

**The University of Burdwan**

**B.Com(Honours) in Accounting and Finance**

**Hiralal Bhakat College, Nalhati**

**PART III SYLLABUS ALLOCATION**

**Paper 5: Taxation (Direct and Indirect) (Hons.): Marks 100**

**Group – A: (80 Marks)**

<b>Unit</b>	<b>Topic</b>	<b>Details</b>	<b>Allotment</b>
1	<b>Basic Concepts and Definition</b>	Assessee, Person, Previous year, Assessment year, Income, Earned and unearned income, Casual income, Capital receipt and revenue receipt, Heads of Income, Gross Total Income, Agricultural Income, Basis of charge, rates of taxes applicable to various assessees	<b>GKM</b>
2	<b>Scope of Total Income and Residential Status</b>	Residential status and its determination, Incidence of tax, Income received or deemed to be received in India.	<b>SKS</b>
3	<b>Exempt Income</b>	Income which do not form part of income under section 10, Special provision in respect of newly established undertakings in free trade zones under section 10A and special economic zone (SEZ) under section 10AA, Special provision in respect of newly established hundred per cent export oriented undertaking under section 10B	<b>SKM</b>
4	<b>Computation of Taxable Income under different Heads of Income</b>	<ul style="list-style-type: none"> <li>• Income from Salary</li> <li>• Income from House Property</li> </ul>	<b>SKS</b>
		<ul style="list-style-type: none"> <li>• Income from Business/Profession (Individual assessee only)</li> </ul>	<b>GKM</b>
		<ul style="list-style-type: none"> <li>• Capital gains</li> <li>• Income from other sources</li> </ul>	<b>SKM</b>
5	<b>Deductions from Gross Total Income (Applicable to individual</b>		<b>SKS</b>

	assessee		
6	Relief under Section 89		SKM
7	Return of Income	Different types of returns, Due dates for submission of return, Return by whom to be signed.	SKS
8	Tax Planning	: Concept of tax planning, tax avoidance and tax evasion- their differences, Objectives and benefits of tax planning, Tax planning aspects in respect of residential status, income from salary	SKS
9	Use of PAN	Allotment of PAN, Importance of PAN, Specified cases/transactions where quoting of PAN is compulsory.	SKM
10	Agricultural Income	Concept of agricultural income and its tax treatment	GKM
11	Dividend Income	Concept of dividend and its tax treatment.	SKM

**Group – B: (20 Marks)**

Unit	Topic	Details	Allotment
1	West Bengal Value Added Tax	Concept of VAT, Objectives of VAT, Registration of dealer, Rates of VAT, Methodology of VAT computation (Addition method, Subtraction method and Input Tax Credit method), Advantages and disadvantages of VAT.	SKM
2	Central Sales Tax	Definition of dealer, goods, declared goods, place of business, sale price, turnover under the CST Act, Concept of Inter-state trade or commerce.	SKS

**Paper – 6 : Computer Applications in Business (HONS.):  
(60+40) marks Theory (60) and Practical (40)**

**Group – A: Theory (60 Marks)**

**1. Fundamentals of Computer (30 marks)**

Unit	Topic	Details	Allotment
1.1	Introductory Concepts	Introduction to Computer, Computer Applications, Elements of a Computer, Classification of Computers, Characteristics of Computer, Development of Computers and Computer Generation, Advantages and Disadvantages of Computer, Basic Organization of a Computer System.	SKM
1.2	Number Systems and	Different number systems – Binary, Octal, Hexadecimal and their conversion codes used in	SKS

	<b>Codes</b>	computers i.e. BCD, EBCDIC & ASCII etc.	
1.3	<b>Computer Arithmetic and Gates</b>	Binary Arithmetic, Complements, Addition and Subtraction; Conversion from one system to another Logic Gates, their truth table and applications minimization. Combinational circuit: Introduction to Combinational Circuit, Half Adder, Full Adder.	<b>SKS</b>
1.4	<b>Hardware Software and Operating System</b>	Hardware: Input Devices – Devices using: (i) Open Media, (ii) Magnetic Media (iii) Optical Media & (iv) Direct Data Entry Devices. Storage Devices – Primary Storage and Secondary Storage Devices; and Output Devices – Printers, Visual Display Unit (VDU), Plotter, etc. Software: System Software, Application Software, Operating System: History and Evolution, Brief History of MS – DOS, Windows and Linux.	<b>GKM</b>
1.5	<b>Flow Charts</b>	Introduction, ALGORITHMS, Symbols used in Flow Charts, Advantages and Limitations of Flow Charts, Development of Program Flow Chart	<b>SKS</b>

