

Logical Functions: AND, FALSE, IF, IFERROR, NOT, OR, TRUE. Text Functions, Date and Time Functions, Lookup Functions: Vlookup and Hlookup transpose.

Mathematical Functions: ROUND, COUNT, COUNIF, MIN, MAX, ROUND, VAR, INT, SQRT, AVERAGE.

Statistical Functions: MEAN, MEDIAN, MOD, STDEV

Data Validation: What-if-analysis: Goal-seek, Data tables, and Scenario Manager;

### **Unit 3: Tables and Formatting [15 Hours]**

Pivot – table: Generating pivot-table, and generating pivot charts, inserting pictures, clipart shapes, smart arts, Using Chart wizard: Generating various types’ pie-charts, column, bar and area diagram in representing data, using graph in data analysis using excel, Inserting bit map objects, word Art, Create a link to a web-page, use of view menu in excel. Dealing numbers – Currency, Accounting, Numbers, Dates, - short and long data, time, Percentage.

### **Suggested Reading:**

- Database System Concepts 6th Ed,Elmasri and Navathe,Pearson
- Database System Concepts 7th EdSilberschatz, Korth and Sudarshan,McGraw hill
- Business Analytics the Science of data driven decision making 2nd Ed,Dinesh Kumar, IIM-A,Wiley
- Computerised Accounting System, Amarnath Das, Tee Dee Publications

## **Semester IV**

<b>Sl.No.</b>		<b>Paper / Subject</b>	<b>Credit of the Paper</b>	<b>Total Credit</b>
<b>1</b>	<b>Major (Core) 4 Papers</b>	<b>Financial Accounting II (3 TH + 1 TU) Direct Tax – II and e-filing of Tax Return (3 TH + 1 P) E-Commerce &amp; Business Communications (3 TH + 1 TU) Business Regulatory Framework (3 TH + 1 TU)</b>	<b>4 4 4 4</b>	<b>16</b>
<b>2</b>	<b>Minor 1 paper [ M2 or eB2]</b>	<b>M2: Sales Management (3TH + 1 TU) OR e-B2: Functional e-Business System (3TH + 1 TU)</b>	<b>4 4</b>	<b>4</b>

3	Multi-Disciplinary		--	--
4	Ability Enhancement Course (AEC)	MIL – II	2	2
5	Skill Enhancement Course (SEC)			
6	Value Added Course (VAC)*			
7	Summer Internship**		3#	3#
8	Research Project	--		
			22+ 3#	22+ 3#

## SEMESTER IV

### Major (Core) Paper 5

#### FINANCIAL ACCOUNTING – II

Full Marks – 100

Credit of the Paper: 4

Semester end Examination (Credit 3):	75 marks
Tutorial (Credit 1)	: 25 marks
Total ((3 Th+ 1TU)	: 100 marks

**Marks shown against the units indicate marks for Semester–end Examinations**

Unit	Topic	Details	Lecture Hours
1	Consignment	<ul style="list-style-type: none"> <li>• Basic features; difference with sales. Recording in the books of Consignor – at cost &amp; at invoice price, Valuation of unsold stock; Treatment and valuation of abnormal &amp; normal loss. Ordinary commission, Special commission; Del credere commission (with and without bad debt) - use of Consignment Debtors Account, Recording in the books of Consignee</li> </ul>	10
2	Branch accounting	<ul style="list-style-type: none"> <li>• Concept of Branch; different types of Branches.</li> <li>• Synthetic method– preparation of Branch account (at Cost &amp; at Invoice Price) – normal and abnormal losses.</li> <li>• Analytical method: preparation of Branch Stock, Branch Adjustment Account, Branch Debtors Account, etc. (at Cost &amp; at Invoice Price ) – normal &amp; abnormal losses</li> <li>• Preparation of Branch Trading and P/L account. (at cost &amp; at Invoice Price ) – normal and abnormal losses.</li> <li>• Concept of wholesale and retail profit by Head Office and Branch</li> </ul>	14

