

## B.COM HONOURS SYLLABUS

Semester I			Semester II		
Code	Paper Title	Credits	Code	Paper Title	Credits
COM-UG-E101	Compulsory English	4	COM-UG-C201	Environmental Studies	4
COM-UG-E102	Financial Accounting-I	4	COM-UG-C202	Financial Accounting-II	4
COM-UG-E103	Managerial Economics	4	COM-UG-C203	Business Law	4
	<b>Total Credits</b>	<b>12</b>		<b>Total Credits</b>	<b>12</b>
Semester III			Semester IV		
COM-UG-C301	Eastern Himalayan Studies	4	COM-UG-C401	Business Mathematics and Statistics	4
COM-UG-C302	Corporate Accounting	4	COM-UG-C402	International Business	4
COM-UG-C303	Business Management	4	COM-UG-C403	Indian Financial System	4
	<b>Total Credits</b>	<b>12</b>		<b>Total Credits</b>	<b>12</b>
Semester-V			Semester-VI		
COM-UG-C501	Functional Areas of Business	4	COM-UG-C601	Direct Tax Law and Practice	4
COM-UG-C502	Auditing	4	COM-UG-C602	Entrepreneurship Development	4
COM-UG-C503	Cost and Management Accounting	4	COM-UG-C603	Financial Management	4
	<b>Total Credits</b>	<b>12</b>		<b>Total Credits</b>	<b>12</b>
<b>Grand Total of Credits</b>		<b>72</b>	<b>Marks 100 x 18 =1800 Marks</b>		

**COM-UG-E101: Compulsory English**  
[See under English Honours Syllabus]

### COM-UG-E102: Financial Accounting-I

#### **Unit I: Introduction**

Definition, features, objectives, functions, scope of accounting; Book keeping vs. Accounting; Branches of Accounting; Advantages and limitations of Accounting; Accounting concepts and conventions.

Accounting equation; Classification of accounts, Rules of double entry book keeping - Journalizing and Posting to Ledgers.

Accounting Standards- Need objectives and advantages, Accounting Standards in India (only outline).

#### **Unit II: Bank Reconciliation Statement and Depreciation**

Cash Book, Bank Reconciliation Statement,  
Depreciation: SLM and WDV, Change in method  
Trial Balance and Rectification of Errors.

### **Unit III: Final Accounts of Sole Proprietorship concerns**

Final accounts: Trading account; Profit and Loss account; Balance Sheet; Adjustment entries.

### **Unit IV: Accounting for Not for Profit Organizations**

Receipt and Payment Account, Income and Expenditure Account, Balance Sheet. (Confined to Clubs, Educational institutions and Hospital an overview).

#### **Suggested Readings:**

1. Mukherjee & Hanif (2010) Financial Accounting: Tata McGraw Hill, New Delhi
2. Sehgal, Ashok & Sehgal, Deepak (2009) Financial Accounting; Taxman, New Delhi.
3. SN Maheshwari & SK Maheshwari, (2009) Advanced Accountancy, Vikas Publishing House, New Delhi.
4. J R Monga and G Ahuja (2013) Introduction to Financial Accounting, JBA Publishers, New Delhi.
5. Tulsian, (2008) Accountancy, Tata Mc Graw Hills. New Delhi, India
6. RL Gupta & VK Gupta,(2011) Principles and Practice of Accounting:, Sultan Chand & Sons.
7. Gupta, R.L and Radhaswamy, M(2010) Financial Accounting; Sultan Chand and Sons, New Delhi.
8. Shukla. M.C., Grewal T.S., and Gupta, S.C.(2012) Advanced Accounts; S. Chand & Co. New Delhi.
9. Anthony, R.N. and Reece, J.S.(2011) Accounting Principles; Richard Irwin Inc.

### **COM-UG-E103: Managerial Economics**

#### **Unit I: Introduction**

Meaning and scope of managerial economics; roles of managerial economics; objectives of a business firm.

#### **Unit II: Basic concepts and techniques**

Demand function; Elasticity of demand- meaning, determinants, types and importance.

Equilibrium and Indifference curve analysis.

