

COMMERCE & ACCOUNTANCY :

<p>Paper – I :</p>	<p><u>Financial Accounting:</u> Accounting as a Financial Information System, Basic Concepts & Conventions, Accounting Standards, Final Accounts of Profit-seeking and Non-profit seeking organisations.</p> <p>Corporate Accounting: Issue, Forfeiture & Re-issue of Shares, Redemption of Preference Shares & Debentures, Buy-back of Shares, Company Final Accounts, Reconstruction of Companies, Preparation of Consolidated Balance Sheet.</p> <p><u>Cost & Management Accounting:</u> Cost Concepts, Terms & Classification of Costs, Elements of Cost, Accounting for Material, Employee Cost and Overhead, Job costing, Process costing, Activity-based costing, Marginal Costing – CVP Analysis & Decision Making, Standard Costing, Budgetary Control, Funds flow & Cash Flow Statement, Accounting Ratios.</p> <p><u>Taxation:</u></p> <p>a) Income Tax – Definitions, Residential Status & Incidence of Tax of Individual, Computation of Total Income of an individual (various heads of income and deduction from Gross Total Income), Set off & Carry Forward.</p> <p>b) Indirect Tax</p> <p>i) WB VAT Act, 2003: Basic concepts, features, determination of tax payable, registration of dealer. Central Sales Tax, 1956: Definition, incidence and levy of tax, exemption and exclusion, determination of turn over and tax payable, registration of dealer.</p>
<p>Paper – II :</p>	<p><u>Indian Financial System</u> – Role of finance in an economy, components (instruments, markets, etc.), role of financial intermediaries, structure of Indian financial system, role of RBI, Commercial Banks and other Financial Institutions (LIC, UTI, SIDBI, SFCs, NABARD)</p> <p>Money Market – structure of Indian money market, discount houses, call money market, recent trends of Indian money market</p> <p>Capital Market – primary and secondary market, functionaries of stock-exchanges, concept of DMAT, role of SEBI.</p> <p><u>Business Laws</u></p> <p>i) Indian Contract Act, 1872 – Offer & Acceptance, Consideration, capacity of parties, free consent, void & voidable agreements, discharge of contracts.</p> <p>ii) Consumer Protection Act, 1986 – Rights of consumers; definition of consumer, manufacturer, complaints, unfair trade practices; composition and jurisdiction of District Forum, State Commission and National Commission.</p> <p>iii) Companies Act, 1956 – Types of companies, Memorandum and Articles of Association, Prospectus, Promotion and Incorporation of Companies, Directors, Company Meeting, Winding up.</p> <p>iv) Industrial Disputes Act, 1947 – Nature, Causes, and settlement of industrial disputes, workers' participation in management and collective bargaining.</p> <p><u>Auditing</u> – Auditing procedures and techniques; internal control and internal audit; company audit – divisible profit, dividend and depreciation; Audit of Bank, Insurance and NGOs; Audit Report.</p> <p><u>Organisation Behaviour</u> – Nature and Concept of Organisation; organisation structure; modern concepts of organisation theory; Leadership – theories and styles; Motivation – concept & theories; Quality of Work Life – meaning and impact.</p>