3	Hire purchase and Instalment payment system	<ul style="list-style-type: none"> <li>Meaning; difference of Hire Purchase with Instalment payment system; Recording of transactions in the books of buyer – allocation of interest – use of Interest Suspense a/c – partial and complete repossession</li> </ul>	8
4	Departmental accounts	<ul style="list-style-type: none"> <li>Concept, objective of preparation of departmental accounts; apportionment of common cost; Preparation of Departmental Trading and P/L account, Consolidated Trading and P/L account; inter departmental transfer of goods at cost, cost plus and at selling price and elimination of unrealized profit.</li> </ul>	8
5	Insurance claim	<ul style="list-style-type: none"> <li>Loss of stock: concept of under-insurance and average clause; computation of claim – with price change; consideration of unusual selling line; price reduction, etc.</li> <li>Loss of profit: Concept – insured &amp; uninsured standing charges, GP rate, short sales and increased cost of working, average clause and computation of claim (simple type)</li> </ul>	8
6	Partnership	<ul style="list-style-type: none"> <li>Retirement-cum-Admission of Partner, Accounting for dissolution of firm – insolvency of one or more partner, consideration of private estate and private liabilities. Piecemeal distribution – surplus capital basis, maximum possible loss basis.</li> </ul>	12
			60

***Relevant Accounting Standards (ASs) issued by the Institute of Chartered Accountants of India are to be followed.***

#### **Suggested Reading**

- Sukla, Grewal, Gupta: Advanced Accountancy Vol. I & II, S Chand
- R. L.Gupta&Radheswamy, Advanced Accountancy Vol. I & II, S. Chand
- Maheshwari & Maheshwari, Advanced Accountancy Vol. I & II, Vikash Publishing House Pvt. Ltd.
- Sehgal & Sehgal, Advanced Accountancy Vol. I & II, Taxman Publication
- L.S.Porwal, Accounting Theory, Tata Mcgraw Hill
- Gokul Sinha, Accounting Theory & Management Accounting,
- B. Banerjee, Regulation of Corporate Accounting & Reporting in India, World Press.
  - Lodha, R., Financial Accounting II Theory, Problems and Solutions, Law Point
- Frank Wood, Business Accounting Vol I&II, Pearson
- Tulsian, Financial Accounting, Pearson
- Accounting Standards issued by ICAI

#### **Semester IV**

#### **Major (Core) Paper 6**

#### **Direct Tax – II and e-filing of Tax Return**

**Full Marks – 100**

**Credit of the Paper: 4**

<b>Semester end Examination (Credit 3):</b>	<b>75 marks</b>
<b>Practical (Credit 1)</b>	<b>: 25 marks</b>
<b>Total ((3 Th+ 1P)</b>	<b>: <u>100 marks</u></b>

#### **Module-I**

#### **Direct Tax II (75 marks)**

**Unit 1** : a) **Income of other persons included in assessee's total income**  
Remuneration of spouse, Income from assets transferred to spouse and son's wife, Income from assets transferred to the benefit of spouse and son's wife, Income of minor.

b) **Set off and carry forward of losses**

Mode of set off and carry forward, Inter source and inter head set off, Carry forward and set off of losses U/S 71B, 72, 73, 74, 74A.

**Lecture Hours – 5**

**Unit 2** : a) **Deductions from Gross Total Income and Rebate**

Basic concepts on deductions, Deductions U/S 80C, 80CCC, 80CCD, 80CCE, 80D, 80DD, 80DDB, 80E, 80G, 80GG, 80GGC, 80QQB, 80TTA, 80TTB, 80U.

b) Rebate U/S 87A

**Lecture Hours – 7**

**Unit 3** : **Computation of total income and tax payable**

a) Rate of tax applicable to different assessees except corporate assessees.

b) Taxability of STCG & LTCG.

c) Taxability on earnings from lottery, crossword puzzles & races.

d) Application of Sec 115BAC

e) Computation of Total Income and Tax Liability of an Individual and Firm (excluding application of AMT)

**Lecture Hours - 12**

**Unit 4** : **Tax management-I**

a) **Provision for filing of return**

Due dates of filing of return, Relevant forms of , Mode of submission of returns, Different types of returns, PAN, TAN.

b) **Assessment of return**

Self assessment U/S 140A, Summary assessment U/S 143(1), Scrutiny assessment U/S 143(3), Best Judgement assessment U/S 144.

c) **Advance tax and self assessment tax**

Liability to pay advance tax, Due dates and computation of advance tax payable (excluding for Corporate Assessees), self assessment tax – meaning and computation.

**Lecture Hours - 11**

**Unit 5** : **Tax Management-II**

a) **Interest and fees**

Section 234A, 234B, 234C, 234F (simple problems on interest)

b) **Tax Deducted at source**

TDS from salaries U/S 192, Interest on securities U/S 193, Winning from lotteries or crossword puzzles U/S 194B, Winning from horse race U/S 194BB.

c) **Refund of Excess Payment**

Right to claim refund, who can claim refund, How to claim refund.

