



UNIVERSITY OF CALCUTTA

Notification No. CSR/13/2023

It is notified for information of all concerned that in terms of the provisions of Section 54 of the Calcutta University Act, 1979, (as amended), and, in exercise of his powers under 9(6) of the said Act, the Vice-Chancellor has, by an order dated 11.07.2023 approved the Syllabi of the under mentioned subjects for semester wise Four-year (Honours & Honours with Research) / Three-year (Multidisciplinary) programme of U.G. courses of studies, as applicable under CCF, 2022. under this University, as laid down in the accompanying pamphlet.


Name of Subject:

1. Anthropology
2. BBA
3. Bengali
4. BFAD
5. Bio Chemistry
6. Botany
7. Chemistry
- ✓ 8. Commerce
9. Economics
10. Education
11. English
12. Geology
13. Hindi
14. History, Islamic History & Culture
15. Home Science
16. Human Rights
17. Journalism & Mass Communication
18. Mathematics
19. Microbiology (Honours)
20. Molecular Biology
21. Philosophy
22. Physiology
23. Political Science
24. Psychology
25. Social Science
26. Sociology
27. Urdu
28. Women's Studies
29. Zoology

The above shall be effective from the academic session 2023-2024.

SENATE HOUSE

KOLKATA-700 073

 12/7/2023
Prof. (Dr.) Debasis Das

Registrar

UNIVERSITY OF CALCUTTA
Syllabi for Semester 1 & 2 of B.Com. 4-year Programme
And B.Com.(MDC) 3-year Programme
Under NEP-2020
Effective from the Academic Session 2023-24

Semester 1 Major Paper 1
Financial Accounting I

Credit of the Paper 4

Semester-end Examinations: 75 marks

Tutorial Examinations: 25 marks

Total 100 marks

| Unit | Topic | Details |
|------|---|---|
| 1 | Introduction | <ul style="list-style-type: none"> Nature of accounting; Users of accounting information; Qualitative characteristics of accounting information. Double entry book keeping system – Basic accounting equation, meaning of assets, liabilities, equity, revenue and expenses. Accounting Cycle - Recording of transaction: Journal, Ledger and preparation of Trial Balance. Bases of accounting; cash basis and accrual basis. Basic concepts and conventions: entity, money measurement, going concern, cost, realisation, accruals, periodicity, consistency, prudence (conservatism), materiality, matching and full disclosures. |
| 2 | Concepts for determination of business income | <ul style="list-style-type: none"> Concept of revenue recognition and recognition of expenses. Inventories: meaning. Significance of inventory valuation. Lower of cost or market rule; Inventory ascertainment and reconciliation. The nature of depreciation. The accounting concept of depreciation. Factors in the measurement of depreciation. Methods of computing depreciation: straight line method, diminishing balance and Units of production method; Disposal of depreciable assets; change in estimate and method of charging depreciation. Accounting for depreciation: Asset-depreciation, Asset-provision. Reserves and provisions: Meaning; Objective; Types & Accounting Capital and revenue expenditures and receipts: general introduction only. Adjustment (including goods with customers pending approval) and rectification entry |

| | | |
|---|--|--|
| 3 | Final accounts of Trading Concern | Preparation of financial statements: of sole proprietorship business entities from a trial balance – Manufacturing, Trading, Profit & Loss Account and Balance Sheet |
| 4 | Financial statements of Not for Profit organisations and from Incomplete records | Preparation of Receipts & Payments A/c, Income & Expenditure A/c and Balance Sheet Transaction approach |
| 5 | Sectional and Self-balancing ledger | <ul style="list-style-type: none"> • Concept of sectional balancing, preparation of control accounts. Self-balancing Ledger: advantages; Recording process; preparation of Adjustment accounts. |
| | | |

Relevant Accounting Standards issued by the Institute of Chartered Accountants of India are to be followed.

Suggested Reading:

- Basic Accounting, Rajni Sofat & Preeti Hiro, PHI
- Sukla, Grewal, Gupta: Advanced Accountancy Vol. I, S Chand
- R. L. Gupta & Radheswamy, Advanced Accountancy Vol. I, S. Chand
- Maheshwari & Maheshwari, Advanced Accountancy Vol. I, Vikash Publishing House Pvt. Ltd.
- Sehgal & Sehgal, Advanced Accountancy Vol. I, Taxman Publication
- Hanif & Mukherjee, Financial Accounting, TMH
- Frank Wood, Business Accounting Vol 1, Pearson
- Tulsian, Financial Accounting, Pearson
- Mukherjee and Mukherjee, Financial Accounting I, Oxford
- Accounting Standards issued by ICAI
- Amitava Basu & Sibasish Datta, Financial Accounting I, Tee Dee Pub. Ltd.
- Debarshi Bhattacharya (Ratul), Financial Accounting I, Law Point

