

DEPARTMENT OF COMMERCE

SYLLABUS FOR FOUR YEAR UNDERGRADUATE PROGRAMME

FIRST AND SECOND SEMESTER

(APPROVED BY ACADEMIC COUNCIL VIDE RESOLUTION NO. 3, DATED: 04 – 07 – 23)

MANAGEMENT(MAJ/HONOURS)



ARYA VIDYAPEETH COLLEGE (AUTONOMOUS)

ARYA NAGAR, GUWAHATI – 16

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Structure of Four Year Undergraduate Course

Semester	Type	Core	Minor	SEC	IDC	AEC	VAC/FC	IN
	Credit	4	4	3	3	2	4(2 + 2)	2
I		CE-1114	MN-1114	SE-1113	ID-1113	AE-1112	VL-1112 (Two Courses)	-
II		CE-2114	MN-2114	SE-2113	ID-2113	AE-2112	VL-2112 (Two Courses)	-
III		CE-3214	MN-3214	SE-3213	ID-3213	AE-3212	-	-
		CE-3224						
IV		CE-4214	MN-4214	-	-	AE-4212	-	IN-4212
		CE-4224						
		CE-4234						
V		CE-5314	MN-5214	-	-	-	-	-
		CE-5324						
		CE-5334						
		CE-5344						
VI		CE-6314	MN-6214	-	-	-	-	-
		CE-6324						
		CE-6334						
		CE-6344						
VII		CE-7414	MN-7314	-	-	-	-	-
		CE-7424						
		CE-7434						
		CE-7444						
VIII		CE-8414	MN-8314	-	-	-	-	-
		CE-8424**						
		CE-8434**						
		CE-8444**						

**Students who secure more than 7.5 CGPA at the end of third year (6th semester) may opt for a research dissertation of 12 credits instead of the three core papers.

Course code: First two letters is the abbreviation of course component

First digit implies semester number

Second digit implies course level

Third digit implies course number

Fourth digit implies credit points per course.

Digit	Course Level
1	100 - 199
2	200 - 299
3	300 - 399
4	400 - 499

Semester Wise Credit Distribution

Semester	CREDIT DISTRIBUTION							
	CORE	MINOR	SEC	AEC	IDC	VAC/FC	IN	TOTAL
FIRST	1 x 4	1 x 4	1 x 3	1 x 2	1 x 3	2 x 2	--	20
SECOND	1 x 4	1 x 4	1 x 3	1 x 2	1 x 3	2 x 2	--	20
THIRD	2 x 4	1 x 4	1 x 3	1 x 2	1 x 3	--	--	20
FOURTH	3 x 4	1 x 4	--	1 x 2	--	--	1 x 2	20
FIFTH	4 x 4	1 x 4	--	--	--	--	--	20
SIXTH	4 x 4	1 x 4	--	--	--	--	--	20
SEVENTH	4 x 4	1 x 4	--	--	--	--	--	20
EIGHT	4 x 4	1 x 4	--	--	--	--	--	20

SEC: SKILL ENHANCEMENT COURSE

AEC: ABILITY ENHANCEMENT COURSE

IDC: INTERDISCIPLINARY COURSE

VAC/FC: VALUE ADDED COURSE

IN: INTERNSHIP

Abbreviation of Course Components:

CE (Core), MN (Minor), SE(Skill Enhancement Course), AE (Ability Enhancement Course), VL (Value added Course), ID (Interdisciplinary Course), IN (Internship)

LIST OF PAPERS:

CORE:

1. Business Organisation and Entrepreneurship Development(MG – CE – 1114)
2. Corporate Accounting (MG – CE – 2114)

MINOR:

1. Basics of Financial Accounting(MG – MN – 1114)
2. Indian Financial System(MG – MN – 2114)

SKILL ENHANCEMENT COURSE:

1. E-Commerce (CM – SE – 1113)
2. Entrepreneurship planning and development (CM – SE – 2113)

MULTIDISCIPLINARY/INTERDISCIPLINARY COURSE:

1. Basics of Commerce (CM – ID – 1113)
2. Financial Planning(CM – ID – 2113)

FIRST SEMESTER

PAPER NAME: Business Organisation and Entrepreneurship Development

PAPER CODE: MG-CE-1114

Total Credits: 4 (Theory: 3 + Practical/Tutorial: 1)

THEORY: 3 CREDITS

Total Lectures: 45

COURSE OBJECTIVE:

To familiarise students with different forms of business organisation and various important aspects related to entrepreneurship.