**Lecture Hours - 10**

**Module-II**

**e-filing of Tax Returns (Practical)**

**(1 Credit :25 marks)**

- a Preparation and submission of Income Tax Returns (ITR -1) off line / on line for individual tax payer (e-filing with or without EVC)
- b View Form 26AS, Annual Information Statement (AIS), Taxpayer Information Summary (TIS), Uploading of return, View e-file returns, e-verification.
- c Use of e-tax calculator (including calculation of interest U/S 234A, 234B, 234C).
- d e-payment of tax (including generation of ITNS280)

**30 Hours**

*(If any changes are made through enactment of new provisions or notifications or circulars, six months prior to commencement of the concerned Semester, such changes will be effective in place of the earlier ones. Similarly, if any existing provision becomes redundant due to changes, it will be left out of the syllabus)*

**Suggested Readings**

- Singhnia V.K., and Singhanian M, Students' Guide to Income Tax, Taxmann
- Ahuja and Gupta, Systematic Approach to Taxation, Commercial Law Publishers (India)
- Bangar and Bangar, Comprehensive Guide to Taxation, Part I, Aadhya Prakasan  
Mundhra and Mundhra, Prayas Taxation II, Law Point
- Das & BasuMallik, Direct Tax II, The Elegant Publications

**Semester - IV**

**MAJOR (Core) PAPER 7**

**E-COMMERCE & BUSINESS COMMUNICATION**

**Full Marks – 100**

**Credit of the Paper: 4**

<b>Semester end Examination (Credit 3):</b>	<b>75 marks</b>
<b>Tutorial (Credit 1)</b>	<b>: 25 marks</b>
<b>Total ((3 Th+ 1TU)</b>	<b>: 100 marks</b>

### **MODULE-1: E-COMMERCE (35 Marks)**

#### **Unit-1: Introduction**

E-Commerce: Meaning, scope, major players, components, Merits, Demerits and Importance, basic concept and features of ECRM, ERP, E-governance and Mobile Commerce.

**Lecture Hours - 5**

#### **Unit-2: E-commerce Business Models**

Concept and features: Business to Consumer (B to C), Business to Business (B to B), Business to Government (B to G), Consumer to Consumer (C to C), Consumer to Business (C to B).

**Lecture Hours - 7**

#### **Unit-3: E Payment System**

Methods of e-payments [Debit Card, Credit Card, Smart Cards, e-Money], digital signature and wallet [basic concept and features], payment gateways [Core Banking Solution (CBS), Mobile Payment, UPI, NCPI, International Payments], Online banking : meaning, concepts, importance, electronic fund transfer, risks involved in e-payments.

**Lecture Hours - 8**

#### **Unit-4: New Trends in E-Commerce**

Social Commerce: concept, definition, features; Digital Marketing: definition, objectives, methods, limitations, Advertisement in Social Media [only basic idea] application of e-commerce in various sector [only concept ]

**Lecture Hours - 8**

#### **Suggested Readings**

##### **E-Commerce**

- P. T. Joseph, E-Commerce: An Indian Perspective, PHI Learning
- Henry Chan, Raymond Lee, Tharam Dillon, Elizabeth Chang, E-Commerce: Fundamentals and Applications, Wiley.
- Laudon, E-Commerce, Pearson Education India
  - Roy, Dey, Bhadra & Satpati, E-Commerce & Business Communications, Elegant Publications
- Schneider G., E-Business, Cengage
- Bhaskar, B., E-Commerce, McGraw Hill

### **MODULE 2- BUSINESS COMMUNICATION (40 marks)**

#### **Unit-1: Introduction**

**Communication:** Definition, scope, importance, elements, process, forms, models, principles of effective communication, barriers to communication and remedial measures.

