Syllabus

Four Year Undergraduate Programme (FYUGP)

Gauhati University

Bachelor of Commerce (B.Com.)

Core Papers Common for all four specializations

    a. Human Resource Management

    b. Accounting

    c. Marketing Management

    d. Finance

Semester I

Course Name: **Business Organization and Management**

Existing based syllabus: UGCBCS
Course level: 100 to 199

Credit: **4**
Total Marks: **100**

Unit 1: Introduction: Nature and Purpose of Business, Factors to be considered for starting a business, Forms of Business Organization; Business formats- Brick & Mortar;Brick & Click; E-commerce; Franchising; Outsourcing Nature and Functions of Management (An overview); Managerial Competencies-concept.

          16 Classes   (20 Marks)

Unit 2: Business Environment: Meaning and layers of Business Environment- (micro/immediate, meso/intermediate, macro and international); Business ethics and social responsibility.

          8 Classes   (12 Marks)

Unit 3: Planning and Organizing: Strategic Planning (concepts), Decision-making- process and techniques; Organizing: -Formal and Informal Organizations, Centralization and Decentralization, Delegation, Factors affecting organizational design Organizational structures & Organograms – Divisional, Product, Matrix, Project and Virtual Organization.

          12 Classes   (20 Marks)

Unit 4: Directing and Controlling: Motivation- meaning, importance and factors affecting motivation, Leadership- meaning, importance, trait and leadership styles, Communication – New trends and directions (Role of IT and social media); Controlling–Principles of controlling; Measures of controlling, Relationship between planning and controlling.

          12 Classes   (24 Marks)

Unit 5: Contemporary Issues in Management: Business Process Reengineering (BPR), Learning Organization, Six Sigma, Supply Chain Management, Work-life Balance;Freelancing; Flexi-time and work from home; Co-sharing/co-working.   12 Classes   (24 Marks)

Suggested Readings:

● Basu, C. (2017). Business Organisation and Management. McGraw Hill Education.New Delhi.
● Drucker, P. F. (1954). The Practice of Management. Newyork: Harper & Row.
● Kaul, V. K. (2012). Business Organisation Management. Pearson Education.
● Koontz, H., &Weihrich, H. (2012). Essentials of Management: An International and Leadership Perspective. Paperback.
● Laasch, O. (2022). Principles of Management, 2e, Sage Textbook

● Sherlekar, S. A. (2016). Modern Business Organisation and Management. Himalaya Publishing House

Objective:

The course aims to provide basic knowledge to the students about the organization and management of a business enterprise.

Learning outcome:

On successful completion of the paper students will be able to understand about organization structure and its process; develop knowledge and skills regarding management principles and functions required to run an organization.

No. of Contact Classes: **60**

Course Designer: Dr. Tilak Ch. Das, Gauhati University, tilak@gauhati.ac.in

Semester I

Course Name: **Financial Accounting**

Existing based syllabus: UGCBCS
Course level: 100 to 199

Credit: **4**
Total Marks: **100**

Unit 1: Theoretical Framework   (12 Classes) (20 Marks)

   i. Accounting as an information system, the users of financial accounting information and their needs. Qualitative characteristics of accounting, information. Functions, advantages and limitations of accounting. Branches of accounting. Bases of accounting: cash basis and accrual basis.
   ii. The nature of financial accounting principles : entity, money measurement, going concern, cost, realization, accruals, periodicity, consistency, prudence (conservatism), materiality and full disclosures.

   iii. Accounting Standards: Concept, needs and objectives; procedure for issuing Accounting Standards in India. Salient features of First-Time Adoption of Indian Accounting Standard (Ind-AS) 101. Salient features of Indian Accounting Standards Ind AS 1, 2, 16 and AS 9. International Financial Reporting Standards (IFRS): - Need and procedures of Issue.

Unit 2: Measurement of Business Income   (12 Classes) (20 Marks)

   i. Measurement of business income-Net income, Application of accounting period, continuity doctrine and matching concept in the measurement of net income. Objectives of measurement.
   ii. Capital and revenue expenditures and receipts
   iii. Revenue recognition: Recognition of income and expenses as per AS 9.
   iv. Inventory Valuation: Meaning and Significance.