Semester 1 Minor Paper 1

Principles and Practice of Management

Credit of the Paper 4

Semester-end Examinations: 75 marks

Tutorial Examinations: 25 marks

Total 100 marks

Unit-1: Introduction:

Management-definition, importance, functions, levels of management, managerial tasks and skills, Management theories - Classical (Taylor & Fayol), Neo-classical (Elton mayo & Mary Parker Follet) and Modern School of

management (Peter Drucker & Michael Porter) Managerial roles (Mintzberg), Social Responsibility of Management and its significance

Unit-2: Planning:

Meaning, nature, purpose, types, premises, elements of planning and limitations of planning; Strategic planning-concept, process and importance, Decision Making - concept, importance; Environment analysis and SWOT analysis [concept and elements]

Unit-3: Organizing:

Concept, need, principles, steps in organising, different organization structure [line, staff, functional, project and new organisational structure – basic concepts] Departmentation-need, basis, Delegation of Authority-elements, principles; Centralization and Decentralization of Authority; Span of Management; concept and factors determining span of management

Unit-4: Directing and Leadership:

Directing: concepts, elements and importance; Leadership: Concept, importance, types, Major theories of Leadership (Likert's system four theory, Blake and Mouton's Managerial Grid theory, Fred Fiedler's situational leadership, Tannenbaum & Schmidt's Behavioural Model, Trait theory of leadership)

Unit- 5: Motivation, Co-ordination and Control:

Motivation: Concept, steps, importance, Motivation theories: Maslow's Need-Hierarchy theory, Herzberg's Two-factor theory and McGregor's theory of X and Y;.

Coordination: concepts, importance, principles; Control: concepts, importance and Managerial tools of control.

Suggested Readings

- Kaul, V.K., Business Management, Vikash
- Koontz & Weirich, Essentials of Management, TMH
- Principles of Management, Meenakshi Gupta, PHI
- Stoner & Freeman, Management, PHI
- Drucker, P.F., Managing Challenges for the 21st Century, Butterworth, Oxford
- Mitra, J.K., Principles of Management, Oxford
- Debnath S.K, & Dutta S.P., Principles and Practice of Management, Tee Dee Pub. (P) Ltd.
- Kaul Vijay Kumar, Business Management, Vikas Publishing House

Semester 1 Inter-Disciplinary / Multi-Disciplinary

(IDC / MDC) Paper 1

Microeconomics

Credit of the Paper 3

| | |
|-----------------------------------|-----------------|
| Semester-end Examinations: | 50 marks |
| Tutorial Examinations: | 25 marks |
| Total | 75 marks |

Unit-I Introduction -Definition of Microeconomics, Macroeconomics--positive and normative economics--Basic concepts--scarcity and choice--Production Possibility Curve--Central Problem of the Economy--concept of slope

Unit-II: Theory of Demand and Supply

(A) Demand and Supply--Concepts of Demand-derived demand--Demand function--Determinants of demand -- Law of Demand & its expectations--Movement along the Demand curve and shift of the Demand curve-- Concepts of Supply and Supply function--Law of Supply --Movement along the supply curve and shift of the supply curve--Market equilibrium and Determination of price--Effect of change in the Demand and Supply on Equilibrium price

(B) Elasticity of Demand and Supply-- Price elasticity of demand --Determinants and Measurement of price elasticity--Relationship between slope and price elasticity of demand--Income elasticity of demand--Cross price Elasticity of Demand --Elasticity of Supply

Unit III: Theory of Consumer Behaviour--Concept of Utility and Marginal utility--The Law of Diminishing marginal Utility--Cardinal Utility theory--Concept and significance of Consumer Surplus--Consumer's Equilibrium in case of single and two commodities--Concept of Ordinal utility theory--Indifference curve and its properties-- Marginal Rate of Substitution--Budget Line and Budget equation--Consumer's Equilibrium

Unit IV: Theory of Production and Cost- Concept of Production Function--Fixed and Variable inputs--Short run and Long run--Relation among Total, Average and Marginal Product--Law of Variable Proportion--Return to Scale--Isoquants, Isocosts and Producer's equilibrium (Graphical Explanation)--Concepts of Economic Cost and Opportunity Cost--Short Run and Long run Cost Functions--Relation among Average Cost, Average Variable Cost and Marginal Cost--Long run Average Cost Curve from Short Run Average Cost curves

Unit V :Revenue and Market-- Definition and different forms of Market--Revenue under Different Market Structure--Relation among Total Revenue, Average revenue and Marginal Revenue--Perfect Competition and Monopoly--Features, Equilibrium of the firm (Short Run and Long Run)--Short run supply curve of a firm under perfect competition--Price discrimination under monopoly--concepts and conditions

