

# VIDYASAGAR UNIVERSITY

Midnapore, West Bengal



*PROPOSED CURRICULUM & SYLLABUS (DRAFT) OF*

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## **B.COM (HONOURS) MAJOR IN ACCOUNTING & FINANCE**

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**4-YEAR UNDERGRADUATE PROGRAMME**

*(w.e.f. Academic Year 2023-2024)*

*Based on*

**Curriculum & Credit Framework for Undergraduate Programmes**

**(CCFUP), 2023 & NEP, 2020**

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VIDYASAGAR UNIVERSITY, PASCHIM MIDNAPORE, WEST BENGAL

**VIDYASAGAR UNIVERSITY**  
**B.COM (HONOURS) MAJOR IN ACCOUNTING & FINANCE**  
**(under CCFUP, 2023)**

Level	YR.	SEM	Course Type	Course Code	Course Title	Credit	L-T-P	Marks				
								CA	ESE	TOTAL		
B.Com (Hons.)	3 <sup>rd</sup>	V	<b>SEMESTER-V</b>									
			Major-8	COAHMJ08	T: Accounting Theory	4	3-1-0	15	60	75		
			Major-9	COAHMJ09	T: Corporate Accounting	4	3-1-0	15	60	75		
			Major-10	COAHMJ10	T: Banking and Financial Institutions	4	3-1-0	15	60	75		
			Major Elective-01	COAHDSE1	T: Management Accounting <b>OR</b> International Finance	4	3-1-0	15	60	75		
			Minor-5 (Disc.-I)	COAMIN05	T: Commercial and Industrial Law	4	3-1-0	15	60	75		
		<b>Semester-V Total</b>						<b>20</b>				<b>375</b>
		VI	<b>SEMESTER-VI</b>									
			Major-11	COAHMJ11	T: Fundamentals of Financial Management	4	3-1-0	15	60	75		
			Major-12	COAHMJ12	T: Computerised Accounting	4	0-0-4	15	60	75		
			Major-13	COAHMJ13	T: Cost Accounting	4	3-1-0	15	60	75		
			Major Elective-02	COAHDSE2	T: Indirect Taxes <b>OR</b> Indian Banking and Insurance	4	3-1-0	15	60	75		
			Minor-6 (Disc.-II)	COAMIN06	T: Advertisement and Sales Promotion	4	3-1-0	15	60	75		
		<b>Semester-VI Total</b>						<b>20</b>				<b>375</b>
		<b>YEAR-3</b>						<b>40</b>				<b>750</b>
		<b>Eligible to be awarded B.Com. in Accounting &amp; Finance on Exit</b>						<b>126</b>	<b>Marks (Year: I+II+III)</b>			<b>2325</b>

MJ = Major, MI = Minor Course, DSE = Discipline Specific Elective Course, CA= Continuous Assessment, ESE= End Semester Examination, T = Theory, P= Practical  
L-T-P = Lecture-Tutorial-Practical

VIDYASAGAR UNIVERSITY, PASCHIM MIDNAPORE, WEST BENGAL

## **SEMESTER-VI**

### **MAJOR (MJ)**

#### **MAJOR (MJ) 11: FUNDAMENTALS OF FINANCIAL MANAGEMENT**

**CREDIT: 04; FM: 75**

**HOURS: 60**

#### **Course contents:**

**Unit 1: Introduction:** Concept, Objectives of Financial Management, Finance Function, Inter-relationship among Investment, Financing and Dividend Decisions, Risk and Return- Fundamental Considerations

**8L**

**Unit 2: Sources of finance:** Long-term sources: Importance and sources; Short-term sources: Importance and sources

**8L**

**Unit 3: Capital Budgeting:** Concept, Capital Budgeting Methods - Traditional and Discounted Cash Flow Techniques- Detailed discussion on ARR and PBP

**8L**

**Unit 4: Working Capital Management:** Concept of Working Capital, Objective of Working Capital Management, Components, Determinants, Estimation of Working Capital

**10L**

**Unit 5: Capital Structure:** Concept, Financial Structure vs. Capital Structure, Factors determining capital structure, Optimum Capital Structure

**8L**

**Unit 6: Cost of Capital and leverage:** Concept; Source specific cost of capital and weighted average cost of capital, Concept of leverage, Types of Leverage, Operating leverage and Financial leverage, EBIT-EPS analysis

**10L**

**Unit 7: Dividend Decisions:** Types of Dividend, Determinants of Dividend Policy, Dividend Theories - Relevance Theories of Dividend - Walter's Model - Irrelevance Theory of Dividend (only concept)

**8L**

## **Suggested Readings**

1. James C. Van Horne and Sanjay Dhamija, Financial Management and Policy, Pearson Education.
2. Levy H. and M. Sarnat . Principles of Financial Management. Pearson Education.
3. Brigham and Houston, Fundamentals of Financial Management, Cengage Learning.
4. Khan and Jain. Basic Financial Management, McGraw Hill Education.
5. Prasanna Chandra, Fundamentals of Financial Management. McGraw Hill Education.
6. Rustagi, R.P. Fundamentals of Financial Management. Taxmann Publication Pvt. Ltd.
7. Pandey, I.M. Financial Management. Vikas Publications.
8. Bhabatosh Banerjee, Fundamentals of Financial Management, PHI Learning