Inflation- meaning, types and effects of inflation and its measures; Business Cycle- nature and phases of Business cycle.

#### **Unit III: Production function**

Law of variable proportions; Law of Returns to scale; internal and external economies and diseconomies, Isoquants; Expansion path, Ridge lines.

Theory of Cost: short run and long run cost curves- traditional and modern approaches,

#### **Unit IV: Market structures**

Perfect and Imperfect Competitions:-

- a) Perfect Competition: characteristics; profit maximizing conditions and equilibrium of a firm; price and output determination.
- b) Monopoly: characteristics; determination of price and equilibrium condition; multi plant monopoly; price discrimination.
- c) Monopolistic competition: characteristics; price and output determination; product differentiation; selling costs.
- d) Oligopoly: characteristics; indeterminate pricing and kinked demand curve.

**Suggested Readings:**

- DM Mithani (2014), Managerial Economics Theory and Applications, Himalaya Publishing House, New Delhi.
- KK Dewett and JD Verma (2013), Elementary Economic Theory, S Chand Publications, New Delhi.
- HL Ahuja, (2011), Managerial Economics, Sultan Chand, New Delhi.
- Salvatore (2009), Managerial Economics, Pearson Education.
- William F. Samuelson, Stephen G. Marks (2012), Managerial Economics, 7<sup>th</sup> Edition, John Wiley and Sons, NY.
- Paul Keat, and Philip Young (2013), Managerial Economics, Global Edition, 7th Edition, Pearson Education.

**COM-UG-C201: Environmental Studies**  
**[See under School of Human Sciences]**

**COM-UG-C202: Financial Accounting-II**

**Unit I: Single Entry**

Introduction; Critical Appraisal

Differentiation between single entry and Double entry system, Conversion of Single entry to double entry

**Unit II: Partnership firms (Amalgamation and Dissolution)**

Amalgamation-Meaning and types; accounting entries for amalgamation of partnership firm with another partnership firm.

Dissolution: Piece Meal Distribution, Garner Vs Murray rule

**Unit III: Royalty Accounts**

Royalty Accounts: Definition of Royalty, Minimum rent, short workings, strikes and lock-outs, accounting for royalty (excluding sub-lease).

**Unit IV: Hire Purchase and Instalment Payment**

Hire-purchase and installment purchase system: Meaning of hire-purchase contract; legal provision regarding hire-purchase contract; Accounting treatment. Meaning of installment purchase, Accounting treatment.

**Suggested Readings:**

1. Mukherjee & Hanif (2012); Financial Accounting: Tata McGraw Hill, New Delhi
2. Sehgal, Ashok & Sehgal, Deepak (2011): Financial Accounting; Taxman, New Delhi.
3. Dam, B.B., & Gautam, H.C. (2012): Financial Accounting, Capital Publishing House, Guwahati.
4. Anthony, R.N. and Reece, J.S. (2011): Accounting Principles; Richard Irwin Inc.
5. Gupta, R.L and Radhaswamy, M (2008): Financial Accounting; Sultan Chand and Sons, New Delhi.
6. Shukla. M.C., Grewal T.S., and Gupta, S.C. (2013): Advanced Accounts; S. Chand & Co. New Delhi.

## **COM-UG-C203: Business Law**

### **Unit I: Law of Contract (1872)**

Nature of contract; Classification; Offer and acceptance; Capacity of parties to contract; Free consent; Consideration; Legality of object; Agreement declared void; Performance of contract; Discharge of contract; Remedies for breach of contract. Special Contracts: Indemnity; Guarantee; Bailment and pledge.

### **Unit II: Sale of Goods Act, 1930**

Formation of contracts of sale; Goods and their classification, price; Conditions, and warranties; Transfer of property in goods; Performance of the contract of sales; Unpaid seller and his rights. The Consumer Protection Act 1986 an overview.

### **Unit III: Negotiable Instrument Act, 1881**

Definition of negotiable instruments; Features; Promissory note; Bill of exchange & cheque; Holder and holder in the due course; Crossing of a cheque, types of crossing; Negotiation; Dishonour and discharge of negotiable instrument.

