Significance & Components - Structure of Indian Financial System (Concepts Only).

Commercial Banks - Credit Creation & Limitations Reserve Bank of India- Credit Control Policy.

Unit-II

Money Market: Concept, Structure of Indian Money Market. Acceptance House, Discount House. Call Money Market, Recent Trend of Indian Money Market.

Unit-III

Capital Market: Concept, Security Market, **Primary and Secondary Market** - Functions & Role, Functionaries of Stock Exchange- Broker, **Sub-Broker**. Jobbers, Consultants. Institutional Investors.

Unit-IV

Non-Banking Financial Company- Functions **and Roles**.

Investors' Protection Functions & Role of **the SEBI** & Company Law Board.

Financial Service: Merchant Banking - **Functions & Roles**.

Credit Rating - Concept and Types.

Suggested Readings:

- Khan, M. Y., Indian Financial System- **Theory and Practices**, TMH. New Delhi.
- Bhole, L.M. Financial Markets and **Institutions**, **TMH**, New Delhi
- **Pathak, B., Indian Financial System**-Pearson, New Delhi

- Nayak and Sana, Indian Financial **System and Financial** Market Operations, **Rabindra** Library, Kolkata
- Mukherjee, Ghosh and Roy, Indian **Financial System and** Financial Market Operations, Dey Book concern, Kolkata.
- Clifford, Gomez, Financial Markets, **Institutions and** financial service, PHI.

C2P3: ENTREPRENEURSHIP DEVELOPMENT

Full Marks-100

(Theory-80, Internal Assessment- 20)

Course Objectives:

This course in entrepreneurship development has been designed to develop entrepreneurship skills in the students. The students will get a basic idea about how enterprises are formed and what is required to develop them in the right direction.

Learning Outcomes:

- It also covers the varied facts of financial analysis of projects, assesses the sources of finance available to entrepreneurs.
- It explains the Operations of small scale enterprise, Issues in financial management, Operations management. Marketing management, Organizational; relations, Performance assessment
- **Ability to recognize a business opportunity regarding attractive market.**
- **Ability to understand and create business model & plan.**
- Ability to understand the global and local business environment.
- Ability to analyze the internal/external factors affecting a business/organization to evaluate business opportunities.

UNIT -1

Concept of Entrepreneurship and Entrepreneur - Nature of Entrepreneurship. Scope and Importance - Entrepreneurship as a career - Characteristics and Functions of Entrepreneur - Entrepreneurial Qualification - Role of Creativity and Innovation in Entrepreneurship:

Micro Small and Medium Entrepreneurship. Sole Proprietorship, and Family Venture.

UNIT II

The Entrepreneur and Law: Legal Protection of Innovations - Patents — Trademarks and Copyright.

UNIT III

Promotion of a Venture: Opportunity Analysis. External Environment Analysis - Economic. Social and Technical factors.

Legal Requirements for establishing a New Unit.

Financing of New Ventures: Methods of **Financing** - Equity Financing. Venture Capital, Debt Financing and Government Grants.

UNIT IV

Project Planning and Feasibility Studies: **Methods of** Preparation of Project Plans : Technical. Financial and Commercial Feasibility; Contents **of a project** report Entrepreneurial Development Programme (**EDP**):- **Need** Objectives. Phases Relevance and Achievements.

Recommended Books:

- Entrepreneurship and small Business Start-up, **Growth and** Maturity - Paul Bums.
- Entrepreneurship: Robert D Hisrich. Michael **P Peters**, Dean A Shepherd
- Entrepreneurship in the New Millennium- **Kuratko, Hodgetts**

- Pandey I. M: Venture Capital - The Indian **Experience**; Prentice Hall of India.
- Prasanna Chandra: Project Preparation, Appraisal, Implementation: Tata McGraw Hill, New Delhi.
- S.S. Khanka: Entrepreneurial Development, **S. Chand & Co**, New Delhi.
- Vasant Desai: Dynamics of Entrepreneurial **Development** & Management. Himalaya Publishing House.

Suggested readings:

- Entrepreneurship Development by Vasant Desai
- Entrepreneurship Development and Small Business Enterprise by Poornima M. Charantimath, Pearson
- Entrepreneurship Development by S. S. Khanka

Semester-V

H5: Direct Taxation Full Marks=100 (Theory=80, Internal Assessment=20)

Course Objectives:

- To provide an in-depth knowledge of the detailed procedure and documentation involved in tax management, direct
- To understand the basic concept of direct taxes.
- To know various terminology and its implication.

Learning outcomes

1. The Syllabus aims to test the abilities of the students to compare and contrast the managerial decision with regards to taxation.
2. The students at the end of the course will be able to prepare tax planning for the business concerned as well as for the individuals.