**MAJOR (MJ) 12: COMPUTERISED ACCOUNTING**  
**CREDIT: 4; FM: 75**  
**PRACTICAL**

**Course contents**

**Unit 1: Introduction to Computerised Accounting System:** Computerized Accounting System: Meaning; Salient Features; Importance; Advantages; Limitations, Differences between Manual and Computerized Accounting, Accounting Software: Meanings; Features, Types: Pre-Packaged Accounting Software & Customised Accounting Software; their advantages and disadvantages, Installing & Activating Accounting Software Package, Configuration of Accounting System.

**4L**

**Unit 2: Development of Master Data: Company:** Creation, Alteration, Deletion and Shut down; Setting security features of company; Date and Period features; Configure and Features settings; Backup and Restore data of a Company; Split Financial Year; Import/Export of Data.

**6L**

**Unit 3: Creating Accounting Ledgers and Groups:** Ledger creation: Single vs. Multiple; Alteration and deletion of ledger; Group creation: Single vs. Multiple; Alteration and deletion of groups; Bill wise Debtors and Creditors Ledgers: Configuring Bill wise Details

**10L**

**Unit 4: Creating Stock Items and Groups:** Creating Unit of Measurement, creating Stock Groups using Single or multiple, create feature under an existing group, create Stock items using Single or multiple feature under an existing group.

**10L**

**Unit 5: Voucher Entry:** Voucher Creation, Voucher Alteration, Accounting Voucher: Payment Voucher - Receipt Voucher - Contra Voucher – Purchases- Sales-Journal Voucher, Day Book: Day Book Reports - Altering and Deleting Transactions, Cheque Printing System, Inventory Voucher: Types and Process of Entry - Delivery Note; Material In; Material Out; Physical Stock; Memorandum; Receipt Note; Rejections In; Rejections Out; Stock Journal.

**20L**

**Unit 6: Generating Reports :** Financial Statements - Balance Sheet; Profit & Loss A/c and Trial Balance; Books & Registers - Cash Book; Bank Book; Purchase Register; Sales Register; Journal Register; Debit Note Register; Credit Note Register; Day Book; Stock Summary; Statement of Accounts - Receivables, Payable statements, Ageing Analysis Report; Analytical Reports - Cash Flow Statement; Fund Flow Statement; Ratio Analysis; Budgeting & Controls; Bank Reconciliation Statement, Ageing Analysis Report

**10L**

**Software to be used:** Tally

**Mode of conducting Semester-end Examination**

**Practical:** 60 marks

**Viva-voce:** 10 marks

**Note Book:** 5 marks (on any of the topics covered in units 2 and 3)

**Suggested Readings:**

1. Gandhi Kr. Sunil, Computer Practical, RG Publications, Kolkata
2. Kundu Debashis, Information Technology Concepts and Applications Simplified, Lakshmi Prakashani, Kolkata
3. Nadhani, A.K. & Nadhani, K. The Simplest Book for Learning Tally Prime

## MAJOR (MJ) 13: COST ACCOUNTING

CREDIT: 4; FM: 75

HOURS: 60

### Course contents

**Unit 1: Introduction:** Meaning, Objectives and advantages of Cost Accounting – Limitations of Cost Accounting – Cost Concepts – Classification of Costs – Cost Unit and Cost Centre – Methods and Techniques of Costing - Relationship of Cost Accounting with major branches of accounting (Financial Accounting & Management Accounting)- Preparation of cost sheet (excluding preparation of tenders and quotation).

10L

**Unit 2: Material cost:** Material Purchase Procedure – Material Control – Objectives of Material Control – Inventory Control Methods – ABC Analysis – Perpetual Inventory Control System – fixation of Stock Levels – Maximum Level, Minimum Level, Economic Order Quantity – Reorder Level, – Difference between Bin Cards and Stores Ledger – Material Issues - Pricing of Material Issues – FIFO Method , LIFO method, Simple Average Method and Weighted Average Method

12L

**Unit 3: Labour cost:** Importance of Labour Cost Control – Time Keeping and Time Booking – Idle time: Definition, causes, types, treatment in cost accounting. Overtime: Definition, reasons, treatment of overtime in Cost Accounting – Labour Turnover: Causes – Effects –Methods of Remunerating the Labour – Time Rate System – Piece Rate System – Incentive Plans – Halsey Plan , Rowan Plan, Taylor’s Differential Piece Rate System.