### **Unit IV: Companies Act, 2013 and Sikkim Industrial Promotion & Incentive Act, 2000**

Companies Act, 2013; Types of companies, Incorporation of companies.

Board of Directors; Constitution, Women Director, General Meeting.

Winding-up of companies.

The Sikkim Industrial Promotion & Incentive Act, 2000 as amended 2007

### **Suggested Readings**

1. Aggarwal, S.K. & Singhal, K(2009): Indian Business Law; Galgotia Publishers
2. Relevant: Bare Acts
3. Desai T.R.(2010): Indian Contract Act, Sale of Goods Act and Partnership Act; S.C. Sarkar & Sons Pvt. Ltd. Kolkata ..
4. Khergamwala J.S(2012) The Negotiable Instruments Act; N.M.Tripathi Pvt. Ltd, Mumbai.
5. Singh Avtar(2013) The Principles of Mercantile Law; Eastern Book Company, Lucknow.
6. Kuchal M.C (2012) Business Law; Vikas Publishing House, New Delhi.
7. Kapoor N.D(2012) Business Law; Sultan Chand & Sons, New Delhi.
8. Chandha P.R(2011) Business Law; Galgotia, New Delhi.

## **COM-UG-C301: Eastern Himalayan Studies**

[See under School of Human Sciences]

## **COM-UG-C302: Corporate Accounting**

### **Unit I: Final Accounts of Companies and Accounting for shares**

Final Accounts of Companies an Overview

Accounting for Shares; Issue, Forfeiture, and Re-issue of Shares

Concepts; Price band, Stock Invest, Bonus & Right Issue, ESOP, and Buy-back of shares.

### **Unit II: Accounting for Debentures:**

Issue and Redemption of Debentures; Annuity method, Sinking Fund Instalment Method.

### **Unit III: Amalgamation and Reconstruction**

Amalgamation of Companies as per AS-14

Internal reconstruction-excluding inter-company holdings and reconstruction schemes.  
Holding Companies: Theoretical framework only.

#### **Unit IV: Valuation of Goodwill and Shares**

Goodwill; Concept, Need and Provisions (AS 10, 14, 21, and 26).

Valuation of Goodwill ; Capitalisation Method, Super Profits Method, Annuity Method

Valuation of Shares: Need for Valuation, Factors affecting value of shares.

Methods of Valuation: Net Assets Method, Yield Basis Method, Fair Value Method

#### **Suggested Readings:**

1. Sehgal, A and Sehgal, D (2009) Corporate Accounting; Taxman, New Delhi.
2. Jain SP and Narang K L(2010), Advanced Accountancy Vol-II, Kalyani Publishers, New Delhi.
3. Mukherjee and Hanif (2008) Corporate Accounting: Tata McGraw Hill, New Delhi
4. Gupta R.L and Radhaswamy M: Company Accounts; Sultan Chand and Sons, New Delhi.
5. Maheshwari S.N (2011) Corporate Accounting; Vikas Publishing House, New Delhi.
6. Shukla M. C, Grewal T.S and Gupta S.C (2011) Advanced Accounts, S. Chand & Co. New Delhi.

### **COM-UG-C303: Business Management**

#### **Unit I: Nature of Business & Management**

Nature & Significance of Management,

Division of business; Employment, Profession and Business

Overview on Functional areas of Management, Managerial Roles.

Evolution of Management Thoughts : Classical, neo-classical ( Scientific , Administrative & Human Relation Management), Contingency Approach.

#### **Unit II: Functions of Management-I**

**Planning:** Concept, Process & Types. Management By Objective, Decision Making: concept, process & rationality. Environment Analysis & Diagnosis.

**Organising:** Concept, Process & Significance, Authority & Responsibility Relationship, Centralisation & Decentralisation.

#### **Unit III: Functions of Management-II**

**Staffing:** Overview on: Recruitment & Selection, Training & Development, & Performance Appraisal.

**Directing:** Motivation Concept, Theories ( Maslow, Hergberg, Mc Gregor, Ouchi).

Leadership- Concept, styles, Likerts' Management System, Managerial Grid.