Suggested readings

- Microeconomics, Mukherjee sampat, Mukherjee Mallinath & Ghosh Amitava, PHI
- Pindyck R and Rubinfeld D.L, Micro Economics, Pearson
- Gould & Ferguson, Micro Economic Theory
- Mankiw.N.G., Principles of Microeconomics, Cengage
- Dasgupta P and Khan P, Microeconomics and Statistics, Elegant Publication

- Bhattacharyya S, Microeconomics and Indian Economics, Oxford University Press
- Majumdar D and Banerjee A, Microeconomics and Statistics, ABS Publishing House
- Dwivedi, D.N., Managerial Economics, Vikash Publications
- Sarkhel J, Salim S and Dutta S, Microeconomics and Statistics, Book Syndicate
- De Bipul, Microeconomics, Tee Dee Publications (P) Ltd. (Bengali & English Version)
- Jana Diparna, Microeconomics 1, Law Point

Semester 1 SKILL ENHANCEMENT COURSE (SEC) Paper 1

Entrepreneurship Development

Credit of the Paper 4

Semester-end Examinations: 75 marks

Tutorial Examinations: 25 marks

Total 100 marks

Unit-1:

Entrepreneur: meaning, features, functions and different types (Innovative, imitating, fabian, drone, social, intrapreneur, technopreneur, ecopreneur) ;Entrepreneurship Meaning, elements, determinants and importance; need for creativity and innovation in Entrepreneurship; Role of family business in India; The contemporary role models in Indian business [including Women Entrepreneur]: their values, business philosophy and behavioural orientations; Conflict in family business and its resolution.

Unit-2:

Public and private system of stimulation, support and sustainability of entrepreneurship, requirement, availability and access to finance, marketing assistance, technology, and industrial accommodation, Role of industries/entrepreneur's associations and self-help groups, The concept, role and functions of business incubators, angel investors, venture capital and private equity fund.

Unit-3:

Sources of business ideas [concept and features] and tests of feasibility [concept and objective], innovation life cycle, creative process, Significance of writing the business plan/project proposal; Concept, importance and contents of business plan/project proposal; Designing business processes, location, layout, operation, planning & control; preparation of feasibility study report and project report [Unit to be studied along-with Case Studies as far as practicable]

Unit-4:

Mobilizing Resources for entrepreneurship, Need for finance in entrepreneurship; Micro, Small and Medium Enterprises: meaning, advantages and disadvantages; Startup: mobilizing resources for start-up: Accommodation and utilities; Preliminary contracts with the vendors, suppliers, bankers, principal customers, basic startup problems, methods to solve startup problems.

Suggested Readings:

- Kuratko and Rao, *Entrepreneurship: A South Asian Perspective*, Cengage Learning.
- Sharma, S., *Entrepreneurship Development*, PHI

- Robert Hisrich, Michael Peters, Dean Shepherd, *Entrepreneurship*, McGraw-Hill Education
- Desai, Vasant. *Dynamics of Entrepreneurial Development and Management*. Mumbai, Himalaya Publishing House.
- Dollinger, Mare J. *Entrepreneurship: Strategies and Resources*. Illinois, Irwin.
- Holt, David H. *Entrepreneurship: New Venture Creation*. Prentice-Hall of India, New Delhi.
- Plsek, Paul E. *Creativity, Innovation and Quality*. (Eastern Economic Edition), New Delhi: Prentice-Hall of India. ISBN-81-203-1690-8.
- Singh, Nagendra P. *Emerging Trends in Entrepreneurship Development*. New Delhi: ASEED.
- SS Khanka, *Entrepreneurial Development*, S. Chand & Co, Delhi.
- K Ramachandran, *Entrepreneurship Development*, McGraw-Hill Education
- SIDBI Reports on Small Scale Industries Sector.
- Mukherjee & Roy, *Entrepreneurship Development*, Oxford
- Chandra B & Biswas B, *Entrepreneurship Development*, Tee Dee Pub (P) Ltd (Bengali & English Version)