12L

**Unit 4: Overheads:** Classification of Overheads – Allocation and Apportionment of Overheads – Reapportionment of Service Department Overheads to Production Departments (Repeated distribution method and Simultaneous Equation Method) – Absorption of Overheads – Definition, under absorption, over absorption, methods of absorption (Direct Labour Hour Method, Direct Labour Cost and Machine Hour Rate Method)

14L

### Unit 5: Costing systems:

**Contract Costing:** Features, Distinction between Job and Contract Costing, Progress Payments, Retention Money, Escalation Clause, Contract Accounts

**Service Costing:** Concept, Features and Application areas; Transport costing (simple illustrations

12L

## **Suggested Readings**

1. Arora M.N: Cost Accounting – Himalaya Publishing House.
2. B.Banerjee, Cost Accounting: Theory and Practice, PHI
3. Bhattacharya Debarshi, Cost & Management Accounting I, Law Point
4. Ravi M Kishore, Cost and management Accounting, Taxmann
5. Basu& Das, Cost Accounting, Rabindra Library
6. A. Basu& S. Datta, Cost Accounting, TEE DEE Publications.

**MAJOR ELECTIVE (MJE)**

**MAJOR ELECTIVE (DSE)-2: INDIRECT TAXES**

**CREDIT: 4; FM: 75**

**HOURS: 60**

**Course contents**

**Unit 1: Introduction:** Basic concept and features of Indirect taxes, History of Indirect taxes in India, Power of Union and State to levy taxes.

**Unit 2: Goods & Service Tax:**

- a) Features and objectives of GST, Types of GST- IGST, CGST, SGST, UTGST, Taxes subsumed by GST
- b) GST registration: Persons liable for registration, procedure for registration, deemed registration, cancellation of registration, amendment of registration, GSTIN
- c) Important definitions – Taxable supply, Input Tax, Output Tax, Place of Business, Reverse Charge, Supplier, Taxable Person, GST Council and GST network, Mixed and Composite supply, E-way bill
- d) Levy of GST: GST levied in intra/inter-state supply of goods or services, rates of GST, exemption from GST.
- e) Input Tax Credit (ITC): Eligibility and conditions for taking input tax credit, Rules for utilization of ITC
- f) Payment of tax: Electronic ledger and payment of tax, interest, penalty clause

**Unit 3: Composition Scheme:** Meaning, Eligibility, Conditions and Restrictions.

**Unit 4: Customs Duty:**

- a) Features and nature of customs duty, Important definitions-goods, dutiable goods, import, export, territorial water, customs water, high sea, customs station
- b) Levy of and exemptions from customs duty
- c) Valuation under Customs act, 1962: Valuation of goods based on sec 14, Valuation of imported and export goods
- d) Types of customs duty- Basic custom duty, Countervailing duty (CVD), Protective duty, Safeguard duty, Anti-dumping duty
- e) Warehousing: Functions, Time period
- f) Duty Drawback: Concept, types

### **Suggested Readings**

1. Indirect Taxes – Law and Practice by V. S. Datey, Taxmann Publications
2. Indirect Taxes for CA Final with New Syllabus by G Sekar, Commercial Law Publishers, 2024
3. Indirect Taxation, Goods and Services Tax and Customs Law, Balachandran V, Sultan Chand & Sons
4. [www.icaai.org](http://www.icaai.org)

**MINOR (MI)**

**MINOR (MI) 6: ADVERTISEMENT AND SALES PROMOTION**

**CREDIT: 4; FM: 75**

**HOURS: 60**

**Course contents:**

**Unit 1: Introduction:** Promotional Mix – Concepts and element; Advertising: Concept and definition, salient features, Need and Importance- Economic, Social and Regulatory aspects of Advertising

**10L**

**Unit 2: Forms of Advertising:** Types and Classifications of advertising based on Media used, Geographical Area, Target Audience, Purpose and other forms.

**10L**

**Unit 3: Advertising Media Planning and Scheduling:** Advertising Media: Features of different Media- Print, Audio, Audio – Visual and Outdoor; Factors to be considered in selecting effective media; Steps involved in Media Planning; Merits and demerits of different advertising media; Planning and Scheduling Advertisements.

**15L**

**Unit 4: Sales Promotion:** Concept, Advantages and Disadvantages; Objectives of sales promotion; ‘Pull’ and ‘Push’ strategies of sales promotion; Different types of Consumer Promotions and Trade Promotions

**12L**

**Unit 5: Sales promotion methods:** Types and Techniques: Monetary and Non-monetary; Monetary methods: Price Deal, Bonus, Rebate, Discount, Refund, Trade Allowance; Non-Monetary methods: Coupons, Samples, Contests and Sweepstakes, Continuity Plan, Exchange Offer – Merits and Demerits of the methods.

**13L**

**Suggested Readings:**

1. Batra Rajeev, Aaker, David A., Myers, John G., Swaminathan, F. Advertising Management, Pearson Education
2. Belch, George E., Belch, Michael A., Purani, Keyoor. Advertising and Promotion. Mc Graw Hill.
3. Kazmi, S.H.H., Batra, Satish K. Advertising & Sales Promotion. Excel Books.
4. Moriarty, Sandra, Mitchell Nancy D., Wells William D., Advertising & IMC. Principles and Practice. Pearson Education.
5. Narang Ritu – Advertising, Selling and Promotion. Pearson.
6. Krishnamurthi, Kavita, Rana, Nisha. Advertising Management. Global Vision Publishing House