Unit 3: Final Accounts   (12 Classes) (20 Marks)

   Preparation of financial statements of non-corporate business entities: Sole proprietorship and Partnership firms.

Unit 4: Hire-Purchase, Instalment Systems and Branches   (12 Classes) (20 Marks)

   i. **Accounting for Hire-Purchase and Instalment Systems:** Meaning, features, advantages and disadvantages of Hire Purchase and Instalment Systems, Rights of Hire Purchaser and Hire Vendor, Journal entries and preparation of ledger accounts excluding default and repossession.

   ii. **Accounting for Branches:** Meaning, Needs and Objectives of Branch Accounting. Systems of dependent Branch Accounting and their Accounting Treatments (Only debtors system, stock and debtors system).

Unit 5: Computerised Accounting System   (12 Classes) (20 Marks)

   Computerised Accounting Systems: Meaning, components, and advantages, Difference between manual and computerised accounting, Various types of Accounting packages/software and their advantages and disadvantages; Tally 9 and its features, working on TALLY. Simple Practical Problems

Suggested Readings:

1. Robert N Anthony, David Hawkins, Kenneth A. Merchant, *Accounting: Text and Cases*. McGraw- Hill Education, 13th Ed. 2013.
2. Charles T. Horngren and Donna Philbrick, *Introduction to Financial Accounting,* Pearson Education.
3. J.R. Monga, *Financial Accounting: Concepts and Applications*. Mayur Paper Backs, New Delhi.
4. M.C.Shukla, T.S. Grewal and S.C.Gupta. *Advanced Accounts. Vol.-I. S.* Chand & Co., New Delhi.
5. B. B. Dam, H C Gautam and others, *Financial Accounting*, Gayetri Publications, Guwahati
6. K. R. Das & K. M. Sinha. *Financial Accounting*
7. S.N. Maheshwari, and. S. K. Maheshwari. *Financial Accounting*. Vikas Publishing House, New Delhi.
8. Deepak Sehgal. *Financial Accounting.* Vikas Publishing H House, New Delhi.
9. Bhushan Kumar Goyal and HN Tiwari, *Financial Accounting,* International Book House
10. Goldwin, Alderman and Sanyal, *Financial Accounting,* Cengage Learning.
11. Tulsian, P.C. *Financial Accounting,* Pearson Education.
12. *Compendium of Statements and Standards of Accounting*. The Institute of Chartered Accountants of India, New Delhi

Note: The latest edition of the text books should be used.

Course objective:

To provide students with a foundational understanding of financial accounting principles and practices used in preparing and presenting financial statements.

Learning outcome:

By the end of the course, students will be able to record, classify, and summarize financial transactions, prepare financial statements in accordance with accounting standards, and analyze basic financial information for decision-making purposes.

No. of Contact Classes: 60

Course Designer: Prof. Prashanta Sharma, Dr. Upasana Borpujari, Gauhati University, prs@gauhati.ac.in, upasna.borpujari@gmail.com

Semester I

Course Name: **Indian Financial System**

Existing based syllabus: UGCBCS
Course level: 100 to 199

Credit: 4
Total Marks: 100

Unit 1: Introduction (12 Classes) (20 Marks)
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 (12 Classes) (20 Marks)
Financial Market- Classifications of Financial Markets; Money market- its constitutions, functions and significance; Capital Market- Primary and secondary market of capital market and its significance.

Unit 3: Financial Institutions (12 Classes) (20 Marks)
Banking Financial Institutions- Types of Banks, Functions of Banks, Structure of Indian Banking System; Non-Banking Financial institutions, types and structure; Mutual Funds, Insurance Companies and Pension Funds.

Unit 4: Financial Services (12 Classes) (20 Marks)
Meaning, features and importance, Types of Financial Services- Factoring, Leasing, Venture Capital, Consumer Finance and Housing Finance.