COURSE OUTCOME:

Students will be able to understand the functioning of different business organisations and understand important aspects of entrepreneurship.

PART – A (BUSINESS ORGANISATION)

Unit 1: (Lectures: 10)

Business Organisation – Meaning, Types, Features & Importance, Foreign market entry strategies; MNC's – Types, Features, importance, merits and demerits.

Unit 2:(Lectures: 10)

Business Combination – Causes, types and forms. Merger and acquisition policies in India, Setting up a new enterprise (Max Weber and Sargent Florence), Optimum firm, Survival of small business.

PART – B (ENTREPRENEURSHIP DEVELOPMENT)

Unit 3: (Lectures: 15)

Entrepreneurship – Meaning, concepts of entrepreneurship, Nature, functions and significance, Qualities of an entrepreneur, Entrepreneurial types and theories; Role of entrepreneurs in socio-economic development of a country

Unit 4: (Lectures: 10)

EDP – Concept, objectives, importance, target groups; Course content in FDP, Measurement of effectiveness of FDP, Institutions involved in the promotion of FDP; Role of government in entrepreneurship development.

RECOMMENDED BOOKS:

1. Business Organisation and Management – P.C Tulsian, Vishal Pandey, Pearson Education
2. Entrepreneurial Development – S.S Khanka, S. Chand & Sons
3. Entrepreneurship Development and Business Education – Vasant Desai &Urmila Rai, Himalaya Publishing House

PAPER NAME: Basics of Financial Accounting
PAPER CODE: MG-MN-1114
Total Credits: 4 (Theory: 3 + Practical/Tutorial: 1)

THEORY: 3 CREDITS

Total Lectures: 45

COURSE OBJECTIVE:

To acquire conceptual knowledge of financial accounting and to impart skills for recording various kinds of business transactions.

COURSE OUTCOME:

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

- a) Understand the theoretical framework of accounting as well accounting standards*
- b) Demonstrate the financial statement of sole proprietorship and partnership firms.*
- c) Learn various methods of accounting for hire purchase transactions and instalment systems.*

Unit 1: Theoretical Framework of Accounting (Lectures: 10)

Introduction: Meaning and Scope of Accounting-accounting terminologies- uses and users of Accounting Information-accounting process-basis of accounting: cash and accrual basis-Branches of Accounting-Accounting Principles-concepts and conventions-Accounting Standards-Indian Accounting Standards (Ind As).

Unit 2: Final accounts of Sole Proprietorship and Partnership Firms(Lectures: 15)

Preparations of financial statements of non-corporate business entities: sole proprietorship and partnership firms.

Unit 3: Accounting for Hire Purchase and Instalment Systems (Lectures: 20)

Introduction – meaning, features, advantages and disadvantages of Hire Purchase And Instalment Systems, deference between Hire Purchase and Instalment Systems, Rights of Hire Purchaser And Hire Vendor, journal entries and preparation of ledger accounts excluding default ad repossession.

RECOMMENDED BOOKS:

1. Financial Accounting -K.R.Das & K.M.Sinha
2. Financial Accounting - B.B.Dam, H.C. Gautam and Others
3. Financial Accounting - S.N. Maheshwari and S.K. Maheshwari

PAPER NAME: E-Commerce

PAPER CODE: CM-SE-1113

Total Credits: 3 (Theory: 2 + Practical/Tutorial: 1)

THEORY: 2 Credits

TOTAL LECTURES: 30

COURSE OBJECTIVE:

To enable the students to become familiar with the mechanism of conducting business transactions electronic means.

COURSE OUTCOME:

After completion of this course students will be able to understand the basic concepts and principles related to application of technology in business environment.

UNIT 1: Introduction:(Lectures: 10)

Meaning, nature, concepts, advantages, disadvantages and reasons for transacting online, types of E-Commerce, e-commerce business models (introduction , key elements of a business model and categorizing major E-commerce business models), forces behind ecommerce, E-commerce applications in various industries like {banking, insurance, payment of utility bills, online marketing, e-tailing (popularity, benefits, problems and features).

Technology used in E-commerce:

The dynamics of world wide web and internet(meaning, evolution and features) ; Designing, building and launching e-commerce website (A systematic approach involving decisions regarding selection of hardware, software, outsourcing vs. in-house development of a website)

Website designing

Introduction to HTML; tags and attributes: Text Formatting, Fonts, Hypertext Links, Tables, Images, Lists, Forms, Frames, Cascading Style Sheets.