Syllabi for AEC and VAC will be provided by the respective UGBOS

Semester 2

Major Paper 2

Cost Accounting I

Credit of the Paper 4

Semester-end Examinations: 75 marks

Tutorial Examinations: 25 marks

Total 100 marks

| Unit | Topic | Content |
|------|----------------|---|
| 1. | Introduction | <ul style="list-style-type: none"> • Definition of Costing, Objectives of Cost Accounting; Installing a Cost Accounting System, Essentials of a good Cost Accounting System. • Cost concepts, terms and classification of costs: Cost, Cost object, Cost units and Cost Centres, Types of costs, classification of costs- Direct-Indirect, Elementwise, Functionwise, Behaviourwise, Sunk Cost, opportunity Cost, Incremental and Differential cost. Costing Methods and Techniques (introduction only). |
| 2 | Material Costs | <ul style="list-style-type: none"> • <i>Purchase of materials:</i> Organisation, purchase procedure, documentation, determination of material purchase costs. • <i>Storage of materials:</i> Need for storage, location and types, functions of a storekeeper, requisition, receipt, issue and transfer of materials, storage record, accounting for materials cost. • <i>Materials control:</i> Organisation; Tools: Just-in-Time Purchase; various stock levels, Economic Ordering Quantity and ABC Analysis; Periodic Inventory, Perpetual Inventory, Physical verification; Discrepancies in stock and their treatment. • Methods of Pricing Material Issues: FIFO, LIFO, and Weighted Average. • Treatment of Normal and Abnormal Loss of Materials |

| | | |
|---|--|---|
| 3 | Employee Cost and Incentive Systems | <ul style="list-style-type: none"> • Introduction, Recording labour cost: Attendance and payroll procedures (Time-keeping, Time-Booking, Payroll procedure, Payment of wages-Piece rate, differential piece rate, time rate); Idle time (causes and treatment in Cost Accounting), Overtime (its effect and treatment in Cost Accounting), Labour turnover (Causes, impact and methods of calculating labour turnover). • Main Principles for sound system of wage incentive schemes, labour utilisation; System of Wage Payment and Incentives (Halsey, Halsey-weir, Rowan and Efficiency based); Group Bonus scheme (simple) • System of Incentive Schemes for Indirect Workers; Component of wages cost for costing purpose. |
| 4 | Accounting for Overhead | <p>Overhead</p> <ul style="list-style-type: none"> • <i>Introduction:</i> Definition, Classification of Overhead- Functional and Behavioural. • <i>Manufacturing Overheads:</i> Allocation and apportionment of Overhead; Absorption of Overhead: Blanket and Departmental rate; various methods of absorption and their applications; Under absorption/over absorption of overheads and their treatment. • <i>Administration and Selling & Distribution Overheads and their charging.</i> |
| 5 | Cost Statement | <ul style="list-style-type: none"> • Preparation of Cost Sheet, Single product and Multi-product, estimation and price quotation |
| | | |

Suggested Readings

- Horngren, Foster, Datar, et al., Cost Accounting, - A Managerial Emphasis, Pearson
- B.Banerjee, Cost Accounting: Theory and Practice, PHI
- Drury, Colin., Management and Cost Accounting, Cengage
- Jawahar Lal & Seema Srivastava, Cost Accounting, TMH
- M.Y.Khan & P.K.Jain, Management Accounting, TMH
- Atkinson, Management Accounting, Pearson
- Bhattacharyya, Ashish K., Cost Accounting for Business Managers, Elsevier
- Ravi M Kishore, Cost and management Accounting, Taxmann
- Mitra, J.K., Cost & Management Accounting, Oxford
- Hanif, M., Cost & Management Accounting, McGraw Hill
- Bhattacharya Debarshi, Cost & Management Accounting I, Law Point

Semester 2 Minor Paper 2
Marketing Management and Human Resource Management
Credit of the Paper 4

Semester-end Examinations: 75 marks

Tutorial Examinations: 25 marks

Total 100 marks

Module 1: Marketing Management
Semester-end Examinations - 40 marks

Unit 1: Introduction

| |
|---|
| Meaning of market, Objectives and Importance of Marketing; Societal Marketing concept |
| Selling vs. Marketing; Marketing mix [concepts, components] |
| Marketing environment: concept, importance, and components. |

Unit 2: Market Segmentation

| |
|--|
| Market segmentation: concept, importance and bases; Product differentiation vs. market segmentation. |
|--|

Unit 3: Product

| |
|--|
| Concept and importance, Product classifications; Concept of product mix; |
| Branding-Concept, packaging and labeling; |
| Product life-cycle [concept], New Product Development Process. |

Unit 4: Pricing and Distribution

| |
|---|
| Pricing [Meaning, objectives, Significance and methods] Factors affecting price of a product. Pricing policies and strategies |
| Distribution Channels - meaning and importance; Types of distribution channels |

Unit 5: Promotion and Recent developments in marketing

| |
|--|
| Promotion: Nature and importance of promotion; |
| Types of promotion: advertising, personal selling, publicity & sales promotion, |
| Recent developments in marketing: Social Marketing, online marketing, direct marketing, services marketing, green marketing, Rural marketing; Consumerism. |

Module 2: Human Resource Management

Semester-end Examinations – 35 marks

Unit 1: Nature and Scope

| |
|---|
| Concept and meaning of HR, Understanding the Nature and Scope of HRM, |
| Functions and importance of HRM |

Unit 2: Human Resource Planning

| |
|--|
| Definition, Need of Human Resource Planning, |
| Factors affecting Human Resource Planning. |