**Controlling:** Concept, Design of effective control system, Essential of effective control system.

#### **Unit IV: Corporate Social Responsibilities (CSR)**

CSR: Idea of a good society, Concept of Business Ethics and CSR. CSR as per Companies Act, 2013.

Ethics in Business: Sustainable Development, Approaches to Pollution Control, profit

Maximisation Vs Social Responsibility. CSR towards stakeholders

Corporate Scandals, Window Dressing Concept, Whistle Blowing, Insider trading

#### **Suggested Readings**

- Prasad, L.M.(2010): Principles and Practice of Management, Sultan Chand & Sons.

- Tayal, B.B & C.B. Gupta(2012): Politics, Ethics & Social Responsibilities and Business, New Delhi, Sultan Chand & Sons.
- Balachandran, V & Chandrasekaran, V(2011): Corporate Governance and Social Responsibility, PHI Learning Pvt. Ltd., New Delhi.
- Sharleker and Sharleker(2005) *Business Organisation and Management S Chand Publications.*
- Gupta, C.B.(2011) *Modern Business Organisation and Management*, Mayur Publication.
- Chabra, T.N.(2012): *Principles and Practice of Management*, Dhanpat Rai & Co.
- Drucker, Peter F(2007) *Management Challenges for the 21 Century*, Butterworth Heinemann, Oxford.

## **COM-UG-C401: Business Mathematics and Statistics**

### **Unit I: Mathematics of Finance**

Interest Rates; types; nominal, effective and continuous – interrelationship.

Compounding and discounting of sum.

Annuities; Types; ordinary, due, deferred, continuous, perpetual; future and present values.

AP & GP

### **Unit II: Matrices, Permutation and Combinations and Binomial Theorem**

Matrices: Solution of system of linear equations (unique solution involving two or three variables only). Permutation and Combinations, Binomial theorem (Statement only) and simple applications, Variation.

### **Unit III: Statistics**

Meaning, Scope and Limitations; its relationship with other sciences; Statistics as a subject; Descriptive Statistics - compared to Inferential Statistics.

Presentation of Uni-variate Data: Construction of a frequency distribution;

Concept of central tendency, dispersion and their measures.

### **Unit IV: Probability and Bi-Variate analysis**

Probability: Theory, Concepts; Simple application of addition and multiplication theorem. Correlation and Simple Linear regression.

### **Suggested Readings:**

1. Thukral, J K (2008) Business Mathematics; Mayur Publications, New Delhi.
2. Nag, N.K (2001) Business Mathematics & Statistics; Kalyani Publishers, New Delhi.
3. Soni, R.S.(2009) Essentials of Business Mathematics and Statistics; Ane Books Pvt. Ltd, New Delhi.
4. Sharma AK (2005), Business Statistics, Discovery Publishing House, New Delhi
5. Kapoor, V.K.(2004)Business Mathematics; Sultan Chand & Sons, Delhi.
6. Allen R.G.D.(2003) Basic Mathematics; Macmillan, New Delhi.
7. Dowling, E.T.(2002) Mathematics for Economics; Schaum Series, McGraw Hill, London.
8. Sharma J K (2010), Business Statistics, Pearson Education India, New Delhi.

## COM-UG-C402: International Business

### Unit I: Introduction

International Business (IB) Evolution, Nature, Need, approaches to IB.

Theories; Mercantilism, Absolute Cost advantage, H-O Theory.

Problems of IB, IB vis-a-vis domestic business, IB environment and different modes of entering international markets.

### Unit II: Globalisation and Integration

Globalization: Introduction, Meaning and definition, features, and Significance. Trading blocks, regional trade arrangement (RTA); Level of Integration, General Agreement on Trade in Services (GATS); TRIMS, TRIPS, WTO and India, UNCTAD.

### Unit III: International Finance

Foreign exchange: Fixed and flexible exchange rate, rupee convertibility on current account, advantage of FDI in India, export- import procedure. Role, objective and principles of IMF, IBRD, IFC, IDA and EXIM bank of India.