UNIT 2: Security and Encryption:(Lectures: 15)

Need and concepts, the e-commerce security environment: (dimension, definition and scope of security), security threats in the E-commerce environment (security intrusions and breaches, attacking methods like hacking, sniffing, cyber-vandalism etc.), technology solutions (Encryption, security channels of communication, protecting networks and protecting servers and clients),

IT Act 2000 and Cyber Crimes

IT Act 2000: Definitions, Digital signature, Electronic governance, acknowledgement and dispatch of electronic records, Regulation of certifying authorities, Digital signatures certificates, Duties of subscribers, Penalties and adjudication, Offences and Cyber-crimes.

UNIT 3: E-payment System:(Lectures: 5)

Models and methods of e–payments (Debit Card, Credit Card, Smart Cards, e-money), digital signatures (procedure, working and legal position), payment gateways, online banking (meaning, concepts, importance, electronic fund transfer, automated clearing house, automated ledger posting), risks involved in e-payments.

Case Studies: Case studies on common ecommerce and e-payment platforms (PayPal, Amazon, India MART, WhatsApp Business, etc.)

PRACTICAL: 1 Credit

TOTAL LECTURES: 30

Unit I

Introduction to HTML; tags and attributes: Text Formatting, Fonts, Hypertext Links, Tables, Images, Lists, Frames.

Unit II

Forms, Cascading Style Sheets.

RECOMMENDED BOOKS:

1. E-commerce by Sushil Bharadwai and Puneet Kumar
2. E Commerce by Dr Sandeep Kumar, SarikaTyagi and Sweta Bakshi
3. E-commerce and Indian prospective by PT Joseph, S.J.
- 4.Essentials of E Commerce by Dr Amit Kumar &Dr Saurabh Sen
5. E Commerce by Kamlish K Bajaj and Debjani Nag

PAPER NAME: Basics of Commerce

PAPER CODE: CM-ID-1113

Total Credits: 3 (Theory)

THEORY

Total Lectures: 45

COURSE OBJECTIVE:

This course is designed to introduce the students with the core elements of commerce and developing their understanding about the subject.

COURSE OUTCOME:

The students will be able to develop an understanding of the basic elements of commerce.

Unit 1: Finance: (Lectures: 15)

Bank and Banking – Meaning, concept, Types of banks on the basis of functions and ownership, Functions of modern commercial bank, Basic banking terminology.

Unit 2: Accountancy:(Lectures: 15)

Basic terminologies (Assets, liabilities, debtors, creditors, etc.) GAAP (Generally Accepted Accounting Principles) IFRS (International Financial Reporting Standards) Accounting standards, Accounting v/s Book keeping, Steps involved in Accounting, Accounting cycle

Unit 3: Management:(Lectures: 15)

Management – Meaning, features and objectives, levels of management, management v/Administration, Coordination v/s cooperation.

SECOND SEMESTER

PAPER NAME: Corporate Accounting

PAPER CODE: MG-CE-2114

Total Credits: 4 (Theory: 3 + Practical/Tutorial: 1)

THEORY: 3 Credits

TOTAL LECTURES: 45

COURSE OBJECTIVE:

To develop basic understanding of financial aspects of Corporate Sector

COURSE OUTCOME:

Upon completion of this course the students will be able to understand the financial aspects of a corporate sector

Unit 1: Final Accounts of Joint stock company : (Lectures: 15)

Preparation of Final Accounts of a Joint Stock Company (As per Companies Act 2013) with necessary Adjustments.

Unit 2: Issue of Right Shares, Bonus Shares & Buy back of Shares: (Lectures: 15)

Requirements of the issue of Right Shares, Bonus shares & Buy back of shares as per the companies Act 2013, advantages and disadvantages of issue of right share, bonus shares & buy back of shares & its accounting treatment

Unit 3: Valuation of Shares & Goodwill : (Lectures: 15)

Meaning & provisions of Companies Act 2013 on Valuation of shares & valuation of Goodwill, concepts and calculations: Practical problems only

RECOMMENDED BOOKS:

1. Corporate Accounting by K.R. Das & K.M.Sinha
2. Corporate Accounting by B.B. Dam
3. Corporate Accounting by S.N. Maheshwari

PAPER NAME: Indian Financial System

PAPER CODE: MG-MN-2114

Total Credits: 4 (Theory: 3 + Practical/Tutorial: 1)

THEORY: 3 Credits

TOTAL LECTURES: 45

COURSE OBJECTIVE:

To familiarise students with the various components of the Indian Financial System and their functioning.