Unit 3: Recruitment and Selection

| |
|--|
| Definition of Recruitment, Source, need and importance of Recruitment, |
| Recruitment Policy–process–sources of Recruitment Definition of Selection, Steps in selection. |

Unit 4: Training and Development

| |
|---|
| Training and Development Meaning and purpose of training, |
| Benefits of training to organization and employees –Training methods. |

Unit 5: Job Evaluation and Performance Appraisal

| |
|--|
| Job evaluation- objectives, scope, |
| Job analysis, Job description, Job Specification-basic concept and significance, |
| Performance Appraisal-Concept |

Suggested Readings:

- Kotler, P., Marketing Management, Pearson
- Ramaswamy and Namakumari, Marketing Management, McMillan
- Marketing Management, Govindarajan, M., PHI
- Principles of Marketing, Kapoor, N., PHI
- Bhagwati, Pillai, Marketing Management, S.Chand
- Verma, Duggal, Haldar & Sarkar, Principles of Marketing, Oxford
- Samanta, S R, Human Resource Management, PHI
- Mahajan, Reeta, Human Resource Management, Vikash
- Haldar & Sarkar, Human Resource Management, Oxford
- Sinha, Sekhar & Bala, Human Resource Management, Cengage
- Jyothi & Venkatesh, Human Resource Management, Oxford
- Praharaj & Praharaj, Principle of Marketing and Human Resource Management, Tee Dee Pub (P) Ltd. (Bengali & English Version)
- Ghosh Sudipta & Joshi Lalit Kumar, Marketing Management and Human Resource Management, Law Point

Semester 2 Inter-Disciplinary / Multi-Disciplinary COURSE

(IDC / MDC) Paper 2

Macroeconomics

Credit of the Paper 3

Semester-end Examinations: 50 marks

Tutorial Examinations: 25 marks

Total 75 marks

Unit –I Basic Concepts: Macroeconomics, Concepts, Scope, macroeconomic variables, objectives, Differences with microeconomics.

Unit-II : National Income: National income accounting, Concepts and measurement of GDP, GNP, NNP, NDP, PI, DPI, Circular flow of income (2 sectors & 3 sectors economy), Real and Nominal GDP and GDP Deflator.

Unit-III: Determination of equilibrium income in Simple Keynesian Model: Theory of Income determination- Simple Keynesian model; Consumption, Saving, Investment functions; National Income determination; Investment multiplier, Government expenditure multiplier (Graphical Analysis), Tax multiplier and Balanced budget multiplier (concepts).

Unit-IV: Money and inflation Concept of demand for money and supply of money, Measures of supply of money, High powered money, money multiplier, Concept of Inflation, Demand pull and Cost push Inflation. Inflationary gap. Monetary and fiscal measures to control inflation.

Unit-V: Public Finance: Government budget-meaning and components, Classifications of receipts –revenue and capital receipts; Classification of expenditure-revenue and capital expenditure. Measures of Government deficit-Revenue deficit, Fiscal deficit, Primary deficit.

Suggested Readings

- Branson W.H. Macro Economic Theory and Policy,
- Dornbusch, Fischer & Startz, Macroeconomics, TMH
- Samuelson & Nordhaus, Macroeconomics, McGraw Hill
- Ghosh C & Ghosh A., Macroeconomics, PHI
- Parchure, S., Macroeconomics, PHI
- Bhattacharyya S and Das I, Macroeconomics and Advanced Business Mathematics, , Oxford University Press
- Majumdar D and Chatterjee N, Macroeconomics and Advanced Business Mathematics, ABS Publishing House
- Dasgupta P and Chakraborty G, Samashtigoto Orthoneeti o uchhotoro Banijyik Gonit, Dey Book Concern
- De Bipul, Macroeconomics, Tee Dee Publications (P) Ltd. (Bengali & English Version)

Semester 2 SKILL ENHANCEMENT COURSE (SEC) Paper 2

Information Technology and its Application in Business

Credit of the Paper 4

| | |
|---|------------------|
| Semester-end Examinations (Theory): | 50 marks |
| Semester-end Practical Examinations: | 50 marks |
| Total | 100 marks |

Module I

Theory (50 Marks)

Unit 1: Fundamentals of Computer

Components of a Computer System, Applications of Computers, Advantages and Disadvantages of Computers, Software and its Types: System Software, Application Software, Operating System, Mobile Operating System, Free and Open Software.

Unit 2: Internet Services & Security measure:

Key technology concepts, Packet switching, TCP/IP, IP addresses, Types of Internet Services, World Wide Web (WWW), Uniform Resource Locator (URL), Domain Names, Web Browsers. Internet of Things: Concept, Smart Device, RFID and its use cases, Wireless Sensor Networks and its applications, Information Rights, Privacy and Freedom in an Information Society, Principles of Cyber Security, Computer Malwares, Well-known attacks (Fishing, Spoofing etc) and its prevention measures like CAPTCHA Code, Password etc. Use of Blockchain technique for security measures.