### Unit IV: Balance of Payments (BoP) and Cross Border Trade

Introduction, components of BoP, Disequilibrium in BoP and its factors, Methods of correction of Disequilibrium, India's Balance of Payments crises.

Cross Border Trade; With Special Reference to Indo-China Trade via Nathu-La.

### Suggested Readings:

1. Francis, Cherunilam (2009) International Business: Text and Cases; Prentice Hall of India, New Delhi.
2. K Ashwathappa (2008) International Business, Tata McGraw Hills. New Delhi
3. Rakesh Moha Joshi, International Business, Edition-01, Oxford University Press, New Delhi.
4. Mason Carpenter and Sanjyot P. Dunung (2011), International Business: Opportunities and Challenges in a Flattening World, v. 1.0,
5. Hill, Charles, W.L.(2009): International Business; Tata McGraw-Hill, New Delhi.
6. Subba Rao, P. (2010) International Business. Himalaya Publishing House, New Delhi.
7. Nayar, Baldev Raj.(2005) Globalisation and Nationalism: The Changing Balance of India's Economic Policy 1950-2000. New Delhi: Sage Publishers, New Delhi.

## COM-UG-C403: Indian Financial System

### Unit I: Finance

Role of finance in an economy; Kinds of finance; Financial system;

Components; Financial intermediaries; Markets and instruments, and their functions.

### Unit II: The Reserve Bank of India

Functions; Instruments of monetary and credit control; Main features of monetary policy since independence.

Money supply in India; High powered money -meaning and uses; Sources of changes in high powered money.

### Unit III: Indian Banking System

Definition of bank; Commercial banks -importance and

functions; Structure of commercial banking system in India; Balance sheet of a Bank; Meaning and

importance of main liabilities and assets.

NABARD, Regional Rural Banks; Cooperative banking in India.

#### **Unit IV: Capital Market**

Security market, New issues market, Secondary market; Functions and role of stock exchanges; BSE, NSE, OTCEI.

SEBI Constitution, Functions and Role.

#### **Suggested Readings:**

1. Paul, R.R.(2010): Money & Financial Systems; Kalyani Publishers.
2. Chandler L.V. and Goldteld S.M(2011): The Economics of Money and Banking; Harper and Row, New York.
3. Gupta S.B(2013): Monetary Planning of India; S.Chand, New Delhi.
4. Khan M.Y(2011) India Financial System - Theory and Practice; Tata McGraw Hill, New Delhi.
5. Reserve Bank of India(2013): Functions and Working.
6. Banking Commission: Report(s).
7. Reserve Bank of India: Bulletins
8. Reserve Bank of India: Annual Report(s)
9. Report on Currency and Finance
10. Sengupta A.K. and Agarwal M.K(2008): Money Market Operations in India; Skylark Publications, New Delhi.

### **COM-UG-C501: Functional Areas of Business**

#### **Unit I: Introduction**

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

#### **Unit II: Human Resource Management**

Meaning, Scope and Importance; HRM Functions: Human Resource Planning, Selection, Training & Development, Compensation.

#### **Unit III: Marketing Management**

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

#### **Unit IV: Production & Operations Management**

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

#### **Desirable Skill development activities:**

- Study of recruitment rules & policy of any organization
- Organize a mock job interview session
- Prepare a model Advertisement Copy for any consumer product
- Prepare a plant layout for a product of your choice
- Prepare product development strategies of any product of choice

#### **Suggested Readings:**

1. C.B. Gupta (2009): Human Resource Management, Sultan Chand & Sons, Mumbai



2. Koontz and Weihrich(2011): Principles of Management: Tata McGraw Hill, New Delhi.
3. N.G Nair(2007) Production and Operations Management, Tata McGraw Hill, New Delhi
4. P. Subba Rao (2009): Human Resource Management, Himalaya Publishing, New Delhi
7. Philip Kotler (2006): Principles of Marketing, PHI,
8. R.B. Khanna:(2011) Production and Operations Management: PHI, New Delhi
9. T.N. Chhabra: (2012)Principles and Practice of Management: Dhanpat Rai & Co., New Delhi

## **COM-UG-C502: Auditing**

### **Unit I: Introduction**

**Audit:** Meaning, Objectives, Critical appraisal,  
Types of Audit; Statutory, Non- Statutory.

Auditor; qualifications, appointment, remuneration and removal of a company auditor, powers & duties of an auditor.