UNIT-1

Basic Concepts and Definitions: Income, Assessee, Previous year, Assessment year, Sources of Income, Heads of Income, Gross Total Income, Total Income, Tax Evasion, Tax Avoidance, Tax Planning

Residential Status and Incidence of Tax: Residential Status of all persons except Company

Income not forming part of Total Income (Except Section 10A, 10AA, 10B, 10BA)

Agricultural Income: Definition, Determination of Agricultural and Non-agricultural Income, Assessment and Tax Liability

UNIT-2

Heads of Income and Provisions governing Heads of Income

(a) Income from Salaries (b) Income from House Property

UNIT-3

Heads of Income and Provisions governing Heads of Income

- (a) Profits and Gains from Business and Profession
- (b) Capital Gains

UNIT-4

Income from Other Sources: Basic Concepts (excluding Deemed Dividend)
Set off and Carry Forward of Losses

Mode of set off and carry forward. Inter-source and Inter-head set off, Carry-forward and set off of losses

Deduction from Gross Total Income

Basic Concepts, Deductions u/s 80C, 80CCC, 80CCD, 80CCF, 80D, 80DD, 80DDB, 80E, 80G, 80GG, 80GGA, 80U.

Computation of Tax Liability

Computation of Total Income and Tax Liability of an individual and firm

Note: The Assessment year immediately prior to the current Assessment year will be considered (e.g., if the examination is held in the year 2016-17, the Assessment year to be considered for the purpose of examination is 2015-16).

Suggested Readings:

- Direct Taxation: Law & Practice- Dr. V. K. Singhania & Dr. Monica Singhania, Taxmann Publications, New Delhi
- Direct Taxation: Problems & Solutions- Dr. V. K. Singhania & Dr. Monica Singhania, Taxmann Publications, New Delhi
- Direct Taxation: Law & Practice- Dr. Sujit Kumar Roy, ABS Publications, Kolkata
- Direct Taxation: Law & Practice- Dr. C. H. Sengupta, Dey Book Concern, Kolkata
- Direct Taxation: Law & Practice- B. B. Lai, Pearsons Higher Education, New Delhi

H6: Accounting Theory and Management Accounting

Full Marks=100

(Theory=80, Internal Assessment=20)

Course Objective:

The objective of this course is to provide a various theory of accounting and the use of accounting information from a practical standpoint. Accounting education because it provides a sense of "realness" to what one really does with accounting information. An anticipated outcome is that a student will gain more insight about the use of accounting and as a consequence, will be able to use this insight in two ways.

Learning Outcomes:

On successful completion of this course students will be able to:

- Understand various concepts, standards, terminology and principles of accounting.

- Apply knowledge of accounting techniques, concepts, principles and theories
- Apply a structured decision model to exercise judgment in the application of accounting standards and knowledge.
- Work in teams to design and undertake a research project.

UNIT-1

Accounting Theory: Definition, nature, functions, classification, advantages, limitations, need for the Study- Relation between Accounting Theory and Accounting Practice.

Accounting Principles: Explanation of different terms (Principles, Concepts, Postulates, Conventions; Doctrines)

Generally Accepted Accounting Principles (GAAP). Some important Accounting Concepts: Proprietary, entity, fund, money measurement, accounting period, going concern.

Some important Accounting Conventions: Disclosure, materiality, conservatism, consistency, historical cost.

Measurement of Accounting Income: Concepts of revenue, gain, cost, expenses, loss, revenue expenditure. Capital expenditure and deferred revenue expenditure- Difference between Accounting and Economic concepts of Income- Necessity' and methods of measuring Accounting Income- Importance of matching Concept.

UNIT-2

Capital: Concepts of Economic and Accounting Capital- Characteristics of Capital- Classification of Accounting Capital- Relation between Capital and Income- Reasons for differentiating between Capital and Income- Maintenance of Capital

Assets and Liabilities: Assets- Definition, classification, characteristics, recognition, need for valuation- Valuation of Tangible and Intangible Assets- Valuation of Current Assets.

Liabilities- Definition, characteristics, classification, need for valuation and measurement

Financial Statements: Meaning, nature, importance, limitations- Profit & Loss Account: characteristics, objectives, forms of presentation- Balance Sheet: meaning, different related views, forms of Presentation- Relation between Profit & Loss Account and Balance Sheet- Role of Financial Statements in exhibiting True and Fair View.

UNIT-3

Management Accounting

Introduction: Definition, nature, objectives, scope, functions, advantages, limitations, techniques and need - Comparison with Cost and Financial Accounting- Role of Management Accountant. Working Capital: Concept, composition, nature, importance and types of Working Capital- Different Sources of Working Capital- Working Capital Forecasting.

UNIT-4

Accounting Ratio Analysis: Meaning, utility, limitations; source-wise classification of Accounting Ratios,- computation of important Accounting Ratios (excluding detailed interpretation), Preparation of Financial Statements from the given Ratios

Funds Flow Analysis: Meaning, advantages and limitations; various sources and uses, Preparation of Funds Flow Statement.