Unit 3: Current Computing Paradigm

Cloud Computing: Service Oriented approach, Virtualization, Business Model, Use cases, Green computing, Edge computing, Quantum computing, Challenge of Big Data

Unit 4: Business Data Handling

Transaction processing, Analytical processing-Concepts, Techniques, Difference, Concept of Data Mining including Text Mining and Web Mining, Evolution of AI, Importance of Artificial Intelligence in Business Data handling through use cases, Basic Concepts of an Expert system in context of Business Data Management, Basic concepts of Machine learning including supervised and unsupervised learning, Application of Machine learning in Banking and Finance, Basic concepts on ERP based Business Software Solutions. Intelligent Agents (Concepts & Application).

Unit 5: IT Act. 2000 and Cyber Crimes

IT Act 2000(as amended thereon)- Definitions of different terms, Digital signature, Electronic Governance, Attribution, Acknowledgement and Dispatch of Electronic Records, Regulation of Certifying Authorities, Digital Signatures Certificates, Duties of Subscribers, Penalties and Adjudication, Appellate Tribunal, Offences and Cyber-crimes.

Module II
Practical (50 Marks)

| Unit No. | Unit Name | Topics |
|----------|-----------------|--|
| 1 | Word processing | Introduction: Creating and saving your document, displaying different views, working with styles and character formatting, working with paragraph formatting techniques using indents, tabs, alignment, spacing, bullets and numbering and creating borders; Page setup and sections: Setting page margins, orientation, headers and footers, end notes and foot notes, creating section breaks and page borders; Working with tables: Creating tables, modifying table layout and design, sorting, inserting graphics in a table, table math, converting text to table and vice versa; Create newspaper columns, indexes and table of contents, Spell check your document using inbuilt and custom dictionaries, checking grammar and style , using thesaurus and finding and replacing text; Create bookmarks, captions and cross referencing, adding hyperlinks, adding sources and compiling and bibliography; Mail merge: Creating and editing your main document and data source, sorting and filtering merged documents and using merge instructions like ask, fill-in and if-then-else; Linking and embedding to keep things together. (Creating Business Documents using the above facilities; Hands-on experience in using spreadsheet software |
| 2 | Spreadsheet | Working with cell and cell addresses, entering and editing data, finding and replacing data, selecting a range, moving, cutting, copying with paste, inserting and deleting cells, freezing cells, cell formatting options, adding, deleting and copying worksheet with in a workbook, renaming a worksheet, Cell reference – relative, absolute - Elements of spreadsheet charts – categories, create a chart, choosing chart type, edit chart axis, titles, labels, data series and legend, adding a text box, rotate text in a chart. Hands-on experience in using spreadsheet software . |
| 3 | Presentation | Introduction, creating presentations – using auto content wizard, using templates, using blank presentation, formatting background, adding sounds, slide show, slide sorter, setting animation, slide transaction, setting intervals, saving and printing, presentations, adding and playing audio clips in presentations, creating hyperlinks in presentations, converting the presentations into a video clip, Morph Transition. (Creating Business Presentations using above facilities). Creating professional presentations using software. |

Suggested Readings

- Introduction to Computer Application (As per NEP) by Ashok Arora. [S.Chand and Co. Ltd.]
- Fundamentals of Computers by Reema Thareja; Oxford Publisher
- Computer Fundamentals by Pradeep K Sinha; BPB Publication
- Experiencing MIS by Kroenke and Boyle. [Pearson]
- Essentials of MIS by Laudon & Laudon. [Pearson, 14th Edition]
- New Perspectives Microsoft® Office 365® & Office 2019 Introductory by Patrick Carey, Dan Oja, June Jamrich Parsons, Katherine T. Pinard, Ann Shaffer, Mark Shellman [Cengage]
- Information Technology and its Application in Business, S Dawn and P Banerjee, Tee Dee Pub. Ltd.
- Introduction to Computer Application, Ashok Arora, Vikas Publishing House,
- Computer Applications -1, Anirban Das & Shantanu Chakraborty, Law Point
- Computer Applications in Business, Deepak Jain, Law Point

Syllabi for AEC and VAC will be provided by the respective UGBOS



UNIVERSITY OF CALCUTTA

Notification No. CSR/13/2023

It is notified for information of all concerned that in terms of the provisions of Section 54 of the Calcutta University Act, 1979, (as amended), and, in exercise of his powers under 9(6) of the said Act, the Vice-Chancellor has, by an order dated 11.07.2023 approved the Syllabi of the under mentioned subjects for semester wise Four-year (Honours & Honours with Research) / Three-year (Multidisciplinary) programme of U.G. courses of studies, as applicable under CCF, 2022 . under this University, as laid down in the accompanying pamphlet.


