

# P. G. Department of Commerce and Business Management

Kolhan University, Chaibasa



**Syllabus of**  
Four Year Under-Graduate Programme (FYUGP),  
under NEP-2020

## **B. Com. Semester II**

(Session: 2022-2026)

Code	Paper Name	Credit	Internal Exam	End Semester Exam	Practical Exam	Full Marks
MJ-2	Financial Accounting	4 (Th)	25	75		100
MJ-3	Business Law	4 (Th)	25	75		100
MN-2A	Financial Literacy	3 (Th) + 1 (P)	15 (Th)	60 (Th)	25 (P)	100

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**B. Com. Semester –II****MJ- 3 / Major Paper 3****Business Law**

Credit	Lecture	Internal Exam	End Semester Exam	Marks
4	60	25	75	100

**Objective:**

The course aims to give the learners abroad understanding about important aspects of legal environment of business; to make them study how various special contracts are brought into force; and to impart knowledge about legal agreements that they get acquainted with the process of establishing legal relationships and to have knowledge of various measures protecting the interest of the consumers.

**Learning Outcomes:** After the completion of the course, the learners will be able to:

1. Examine various aspects of entering into a contract and implications of different types of contract;
2. Interpret the regulation governing the Contract of Sale of Goods;
3. Discuss the laws governing partnership and legal consequences of their transactions and other actions in relation with the partnership, and examine contractual obligations and provisions governing limited liability partnership;
4. Describe the significant provisions of the Competition Act to prevent practices having adverse effect on competition and provisions of the Consumer Protection Act to protect the interest of the consumers;

**Course Content:**

- UNIT : 1 : **Indian Contract Act, 1872** [14 Lecture]  
Nature of contract and its essentials, Void, valid and voidable contracts, Consent, consideration and its' impact on contract, Agreements in restraint of trade, Performance, breach, revocation, termination of contract,
- UNIT : 2 : **Agency, Bailment and Pledge** [10 Lecture]  
Agency and bailment contracts, Contract of Indemnity, Contract of Guarantee and Pledge.
- UNIT : 3 : **Sale of Goods Act, 1930** [12 Lecture]  
Nature of sale, conditions and warranties, Performance of contract of sale.
- UNIT : 4 : **Indian Partnership Act, 1932 and Limited Liability Partnership Act, 2008** [12 Lecture]  
General nature of Partnership, Rights and duties of Partners, Reconstitution of Firm, and Registration and dissolution.  
Formation and incorporation of LLP, Partners and their relations, financial disclosures, conversion into LLP, Winding up and dissolution.
- UNIT : 5 : **Consumer Protection Act, 2019** [12 Lecture]  
Consumer Protection Act, 2019: Important definitions, Consumer Disputes Redressal Commission, Measures to Prevent Unfair Trade Practices,

**Practical Exercises:**

The learners are required to:

- Enlist steps involved in execution of contract.
- Enlist steps involved in agreement to sale.
- Enlist steps involved in discharge of contract.
- Prepare agreement to sale and contract related to sale of movable property, pledging of property, indemnity & guarantee bond etc.
- Enlist the various KYC documents for opening of bank account, e-wallet account, mutual fund account, bank locker, etc.

**Suggested Readings:**

1. Bose, D.C.(2008). *Business Law*. New Delhi : PHI Limited.
2. Chopra, R. K. (2015). *Business Laws*. New Delhi: Himalaya Publishing House.
3. Kuchhal, M.C., & Kuchhal, V. (2018). *Business Laws*. New Delhi: Vikas Publishing.
4. Singh, A. (2009). *Business Law*. Delhi: Eastern Book Company.
5. Shukla and Sahay, *Business Law*. Sahitya Publication, Agra
6. Agarwal, R. C. (2019), *Business Law*. SBPD, Agra

*Note: Learners are advised to use latest edition of text books.*

**B. Com. Semester –II****MJ- 2 / Major Paper 2****Financial Accounting**

Credit	Lecture	Internal Exam	End Semester Exam	Marks
4	60	25	75	100

**Objective:**

The course aims to help learners to acquire conceptual knowledge on financial accounting, to impart skills for recording various kinds of business transactions and to prepare financial statements.