### **2. Basic Concepts of MIS: (15 marks)**

<b>Unit</b>	<b>Topic</b>	<b>Details</b>	<b>Allotment</b>
2.1	<b>Concepts of MIS</b>		<b>SKS</b>
2.2	<b>Data</b>	Information and Data Processing, Need for Data Processing, Data Processing Cycle and Functions. Methods of Data Processing, Definition of System. Applications of Data Processing System, Types of Systems, Advantages and Disadvantages of Electronic Data Processing, Information, Business Information Systems. Transaction Processing Cycle, Components of the Transaction Processing System, Establishing the Information needs in Management Process, Factors on which Information requirements depend, organization structure and information needs.	<b>GKM</b>

### **3. E-Commerce and Internet:(15 marks)**

<b>Unit</b>	<b>Topic</b>	<b>Details</b>	<b>Allotment</b>
3.1	<b>E-Commerce</b>	Definition, Reasons for the Growth of E-Commerce, Features, Importance, Objectives and Types of E-Commerce, The Current E-Commerce Scenario in India. Models of E Commerce, Risks of E-Commerce.	<b>SKM</b>
3.2	<b>Internet</b>	Introduction, Evolution of Internet, Govering of the Internet, Transmission of Information and Resources, TCP/IP, Http, Domain Name System (DNS). Services	<b>SKS</b>

		of Internet, Features of Internet. Advantages and Limitations of Internet, Specific application of internets, Basic idea of information systems audit; difference with the traditional concepts of audit: conduct and application of information system audit in internet environment.	
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**Group – B: Practical (40 Marks)**

**4. Computer Based Business Application**

<b>Unit</b>	<b>Topic</b>	<b>Details</b>	<b>Allotment</b>
A	<b>Word Processing</b>	Meaning and role of word processing in creating of documents. Editing, formatting, and printing documents, using tools such as spelling check, thesaurus, etc. in word processors (Ms-Word).	<b>GKM</b>
B	<b>Electronic Spreadsheet</b>	Structure of spreadsheet and its application to accounting, finance and marketing function of business: Creating a dynamic/ sensitive worksheet; Concept of absolute and relative cell reference; Using built-in function; Goal seeking and solver tools; Using graphics and formatting of worksheet; Sharing data with other desktop applications; Strategies of creating error free worksheet (Ms-Excel, Lotus 123), Practical Knowledge on Tally – 7.2/6.3 Software.	<b>SKS</b>
c	<b>Programming under a RDBMS Environment</b>	The concept of data base management system; Data field, records, files and control structure; Sorting and indexing data; Searching records, Designing queries, and reports; Linking of data files; Understanding programming environment in RDBMS: Developing menu driven applications in query language (Ms Access/FoxPro).	<b>SKS</b>

**Paper-7 : Corporate Accounting and Auditing: (60+40) marks**

**Group – A: Corporate Accounting (60 Marks)**

<b>Unit</b>	<b>Topic</b>		<b>Details</b>	<b>Allotment</b>
1	<b>Company Accounts</b>	<b>Share</b>	Accounting for issue of shares at premium, issue at discount, issue of shares for consideration other than cash, Procedure of issue and allotment of shares- pro-rata allotment, Forfeiture and reissue of shares, Issue and redemption of preference shares, Bonus issue.	<b>SKM</b>

		<b>Debenture</b>	Accounting for issue of debentures, Cost of issue of debentures and its treatment, Redemption of debentures.	
2		<b>Final Accounts</b>	Companies as per Schedule VI (Revised); Underwriting of Shares and Debentures; Profits prior to incorporation.	<b>SKS</b>
3		<b>Reconstruction of Companies</b>	Internal and External: Concept of acquisition of business, Amalgamation and merger of companies (As per AS 14), Capital reduction, Preparation of simple scheme.	<b>SKS</b>
4		<b>Preparation of Consolidated Balance Sheet</b>	Holding Company and Subsidiary Company (excluding chain holding) as per AS 21	<b>GKM</b>
5		<b>Liquidation of Companies</b>	Concept and types of liquidation, Statement of affairs (including deficiency/surplus accounts), Liquidator's Final Statement of Account.	<b>GKM</b>
6		<b>Valuation of Goodwill and Shares</b>		<b>SKS, GKM</b>
7		<b>Accounts of Banking, Insurance and Electricity Companies (double accounts system)</b>		<b>SKS</b>