Name of Subject:

1. Anthropology
2. BBA
3. Bengali
4. BFAD
5. Bio Chemistry
6. Botany
7. Chemistry
8. Commerce
9. Economics
10. Education
- ✓ 11. English
12. Geology
13. Hindi
14. History, Islamic History & Culture
15. Home Science
16. Human Rights
17. Journalism & Mass Communication
18. Mathematics
19. Microbiology (Honours)
20. Molecular Biology .
21. Philosophy
22. Physiology
23. Political Science
24. Psychology
25. Social Science
26. Sociology
27. Urdu
28. Women's Studies
29. Zoology

The above shall be effective from the academic session 2023-2024.

SENATE HOUSE

KOLKATA-700 073

 12/7/2023
Prof. (Dr.) Debasis Das

Registrar

AEC (ABILITY ENHANCEMENT COURSE)

SEMESTER – 1

COMPULSORY ENGLISH

(2 Credits – Th 2, Tu 0)

UNIT 1

POETRY:

LORD TENNYSON, BREAK BREAK BREAK

THOMAS HARDY: AFTERWARDS

RABINDRANATH TAGORE: WHERE THE MIND IS WITHOUT FEAR

UNIT 2

PROSE:

R.K. NARAYAN: OUT OF BUSINESS

PREM CHAND: THE CHILD

MARTIN LUTHER KING, JR: I HAVE A DREAM

SEMESTER – 2

COMPULSORY ENGLISH

(2 Credits – Th 2, Tu 0)

UNIT 1

POETRY:

WILLIAM WORDSWORTH: LUCY GRAY

ELIZABETH BARRET BROWNING: HOW DO I LOVE THEE

WILFRED OWEN: ANTHEM FOR DOOMED YOUTH

UNIT 2

PROSE:

O. HENRY: THE LAST LEAF

RUSKIN BOND: THE THIEF'S STORY

RABINDRANATH TAGORE: RAM MOHAN ROY



UNIVERSITY OF CALCUTTA

NotificationNo.CSR/17/2023

It is notified for information of all concerned that in terms of the provisions of Section 54 of the Calcutta University Act, 1979, (as amended), and, in exercise of his powers under 9(6) of the said Act, the Vice-Chancellor has, by an order dated 17.07.2023 approved the Syllabi of the under mentioned COMPULSORY CVAC Courses, to be studied in semester 1& 2 for semester wise Four-year (Honours & Honours with Research) /Three-year (Multidisciplinary) programme of U.G. courses of studies, as applicable under CCF,2022 . under this University, as laid down in the accompanying pamphlet.

| SL.NO. | NAME OF SUBJECTS | TYPE OF COURSES |
|--------|-----------------------|---|
| 1. | Environmental Studies | Compulsory CVAC Course, to be taught in the 1 st and 2 nd semesters |
| 2. | Constitutional Values | Compulsory CVAC Course, to be taught in the 1 st semester. |

The above shall be effective from the academic session 2023-2024.

SENATE HOUSE

KOLKATA-700 073

The 20th July, 2023

Prof.(Dr.) Debasis Das

Registrar

University of Calcutta
Common Value Added Courses on Environmental Studies
ENVS01: Fundamentals of Environment
Semester -I

Total Marks 50 (Credit -2)

[Marks obtained in this course will be taken to calculate SGPA & CGPA]

Theory

| | | |
|---------------|---|--------------------------|
| Unit 1 | Introduction to environmental studies | 3 lectures |
| | <ul style="list-style-type: none"> • Multidisciplinary nature of environmental studies • Scope and importance • Concept of sustainability, sustainable development, and sustainability goals • Low carbon lifestyle: Mission LIFE | |
| Unit 2 | Ecology and Ecosystems | 7 lectures |
| | <ul style="list-style-type: none"> • Concept of ecology, ecosystem, and ecosystem services • Structure and function of ecosystem • Energy flow in an ecosystem • Ecological pyramid • Food chain and food web (Terrestrial and aquatic ecosystems) • Basic concept of population and community ecology • Ecological succession | |
| Unit 3 | Natural Resources | 6 lectures |
| | <ul style="list-style-type: none"> • Concept of renewable and non-renewable resources • Land resources and land use change; land degradation, soil erosion and desertification. • Forest resources: importance, Deforestation- causes, consequences, and remedial measures • Water: use and over-exploitation of surface and ground water, floods, droughts, conflicts over water (international & inter-state). • Energy resources: Environmental impacts of energy generation, use of alternative and nonconventional energy sources, green energy. • Natural resource accounting | |
| Unit 4 | Biodiversity and Conservation | 7 lectures |
| | <ul style="list-style-type: none"> • Levels of biological diversity: genetic, species and ecosystem diversity • Biogeographic zones of India, Biodiversity hot spots, Endemism, India as a mega-diversity nation • Threats to biodiversity, IUCN threat categories • In-situ and Ex-situ conservation of biodiversity, Protected area network • Role of indigenous communities in biodiversity conservation, Peoples Biodiversity Register, Bioprospecting and Biopiracy | |
| Unit 5 | Environmental Pollution | 7 lectures |
| | <ul style="list-style-type: none"> • Environmental pollution: concepts and types, • Air, water, soil, noise and marine pollution- causes, effects and controls • Concept of hazardous waste and human health risks • Solid waste management: Control measures of municipal, biomedical and e-waste. • Climate change, global warming, ozone layer depletion, acid rain and their impacts on human communities and agriculture | |
| | | Total 30 lectures |