Suggested Readings:

- Accounting Theory- Dr. L. S. Porwal, McGraw-Hill Education, New Delhi
- Accounting Theory- Jawarlal, Himalaya Publishing House, New Delhi
- Accounting Theory & Management Accounting- Dr. Debasish Banerjee, Dey Book Concern, Kolkata
- Management Accounting- Ravi M. Kishore, Taxmann, New Delhi
- Management Accounting- M. Y. Khan & P. K. Jain, McGraw-Hill Education, New Delhi

C1P5: Information Technology & E-Commerce

Full Marks = 100

(Theory=80, Internal Assessment=20)

Course Objectives:

This course is designed to familiarize the students with the world of information Technology, its innovations and its impact on the business environment. A deep understanding of these technologies will enable the students to understand the important aspects and the practical details of e-commerce. This course will also include the fundamentals of IT, its components and their interrelationships. **Learning outcomes:**

- It will help the students to gain literacy in the underlying principles and concepts of Information Technology.
- Basic understanding of a computer system, its working, its peripheral devices and their functions.
- Able to analyse the concept of electronic market and market place.
- Able to understand the various e-commerce business models, business standards.

Unit -1

Introduction to Computers: Definition, Characteristics and limitations of computers- Elements of Computers - Hardware - CPU - Primary and Secondary memory Input and Output devices.

Modern communications (Concepts only): Communications - FAX, Voice mail, and information services - E Mail - Creation of email id - group communication - Tele conferencing - Video conferencing - File exchange - Bandwidth - Modem - Network Topologies - Network types LAN, MAN, WAN and their architecture - Dial up access.

Operating System and Windows: Operating Systems: Meaning, Definition, Functions and Types of Operating Systems - Booting process - Disk Operating System: Internal and External Commands - Wild Card Characters — Computer Virus, Cryptology. Windows operating system - Desktop, Start menu, Control panel, Windows accessories.

Unit - II

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

MS EXCEL: Features of MS Excel - Spread sheet / worksheet, workbook, cell, cell pointer, cell address etc., - Parts of MS Excel window - Saving, Opening and Closing workbook - Insertion and deletion of worksheet - Entering and Editing data in worksheet - cell range - Formatting - Auto Fill -Formulas and its advantages - References : Relative, absolute and mixed - Functions: Meaning and Advantages of functions, different types of functions available in Excel - Templates - Charts - Graphs - Macros : Meaning and Advantages of macros, creation, editing and deletion of macros - Data Sorting, Filtering, validation. Consolidation, Grouping, Pivot Table and Pivot Chart Reports.

Unit - III

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

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

Unit -IV

Internet & E commerce: Services available on internet - WWW - ISP; Protocols: Types, Virus, Firewall.

Ecommerce: Meaning, advantages and limitations, applications of E-commerce, E- commerce Models, Payment Gateways.

Unit - V

Financial Accounting Package and its Implementation: Introduction to Accounting Package, Preparation of various Reports, Invoicing & Inventory, Tax Accounting - TDS, Service Tax, VAT, CST, E Duty, TCS, Payroll

Suggested Readings:

- Introduction to Information Technology: Rajaraman, PHI
- Fundamentals of Computers 4/E: Rajaraman, PHI
- Fundamentals of Computers: P. Mohan, Himalaya Publishing House
- Information Technology: Dennis P. Curtin, McGraw Hill International
- E-Commerce, E-Business: C.S.Rayudu , Himalaya Publishing House
- Microsoft Office Excel 2003 step by step: Frye, PHI
- Fundamentals of Computers: AtulKahate, Tata McGraw Hill
- Fundamentals of Computers: V. Srinivas, Kalyani Publications
- Microsoft Office Word 2003 step by step: Online Training Solutions Inc PHI
- Microsoft Office Access 2003 step by step: Online Training Solutions Inc, PHI
- Microsoft Office Power Point 2003 step by step: Online Training Solutions Inc,PHI
- MS Office: Sanjay Saxsena
- MS Office: BPB Publications
- E commerce: CSV Murthy, Himayalaya Publishing House
- Raymond Green Law: Fundamentals of the Internet, Tata Me Graw Hill
- Fundamentals of Information Technology: Deepak Bharihanke, Excel

- Computer Applications in Business: K. Mohan Kumar, Dr. S. Rajkumar, Tata.
- Fundamentals of Information Technology: Dr.K.Kiran Kumar, Laysa.

C2P5: Marketing Management & Human Resource Management

Full Marks=100

(Theory=80, Internal Assessment=20)

Marketing Management

Course objective:

This course in marketing management has been designed to give insights into the subject so as to prepare the students about the various concepts related to it. The course has inputs about how marketing is integral to the overall business strategy of any firm.

Learning Outcomes:

- To acquaint the students with the nuances of marketing concepts, theories and techniques for analysing a variety of marketing situations.
- To understand the role and functions of marketing within a range of organizations.
- To understand the dynamic nature of the environment in which marketing decisions are taken and appreciate the implications for marketing strategy determination and implementation.
- Will be able to apply the introduced conceptual frameworks, theory and techniques to various marketing contexts.
- Able to synthesize ideas into a marketing plan.

UNIT-1

Marketing: Nature, scope, importance and objectives- Difference between Marketing and Selling- Marketing Environment.

Marketing: Planning, Organizing and Controlling

UNIT-2

Market Segmentation- Consumer Behaviour.
Marketing Mix: Product, Price, Place, Promotion.

Emerging Issues in Marketing: e-Marketing, Green Marketing, Socially-responsible Marketing, Relationship Marketing (basic ideas).