Unit 5: Regulatory Institutions (12 Classes) (20 Marks)
Reserve Bank of India- organization, objectives, Role and Functions; Securities and Exchange Board of India- Organization and objectives; Insurance Regulatory and Development Authority of India; Pension Fund Regulatory and Development Authority.

Suggested Readings:

1. The Indian Financial System by Bharati Pathak, Pearson Education.
2. Financial Institutions and Markets by L M Bhole, Tata MC Graw Hill.
3. Dynamics of Financial Markets and Institutions in India by R M Srivastava and Divya Nigam, Excel Books.
4. Indian Financial System by H R Machiraju, Vikas Publishing House.
5. The Indian Financial System and Development by Vasant Desai, Himalaya Publishing House.
6. Indian Financial System by P N Varshney and D K Mittal, Sultan Chand & Sons.

Objective:

To provide students the basic knowledge of Indian Financial System and its components, institutions and their functions.

Course Outcome:

The learning outcomes of the Indian financial system include understanding the diverse components and functions of the system, the role of regulatory bodies, the impact of policies on economic growth, and the development of analytical skills to evaluate and navigate financial markets effectively

No. of Contact Classes: 60

Course Designer: Prof. S.K. Mahapatra, Gauhati University, skm27gu@gmail.com

COM-HC-4026: BUSINESS MATHEMATICS

Marks: 100   **Credit: 6**   **Lectures: 65**

Objective : The objective of this course is to familiarize the students with the basic Financial mathematics tools, with an emphasis on applications to business and economic situations.

Unit 1 : Matrices and Determinants   **10 Lectures**
   a)   Algebra of Matrices, Matrix operation- Business Application, Determinant of a square matrix. Evaluation determinant of order three (Properties of determinants to be excluded). Inverse of a matrix.
   b)   Solution of system of linear equations (having unique solution and involving not more than three variables) using Cremer's Rule.

Unit 2 : Calculus I.   **10 Lectures**
   a)   Mathematics functions and their types – linear, quadratic, polynomial, exponential and logarithmic functions.
   b)   Concept of limit and continuity of a function.
   c)   Concept of differentiation, Rules of differentiation (upto product rule). Derivatives of e^x, a^x., log x (only result). Differentiation of simple algebraic functions. Maxima and minima involving second order derivative (relating to cost, revenue and profit).
   d)   Concept of Marginal Analysis- The common marginal concept in economics and their application in Business. Profit Maximisation under Monopoly. Economic Order Quantity.

Unit 3 : Calculus II.   **7 Lectures**
   a)   Functions of several variables. Concept of partial differentiation. Partial differentiation of simple functions.
   b)   Integration- Preliminary idea and standard forms- integration formulae for e^x, a^x., x^{-1} and x^n ($n{\neq}-1$) . Integration by substitution (simple cases only).
   c)   Definite Integration- Finding it for simple cases.
   d)   Application of integration to marginal analysis in business.

Unit 4 : Mathematics of Finance.   - I   **15 Lectures**
   a) Concept of simple and compound interest. Solution of related problems.
   b) Rates of interest-nominal, effective and their inter-relationships in different compounding situations.
   c) Compounding and discounting of a sum using different type of rates.
   d) Types of annuities: ordinary, due, differred, continues, perpetual there future and present values using different types of rates of interest. Depreciation of Assets. Definition of sinking fund (*General annuities to be excluded*).

Unit 5 : Mathematics of Finance.   - II   **15 Lectures**
   a)   Time and work : Simple cases.
   b)   Profit, Loss and discount.
   c)   Shares- Concept of share, face value, Market value, equity shares, preferential shares, dividend, bonus shares. Simple examples.
   d)   Arithmetic and Geometric Progration (AP and GP)-
        Basic ideas of A.P. and G.P. Example on commercial application to AP and GP only.
        e) Ratio and proportion- Finding the missing term of the proportion, amount tribution and merging of two ratios in one.
        f) Concept of mixture and its examples.

Unit 6 : Linear Programming   **8 Lectures**
   a)   Linear Programming :
        Sketching of graphs of (i) Linear equation ax + by + c=0 and (ii) Linear inequalities
   b)   Formulation of linear   programming problem (LPP). Graphical solution to LPP