**Business Communication:** Concept, nature, objectives      **Lecture Hours - 4**

**Unit-2: Types of Communication:** Concept and Features; Formal, Informal, Grapevine, Corporate, upward, downward, horizontal, oral, written communication; Communication Network: concept and features      **Lecture Hours - 8**

**Unit-3: Tools of Communication**

Emergence of Communication Technology, Modern Forms of communication: Email, Video Conferencing, WhatsApp and Oral Presentation [Concept, Importance and features]

**Lecture Hours - 8**

**Unit-4: Drafting**

Notice, Circular, Minutes, CV writing, Business letter writing - Offer letter, Quotation, Confirmation, Execution, Refusal and Cancellation of order, Collection of debts, Claim for compensation, Bank loan, Financial Status Enquiry      **Lecture Hours - 12**

**. Suggested Readings**

- Anjane, S. & Bhavana Adhikari, Business Communication, TMH
- Chaturvedi & Chaturvedi, Business Communication : Concepts, Cases and Applications, Pearson
- M.K. Shegal & Vandana Khetarpal, Business Communication, Excel Books
- R.K. Madhukar, Business Communication, Vikash Publishing House Pvt. Ltd.
- Rao, Kumar & Bindu, Business Communication, Cengage
- Khanna, Puja., Business Communication, Vikash
- Raman & Sharma, Technical Communication, Oxford
- Lesikar, Flatley et al, Business Communication, McGraw Hill

**Semester - IV**  
**MAJOR (Core) PAPER 8**  
**BUSINESS REGULATORY FRAMEWORK**  
**Full Marks – 100**

**Credit of the Paper: 4**

<b>Semester end Examination (Credit 3):</b>	<b>75 marks</b>
<b>Tutorial (Credit 1)</b>	<b>: 25 marks</b>
<b>Total ((3 Th+ 1TU)</b>	<b>: 100 marks</b>

**Unit I: Introduction to Business law – Jurisprudence, Purpose and function of law, types of law: *natural, conventional, physical, civil, constitutional etc.***

**Lecture Hours - 5**

**Unit II: The Indian Contract Act, 1872:**

**Lecture Hours - 20**

**A. General principles of contract**

Contract – meaning, characteristics and types, Essentials of a valid contract- offer and acceptance, consideration, capacity of parties, consent, legality of object, Void and Voidable agreements -definition , types/elements and rules, Discharge of a contract – modes of discharge, breach and remedies against breach of contract, Contingent contracts and quasi contracts - definition and features

**B. Specific Contract**

Contract of Indemnity and Guarantee, Contract of Bailment, Contract of Agency - definition, features and types

**Unit III: The Sale of Goods Act, 1930**

**Lecture Hours - 10**

Contract of sale, meaning and difference between sale and agreement to sell, Conditions and warranties, Transfer of ownership in goods including sale by a non-owner, Performance of contract of sale,Caveat Emptor (concept only), Unpaid seller – meaning, rights of an unpaid seller against the goods and the buyer.

**Unit IV: A. The Partnership Act, 1932**

**Lecture Hours - 15**

Partner- definition, rights and types. partnership -definition, features and types, Registration- concept and procedure, Dissolution of firm- concept and procedure

**B.The Limited Liability Partnership Act, 2008**

Meaning and Features of LLP,Advantages and Disadvantages of LLP, Procedure to Form LLP

**Unit V: Consumer Protection Act, 2019**

**Lecture Hours - 10**

Objective and features of the Act, Definition: complainant, complaint, consumer, consumer dispute, goods and services, unfair trade practices, Consumer protection councils- composition, objective and jurisdiction

**Suggested Readings**

- Kumar Ravindra, Legal Aspects of Business, Cengage
- Tulsian&Tulsian, Business Laws, S.Chand
- Kapoor N.D., Business Laws, Sultan Chand
- Das S.K. & Roy P., Business Regulatory Framework, OUP
- Gulsan S.S., Business Laws, Excel Books
- Roychowdhury, Bhattacharjee & Datta, Business Regulatory Framework, Elegant Publications
- Bhadra, Satpati and Mitra, Ainer Ruprekha (Bengali Version), Dishari
- Nabi, Legal Aspects of Business, Taxmann

**SEMESTER IV  
MINOR PAPER 4 (ELECTIVE)  
SALES MANAGEMENT (M2)**

**Full Marks – 100**

**Credit of the Paper: 4**

<b>Semester end Examination (Credit 3):</b>	<b>75 marks</b>
<b>Tutorial (Credit 1)</b>	<b>: 25 marks</b>
<b>Total ((3 Th+ 1TU)</b>	<b>: 100 marks</b>

### **Unit 1 :Sales Organization**

**Lecture Hours - 12**

• Purpose, principles and complexity of sales organization
• Models of Sales Organisation: <ul style="list-style-type: none"><li>○ Island Model</li><li>○ Functional Sales Organization</li></ul>
• Sales Organisation Structure: Influencing factors (including size), common problems And Decentralisation
• Tasks of Chief Sales Executive