Human Resource Management

Course Objectives:

This course in human resource management will give insights to the students so as to make them understand the concept underlying this subject. It will be helpful for them to develop a broad view of the subject.

Learning Outcomes:

- To acquaint the students with the basic and theories of human resource management.
- To understand various design of training program using a useful framework for evaluating training needs, designing a training program, and evaluating training results.
- To understand and able to interpret salary survey data and design a pay structure with appropriate pay grades and pay ranges.
- Able to demonstrate knowledge of employee benefit concepts, plan design, administrative considerations and regulations governing employee benefit practices.

UNIT-3

Human Resource Management: Meaning, relevance, role and functions- Human Resource Planning: Job-Description, Analysis and Evaluation, Recruitment & Selection. Human Resource Development: Performance

Appraisal, Wage and Salary Administration.

UNIT-4

Industrial Relations: Objectives, Trade Union, Collective Bargaining, Welfare and Social Security Measures- Workers' Participation in Management- Indian Scenario.

Suggested Readings:

- Marketing Management: A South Asian Perspective- Philip Kotler, Kevin Lane Keller, Abraham Koshy, MithileswarJha, Pearsons Higher Education, New Delhi
- Marketing Management: Planning, Implementation & Control V. S. Ramaswamy, S. Namakumari, Macmillan Business Books, New Delhi
- Marketing Management: In the Indian Background- C. N. Sontakki, Kalyani Publishers, Ludhiana
- Human Resource Management- V. S. P. Rao, Excel Books, New Delhi

TRIPURA UNIVERSITY



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Suryamaninagar

SYLLABUS

OF

COMMERCE

(Major)

Second Semester (NEP)

DSCC-3 (Major)

Advanced Accounting (COMM201C)

Branch Accounts: Concept of Branch, Features, and objectives of Branch Accounting; Pricing of goods sent by Head Office to Branch; Accounts for various types of branches- Synthetic method, Analytical Method, and Final Accounts method.

Departmental accounts: Basic Concepts, features, and objectives; Departmental Accounting vs Branch Accounting; Preparation of Departmental Final Accounts- Departmental Trading & P/L A/C, General P/L A/C and Balance Sheet; Inter-departmental transfer of Goods/Services- at cost price, at normal selling price, and at loaded price; Adjustment for unrealized profit.

Insurance Claims: Meaning of Fire, Claim for Loss of stock, consequential loss or loss of profits, computation of claim, Adjustment for abnormal stock (poor selling goods); Average Clause.

Insolvency Accounts: Basic Concepts, Act of Insolvency, Procedures of Insolvency, Preparation of Statement of affairs, Deficiency account.

Royalty Accounts: Basic Concepts, Important Terminologies: Minimum rent, short workings, and its recoupment; Journal Entries and ledger Accounts in the books of Lessor and Lessee; Adjustment of minimum rent and short workings in the event of strike and lock-out, sub-lease.

Investment accounts: Fundamentals as per AS-13, Classification of Investment, Investment in Fixed-income, and Variable-income bearing securities; Preparation of Investment Account, transaction with brokerage, STT, Ex-interest and Cum-interest, valuation of Investment under FIFO, LIFO, and weighted average method.

Accounting for Business Acquisition: Business Acquisition before date of incorporation- concept and consequences on Operating result; Rationale behind splitting of profits between Pre-incorporation and post-incorporation periods; Accounting treatment of Profits/Loss of Pre and Post incorporation period.

Suggested Readings:

- M.C., Shukla, T.S. Grewal, & S.C.: Gupta, *Advanced Accounts Vol.-I*. S. Chand & Co.: New Delhi.
- S.P. Jain & K.L. Narang: *Advanced Accountancy*, Kalyani Publishers, New Delhi.
- M. Hanif & A. Mukherjee: *Financial Accounting*, McGraw-Hill Publishing Co.: New Delhi.
- S. N. Maheshwari & S. K., Maheshwari: *Financial Accounting*, Vikas Publishing House: New Delhi.
- R.L. Gupta & Radheswami: *Advanced Accountancy*, S. Chand: New Delhi.
- Sehgal & Sehgal: *Advanced Accountancy*, Taxmann Publication.
- The study material issued by the Institute of Chartered Accountants of India, New Delhi.

DSCC-4 (Major)

Marketing Management (COMM202C)

Introduction: Nature, scope, importance, and functions of marketing; Evolution of marketing; Selling vs Marketing; Marketing mix, Marketing environment: concept, importance, and components (Economic, Demographic, Technological, Natural, Socio- Cultural, and Legal); Online Marketing; Impact of Global Marketing in India

Consumer Behaviour: Nature and Importance, Patterns of Buying Behaviour; Consumers' decision-making process; Factors influencing consumer buying behaviour.

Market segmentation: concept, importance, and rationale for segmentation; Bases for Segmentation; Market Targeting; Market Positioning; Niche Marketing; Product differentiation vs. market segmentation.

Product and Pricing: i) **Product:** Concept and importance, Product classifications; Concept of product mix; Product Portfolio- BCG Matrix; Branding, packaging, and labelling; Product-Support Services; Product life-cycle; New Product Development Process; Consumer adoption process. ii) **Pricing:** Meaning and Significance; Factors affecting price of a product; Pricing policies and strategies.