University of Calcutta
Common Value Added Courses on Environmental Studies
ENVS 02: Environmental Education
Semester -II

Total Marks-50(Credit -2)

[Marks obtained in this course will be taken to calculate SGPA & CGPA]

| | | |
|---------------|--|--------------------|
| Unit 1 | Environmental Education | 4 lectures . |
| | <ul style="list-style-type: none"> • Concept, definition, and significance of environmental education • Genesis of environmental education, Tiblisi Declaration 1977 • Philosophy of environmental education • Environmental awareness vis a vis environmental education | |
| Unit 2 | Rules and regulations of environment | 6 lectures |
| | <ul style="list-style-type: none"> • Necessity of rules and regulations, different types of rules and regulations, mistakes in implementing of environmental rules, problems in implementing environmental rules. <p>Environment Laws in India: Wildlife (Protection) Act; Forest (Conservation) Act; Water (Prevention and control of Pollution) Act; Air (Prevention & Control of Pollution) Act; Environment Protection Act; Biodiversity Act.</p> <ul style="list-style-type: none"> • International agreements: Montreal Protocol, Kyoto protocol and climate negotiations; Convention on Biological Diversity (CBD). | |
| Unit 3 | Human Communities and the Environment | 6 lectures |
| | <ul style="list-style-type: none"> • Human population growth: Impacts on environment, human health, and welfare. • Concept of Resettlement and rehabilitation. • Environmental movements: Bishnois, Chipko, Silent valley, Big dam movements. • Environmental ethics: Types, ecofeminism, role of cultures in environmental conservation. | |
| Unit 4 | Disaster Awareness | 8 lectures |
| | <ul style="list-style-type: none"> • Fundamentals of hazard, disaster, risk and vulnerability • Disaster classification, Natural Disasters-floods, earthquake, cyclones, tsunami and landslides; Manmade Disaster. • Case Studies: Minamata disaster, Bhopal gas disaster, Fukushima nuclear disaster, Kedarnathflood, Cyclone <i>Aila</i>, COVID-19 • Disaster management, Disaster warning systems | |
| Unit 5 | Role of environmental education in protecting environment | 6 lectures |
| | <ul style="list-style-type: none"> • Lifelong learning procedure, Pedagogy in environmental education, Formal and informal environmental education (Exhibition, role playing ability, quiz, debate, field trip, demonstration, project, poster presentation, seminar, eco-club) • Role of NGOs and government institutions • Role of information technology and mass media: Print, Electronic, and Social media | |
| Total | | 30 lectures |

Suggested Reading:

Reference: Das, S., (2023) Environmental Education, Sanjib Prakasan, Kolkata

CVAC: Constitutional Values and Fundamental Duties

Course Objectives:

- To enrich students with knowledge and relevance of the Indian Constitution.
- To develop awareness about values of basic tenets and Duties.
- To inculcate a sense of Constitutionalism.

Learning Outcomes:

- To understand the Constitution and its relevance.
- To appreciate the values and goals embedded in the Constitution.
- To recognise the importance of Fundamental Duties enshrined in the Constitution.

Module I

1. The Constitution of India and Constitutionalism. Constitutional Values--- Justice, Liberty, Equality, Fraternity
2. Fundamental Rights; Rule of Law; Separation of Powers
3. Sovereignty, Socialism, Secularism, Democracy, Republic

Module II

4. Fundamental Duties: emergence; value and significance.
5. Article 51A: enumerated Duties.
6. Legal status of Fundamental Duties. Limitations.

Select Readings:

D. D. Basu, et al., Introduction to the Constitution of India (latest edition)
G. C. Hiregowder et al.: The Indian Constitution--- An Introduction.
S.K. Chaube: The Making and Working of the Indian Constitution
M. P. Singh, V.N. Shukla: Constitution of India.
Sudhir Krishnaswamy: Democracy and Constitutionalism in India