### **Unit II: Audit Procedure**

Audit Procedure: Vouching; Verification of Assets  
and Liabilities; Investigation

### **Unit III: Internal Check and Internal control**

Meaning and objectives, methods of examination, features of internal check and control, distinction between internal check and internal audit, internal check and internal control.

### **Unit IV: The audit of a limited company**

Consideration on appointment as auditor.

Preliminary works before commencing actual audit.

Audit Programme; Meaning , draft of an audit programme ,

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

### **Suggested Readings:**

1. Jha, Aruna:(2013) Auditing: Taxman, New Delhi.
2. Basu, B.K.:(2012) An Insight into Auditing; Basushra Book Stall.
3. Gupta Kamal(2002) Contemporary Auditing; Tata McGraw-Hill, New Delhi.
4. Tandon, S.N(2008) Principles of Auditing; S. Chand & Co., New Delhi.
5. Pagare, Dinkar(2010) Principles and Practice of Auditing; Sultan Chand, New Delhi.
6. Sharma, T.R(2011) Auditing Principles and Problems; Sahitya Shawan, Agra.
7. Mukerjee, Manab.(2011) Auditing: Vijoya Publishing House,Kolkata
8. Prakesh, Jagdish.(2007) Auditing: Principles, Prtactices & problems; Kalyani Publishers,New Delhi.

## **COM-UG-C503: Cost and Management Accounting**

### **Unit I: Introduction**

Nature and scope of Cost Accounting and Management accounting,

Cost concepts and classification,

Pricing of material issues: ABC, LIFO, FIFO, EOQ,

Labour Costing: Labour cost control procedure; Labour turnover; Idle time and overtime; Methods of wage payment -time and piece rates; Incentive schemes,

Accounting for Overheads: Allocation and Apportionment;

### **Unit II: Cost Sheet and Contract**

Concept of Cost Sheet, Contract costing;

### **Unit III: Standard Costing and Variance Analysis**

Meaning, Nature and scope

Material variances,

Labour variances.

Theoretical framework of Overhead variances

### **Unit IV: Marginal Costing and Budgetary Control**

Meaning and significance; Concepts; Contribution; P/V Ratio; Break-Even Analysis, BEP Chart, Theoretical Framework of CV/P analysis

Budgetary Control: Meaning of budget and budgetary control; Objectives; Merits and limitations; Types of budgets; Cash Budget.

### **Suggested Readings:**

1. Arora M.N(2008): Cost and Management Accounting-Principles and Practice; Vikas, New Delhi.
2. Jain S.P. and Narang K.L(2010): Cost and management Accounting; Kalyani; New Delhi.
3. Anthony Robert, Reece, et al(2011): Principles of Management Accounting; Richard D. Irwin Inc. Illinois.
4. Horngren, Charles, Foster and Datar(2012): Cost Accounting - A Managerial Emphasis; Prentice-Hall of India, New Delhi.
5. Khan M.Y and Jain P.K(2008): Management Accounting; Tata McGraw Hill.
6. Kaplan R.S.and Atkinson A.A.(2011): Advanced Management Accounting; Prentice India International.
7. Tulsian P.C;(2007) Practical Costing: Vikas, New Delhi.
8. Maheshwari S.N(2010) Advanced Problems and Solutions in Cost Accounting; Sultan Chand, New Delhi.

## **COM-UG-C601: Direct Tax Law and Practice**

### **Unit I: Basic Concepts and Income from Salary**

Basic Concepts and Definitions: Income, Agricultural Income, Gross Total Income, Total Income, Person, Firm, Assessee, Assessment Year, Previous Year, Tax liability, Tax Evasion Tax Avoidance, PAN and TAN.

Residential Status and Incidence of Tax, Incomes Exempt from Tax.

Income from Salaries;

### **Unit II: Income from House Property and Capital Gains**

Income from house property, Capital gains, Income from other sources.