Distribution Channels and Physical Distribution: Channels of distribution - meaning and importance; Types of distribution channels; Factors guiding choice of distribution channel; Wholesaling and retailing; Types of Retailers; e-tailing, Physical Distribution.

Promotion: Nature and importance of promotion; Types of promotion: advertising, personal selling, public relations & sales promotion, and their distinctive characteristics; Promotion mix and factors affecting promotion mix decisions; Promotion mix Strategies-Push and Pull Strategies.

Suggested Readings:

- Kotler, Philip, Gary Armstrong, Prafulla Agnihotri and Ehsanul Haque: *Principles of Marketing*. 13th edition. Pearson Education.
- Kotler & Keller, *Marketing Management*, Pearson
- Ramaswami and Namakumari, *Marketing Management*, McMillan
- Saxena, *Marketing Management*, McGraw Hill
- Michael, J. Etzel, Bruce J. Walker, William J Stanton and Ajay Pandit: *Marketing: Concepts and Cases*. (Special Indian Edition)., McGraw Hill Education
- William D. Perreault, and McCarthy, E. Jerome: *Basic Marketing*. Pearson Education.
- C. B. Gupta: *Marketing Management*, Sultan Chand Publications, New Delhi.
- Iacobucci and Kapoor: *Marketing Management: A South Asian Perspective*. Cengage Learning.

DSE-2 (Minor)
Microeconomics (COMM203E)

Introduction: Demand and Supply: Determinants of demand, movements vs. shift in demand curve, Determinants of Supply, Movement along a supply curve vs. shift in supply curve; -Market equilibrium and price determination. Elasticity of Demand and Supply, Application of demand and supply.

Consumer Theory: Ordinal Utility Theory: (Indifference curve approach): Consumer's preferences; Indifference curves; Budget line; Consumer's equilibrium; Income and substitution effect; Price consumption curve and the derivation of demand curve for a commodity; Income Consumption Curve, Revealed Preference Theory

Theory of Production and Cost: Firm as an agent of production. Concepts of Production function. Law of variable proportions; Isoquants; Return to scale. Economics and Diseconomies of scale. Costs in the short run. Costs in the long run, Profit maximization and cost minimization. Equilibrium of the firm, Technological Change: the very long run.

Market Structure Perfect Competition: Assumption; Theory of a firm under perfect competition; Demand and Revenue; Equilibrium of the firm in the short run and long run, the long run industry supply curve: increasing, decreasing and constant cost industry. Allocation efficiency under perfect competition

Monopoly: Short-run and long-run equilibrium of monopoly firm; Concept of supply curve under monopoly; Allocation inefficiency and dead-weight loss monopoly; Price discrimination.

Imperfect Competition: Difference between perfect competitions, monopoly and imperfect competition; (i) Monopolistic Competition: Assumption; Short – run Equilibrium; Long run Equilibrium; Concepts of excess capacity; Empirical relevance.

Suggested Readings:

- Pindyck, R.S., D. L. Rubinfeld and P. L. Mehta: *Microeconomics*, Pearson Education.
- N. Gregory Mankiw: *Principles of Micro Economics*, Cengage Learning
- Maddala G.S. & E. Miller: *Microeconomics: Theory and Applications*, McGraw-Hill Education.
- Paul A Samuelson & William D Nordhaus: *Microeconomics*, McGraw-Hill Education.
- Dipen Roy *Managerial Microeconomics*, Kunal Books., New Delhi

INTERDISCIPLINARY COURSE/ SECOND SEMESTER/ 3 CREDITS

**Fundamentals of Accounting
(For Non-Commerce Students)
(Interdisciplinary Course-1)**

Theoretical Framework: Meaning and Scope of Accounting, Accounting Concepts, Principles and Conventions, Accounting Terminologies

Accounting Process: Basic Accounting Procedures - Journal Entries, Ledgers, Trial Balance

Cash Books: Simple Cash Book, Two-column Cash Book and Three-column Cash Book, Petty Cash Book and the Imprest System of Petty Cash

Preparation of Final Accounts of Sole Proprietors: Final Accounts of Non-Manufacturing Entities, Final Accounts of Manufacturing Entities

Financial Statement Analysis: Comparative and Common Size; Ratio Analysis (Elementary level problems).

Suggested Readings:

- M.C., Shukla, T.S. Grewal, & S.C.: Gupta, *Advanced Accounts Vol.-I*. S. Chand & Co.: New Delhi.
- M. Hanif & A. Mukherjee: *Financial Accounting*, McGraw-Hill Publishing Co.: New Delhi.
- S. N. Maheshwari & S. K., Maheshwari: *Financial Accounting*, Vikas Publishing House: New Delhi.
- D. Sehgal: *Financial Accounting*, Vikas Publishing House: New Delhi.
- P. C. Tulsian: *Financial Accounting*, Pearson Education: New Delhi.
- Compendium of Statements and Standards of Accounting. The Institute of Chartered Accountants of India, New Delhi

Semester-IV
H4: AUDITING AND ASSURANCE
Full Marks=100
(Theory=80, Internal Marks=20)

Course Objective:

This course is designed to provide an introduction to auditing. The objectives include principles and practices used by public accountants and internal auditors in examining financial statements and supporting data. Special emphasis is given to assets and liabilities. This course is a study of techniques available for gathering, summarizing, analyzing and interpreting the data presented in financial statements and procedures used in verifying the fairness of the information. Also emphasizes ethical and legal aspects and considerations.