COURSE OUTCOME:

Students will be able to understand the functioning of the Indian Financial System and its components such as markets, financial instruments etc.

Unit 1: – Introduction: (Lectures: 10)

Financial System – Meaning, Components of Financial System, Functions of Financial System, Financial System and Economic Development, Overview of Indian Financial System.

Unit 2: Financial Markets: (Lectures: 15)

Financial Market – Classification of Financial Markets; Money Market – Its constituents, Functions and Significance; Capital Market – Primary and Secondary Market, Functions of Capital Market and its significance.

Unit 3: Financial Institutions: (Lectures: 10)

Banking Financial Institutions – Types of Banks, Functions of Banks, Structure of Indian Banking System; Non-Banking Financial Institutions, Types and Structure; Mutual Funds.

Unit 4: Financial Services: (Lectures: 10)

Meaning, Features and Importance, Types of Financial Services – Factoring, Leasing, Venture Capital, Consumer Finance and Housing Finance.

RECOMMENDED BOOKS:

1. The Indian Financial System, Markets Institutions and Services, Bharati V. Pathak, Pearson Education.
2. Indian Financial System, M.Y. Khan, The McGraw Hill Companies
3. Banking Theory and Practices, K.C. Shekhar, Lakshmy Shekhar, Vikash Publishing House Pvt. Ltd.

PAPER NAME: Entrepreneurship Planning And Development

PAPER CODE: CM-SE-2113

Total Credits: 3 (Theory: 2 + Practical/Tutorial: 1)

THEORY: 2 Credits

Total Lectures: 30

COURSE OBJECTIVE:

To help students develop entrepreneurial abilities by providing background information in order to build an enterprise and foster effective decision making.

COURSE OUTCOME:

After completion of this course, students will have basic idea on how to start a business and preparation of business plan and arranging for resources.

UNIT I – Introduction (Lectures: 10)

Entrepreneurship – Meaning, elements and importance; Dimensions of entrepreneurship – Intrapreneurship, technopreneurship, ecopreneurship and social entrepreneurship; Entrepreneur and enterprise life cycle.

UNIT II – Starting a small enterprise (Lectures: 10)

Business opportunity, scanning the environment for opportunities, evaluation of alternatives and selection

UNIT III – Preparation of Business Plan and Mobilising Resources (Lectures: 10)

Importance of Business plan, Typical Business plan format, social and technical aspects of Business plan, Issues to be avoided in preparation of Business Plan.

Mobilising resources for start-up, Accommodation and utilities, Preliminary contracts with the vendors, suppliers, and bankers etc., Basic start-up problem.

PRACTICAL/PROJECT: 1 Credit

Total Lectures: 30

RECOMMENDED BOOKS:

1. Entrepreneurial Development, S.S. Khanka, S. Chand & Sons.
2. Entrepreneurship and New Venture creation – David H. Holt – Prentice Hall of India Pvt. Ltd, New Delhi.
3. Entrepreneurship, Robert D Hisrich & Michael P. Peters – Tata McGraw Hill Edition.

PAPER NAME: Financial Planning

PAPER CODE: CM-ID-2113

Total Credits: 3 (THEORY)

Total Lectures: 45

COURSE OBJECTIVE:

This course is a continuation of the basic accounting concepts that will help in developing an understanding of the core elements of commerce.

COURSE OUTCOME:

Students should be able to develop a proper understanding of the basic concepts of commerce and develop a solid foundation for learning future concepts related to commerce.

UNIT – I – INTRODUCTION TO FINANCIAL PLANNING (15 lectures)

Personal Finance- Meaning features; Financial Planning- Meaning, steps, personal finance/loans, education loans, car loans/home loans schemes, introduction of savings & benefits of savings and financial discipline.

UNIT – II – INVESTMENT PLANNING (15 lectures)

Investment- Meaning, process, objectives, Concept and Measurement of returns and risk for various assets class, measurement of portfolio risk and return, E- investment

UNIT – III – INSURANCE PLANNING (15 lectures)

Need for protection planning, Risk of mortality, health, disability and property. Types of insurance, Importance of insurance: life and non-life insurance schemes.