### **Unit III: Profits and gains of Business and Profession Clubbing Provisions and Deductions**

Clubbing Provisions; Set-off and carry forward of losses; Deductions from Gross Total Income for Individuals. Computation of income tax liability of individuals.

#### **Unit IV: Tax Filing Procedures**

Procedure for tax assessment; Self Assessment, Regular assessment, and best judgement assessment, Procedure of filing of returns. Liability for payment of Advance tax, Consequences of non-payment, TDS, consequences of not deducting from salary.

#### **Suggested readings**

Ahuja G, and Gupta R (2013), Direct Tax Ready Reckoner, Bharat Law House, Delhi  
Singhanian V K , and Singhanian K , (2014), Direct Taxes Law and Practice Professional Edition, ISBN : 9350712283, Taxmann, Delhi.

M B Gabhawala (2013), Direct Tax Ready Reckoner 1<sup>st</sup> Edition CCH, Delhi.

T. N. Manoharan, G. R. Hari (2013), Direct Tax Laws: Assessment Year 2012-13, 20th Edition, Snow White Publications Pvt. Ltd, New Delhi

### **COM-UG-C602: Entrepreneurship Development**

#### **Unit I: Entrepreneurship**

Definition, Scope, Nature and Significance,  
Characteristics and Types and Role of entrepreneurs,  
Entrepreneur and enterprise life cycle, Difference between Entrepreneur and Intrapreneur,  
Women entrepreneurs, problems and prospects.

#### **Unit II: Theoretical Development of entrepreneurship and Entrepreneurship development programmes (EDPs)**

Theoretical developments on Entrepreneurship.

Importance and Role of EDPs.

Contribution of institutional support by EDI, IIE, DIC; KVIC, NABARD.

MSMED Act, 2006 – an overview with reference to North –East

Institutional initiatives for entrepreneurship development in the North-East Region.

#### **Unit III: Communication Skills of an Entrepreneur**

Principles of effective communication, Corporate Communication, Formal and informal communication.

Group discussions, Brain Storming, Mock interviews, Business Seminars, Effective learning exercise, Group presentation, Report Writing

#### **Unit IV: Business Plan Development**

Entrepreneurship development process.

Identification of business opportunities.

Environmental scanning.

Business Plan (BP); Importance, characteristics of ideal BP, Typical BP format.

Financial, Marketing, Human Resource, Social and Technical aspects of BP.

Preparation of a model BP

#### **References:**

- Barreto, H. (1989), The Entrepreneur in Micro-economic Theory: Disappearance and Explanation. Routledge, NY, USA.
- Schumpeter, J.A. (1934), The theory of economic development: an inquiry into profits, capital, credit, interest, and the business cycle, Harvard University Press, Cambridge,
- S. L. Gupta, Arun Mittal (2012), Entrepreneurship Development, International Book House, New Delhi.

- Monica Loss and F.L. Bascunan (2011), Entrepreneurship Development, Global Academic Publishers and Distributors.
- S S Khanka (2012), Entrepreneurship and Small Business Management, Fifth Revised Edition, Jain Book Publishers, New Delhi.
- Samiuddin (1989), Entrepreneurship Development in India, Mittal Publications, New Delhi.

### **COM-UG-C603: Financial Management**

#### **Unit I: Introduction**

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

#### **Unit II: 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: Investment decision**

Capital budgeting process, Investment evaluation techniques; Payback period, ARR, NPV, IRR, Profitability Index.

#### **Unit IV: Dividend Decision and Working capital management**

Factors determining dividend policies. Meaning and nature of working capital, determinants of working capital; management of working capital.

#### **Suggested Books:**

1. Bhabatosh Banerjee,(2001) Financial Management, PHI India Pvt. Ltd.
2. I.M. Pandey, (2010) Financial Management, Vikas Publishing House, New Delhi.
3. R.P. Rustagi,(2010) Basic Financial Management, Sultan Chand & Sons, New Delhi.
4. Khan & Jain, (2005) Financial Management, Tata McGraw Hill, New Delhi.
5. V. Sharan, Fundamentals of Financial Management, Pearson Education, New Delhi.