Learning Outcomes:

After completion of the subjects the students will be able:

- To understand various concepts & terminologies of Auditing and its characteristics.
- To know about the duties of auditors and other assurance providers.
- To develop the skills of understanding the implication of Auditing
- To know the contemporary changes in Auditing laws and assurance providers.

UNIT - I

Meaning Objective and scope of Audit, Types of Audit, Steps before commencement of Audit of a Firm, Company. Audit Programmed (Basic Concepts).

Concept and Principles of Internal Check and Internal Control, Auditor's duties regarding internal checking, Distinction between internal check and internal control, Auditor's position in relation to Internal Checking of cash, Stock in trade, Large Department stores.

UNIT- II

Vouching: Meaning, objectives, importance and factors, vouching of cash book, cash sales, receipts from debtors, preliminary expenses, travelling expenses.

Verification and valuation of assets and liabilities, meaning, importance and auditor's duties in regard to verification and valuation of stock, investment, goodwill, creditors.

UNIT-III

Company Audit. Qualification, appointment, remuneration, rights, duties and liabilities of company auditor, Divisible profit and dividend - Auditor's Duties (with case laws).

UNIT-IV

Audit report and certificate - definition, distinction between report and certificate Types of report, Contents and specimen of Company Audit report.

Auditing and assurance Standards - Overview's, standard setting process, objectives and functions of Auditing and Assurance, Standard Board (AASB), Documentation and Audit Evidence [Topics to be studied with reference to AAS in India].

Suggested Readings:

- Auditing: Principles and Practice by R Kumar
- Auditing: Principles and Techniques by S. K. Basu
- A Hand Book of Practical Auditing by B.N. Tandon
- Auditing & Assurance By S.K.Basu
- Contemporary Auditing By Kamal Gupta
- An Insight into Auditing By B.K.Basu

C1P4: Business Economics and Business Statistics

GROUP-A

Business Economics

Course objective: Business Economics

- To provide a strong theoretical base of micro and macroeconomic principles and concepts applied in the field of management.
- To provide a strong understanding of the challenges of modern managers in the decision making process.

Learning Outcomes:

This course intends to provide the students an understanding of the various economic theories and micro-economic variables that have an impact in the business decision making.

Unit I

Macro-economic Concepts and National Income

Macro-Economic Variables. Circular Flow of income in Two, Three, Four Sector Economy, Relation between Leakages and Injections in Circular Flow; National income: Concepts, Definition, Methods of 'Measurement-GNP identity, basic macroeconomic identity, Problems in Measurement-of-National Income & Precautions in Estimation of National Income.

Role and Limitations of Macro Economic Concept in Business Economic decision Making.

UNIT-II

Income, Employment, and Price Level

Theory of Employment and Income: Classical Approach and Simple Keynesian Approach.

Consumption Function, Relationship between Saving and Consumption. Investment function: Induced and Autonomous, Multiplier in Two Sector Model (Concept only).

Functions and Forms of Money, Demand for Money, Measures of Money Supply, Quantity Theory of Money, Inflation: Types, Causes, Impact and Remedies.

GROUP-B

Business Statistics

Course objective: Business Statistics

The objective of this course is to make the students aware of various statistical techniques to be used for critical appraisal of Business Information.

Learning Outcomes:

- To be able to identify the source of a quantifiable problem, recognize the issues involved and produce an appropriate action plan.
- To be able to understand of different mathematical techniques and applications.

Unit-I Presentation and Classification of Statistical Data

Definition, scope, functions and limitations of-Statistics; Statistical Data: Meaning and types, Collection, classification and presentation of data. Construction of a frequency distribution; different charts and diagrams, Different measures of central tendency, Different measures of dispersion : Relative and Absolute

Unit II Correlation, Regression and Time Series Data Analysis.

Correlation - Types of Correlation, measurement of correlation (Karl Pearson's and Rank Correlation Method)

Simple Regression - meaning and regression equations. Relationship between correlation and regression. Analysis of Time series data-Components of a time series. Importance of Time Series, Methods of trend-semi average method, moving average method, and method of least square method.

Suggested Reading:

- 1 Statistics - S.P.Gupta
- 2 Business statistics-S.N.Dey
- 3 Statistics - S C.Gupta
4. Statistics -N.G.Das
- 5 Economics - Branson
- 6 Macro Economics-J. Sarkhel
- 7 Macro Economics-Bhattacharjee & Sarkar

C2P4: BUSINESS ETHICS AND BUSINESS COMMUNICATION

Full Marks=100

(Theory=80; Internal Assessment=20)

Course objective:

- Train students in communication, grammar skills and proficiency in reading, paragraph writing and essay writing
- Expose students to visual text as a means to learn language and the issues concerning social and economic stratification.