**Learning Outcomes:** After completion of the course, learners will be able to:

1. Apply the generally accepted accounting principles while recording transactions and preparing financial statements.
2. Demonstrate accounting process under computerized accounting system.
3. Measure business income applying relevant Accounting Standards.
4. Evaluate the importance of depreciation and inventories in financial statements.
5. Prepare accounts for Partnership Firms
6. Prepare accounts for Inland Branches and Not-for-Profit Organizations.

**Course Content:**

- UNIT : 1 : **Introduction of Accounting Principles** [16 Lecture]  
 1.1 Accounting: Introduction, Definition, Features, 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. Accounting Process from recording of business transaction; to preparation of Balance Sheet.  
 1.2 Financial Accounting Principles, Concept and Conventions : Generally Accepted Accounting Principles (GAAP)  
 1.3 Accounting standards: Concept, benefits and Process of formulation of Accounting Standards including Indian AS (IFRS converged standards) and IFRSs; convergence Vs. adoption; Application of accounting standards (AS and Ind AS) on various entities in India. International Financial Accounting Standards (IFRS) – meaning, need and scope;
- UNIT : 2 : **Business Income** [06 Lecture]  
 2.1 Business income: Concept of Revenue and Business Income, Measurement of business income; relevance of accounting period, continuity doctrine and matching concept in the measurement of business income; Objectives of measurement of Business income.  
 2.2. Revenue recognition: Recognition of expenses and income. Recognition of expenses and income with a reference to AS 9 and Indian AS 18.
- UNIT : 3 : **Accounting for Depreciation** [10 Lecture]  
 The nature of Depreciation. Accounting concept of depreciation. Factors in the measurement of depreciation. Methods of computing depreciation: straight line method and diminishing balance method; Disposal of depreciable assets; change in method of depreciation and its impact of on measurement of business income.
- UNIT : 4 : **Accounting for Dissolution of the Partnership Firm** [14 Lecture]  
 Accounting for Dissolution of the Partnership Firm including Insolvency of partners (including Garner Vs. Murray Rule and Indian Partnership), Sale of Partnership Firms to limited company

UNIT : 5 : **Accounting for Not-for Profit Organisations** [14 Lecture]  
Accounting for Not-for-Profit Organisations: Meaning of Not-for-Profit Organisation; Significance of Receipt and Payment Account, Income and Expenditure Account and Balance Sheet; Difference between Profit and Loss Account and Income and Expenditure Account; Preparation of Receipt and Payment Account, Income and Expenditure Account and Balance Sheet.

**Note:**

1. The relevant Accounting Standards (both AS Ind AS) for all of the above topics should be covered.
2. Any revision of relevant Indian Accounting Standard/Accounting Standard would become applicable.

**The learners are required to:**

1. Download 'Framework for the Preparation and Presentation of Financial Statements' from the websites of the Institute of Chartered Accountants of India (ICAI) analyse the qualitative characteristics of accounting information provided therein.
2. Collect and examine the balance sheets of business Organisations to study how these are prepared.
3. Examine the accounting policies and revenue recognition policies by collecting necessary data from small business firms.
4. Prepare Trading and Profit & Loss Account and Balance Sheet collecting necessary data from small business firms.
5. Prepare financial statements manually and using appropriate software.

**Suggested Readings:**

- Anthony, R. N., Hawkins, D., & Merchant, K. A. (2010). Accounting: Text and Cases. New York: McGraw-Hill Education India.
- Dam, B. B., &Gautam, H. C. (2019). Financial Accounting. Guwahati: Gayatri Publications. Horngren, C. T., &Philbrick, D. (2017). Introduction to Financial Accounting. London: Pearson Education.
- Lal, J., & Srivastava, S. (2012). Financial Accounting Text & Problems. Mumbai: Himalaya Publishing House.
- Monga, J. R. (2017). Financial Accounting: Concepts and Applications. New Delhi: Mayur Paperback Publishing.
- Shukla, M. C., Grewal, T. S., & Gupta, S. C. (2016). Advanced Accounts. Vol.-I. New Delhi: Sultan Chand Publishing
- Maheshwari, S. N., Maheshwari, S. K., &Maheshwari, S. K. (2018). Financial Accounting. New Delhi: Vikas Publishing House Pvt. Ltd.
- Sehgal, D. (2014). Financial Accounting. New Delhi: Vikas Publishing House Pvt. Ltd.
- Goyal, B. K., & Tiwari, H. N. (2019). Financial Accounting. New Delhi: Taxmann Publication.
- Goldwin, N., Alderman, W., & Sanyal, D. (2016). Financial Accounting. Boston: Cengage Learning.
- Tulsian, P. C. (2002). Financial Accounting. Chennai: Pearson Education.
- Hannif and Mukherjee, Advance Accounting, McGraw Hill
- Singh, S. K. Financial Accounting, SBPD Publications, Agra
- Mehta B. K, Financial Accounting, Shiksha Sagar, Agra
- Ojah B. N., Financial Accounting, Dinesh Publication, Kalyani Publication, Delhi