**Group – B: Auditing (40 Marks)**

<b>Unit</b>	<b>Topic</b>	<b>Details</b>	<b>Allotment</b>
1	<b>Statutory Audit and Statutory Auditors</b>	Statutory audit and its nature, Statutory auditors-their qualification and disqualification, appointment, remuneration, removal, rights & duties, civil and criminal liabilities under the Companies Act.	<b>GKM</b>
2	<b>Company Audit</b>	Audit of accounts of companies- Profit and Loss Account, Balance Sheet, Branch audit, Joint audit, Special audit, Revenue audit.	<b>SKS</b>
3	<b>Auditor's Report</b>	Statutory audit report, Qualified and unqualified audit report, Notes on accounts.	<b>SKM</b>
4	<b>Different Types of Audit</b>	Performance audit, Proprietary audit, Management audit, Social	<b>SKM</b>
5	<b>Investigation</b>	Concept of investigation and its difference with audit, Investigation on efficiency of a going concern or proposed project.	<b>GKM</b>
6	<b>Cost Audit</b>	Definition and objective of cost audit, Cost audit report.	<b>SKS</b>
7	<b>Professional</b>	Professional ethics and code of conduct of auditors	<b>GKM, SKS</b>

	<b>Ethics</b>	under The Chartered Accountants Act, 1949.	
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**Paper-8: Management Accounting and Financial Management: (50+50) marks**

**Group – A: Management Accounting (50 Marks)**

<b>Unit</b>	<b>Topic</b>	<b>Details</b>	<b>Allotment</b>
1	<b>Introduction</b>	Management Accounting: Definition, Objectives, Scope, Functions, Advantages, Limitations, Techniques and need – Comparison with Financial Accounting and Cost Accounting –Role of Management Accountant.	<b>GKM</b>
2	<b>Financial Statement Analysis</b>	Meaning, Steps, Objectives, Advantages, Limitations and Methods	<b>SKM</b>
3	<b>Accounting Ratio Analysis</b>	Meaning, Objectives, Advantages and Limitations – Classification of accounting ratios from different viewpoints – Important accounting ratios used in analysing liquidity, solvency, profitability, managerial efficiency, capital structure – Computation and interpretation of important accounting ratios – Preparation of financial statements and statements of proprietors’ fund from the given ratios.	<b>SKS</b>
4	<b>Fund Flow Analysis</b>	Concepts of fund – Meaning, Nature, Importance and Limitations of fund flow statement – Various sources and uses of fund – Preparation of fund flow statement.	<b>SKS</b>
5	<b>Cash Flow Analysis</b>	Meaning, Objectives, Importance and Limitations of cash flow statement – Fund flow statement vs. cash flow statement – Various sources and uses of cash – Preparation of cash flow statement: conventional approach and approach as per AS-3.	<b>SKM</b>

**Group – B: Financial Management (50 Marks)**

<b>Unit</b>	<b>Topic</b>	<b>Details</b>	<b>Allotment</b>
1	<b>Introduction</b>	: Financial Management: Meaning, core elements, objectives and scope – Role of Finance Manager – Concept of time value of money – Techniques for dealing with time value of money	<b>SKM</b>
2	<b>Sources of Finance and Cost of Capital</b>	Different sources of finance: Long term and short term sources – Cost of Capital: Meaning, relevance and classification – Measurement of specific cost of capital and weighted cost of capital.	<b>SKS</b>
3	<b>Capital Structure</b>	Concept, importance and determinants of Capital Structure – Concept of optimal capital structure –	<b>GKM</b>

	<b>Analysis</b>	Concepts of business and financial risks – Concepts of DOL, DFL, DTL and trading on equity	
4	<b>Working Capital Management</b>	Meaning and classification of working capital – Concept and importance of working capital management – Determinants of working capital requirement – Estimating working capital requirement – Strategies of financing current assets	<b>SKM</b>
5	<b>Capital Budgeting Decision</b>	Meaning and importance of capital budgeting decisions – Capital budgeting appraisal methods: Payback period method, accounting rate of return method, net present value method, internal rate of return method and profitability index method – Capital rationing	<b>SKS</b>

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