### **Unit 2 : Designing the Sales Force**

**Lecture Hours -12**

• Objectives & strategies
• Salesforce Compensation

### **Unit 3 :Managing the Sales Force**

**Lecture Hours -12**

• Grievances handling of Sales Force
• Motivating Leading and Communicating with the Sales Force
• Performance Evaluation of Sale Force

### **Unit 4 :Personal Selling and Salesmanship**

**Lecture Hours -12**

• Buyer-Seller Dyads
• Theories of selling
• Personal Selling as a Profession
• Steps in Personal Selling–Methods of Approaching a Customer
• Handling Customer Objections & Customer Relationship Management (CRM)
• After Sales services (including Rural Marketing & International Marketing)

### **Unit 5 :Marketing Channels and Selection**

**Lecture Hours -12**

• Need, Functions, Levels
• Developing channel Objective, Selection of Appropriate Channel (including Rural Marketing & International Marketing)
• Motivating, Leading, Communicating with the Channel Members
• Performance Evaluation of the Channel Members
• Modifying Channel Arrangements

#### **Suggested Readings:**

- Cundiff, Stilland Govoni, Sales Management, PHI
- Smith, Sales Management, PHI
- Kotler, Marketing Management, PHI
- Zieglar, et al Sales Promotion and Modern Merchandising
- Stem, Ansary and Coughlan Marketing Channels, PHI
- Warmer, Marketing and Distribution, Macmillan, New York
- Pyle, Marketing Principles, Macmillan, New York

- Douglas, et al Fundamentals of Logistics and Distributions,

**SEMESTER IV**  
**MINOR PAPER 4 (Elective)**  
**FUNCTIONAL E-BUSINESS SYSTEM (e-B2)**

**Full Marks – 100**

**Credit of the Paper: 4**

<b>Semester end Examination (Credit 3):</b>	<b>75 marks</b>
<b>Tutorial (Credit 1)</b>	<b>: 25 marks</b>
<b>Total ((3 Th+ 1TU)</b>	<b>: 100 marks</b>

**Unit 1. Applications of E-Business:** Direct Marketing and Selling, Value Chain Integration, SupplyChain Management, Corporate Purchasing, Financial and Information Services, Obstacles in adopting E-Business Applications. The virtual value chain planning E-Business project.

**Lecture Hours - 5**

**Unit 2. Web Design & Development:** Effective Web design: Requirements of Intelligent Websites, Website Goals and Objectives, planning the budget, analyzing website structure, fixed versus flexible webpage design, choosing a page size, website development tools, design alternatives, outsourcing web design, testing and maintaining websites.

**Lecture Hours - 14**

**Unit 3. E-Commerce and Online Service Industries:** Online financial services. Online travel services. Online career services. Fin-tech and financial inclusion-types and tools,

**Lecture Hours - 8**

**Unit 4. Electronic Payment Systems-**Overview of Electronic Payment Systems, Customer to Merchant Payments, Peer to Peer Payments. Electronic Banking, Electronic Fund, UPI, NFC enable payments

**Lecture Hours - 8**

**Unit 5. Mobile Commerce-** Wireless Spectrum, WAP - Origins of WAP, WAP Architecture. Wireless Datagram Protocol(WDP), Short Message Services, General Packet Radio Service(GPRS), Wireless Technology (CDMA, GSM), Different generations in Wireless Communication, Mobile commerce and its future in India.

**Lecture Hours - 10**

**Unit-6: Online Services:**Online Financial Services: Fintech, Online Banking, Online Brokerage, Online Mortgage and Lending Services, Online Insurance Services, Online Real Estate Services; Online Travel Services, The Online Travel Market, Online Travel Industry Dynamics; Online Job Recruitment and Career Services, Online Job Recruitment and Career Services Industry Trends., Block chain: concepts, application in businessb (Elementary Concepts). **Lecture Hours - 15**

**Suggested Readings:**

- S. Jaiswal, Doing Business on the Internet E-COMMERCE (Electronic Commerce for Business), Galgotia Publications.
- P.T.Joseph, E-Commerce An Indian Perspective, S.J., PHI.
- Kenneth C. Laudon, Carol Guerico Traver, 3.E-Commerce Business.Technology, Society, Pearson Education.
- Schneider, E-Commerce, Thomson Publication