Note: Learners are advised to use latest edition of text books.

**B. Com. Semester –II**  
MN- 2A / Minor Paper 2A

**Basic Financial Literacy - I**

Total Credit	Lecture	Internal Exam	End Semester Exam	Practical	Marks
3 (Th) + 1 (P) = 4	60	15	60	25	100

**Theory (Th)**

(Credit - 3; Lectures - 45; Internal - 15 marks; ESE - 60 marks; Pass Marks - 30)

**Objectives:**

The course aims to offer an integrated approach to understand the concepts and applications of financial planning.

**Learning Outcomes:**

After completion of the course, learners will be able to:

1. Describe the importance of financial literacy and list out the institutions providing financial services.
2. Open, avail, and manage/operate services offered by banks and post offices.

**Course Content:**

**UNIT : 1 : Introduction [15 Lecture]**

- Meaning, importance and scope of financial literacy; Prerequisites of Financial Literacy – level of education, numerical and communication ability.
- Various financial institutions – banks, Post Offices; Mobile App based services. Need of availing of financial services from banks and postal services.

**UNIT : 2 : Banking and Post Office Services [30 Lecture]**

- Types of banks; Types of bank deposit accounts; Formalities to open various types of bank accounts, PAN Card, Address proof, KYC norm.
- Various types of loans – and related interest rates offered by various nationalized banks and post office.
- Cashless banking, e-banking, Check Counterfeit Currency; CIBIL, ATM, Debit and Credit Card, and APP based Payment system; Banking and Post Office complaints and Ombudsman.
- Various types of Post office Savings Schemes
- Money Transfer: Money Order, E-Money order. Instant Money Order, collaboration with the Western Union Financial Services; MO Videsh, International Money Transfer Service, Electronic Clearance Services (ECS), Money gram International Money Transfer, Indian Postal Order (IPO).

**B. Com. Semester –II**

MN- 2A / Minor Paper 2A (Practical)

**Basic Financial Literacy - I**

**Practical (P)**

(Credit - 1; Practical Hours - 30; ESE - 25 marks ; Pass Marks - 10)

Distribution of marks : Report writing 15 marks; Presentation: 10 marks

**Project Work:**

1. Case studies of Banks / Post offices related to the services offered by these institutions and procedure for available of these services.
2. Conducting mock interviews: Testing initiatives, Team spirit and Leadership
3. Conduct market survey to know about the services offered by Bank / Post offices.
4. Presentation by students (Individual / Group of students)

**Practical Exercises:** The learners are required to:

1. Visit banks and post offices to collect information and required documents related to the services offered by these institutions and to know the procedure of availing of these services.
2. Fill up the forms to open accounts and to avail loans and shall attach photocopies of necessary documents.

**Reference Books:**

1. Avadhani, V. A. (2019). Investment Management. Mumbai: Himalaya Publishing House Pvt. Ltd.
  2. Chandra, P. (2012). Investment Game: How to Win. New Delhi: Tata McGraw Hill Education.
  3. Kothari, R. (2010). Financial Services in India-Concept and Application. New Delhi: Sage Publications India Pvt. Ltd.
  4. Milling, B. E. (2003). The Basics of Finance: Financial Tools for Non-Financial Managers. Indiana: Universe Company.
  5. Mitra, S., Rai, S. K., Sahu, A. P., & Starn, H. J. (2015). Financial Planning. New Delhi: Sage Publications India Pvt. Ltd.
  6. Zokaityte, A. (2017). Financial Literacy Education. London: Palgrave Macmillan.
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