Learning Outcomes:

- Improved grammar skills.
- Increased proficiency in reading, paragraph writing and essay writing.

UNIT- I

introduction of Ethics: Meaning, Some Canon of Ethics, Nature of Ethics. Ethical Standards, Factors to be considered in making the ethical judgment.

UNIT-II

Ethics at Work Place: Ethics in Marketing and Consumer Protection - Ethics in Accounting and Finance. Corporate Social responsibility.

UNIT-III

Business Communication: Introduction, Objectives, Basic feature of Communication, Effective Communication

- Principles, Models.

Types of Communication: Formal & Informal Communication, Corporate Communication, Group Discussion, Mock Interview, Seminar. Modern Forms of Communication - FAX, E-Mail, Video Conferencing.

UNIT-IV

Writing of Business Letters, Quotation & Offer, Inquiries, Placement of Order, Cancellation, Modification, Status Enquiry, Insurance & Bank Matters.

Suggested Readings:

- C. Fernando, Business Ethics 3rd Corporate Governance, Pearson Education
- U.C. Mathur, Corporate Governance & Business Ethics - Text & Cases, McMillon
- N.Ghosh, Business Ethics and Corporate Governance, Tata McGraw hill
- Ashik.K.Ladhani, Business Ethics & Business Business Communication, Taxman
- R.S.N.Piliai, Bag3vsth", Modern Commercial Correspondence, S. Chand

Semester VI

H7 : Indirect Taxation

Full Marks:=100

(Theory=80, Internal Assessment=20)

Course Objectives:

1. To provide an in-depth knowledge of the detailed procedure and documentation involved in tax management, both, direct and indirect.
2. To understand the basic concept of direct and indirect taxes in managerial decision making

Learning outcomes

1. The Syllabus aims to test the abilities of the students to compare and contrast the managerial decision with regards to taxation.
- 2.The students at the end of the course will be able to prepare tax planning for the business concerned as well as for the individuals.

Unit I

Service tax -concepts and general principles, Charge of service tax and taxable services,

Service Tax: Valuation of taxable services, Payment of service tax and filing of returns, Penalties, CENVAT Credit

Unit II

Tripura VAT, Concepts and general principles, Calculation of VAT Liability including input Tax Credits, Small Dealers and Composition Scheme, VAT .Procedures

Unit III

Central Excise: Central Excise Law in brief-Goods, Excisable goods, Manufacture and Manufacturer. Valuation, CENVAT, Basic procedures, Export, SSI, Job Work

Unit IV

Customs laws: Basic concepts of customs law, Territorial waters, high seas, Types of custom duties - Basic, Countervailing & Anti-Dumping Duty, Safeguard Duty, Valuation, Customs ■ Procedures, Import and Export Procedures, Baggage, Exemptions. *

Suggested Readings :

- Singhanian, Vinod K., and Singhanian, Monica. Students' Guide to Indirect Taxes, Taxmann Publications Pvt. Ltd., Delhi.
- Datey, V.S. Indirect Tax Law and practice, Taxmann Publications Pvt. Ltd., Delhi, Latest edition.
- Kumar, Sanjeev. Systematic Approach to Indirect Taxes, Latest edition.
- Gupta, S. S. Service Tax -How to meet your obligation Taxmann Publications Pvt. Ltd., Delhi, Latest edition.
- Ahuja, Grish .,& Gupta, Ravi. Indirect Taxes, Flair Publication Pvt. Ltd.
- G. Ahuja and R Gupta. Practical Approach to Direct and Indirect Tax. Bharat Law House Pvt. Ltd.

H8: Financial Management

Full Marks: 100

(Theory=80, Internal Assessment=20)

Courses Objectives:

This course in financial management has been designed keeping in mind the factor that the students should develop a basic understanding about financial management and the role it plays in the overall performance of a firm. This course will help them in grasping the nuances of the subject.

Learning Outcomes:

- Understand both the theoretical and practical role of Financial Management in business corporations
- Able to analyze the finances of individual corporations both in terms of their performance and capital requirements
- To acquaint the students with the basics of the field of financial management
- To develop skill to access financial information from a wide variety of sources and use this information to research and assess corporations.
- To make them understand the concepts such as cost of capital and investment decisions etc.

To make them aware of the fundamentals of working capital management

Unit I:

Introduction: Nature. scope and objectives of financial management -concept, Time value of money, Risk and Return, Meaning & concept of capital Budgeting process. Cash Flow Estimation, Payback Period Method, Discounted Payback Period Method. Accounting Rate of Return, Net Present Value (NPV), Net Terminal Value, Internal Rate of Return (IRR)

Unit-II

Cost of capital and Financing Decision : Sources of long-term financing, Estimation of components of cost of capital, Methods for calculating cost of Equity, Cost of Retained Earnings, Cost of Debt and cost of Preference Capital. Theories of Capital Structure (Net Income. Net Operating Income, MM Hypothesis, Traditional Approach) Operating and Financial leverage. Determinants of capital

structure.

Unit III :

Dividend Decision: Theories for Relevance and irrelevance of dividend decision for corporate valuation - Walter's Model, Gordon's Model, MM Theory and Determinants of Dividend.

Unit IV:

Working Capital Decisions: Concepts of Working Capital, Operating & Cash Cycles, sources of short term finance, cash management, receivables management, inventory management with simple problem.

Suggested Readings:

- Khan.M.Y. and P.K. Jain , Financial Management :Text and Problems, Tata McGravv Hill. B.Com(Hons.)CBCS 60 Department of Commerce, University of Delhi. Delhi
- Srivastava, Rajiv , and Anil Mishra, Financial Management, Oxford University Press, UK 5. Singh .Preeti, Financial Management, Ane Books Pvt. Ltd, New Delhi
- 3.Singh. Surender and Kaur Rajeev. Fundamentals of financial Management, Mayur Paper Book Noida
- Rustagi,R.P.. Financial management, Galgotia Publications Company.
- Pandey. 1M. Financial Management, Vikas Publications UNCTAD Reports.
- Chandra,P.. Financial Management-Theory and Practice. Tata McGraw Hill
- Bhalia, VK.. Financial Management &Policy , Anmol Publications, Delhi
- Banerjee .B. Fundamentals of Financial Management. PHI, New Delhi

Optional Group- III : Banking & Insurance Group Banking Laws and Practice

Course objective:

The course attempts to provide a conceptual view and comprehensive insights into the basics of Banking services along with its fundamental ways of operation.

Learning Outcomes:

After going through this course, students will be able to understand the roles of Banking Sector, identify the features of banking and its services, to differentiate the various operations of banking and will be able to identify the role of Banks in the development of the economy.

Unit-1

Introduction to Banking: Origin of Banking, Meaning and Definition of Banks, Features of Banks. Types of

Banks. History of Indian Banking Industry, Structure of Commercial Banks in India

Sources of Bank's Income, Annual Report and Balance Sheet of a Bank.

Banking Sector Reforms in India

Unit-II

Central Banking: Introduction, Genesis, the Indian Experience, Reserve Bank of India, Functions of RBI, Credit Control by RBI.

Negotiable Instrument Act: Meaning of Bills of Exchange, Promissory Notes, Cheques; differences between them, types of crossing of cheque, payment of cheque, reasons for dishonour of cheque and its consequences.

Unit-III

Banker and Customer Relationship: Banker and customer definition and their relationship, types of customers and modes of, operations.

-Deposit Products: Procedure and precaution for opening an account, pass book & its features; Types of Deposit Products; Rights, Duties and obligations of the banker.

Unit-IV

Loans and Advances: Types of loans and advances - Principles of sound lending policies - Credit appraisals of various forms of loans and advances - Modes of creating charges -Lien, pledge, mortgage and hypothecation.

Electronic Banking: Meaning, Types; ATM, Internet Banking, Electronic Clearing Services, Electronic Funds Transfer, Credit Cards, Debit Cards, Telebanking

Suggested Readings:

- S.N, Maheshwari and S.K. Maheshwari
- P.N. Vashnev
- R.K. Gupta
- Mohanlal Tannan

Principles and Practices of Insurance

Course Objective:

The course attempts to provide a conceptual view and comprehensive insights into the basics of Insurance services in India.

Learning Outcomes:

After going through this course, students will be able to understand the roles Insurance Sector, will be able to identify the features and its services, along with various insurance products, in the development of the economy.

Unit -I

Introduction to Insurance: Purpose and need of insurance, Insurance as a social security tool;

Insurance and economic development, Fundamentals/ Principles of Insurance; Contract of Insurance.

Unit -II

Life Insurance - Principles and practice of life assurance. Life assurance contracts, their nature and characteristics, Parties to the contract and their rights and duties; Conditions and terms of policy and effects of non-compliance thereof; Nominations and Assignment Practice in connection with collection of premium, revivals, loans, surrenders, claims, bonuses and annuity payments; Mortality Table, Present structure & growth of Life insurance in India. -

Unit -III

Fire Insurance - The basic principles of Fire Insurance contracts; Fire Policy, conditions, Assignment of Policy; Claims.

Marine Insurance - General Principles - Insurable interest and value disclosure Marine Policy and their conditions, Premium; double insurance; assignment of policy' warranties' the voyage. Loss and abandonment; partial losses and particular charges; salvage; total losses and measures of indemnity; Subrogation.

Unit-IV

Insurance Intermediaries - Agents and Procedure for Becoming an Agent; Pre requisite for obtaining a license; Duration of license; Cancellation of license; Revocation of suspension/ termination of agent appointment; Code of conduct; unfair practices; Procedure regarding settlement of policy claims.

Suggested Readings:

- Insurance Principles And Practice, M N Mishra & S B Mishra, S. Chand
- Insurance Law and Practice, C. L. Tyagi, Madhu Tyagi, Atlantic
- INSURANCE - Fundamentals, Environment and Procedures, B.S.Bodla, M.C.Garg&K.P.Singh

Project

Full Marks=100 Marks
(Written Report=80, Viva=20)

Guidelines: