

# **B Com I & II Sem (CBCS) Syllabus for Academic Year 2020-21**

## B. COM. I SEMESTER

### DSC-1A: FINANCIAL ACCOUNTING-I

Maximum Hours: 45- 60 hours

Workload per week: 4 hours

**Learning Objectives and Outcomes:** The Course aims to impart knowledge relating to higher aspects of financial accounting of entities like partnership firms, joint ventures, departmental accounts etc. This would enable them to account for financial transactions and analysis of financial position. Computational and reasoning skill components are included in the course.

**Unit – 1 : Higher Aspects of Partnership Accounts – I:**

Insolvency of Partners – single partner and all partners; Garner v/s Murry rule; piecemeal distribution and basis of distribution – proportionate and maximum loss methods.

**12 Hours**

**Unit – 2 : Higher Aspects of Partnership Accounts – II:**

Conversion of Partnership Firm into a Company and sale to a company; problems relating thereto. Issues related to accounting in Limited Liability Partnerships (LLPs).

**10 Hours**

**Unit – 3 : Methods of Book-Keeping- Single Entry and Double Entry Systems:**

Need for conversion and steps involved in conversion of – Single Entry into Double Entry System; problems relating thereto.

**10 Hours**

**Unit – 4 : Accounts of Joint Ventures:**

Meaning of Joint Ventures; joint venture v/s partnership; account records and problems relating thereto – when separate books are maintained, when only one venture keeps accounts and when all ventures keep accounts.

**14 Hours**

**Unit – 5 : Royalty Accounts:**

Meaning and important items – minimum rent, shortworkings, recoupment of short-workings; entries and accounts in the books of lessee and lesser (excluding sub-let).

**14 Hours**

### Suggested Readings:

1. Tulsian, Financial Accounting, Pearson Education, New Delhi.
2. Ashok Sehgal and Deepak Sehgal, Advanced Accounting – Vol. I, Taxmann Publications, New Delhi.
3. S N Maheswari and S K Maheshwari, Advanced Accountancy – Vol. I, Vikas Publications, New Delhi.
4. S N Maheswari, Financial Accounting, Vikas Publications, New Delhi.
5. Bhushan Kumar Goyal, H. N. Tiwari, Financial Accounting- Vol. I, Taxmann, New Delhi.
6. R L Gupta and Radhaswamy, Advanced Accountancy - Vol. I, Sultan Chand & Sons, New Delhi.
7. Shukla and Grewal, Advanced Accountancy - Vol. I, S Chand Publications, New Delhi.
8. Jain and Narang, Advanced Accounting - Vol. I, Kalyani Publications, Ludhiana.
9. K.M.Bansal, Fundamentals of Financial Accounting, Taxmann, New Delhi.
10. J R Monga - Financial Accounting, Mayoor Paperbacks, New Delhi.
11. S Kr Paul, Advanced Accounts - Vol. I, World Press, Kolkatta.
12. Mukharjee and Hanif, Financial Accounting, TMH, New Delhi.

### DSC -2A: BUSINESS ENVIRONMENT

Maximum Hours: 45- 60 hours

Workload per week: 4 hours

#### Learning Objectives and Outcomes:

The course aims to acquaint students with basic framework within which businesses operate and to develop skills of identifying and analysis of such environmental framework. The conceptual, analytical and interpretational skills are specifically included in the curriculum.

- Unit – 1 : Business and its Environment:** Characteristics of modern business, concept, nature, characteristics and types of environment; micro and macro environment, major players and components of environment; linkage between business and environment; impact and process of environment analysis.

**12 Hours**

**Unit – 2 : Economic Environment:**

Concept, nature and characteristics of economic environment, critical element; economic factors- GDP, per capita income, BOP, monetary policy, fiscal policy, trends in trade; Industrial policy; economic reforms and impact on business **12 Hours**

**Unit – 3 : Political and Legal Environment:**

Concept, nature and characteristics of political and legal environment, components; linkage between political and legal environment and business; role of Government - regulatory role, promotional role, entrepreneurial role and planning role; state intervention in business – pros and cons of intervention; economic, labour and industrial laws relevant to business – types; **12 Hours**

**Unit – 4 : Socio-cultural Environment:**

Concept, nature and characteristics of sociocultural environment; components and impact of socio-cultural environment on business, culture and ethics in business; social responsibility of business – meaning and objectives; arguments for and against social responsibility, social audit; business participation in cultural affairs. **12 Hours**

**Unit – 5 : Technological Environment:**

Concept, nature and characteristics of technological environment; elements and linkage between technological environment and business; technology and society; economic effect of technology; technology and plant level changes; management of technology; technology policy of Government; technological park – meaning and objectives. **12 Hours**

**Suggested Readings:**

1. Sheikh – Business Environment, Pearsons, New Delhi.
2. Sundaram & Black - Business Environment, PHI, New Delhi.

3. Aswathappa – Essentials of Business Environment, HPH, Mumbai.
4. Jain & Varma - Business Environment, Sahitya Bhavan, Agra.
5. Cartwright – Mastering Business Environment, Palgrave Mac Millan, New Delhi.
6. Mishra & Puri – Economic Environment of Business, HPH, Mumbai.
7. Adhikari - Economic Environment of Business, Sultan Chand & Sons, New Delhi.
8. Dhar P. K. – Business Environment, Kalyani Publishers, New Delhi.
9. Das Gupta A. & Sen Gupta N. K. – Government & Business, Vikas Publishing House, New Delhi.
10. William C. Fredreck – Business & Society, Mc Graw Hills, New York.

## DSC -3A: ENTREPRENEURSHIP DEVELOPMENT

Maximum Hours: 45- 60 hours

Workload per week : 4 hours

### Learning Objectives and Outcomes:

The Course aims to imbibe basic entrepreneurial qualities of successful entrepreneurs and would enable them to learn the art of promoting and running start-up entities. The conceptual, analytical and communicational skills are included in the curriculum.

#### Unit - 1 : Entrepreneurship:

Meaning of entrepreneur, entrepreneurship and enterprise; importance and relevance of entrepreneur; factors influencing entrepreneurship; types of entrepreneurs; characteristics of a successful entrepreneur; competency requirements for entrepreneurs. **10 Hours**

#### Unit - 2 : Micro, Small and Medium Scale Enterprises (MSME):

Concepts of micro, small and medium scale enterprises, cottage industries, tiny industries, ancillary industries; khadi and village industries; characteristics and nature of MSMEs; role of MSME in economic development; government policies relating to MSMEs. **10 Hours**

#### Unit - 3 : Project Development and Implementation:

Sources of business ideas and tests of feasibility; Significance of writing the business plan/project proposal; contents of business plan, process of project formulation and preparation - financial, marketing, HR, technical and social aspects of projects; preparation of project report and project implementation. **14 Hours**

#### Unit - 4 : EDPs and Financing of MSMEs :

Concept, objective, importance of EDPs; institutions involved in EDPs - DIC, CEDOK, RUDSETI, SISI,

etc., types of EDPs; financing of MSMEs in India - need and significance of MSME financing; institutions involved in MSME financing **12 Hours**

#### Unit - 5 : Start-Ups -

Meaning and types of Start-Ups, difference between start-up and entrepreneurship; start-up principles; founders and co-founders involved in startups; start-up training; start-up financing - revenue based financing; venture capital, angel investors; concept of crowd funding **14 Hours**

### Suggested Readings:

1. C B Gupta and S S Khanka, Entrepreneurship and Small Business Management, Sultan Chand & Sons, New Delhi.
2. C B Gupta and N P Srinivasan, Entrepreneurial Development in India, Sultan Chand & Sons, New Delhi.
3. Shankaraiah, Entrepreneurship Development, Kalyani Publishers, New Delhi.
4. G K Warshney, Fundamentals of Entrepreneurship, Sahitya Bhavan, Agra.
5. S S Kanka, Entrepreneurship Development, Sultan Chand & Sons, New Delhi.
6. Vasant Desai, Management of a Small Scale Industry, Himalaya Publishing House, Mumbai.
7. Higrich, Entrepreneurship, TMH, New Delhi.
8. C S V Murty, Small Scale Industries and Entrepreneurial Development, Himalaya Publishing House, Mumbai.
9. Aruna Kaulgud, Entrepreneurship Management, Vikas Publications, New Delhi.
10. Carlos W Moore, Managing Small Business, Cengage Publications, New Delhi.

## DSC-4A: FINANCIAL MARKETS AND INSTITUTIONS

Maximum Hours: 45- 60 hours

Workload per week : 4 hours

### Learning Objectives and Outcomes:

The course aims to familiarize the basic concepts of financial markets to develop the knowledge of techniques employed in financial activities. This would enable them to economize cost of raising financial resources. The conceptual, analytical and communication skills are included in the curriculum.

Unit - 1 : **Introduction** – Meaning, components and functions of financial system; key elements of financial system; financial system designs; role of financial system in the economy – national income accounts and flow of funds accounts; relationship between the economic growth and financial system; reforms in the financial system – objectives and major reforms undertaken in India. **10 Hours**

Unit - 2 : **Financial Markets** - Meaning, importance and classification of financial markets; money market - meaning and role; money market instruments; major players in money market; link between money market and monetary policy in India; capital market - meaning, objectives and significance; reforms in capital market in India; capital market instruments. **12 Hours**

Unit - 3 : **Financial Markets - primary market** - Meaning and nature; methods of issue - IPOs and Further Offers - methods of making public issue - fixed price and book building - meaning, process and price determination; red-erring prospectus and green shoe option; secondary market - meaning, functions and development of second market in India; stock exchanges - meaning, functions and development; regulation and demutualisation; working of stock exchanges in India; BSE, NSE, OTCEI. **12 Hours**

Unit - 4 : **Financial intermediaries** - Role and classification of financial intermediaries, development financial

institutions - functions and types - IFCI, SIDBI, IDFC; banking and NBFCs - functions and structure of banking institutions; NBFCs - meaning, functions and growth of NBFCs; other intermediaries - merchant bankers, underwriters, custodians, registrars, share transfer agents, depository services - meaning and functions. **14 Hours**

Unit - 5 : **Financial Regulations** - Meaning, objectives and significance; single and multiple regulators; Raghuram Rajan Committee on financial regulation; SEBI - objectives, functions and powers of SEBI; SEBI's list of regulations till to date. **12 Hours**

### Suggested Readings:

1. Bharati V. Pathak, The Indian Financial Systems - Markets, Institutions and Services, Pearson Education, New Delhi.
2. M. Y. Khan, Indian Financial System, TMH, New Delhi.
3. Guruswamy, Indian Financial System, TMH, New Delhi.
4. Bhole and Jitendra Mahakud, Financial Institutions and Markets, TMH, New Delhi.
5. Gomez, Financial Institutions, Markets and Financial Services, PHI, New Delhi.
6. Christopher Viney, Financial Institutions, Instruments and Market, TMH, New Delhi.
7. Frank Fabozzi, Foundations of Financial Markets and Institutions, Pearson Education, New Delhi.
8. T. Siddaiah, Financial Services, Pearson Education, New Delhi.
9. Tripathy, Financial Instruments and Services, PHI, New Delhi.

## GE-1A: BUSINESS ECONOMICS- I

Maximum Hours: 45- 60 hours

Workload per week : 3 hours

### Learning Objectives and Outcomes:

The course aims to equip the students with understanding of economic concepts and their applications in the functioning of business entity. This would enable in optimizing scarce resources and reasoning and optimization skills are included in the curriculum.

**Unit - 1 : Introduction :** Meaning, definition, nature, features, scope and objectives of business economics; relationship with other subjects; uses; role and responsibilities of business economists; fundamental principles of business economics - opportunity cost, incremental, time, discounting and equi-marginal;

**9 Hours**

**Unit - 2 : Demand Analysis :** Meaning and determinants of demand; individual demand; law of demand, demand curve- income effect and substitution effect; exceptions; market demand, elasticity of demand - meaning and kinds; types of price elasticity; factors determining; uses and measurement; income, cross and promotional elasticity of demand; demand forecasting - meaning and methods - trend projection and least square method.

**9 Hours**

**Unit - 3 : Supply Analysis :** Supply function; law of supply; determinants of supply; changes in supply v/s changes in quantity supplied; exceptions, elasticity of supply; market equilibrium of supply- concept of consumer surplus.

**9 Hours**

**Unit - 4 : Production Analysis :** Meaning; types of production function - linear, power, quadratic and Cobb-Douglas Production function; business uses of production function; production function - short run and long - run; law of variable proportion; laws of returns to

scale; economies and diseconomies of scale; Impact of change in technology on production function.

**9 Hours**

**Unit - 5 : Cost Analysis:** Meaning of cost and classification; money and real costs; explicit and implicit costs; cost-output relationship in the short-run - TFC, TVC, TC, AFC, AVC, AC and marginal cost; long-run costs - long-run cost curves; linear and quadratic cost functions.

**9 Hours**

**Note :** The above topics are to be dealt with numerical problems and case studies wherever necessary.

### Suggested Readings :

1. Joel Dean, Managerial Economics, PHI, New Delhi.
2. Varshney and Maheswari, Managerial Economics, Sultan Chand & Sons, New Delhi.
3. P. L. Mehta, Managerial Economics, Sultan Chand & Sons, New Delhi.
4. D. M. Mithani, Managerial Economics, Himalaya Publishing House, Mumbai.
5. Panchnan Das and Anindita Sengupta, Microeconomics I and Statistics, Oxford University press
6. Gupta, Managerial Economics, TMH, New Delhi.
7. Mote and Samuel Paul, Managerial Economics, TMH, New Delhi.
8. Dwivedi, Managerial Economics, Vikas Publications, New Delhi.
9. P. K. Mehta, Business Economics, Taxmann publications.
10. Maheswari K. L, Managerial Economics, PHI, New Delhi.
11. Salvator, Managerial Economics, Thoson Asia Pvt., Ltd., Mumbai.
12. Hendersen, Micro Economics Theory, TMH, New Delhi.

**AECC: ENVIRONMENTAL SCIENCE (Compulsory Paper for all Degree Courses)**

## **Paper – 1.8: FUNDAMENTALS OF ACCOUNTING AND COMMERCE - I**

**(Compulsory Paper for students joining B.Com I Semester course from non-commerce streams, i.e., PUC Arts, Science, etc)**

### **Learning Objectives and Outcomes:**

The course has the objective of providing the basic concepts of accounting and trade among non commerce pupils. This would enable them to understand higher aspects of business environment. Computational and analytical skills are included in the curriculum.

**Unit - 1 : Introduction to Commerce:** Meaning, definition and scope of commerce, evolution of commerce; economic activities - its kinds - trade and aids to trade; business, industry, profession; employment - meaning, definition and scope.

**Unit - 2 : Forms of Business Organisation:** Meaning, and significance; different forms of business organizations - sole trader, partnership firms, joint hindu family firms - meaning, definition, characteristics, scope, advantages and disadvantages; cooperative organizations - meaning, objectives and significance.

**Unit - 3 : Introduction to Accounting:** Meaning, definitions, objectives, functions, advantages and disadvantages of accounting; accounting v/s book-keeping; systems of book-keeping and accounting; accounting cycle; accounting - science, art and profession; accounting - an information system; accounting - as a language; role of accountants in business decision-making.

**Unit - 4 : Accounting Principles:** Meaning, nature, objectives and scope of accounting principles; accounting concepts - meaning and types; accounting conventions - meaning and types; modifying principles; accounting standards - meaning, objectives, significance and types of accounting standards; accounting standards development process in India.

**Unit - 5 : Accounting Records :** Journal - meaning, objectives and types; classification of accounts and rules of debit and credit; journal entries, narration; simple v/s complex journal entries; subsidiary books - meaning and types; ledger posting - meaning, objectives and types of ledger - process of ledger posting and balancing of an accounts; preparation of trial balance - meaning, types and objectives; preparation of trial balance.

### **Suggested Readings:**

1. Pride, Huges and Kapoor, Business, Cengage Learning, New Delhi.
2. Pride, Huges and Kapoor, Foundations of Business, Cengage Learning, New Delhi.
3. Tulsian, Financial Accounting, Pearson Education, New Delhi.
4. R L Gupta and Radhaswamy, Advanced Accountancy – Vol I and II, Sultan Chand & Sons, New Delhi.
5. S N Maheswari, Advanced Accounting – Vol I and II, Vikas Publications, New Delhi.
6. Jain and Narang, Advanced Accountancy – Vol I and II, Kalyani Publishers, Ludhiana.
7. Boone and Kontze, Contemporary Business, John Wiley, New Delhi.
8. J Stephenson, Principles and Practice of Commerce, Pitman Publications, California
9. Gerstenberg C W, Principles of Business, Prentice Hall, New Delhi.
10. Dlabay, Burrow and Kleindl, Principles of Business, Cengage Learning, New Delhi.

**B.COM. SECOND SEMESTER**  
**DSC-1B: FINANCIAL ACCOUNTING-II**

Maximum Hours: 45- 60 hours

Workload per week: 4 hours

**Learning Objectives and Outcomes:**

The course aims to equip knowledge relating to the accounting concepts and principles of specialized business entities and this would enable the pupils in accounting and interpretation of financial position. The computational and interpretational skills are included in the curriculum.

Unit - 1 : **Consignment Accounts:** Meaning of consignment and important terms used in consignment accounts; valuation of unsold stock, normal loss, abnormal loss; problems relating to consignment in the books of consignor and consignee - costprice method and invoice-price method. **12 Hours**

Unit - 2 : **Hire-Purchase and Instalment Purchase Accounts (excluding repossession of assets):** Meaning of hire purchase contract, legal provisions and definition of terms used; meaning of instalment purchase -hire-purchase v/s instalment purchase; systems of recording; calculation of interest; entries and accounts in the books of hire purchaser and hire vendor; ascertainment of profit - debtors method and stock and debtors method - simple problems relating thereto. **14 Hours**

Unit - 3 : **Branch Accounts :** Meaning and types of branches; systems of accounting for dependent branches - debtors systems and stock and debtors systems; independent branches - incorporation of branch transactions in the head office books (excluding of foreign branches); depreciation of branch assets; goods and remittances in transit; preparation of final accounts. **12 Hours**

Unit - 4 : **Departmental Accounts :** Meaning and utility of departmental records; maintenance of columnar



subsidiary books; departmentalization of expenses; interdepartmental transfer and preparation of final accounts. **10 Hours**

- Unit - 5 : **Insurance Claims:** Meaning and types of claims; need - loss stock policy; preparation of statement of cost of goods sold and ascertainment of value of stock on the date of fire; treatment of salvage and valuation of stock prior to fire when gross profit ratio is given and not given; average clause and treatment of abnormal loss items. **12 Hours**

### Suggested Readings:

1. Tulsian, Financial Accounting, Pearson Education, New Delhi.
2. Ashok Sehgal and Deepak Sehgal, Advanced Accounting - Vol. I, Taxmann Publications, New Delhi.
3. S N Maheswari and S K Maheshwari, Advanced Accountancy - Vol. I, Vikas Publications, New Delhi.
4. Bhushan Kumar Goyal, H. N. Tiwari, Financial Accounting - Vol. I, Taxmann, New Delhi.
5. S N Maheswari, Financial Accounting, Vikas Publications, New Delhi.
6. R L Gupta and Radhaswamy, Advanced Accountancy - Vol. I, Sultan Chand & Sons, New Delhi.
7. Shukla and Grewal, Advanced Accountancy - Vol. I, S Chand Publications, New Delhi.
8. K.M.Bansal, Fundamentals of Financial Accounting, Taxmann, New Delhi.
9. Jain and Narang, Advanced Accounting - Vol. I, Kalyani Publications, Ludhiana.
10. J R Monga - Financial Accounting, Mayoor Paperbacks, New Delhi.
11. S Kr Paul, Advanced Accounts - Vol. I, World Press, Kolkatta.
12. Mukharjee and Hanif, Financial Accounting, TMH, New Delhi.

## DSC-2B: BUSINESS CORRESPONDENCE AND REPORTING

Maximum Hours: 45- 60 hours

Workload per week: 4 hours

### Learning Objectives and Outcomes:

The course is designed to provide understanding of basic tenets of business correspondence. This would enable them in developing effective business relationships among various entities. The conceptual, interpretational and communication skills are included in the course.

- Unit - 1 : **Introduction:** Meaning and significance of business correspondence; nature and functions; principles of business correspondence; means of correspondence - oral, written, video, audio-visual; essentials of effective business correspondence; structure and layout of business correspondence - elements, structure and forms of layout.; impact of Information Technology **10 Hours**

- Unit - 2 : **Trade Correspondences:** Quotations, orders and tenders; sales correspondences; claim and adjustment correspondences; credit and collection correspondences - nature and types of credit correspondences; circulars- meaning, objectives and forms of circulars. **12 Hours**

- Unit - 3 : **Banking and Insurance Correspondences:** Overdraft, cash credits, loan, account current; insurance correspondence - regarding payment, renewal of insurance premium, claims and settlement; correspondence with various agencies: customers regarding dues, follow-up letters; public authorities like provident fund commissioner, post and telegraph authorities; payment of income tax and GST; tax claims, appeals and settlement; filing of IT and GST returns. **12 Hours**

- Unit - 4 : **Company Secretarial Correspondence:** promotion, incorporation, listing with stock exchanges; meeting notices, agenda, minutes and report writing. **12 Hours**

Unit - 5 : **Employment related Correspondences:** Solicited vs. Unsolicited applications; Application formats, Curriculum vitae/resume; Correspondences related to candidate's written test, interview and follow up; business report presentations - video conferencing and e-communication methods. **12 Hours**

### Suggested Readings

1. Rajendra Pal and Korlhahalli, Essentials of Business Communications, Sultan Chand & Sons, New Delhi.
2. Rodriquez M V, Effective Business Communication Concept, Vikas Publishing Company, New Delhi.
3. Kaul, Business Communications, PHI, New Delhi.
4. Jaishri Jethwaney- 'Corporate Communication', sage publications, New Delhi.
5. Rohini Agarwal, Business Communication, Taxmann, New Delhi.
6. Debashish and Das, Business Communication, PHI, New Delhi.
7. Gopal, Business Communication, New Age International, New Delhi.
8. Vikram Bisen and Priya, Business Communication, New Age International, New Delhi.
9. Sethi and Adhikaari, Business Communication, TMH, New Delhi.
10. K. K. Sinha- 'Business Communication', Taxmann's publications, New Delhi.
11. Locker, Business Communication: Building, TMH, New Delhi.
12. Chaturvedi and Chaturvedi, Business Communication - Concepts, Cases and Applications, Pearson Education, New Delhi.

## DSC-3B: FUNDAMENTALS OF MARKETING

Maximum Hours: 45- 60 hours

Workload per week : 4 hours

### Learning Objectives and Outcomes:

The course has the objective of acquainting basic components of marketing framework and this would enable them to develop effective marketing strategy. The conceptual and interpersonal skills are learnt in the course.

Unit - 1 : **Market and Marketing:** Definition, objectives, importance and scope of marketing; core marketing concepts – production, product, selling, marketing and holistic marketing concepts; evolution of concept of marketing; recent development in marketing; marketing functions; approaches to the study of marketing. **12 Hours**

Unit - 2 : **Market Segmentation:** Meaning, levels and bases of market segmentation - consumer and business market; effective market segmentation criteria; evaluating and selecting market segmentation; concept of niche marketing. **10 Hours**

Unit - 3 : **Product Policy:** Product Planning and Development; product life cycle; product mix; distribution channels; factors affecting choice of distribution; branding features; types and functions;. Packaging - features, types, advantages; brand name and trademark; standardization; - ISO. **12 Hours**

Unit - 4 : **Pricing:** Definition, objectives, factors affecting price determinations; methods of setting prices; cost, demand and competition factors; pricing policies and strategies. **12 Hours**

Unit - 5 : **Marketing Channels and Sales Promotion:** Concept, importance and types of marketing channels; factors influencing selection of marketing channels; objectives and importance of sales promotion; personal selling; advertising - meaning, objectives, functions and importance; kinds of media; direct marketing; multi-

level marketing; supply chain and logistics management - meaning and importance. **14 Hours**

### Suggested Readings :

1. Kotler and Armstrong, Principles of Marketing, Pearson Publications, New Delhi.
2. Philip Kotler, Marketing Management, PHI, New Delhi.
3. William Stanton, Fundamentals of Marketing, TMH, New Delhi.
4. Rajan Nair, Marketing, Sultan Chand & Sons, New Delhi.
5. Gandhi, Marketing, TMH, New Delhi.
6. Sontakki and Deshpande, Principles of Marketing, Kalyani Publishers, Ludhiana.
7. Jha and Singh, Marketing Management, HPH, Mumbai.
8. Ramaswamy and Namkumari, Marketing Management, Macmillan, New Delhi.
9. Pillai and Bagavathi – Modern Marketing - Principles and Practices, S. Chand & Company, New Delhi.
10. Perreault, Basic Marketing, TMH, New Delhi.

## DSC - 4B : COMPANY LAW AND SECRETARIAL PRACTICE

Maximum Hours: 45- 60 hours

Workload per week : 4 hours

### Learning Objectives and Outcomes:

The course aims to acquaint students relating to provisions of new company law influencing company secretary and this would enable them to discharge effectively secretarial assignments of the law. The Conceptual, communicational and analytical skills are included in the curriculum.

**Unit - 1 : Company Secretary:** Meaning & definition, Qualifications; procedure for appointment & dismissal of a secretary, Role of a Company Secretary - Rights, duties and liabilities; Qualities of a good Company Secretary. **10 Hours**

**Unit - 2 : Promotion of Companies and Secretarial Duties:** Nature and types of Companies, Stages of Company Promotion and incorporation; Certificate of commencement of business; Secretarial duties & procedures for incorporations of Private and Public limited Companies and Company limited by guarantee. **10 Hours**

**Unit - 3 : Documents of Companies & Secretarial Duties:** Memorandum of Association definition, clauses, provisions and procedure for alteration; Articles of Association - definition, contents, provision & procedures for alteration; distinction between Memorandum and Articles of Association, Table-A of Companies Act, 2013; Prospectus - contents & statement in lieu of prospectus; doctrines of ultra vires; constructive notices, indoor management and lifting of Corporate Veil; drafting of Memorandum and Articles. **14 Hours**

**Unit - 4 : Management of Companies:** Appointment, removal, qualification, fixation of remuneration, rights,

responsibilities and liabilities of directors, Managing director, whole time director, auditor & Manager and Secretarial duties relating to thereto. **13 Hours**

**Unit – 5 : Company Meeting and Secretarial Duties:** Meaning, nature and significance of Company meetings: Classification of Company meetings- statutory, board, annual, Extra ordinary meetings. Meeting Procedures-notice, agenda, venue, time, duration, quorum, adjournment & minits of Company meeting. **13 Hours**

**Suggested Readings:**

1. S. A. Sherlekar – Company Law and Secretarial Practice, Himalaya Publishing House, Mumbai.
2. Acharya and Gorekar – Company Secretarial Practice, Himalaya Publications, Mumbai.
3. M. C. Kuchal – Secretarial Practice, Vikas Publications, New Delhi.
4. N. D. Kapoor – Company Law and Secretarial Practice, Sultan Chand and Sons, New Delhi.
5. Chawla and Garg – Company Law and Secretarial Practice, Kalyani Publications, New Delhi.
6. Garg K. C. – Secretarial Practice, Kalyani Publications, New Delhi.
7. Majumdar and Kapoor – Company Law and Practice, Taxmann, New Delhi.
8. Shukla and Mahajan - Company Law and Secretarial Practice, Sahitya Bhavan, Agra.
9. Gulsan and Kapoor - Company Law and Practice, New Age International, New Delhi.
10. Chakrabarty – Secretarial Practice, Kalyani Publications, New Delhi.

**GE-1B: BUSINESS ECONOMICS – II**

Maximum Hours: 45- 60 hours

Workload per week : 3 hours

**Learning Objectives and Outcomes:**

The course aims to equip the students with understanding of economic concepts and their applications in the functioning of business entity. This would enable in optimizing scarce resources. The conceptual, reasoning and optimization skills are included in the curriculum.

**Unit - 1 : Market- Perfect Competition and Monopoly:** Perfect Competition - meaning, features and determination of price and output in short-run and long-run; key lessons of perfect competition for managers; monopoly - meaning, features, types and causes; price-output determination; price discrimination - meaning, objectives, degrees, types and conditions for price discrimination. **10 Hours**

**Unit - 2 : Market-Monopolistic and Oligopoly:** Monopolistic Competition - meaning, features, product differentiation and price-output determination in short-run and long-run; Oligopoly - meaning and features; kinked demand curve - reasons and effects; oligopoly and non-price competition; price-leadership - meaning, features, reasons and advantages of price leadership. **09 Hours**

**Unit - 3 : Pricing Policies:** Meaning, objectives, methods of pricing policy- marginal cost pricing , administered price, export pricing, predatory pricing, multi-product pricing, pricing over the life-cycle of a product; pricing of a new product - skimming and penetration pricing; other concepts of pricing -dual pricing, administered price, transfer price, differential pricing of a product, and practical aspects of pricing decisions. **10 Hours**

**Unit - 4 : Profit Policy and Profit Planning:** Meaning, functions and theories of profit: profiteering v/s profit earning; accounting profit v/s economic profit; profit

policies - profit maximization - meaning, assumptions and objections; Profit elasticity and operating leverage.

**08 Hours**

Unit - 5 : **Business Cycles:** Meaning and phases; effects and minimizing the effects of business cycles - preventive measures and relief measures. **08 Hours**

**Note** : The above topics are to be dealt with numerical problems and case studies wherever necessary.

**Suggested Readings:**

1. Joel Dean, Managerial Economics, PHI, New Delhi.
2. Varshney and Maheswari, Managerial Economics, Sultan Chand & Sons, New Delhi.
3. P L Mehta, Managerial Economics, Sultan Chand & Sons, New Delhi.
4. D M Mithani, Managerial Economics, Himalaya Publishing House, Mumbai.
5. Gupta, Managerial Economics, TMH, New Delhi.
6. Mote and Samuel Paul, Managerial Economics, TMH, New Delhi.
7. Dwivedi, Managerial Economics, Vikas Publications, New Delhi.
8. Maheswari K L, Managerial Economics, PHI, New Delhi.
9. Salvator, Managerial Economics, Thoson Asia Pvt Ltd., Mumbai.
10. Hendersen, Micro Economics Theory, TMH, New Delhi.

# **B Com I & II Sem Syllabus**

**Academic Year 2016-17, 2017-18, 2018-19 and 2019-20**

## **PAPER – 1.3: FINANCIAL ACCOUNTING – I**

### **Unit – 1: Higher Aspects of Partnership Accounts – I:**

Insolvency of Partners – single partner and all partners; Garner v/s Murry rule; piecemeal distribution and basis of distribution – proportionate and maximum loss methods.

### **Unit – 2: Higher Aspects of Partnership Accounts – II:**

Sale of a firm to a company – problems relating thereto

### **Unit – 3: Conversion of Single Entry System into Double Entry System:**

Need for conversion and steps involved in conversion; problems relating thereto.

### **Unit – 4: Accounts of Joint Ventures:**

Meaning of Joint Ventures; joint venture v/partnership; account records and problems relating thereto – when separate books are maintained, when only one venture keeps accounts and when allventurers keep accounts.

### **Unit – 5: Royalty Accounts:**

Meaning and important items – minimum rent, shortworkings, recoument of short-workings; entries and accounts in the books of lessee and lessor (excluding sub-let).

### **Suggested Readings :**

1. Tulsian, Financial Accounting, Pearson Education, New Delhi.
2. Ashok Sehgal and Deepak Sehgal, Advanced Accounting – Vol. I, TaxmannPublications, New Delhi.
3. S N Maheswari and S K Maheshwari, Advanced Accountancy – Vol. I, VikasPublications, New Delhi.

4. S N Maheswari, Financial Accounting, Vikas Publications, New Delhi.
5. R L Gupta and Radhaswamy, Advanced Accountancy – Vol. I, Sultan Chand & Sons, New Delhi.
6. Shukla and Grewal, Advanced Accountancy – Vol. I, S Chand Publications, New Delhi.
7. Jain and Narang, Advanced Accounting – Vol. I, Kalyani Publications, Ludhiana.
8. J R Monga – Financial Accounting, Mayoor Paperbacks, New Delhi.
9. S Kr Paul, Advanced Accounts – Vol. I, World Press, Kolkatta.
10. Mukharjee and Hanif, Financial Accounting, TMH, New Delhi.

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## Paper – 1.4: PRINCIPLES OF MANAGEMENT

### Unit – 1: Nature and Scope of Management Process :

Definition, nature and features; management v/s administration; management as science, art and profession; levels and skills of manager; principles of management; development of management thought; scientific management.

### Unit – 2: Planning and Decision-Making :

Meaning, nature, importance, principles, types and steps involved in planning; planning premises; essentials of a sound plan; Decision-Making – meaning, nature, role, type and steps involved in decision-making process; types of decisions; approaches to decision making; Techniques of decision-making.

### Unit – 3: Organization:

Concept, nature, steps involved in organization; determinants of, need and significance of organization structure; principles of organization; formal v/s informal; meaning, need, importance and bases of departmentation; span of management – meaning and types; authority and responsibility – authority v/s power; meaning, importance and process of delegation; types and principles of delegation; forms of organization structure.

### Unit – 4: Staffing, Coordination and Communication:

Nature and scope of staffing, manpower planning – concept and process; recruitment v/s selection; sources of recruitment; Coordination – meaning, definition, nature, objectives, need and significance of coordination; criteria for effective coordination, types of cooperation; Communication – meaning, nature, process, role, significance and channels of



communication; communication media; barriers to communication and measures to overcome.

### **Unit – 5: Directing, Motivation and Control:**

Meaning, nature, significance, principles and techniques of directing; Motivation – Meaning, nature and importance; Maslow's Need Hierarchy and Herzberg's models; Control – Meaning, nature, need, significance, process, limitations and types of control; essentials of Effective control; human resistance to control – causes and remedies; management by exception.

### **Suggested Readings :**

1. Dinar Pager, "Principles of Management" Sultan Chand & Sons, New Delhi.
2. C B Gupta, Principles and Practice of Management, Sultan Chand & Sons, New Delhi.
3. Griffin Ricky, Management – Principles and Applications, Cengage Learning, New Delhi.
4. Satya Raju and Parthasarathy, Management – Text and Cases, PHI, New Delhi.
5. Govindrajan and Natarajan, Principles of Management, PHI, New Delhi.
6. Tony Morden, Principles of Management, Ashagate Publications, New Delhi.
7. Koontz, Principles of Management, TMH, New Delhi.
8. P N Reddy and P C Tripathy, Principles of Management, TMH, New Delhi.
9. Hill, Principles of Management, TMH, New Delhi.
10. Thomas Bateman and Scott Snell, Management, McGraw Hill, New York.

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## **Paper – 1.5 : BUSINESS ENVIRONMENT**

### **Unit – 1: Business and its Environment :**

Characteristics of modern business, concept, nature, characteristics and types of environment; micro and macroenvironment, major players and components of environment; linkage between business and environment; impact and process of environment analysis.

### **Unit – 2: Economic Environment :**

Concept, nature and characteristics of economic environment, critical element; economic factors- GDP, per capita income, BOP, monetary policy, fiscal policy, trends in trade; Industrial policy; economic reforms and impact on business

### **Unit – 3: Political and Legal Environment :**

Concept, nature and characteristics of political and legal environment, components; linkage between political and legal environment and business; role of Government - regulatory role, promotional role, entrepreneurial role and planning role; state intervention in business – pros and cons of intervention; economic, labour and industrial laws relevant to business – types;

### **Unit – 4: Socio-cultural Environment :**

Concept, nature and characteristics of sociocultural environment; components and impact of socio-cultural environment on business, culture and ethics in business; social responsibility of business – meaning and objectives; arguments for and against social responsibility, social audit; business participation in cultural affairs.

## Unit – 5: Technological Environment :

Concept, nature and characteristics of technological environment; elements and linkage between technological environment and business; technology and society; economic effect of technology; technology and plant level changes; management of technology; technology policy of Government; technological park – meaning and objectives.

### Suggested Readings :

1. Sheikh – Business Environment, Parsons, New Delhi.
2. Sandarac & Black - Business Environment, PHI, New Delhi.
3. Aswathappa – Essentials of Business Environment, HPH, Mumbai.
4. Jain & Varma - Business Environment, Sahitya Bhavan, Agra.
5. Cartwright – Mastering Business Environment, Palgrave Mac Millan, New Delhi.
6. Mishra & Puri – Economic Environment of Business, HPH, Mumbai.
7. Adhikari - Economic Environment of Business, Sultan Chand & Sons, New Delhi.
8. Dhar P. K. – Business Environment, Kalyani Publishers, New Delhi.
9. Das Gupta A. & Sen Gupta N. K. – Government & Business, Vikas Publishing House, New Delhi.
10. William C. Fredreck – Business & Society, Mc Graw Hills, New York.

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## Paper – 1.5: BUSINESS MATHEMATICS – I

### Unit – 1: Set Theory :

Representation of a set, roster and rule method; types of sets, operation of sets, De Morgan's Laws, Venn diagrams, relation and functions of sets - Application of sets in business.

### Unit – 2: Theory of Indices and logarithms :

Law of Indices and statement only without meaning; problems based on these laws; logarithm of a number, properties of logarithms, problems on these properties, use of logarithm tables; problems.

### Unit – 3: Ratio and proportion :

Meaning and types of ratio and proportion; direct and indirect proportion (problems on these).

### Unit – 4: Progression :

Arithmetic Progression, Geometric Progression, Formulae for the  $n$ th term and sum of first  $n$  terms of an A.P. and G.P. (without proof); problems based on these and application to business Problems.

### Unit – 5: Analytical Geometry :

Co-ordinate axes-distance formula-section Formula-section formula slope of a line different form of equation of lines; condition for 2 lines to be parallel and perpendicular distance between two parallel lines; problems.

### Suggested Readings :

1. Sancheti and Kapoor – Business Mathematics, Sultan Chand & Sons, New Delhi.
2. N. K. Nag - Business Mathematics, Kalyani Publishers, New Delhi.
3. Agarwal S. K. - Business Mathematics, Kalyani Publishers, New Delhi.
4. Goel & Goel - Business Mathematics & Statistics, Taxmann, New Delhi.
5. Dr. S. M. Shukla - Business Mathematics, Sahitya Bhavan, Agra.
6. Mittal & Aggrawal - Business Mathematics, Sultan Chand & Sons, New Delhi.
7. Monga – Mathematics for Business, Vikas Publishing House, New Delhi.
8. Zameeruddin - Business Mathematics, Vikas Publishing House, New Delhi.
9. Raghavachar – A First Course in Mathematics for Management, TMH, New Delhi.
10. Suranjan Shaha – Practical Business Mathematics & Statistics, Himalaya, Mumbai.

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## Paper-1.6 : MANAGERIAL ECONOMICS-I

### Unit-1 : Introduction :

Meaning, definition, nature, features and scope of managerial economics; relationship with other subjects; uses; role and responsibilities of managerial economists; fundamental concepts of managerial economics – opportunity cost, incremental, time, discounting and equi-marginal.

### Unit-2 : Demand Analysis :

Meaning and determinants of demand; law of demand, demand schedule, demand curve – why demand curve is downward sloping; change in demand v/s change in quantity demanded; exceptions; elasticity of demand – meaning and kinds; types of price elasticity; factors determining; uses and measurement; income, cross and advertising elasticity of demand; demand forecasting – meaning and methods – trend projection and least square method.

### Unit-3 : Supply Analysis :

Supply function; law of supply; supply schedule; changes in supply v/s changes in quantity supplied; exceptions, elasticity of supply; equilibrium of supply and demand

### Unit-4 : Production Function :

Meaning and types of production function; types of production function – linear, power, quadratic and Cobb-Douglas Production function; managerial uses of production function; production function – short run and long –run; law of variable proportion; laws of returns; economies and diseconomies of scale; Knowledge and Technology as new productive resource.

### Unit-5 : Cost Analysis :

Meaning of cost and classification; money and real costs; explicit and implicit costs; cost-output relationship in the

short-run – TFC, TVC, TC, AFC, AVC, AC and marginal cost; long-run costs – long-run cost curves; linear and quadratic cost functions.

*Note : The above topics are to be dealt with numerical problems and case studies Wherever necessary.*

### **Suggested Readings :**

1. Joel Dean, Managerial Economics, PHI, New Delhi.
2. Varshney and Maheswari, Managerial Economics, Sultan Chand & Sons, New Delhi.
3. P L Mehta, Managerial Economics, Sultan Chand & Sons, New Delhi.
4. D M Mithani, Managerial Economics, Himalaya Publishing House, Mumbai.
5. Gupta, Managerial Economics, TMH, New Delhi.
6. Mote and Samuel Paul, Managerial Economics, TMH, New Delhi.
7. Dwivedi, Managerial Economics, Vikas Publications, New Delhi.
8. Maheswari K L, Managerial Economics, PHI, New Delhi.
9. Salvator, Managerial Economics, Thoson Asia Pvt Ltd., Mumbai.
10. Hendersen, Micro Economics Theory, TMH, New Delhi.

## Paper – 2.3: FINANCIAL ACCOUNTING – II

### Unit – 1: Consignment Accounts:

Meaning of consignment and important terms used in consignment; valuation of unsold stock, normal loss, abnormal loss; problems relating to consignment in the books of consignor and consignee – cost-price method and invoice-price method.

### Unit – 2: Hire-Purchase and Installment Purchase Accounts (excluding repossession of assets) :

Meaning of hire purchase contract, legal provisions and definition of terms used; meaning of installment purchase – hire purchase v/s instalment purchase; systems of recording; calculation of interest; entries and accounts in the books of hire purchaser and hire vendor; ascertainment of profit – debtors method and stock and debtors method – simple problems relating thereto.

### Unit – 3: Branch Accounts :

Meaning and types of branches; systems of accounting for dependent branches – debtors systems and stock and debtors systems; independent branches – incorporation of branch transactions in the head office books (excluding of foreign branches); depreciation of branch assets; goods and remittances in transit; preparation of final accounts.

### Unit – 4: Departmental Accounts :

Meaning and utility of departmental records; maintenance of columnar subsidiary books; departmentalization of expenses; interdepartmental transfer and preparation of final accounts.

### Unit – 5: Insurance Claims :

Meaning and types of claims; need – loss stock policy; preparation of statement of cost of goods sold and ascertainment of value of stock on the date of fire; treatment of salvage and valuation of stock prior to fire when gross profit ratio is given and not given; average clause and treatment of abnormal loss items.

### Suggested Readings :

1. Tulsian, Financial Accounting, Pearson Education, New Delhi.
2. Ashok Sehgal and Deepak Sehgal, Advanced Accounting – Vol. I, Taxmann Publications, New Delhi.
3. S N Maheswari and S K Maheshwari, Advanced Accountancy – Vol. I, Vikas Publications, New Delhi.
4. S N Maheswari, Financial Accounting, Vikas Publications, New Delhi.
5. R L Gupta and Radhaswamy, Advanced Accountancy – Vol. I, Sultan Chand & Sons, New Delhi.
6. Shukla and Grewal, Advanced Accountancy – Vol. I, S Chand Publications, New Delhi.
7. Jain and Narang, Advanced Accounting – Vol. I, Kalyani Publications, Ludhiana.
8. J R Monga – Financial Accounting, Mayoor Paperbacks, New Delhi.
9. S Kr Paul, Advanced Accounts – Vol. I, World Press, Kolkatta.
10. Mukharjee and Hanif, Financial Accounting, TMH, New Delhi.

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### Paper – 2.4: BUSINESS COMMUNICATION SKILLS

#### Unit – 1: Business Communication :

Meaning and significance of business communication; principles of business communication; means of communication – oral, written, video, audio-visual; business letters: need, Nature and functions of business letters; kinds, essentials of effective business letters; structure and layout of business letters – elements of structure and forms of layout.

#### Unit – 2: Trade Enquiries :

Quotations, orders and tenders; sales letters – qualities of sales letter and writing a sales letter; claim and adjustment letters; credit and collection letters – nature and types of a credit letter; circular letters – meaning, objectives and forms of circular letter.

#### Unit – 3: Banking Correspondence :

Overdraft, cash credits, loan, account current; insurance correspondence – regarding payment, renewal of insurance premium, claims and settlement; correspondence with various agencies: Customers regarding dues, follow-up letters; public authorities like provident fund commissioner, post and telegraph authorities; payment of sales tax.

#### Unit – 4: Company Secretarial Correspondence (Includes Agenda, Minutes and Report Writing)

#### Unit – 5: Application Letters :

Preparation of resume; interview: meaning – objectives and techniques of various types of interviews; public

speech – characteristics of a good speech – business report presentations – video conferencing and ecommunication methods.

#### **Suggested Readings :**

1. Rajendra Pal Korlhahalli, Essentials of Business Communications, Sultan Chand & Sons, New Delhi.
2. Rodriguez M V, Effective Business Communication Concept, Vikas Publishing Company, New Delhi.
3. Kaul, Business Communications, PHI, New Delhi.
4. Rohini Agarwal, Business Communication, Taxmann, New Delhi.
5. Debates and Das, Business Communication, PHI, New Delhi.
6. Gopal, Business Communication, New Age International, New Delhi.
7. Vikram Bisen and Priya, Business Communication, New Age International, New Delhi.
8. Sethi and Adhikaari, Business Communication, TMH, New Delhi.
9. Locker, Business Communication: Building, TMH, New Delhi.
10. Chaturvedi and Chaturvedi, Business Communication – Concepts, Cases and Applications, Pearson Education, New Delhi.

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#### **Paper – 2.5**

### **ENTREPRENEURSHIP AND SMALL ENTERPRISE MANAGEMENT**

#### **Unit – 1: Entrepreneurship :**

Introduction to entrepreneur, entrepreneurship and enterprise; importance and relevance of entrepreneur; factors influencing entrepreneurship; types of entrepreneur; characteristics of a successful entrepreneur; competency requirements for entrepreneurs.

#### **Unit – 2: Entrepreneurship Development Programmes (EDPs) :**

Concept, objective, importance of EDPs; institutions involved in EDPs – DIC, CEDOK, RUDSETI, SISI, etc., types of EDPs; women entrepreneurship – concept and importance.

#### **Unit – 3: Small Scale Industries :**

Meaning and classification; characteristics; importance; cottage industries, tiny industries, ancillary industries; khadi and village industries; role of SSIs in economic development; government policies relating to SSIs.

#### **Unit – 4: Project Development and Implementation:**

Meaning and importance of project; process of project formulation and preparation – financial, marketing, HR, technical and social aspects of projects; project implementation.

#### **Unit – 5: Financing of SSIs in India :**

Need and significance of financial assistance; types of assistance – short-term, medium and long-term; institutional and noninstitutional assistance – SFCs, Banks, SIDBI, refinancing schemes, NBFCs, Venture Capital Funds, bill discounting and factoring.

### Suggested Readings :

1. C B Gupta and S S Khanka, Entrepreneurship and Small Business Management, Sultan Chand & Sons, New Delhi.
2. C B Gupta and N P Srinivasan, Entrepreneurial Development in India, Sultan Chand & Sons, New Delhi.
3. Shankaraiah, Entrepreneurship Development, Kalyani Publishers, New Delhi.
4. G K Warshney, Fundamentals of Entrepreneurship, Sahitya Bhavan, Agra.
5. S S Kanka, Entrepreneurship Development, Sultan Chand & Sons, New Delhi.
6. Vasant Desai, Management of a Small Scale Industry, Himalaya Publishing House, Mumbai.
7. Higrich, Entrepreneurship, TMH, New Delhi.
8. C S V Murty, Small Scale Industries and Entrepreneurial Development, Himalaya Publishing House, Mumbai.
9. Aruna Kaulgud, Entrepreneurship Management, Vikas Publications, New Delhi.
10. Carlos W Moore, Managing Small Business, Cengage Publications, New Delhi.

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## Paper – 2.5 : BUSINESS MATHEMATICS – II

### Unit – 1: Determinants and Matrices:

Properties of determinant problems, solution of system of equations by determinant method (Cramer's rule); Matrices -types of matrices, operations of addition, subtraction, multiplication of matrix by constant; Multiplication of matrices; Inverse of matrix solution of linear Equation by matrix method; Application to business problems.

### Unit – 2 : Calculus : (a) Differential calculus :

limit of a function; concept of derivatives; derivatives of functions, sum, difference; product and quotient of functions; problems based on these second order derivatives; problems based on these; cost function, revenue function, profit function, break-even point, maxima and minima of functions; application of differentiation to business problems. (b) Integral calculus: concept of integration, integration by method of substitution and by parts, definite integral and applications of integration to Business problems.

### Unit – 3 : Theory of Equations :

Linear equation, quadratic equation, solutions of linear and quadratic equations, discriminate of quadratic equation, nature of roots, relation between roots and coefficient, formation of quadratic equation whose roots are given.

### Unit – 4: Partial fractions :

Proper and improper fractions, reducing to partial fractions of non-repeated linear, repeated linear and non-repeated quadratic.



## Unit – 5: Linear Programming :

Linear programming concept, concept of optimization, essential condition of L.P. Formulation, solution of L.P.P. by graphical method.

### Suggested Readings :

1. Sancheti & Kapoor – Business Mathematics, Sultan Chand & Sons, New Delhi.
2. N. K. Nag – Business Mathematics, Kalyani Publishers, New Delhi.
3. Agarwal S. K. - Business Mathematics, Kalyani Publishers, New Delhi.
4. Goel & Goel - Business Mathematics & Statistics, Taxmann, New Delhi.
5. Dr. S. M. Shukla - Business Mathematics, Sahitya Bhavan, Agra.
6. Mittal & Aggrawal - Business Mathematics, Sultan Chand & Sons, New Delhi.
7. Monga – Mathematics for Business, Vikas Publishing House, New Delhi.
8. Zameeruddin - Business Mathematics, Vikas Publishing House, New Delhi.
9. Raghavachar – A First Course in Mathematics for Management, TMH, New Delhi.
10. Suranjan Shaha – Practical Business Mathematics & Statistics, Himalaya, Mumbai.

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## Paper – 2.6: MANAGERIAL ECONOMICS – II

### Unit – 1: Price-Output Decisions –I:

Perfect Competition – meaning, features and determination of price; key lessons of perfect competition for managers; monopoly – meaning, features, types and causes; price-output determination; price discrimination – meaning, objectives, degrees and conditions for price discrimination;

### Unit – 2: Price-Output Decisions –II:

Monopolistic Competition – meaning, features, product differentiation and price-output determination; Oligopoly – meaning and features; kinked demand curve – reasons and effects; oligopoly and nonpricecompetition; price-leadership – meaning, features, reasons and advantages of price leadership.

### Unit – 3: Pricing Policies:

Meaning and objectives of pricing policy; methods of pricing – cost and competition methods; pricing over the life-cycle of product; pricing of a new product – skimming and penetration pricing; other concepts of pricing – dual pricing, administered price, transfer price and resale price maintenance.

### Unit – 4: Profit Management:

Meaning, functions and theories of profit; profiteering/s profit earning; accounting profit v/s economic profit; profit policies –profit maximization – meaning, assumptions and objections; alternate profit policies.

### Unit – 5: Business Cycles:

Meaning and phases; effects and minimizing the effects of business cycles – preventive measures and relief measures.

*Note: The above topics are to be dealt with numerical problems and case studies wherever necessary.*

### **Suggested Readings**

1. Joel Dean, Managerial Economics, PHI, New Delhi.
2. Varshney and Maheswari, Managerial Economics, Sultan Chand & Sons, New Delhi.
3. P L Mehta, Managerial Economics, Sultan Chand & Sons, New Delhi.
4. D M Mithani, Managerial Economics, Himalaya Publishing House, Mumbai.
5. Gupta, Managerial Economics, TMH, New Delhi.
6. Mote and Samuel Paul, Managerial Economics, TMH, New Delhi.
7. Dwivedi, Managerial Economics, Vikas Publications, New Delhi.
8. Maheswari K L, Managerial Economics, PHI, New Delhi.
9. Salvator, Managerial Economics, Thoson Asia Pvt Ltd., Mumbai.
10. Hendersen, Micro Economics Theory, TMH, New Delhi.

## **PAPER - 2.7: FUNDAMENTALS OF COMPUTERS**

### **Unit - 1: Introduction to Computers:**

Definition, History & generation, characters, classification of computers CPU, ALU, CU, Computer memory. Fundamentals Block diagram, Input, Output devices and peripheral devices viz; Hard Disk, Tape Drive, CD-ROM, Monitor, Printer, Scanner, Keyboard, Mouse and Track Ball devices, Applications of Computer, Software : System software and Application software, Operating Systems, Batch processing, Multiprogramming, Time Sharing, Online and Real Time Operating Systems.[Theory]

### **Unit-2 : Working with Windows XP:**

Introduction to windows, starting windows, Desk Top, Task Bar, Start up Menu working with programs and icons, Adding, removing, starting and quitting programs and icons, Working with files and folders – creating, deleting, opening, finding, Control Panel, Setting, My Computer, Accessories and Windows Explorer, Note Pad, Character Map, Entertainment Options and Multimedia. [Theory with practical]

### **Unit-3 : Introduction to Internet:**

Introduction, Internet services' features, getting connected, WWW, Web page, Net surfing, Internet/Web browsing, Internet addressing, IP address, E-mail, URL, Internet Protocol (TCP/IP), FTP, HTTP, Telnet, Gopher, WAIS. [Theory]

### **Unit-4 : Electronic Mail:**

Creating E-mail address, browsing, sending along with attachments like word files, programme files etc., advantages and disadvantages. [Theory with practical]

### **Unit-5 : Search Engines:**

Surfing – Searching the Web : Web Index, Meta Searcher, Yahoo, Google, zee next, khoj, india4you, websites related to education, library, companies, stock market, newspaper, share market. Britanica.com, indiaedu.com, Brainpop.com, etc. [Theory]

## *Suggested Readings*

1. V.K. Kapoor, Information Technology & Computer Applications, Sultan Chand & Sons, New Delhi.
2. Sanjay Saxena, First Course in Computers, Vikas Publishing House, New Delhi.
3. Madan S. , Student's guide to Information Technology, Taxmann, New Delhi.
4. Alexis Leon, Mathews Leon, Internet for Everyone, Leon Press, New Delhi.
5. V. Rajaraman, Fundamentals of Computers, PHI, New Delhi
6. B Ram, Computer Fundamentals, New Age International, New Delhi.
7. J B Dixit, Fundamentals of Computers, Laxmi Publications, New Delhi.
8. Sunil Chauhan, Akash Saxena and K Gupta, Fundamentals of Computer, Firewall Media, New Delhi.
9. Ramesh Bangia, Computer Fundamentals and IT, Firewall Media, New Delhi.
10. Sudipto Das, A Complete Guide to Computer Fundamentals, Laxmi Publications, New Delhi.

## **B Com III & IV Sem Syllabus**

**Academic Year 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21**

**B.Com. Thrid Semester**  
**Paper-3.1 : Corporate Accounting-I**

**Objectives :**

The course aims at providing higher knowledge and exposure to the students in the application of corporate accounting principles and methods.

**Unit-1 : Issue of shares and allotment of shares :**

Fixed price offer and book building methods – meaning and features of book building; SEBI regulations; issue of bonus shares – meaning and SEBI's Guidelines; accounting treatment of bonus issue; accounting for rights issue; underwriting – concept, need and types; accounting treatment thereof.

**Unit-2 : Debentures :**

Meaning and classification; accounting treatment of issue and redemption of debentures; methods of redemption – in instalments - out of profits and out of capital, conversion, issue of new shares or debentures, own debentures methods only.

**Unit-3 : Company Final Accounts :**

Meaning and necessity; provisions of Companies Act relating to maintenance of final accounts; forms of final accounts – vertical and horizontal forms; divisible profits, managerial remuneration, treatment of tax provisions; preparation of financial statements; implications of Accounting Standards – 1, 4, 5, 17, 18 and 22.

**Unit-4 : Profit prior to incorporation :**

Meaning and cut-off date; basis of appropriation; preparation of profit and loss account and balance sheet.

**Unit-5 : Accounting for Internal Reconstruction :**

Meaning of alteration of share capital – increase in capital, consolidation and sub-division; reduction of share

capital and forms; provisions and accounting entries; disposal of capital reduction account; preparation of post-reconstruction balance sheet.

### Suggested Readings :

1. S N Maheswari, Advanced Accounting – Vol. II, Vikas Publishing House, New Delhi.
2. R L Gupta and Radhswamy, Advanced Accountancy – Vol. II, III and IV, Sultan Chand & Sons, New Delhi.
3. Shukla and Grewal, Advanced Accounts – Vol. II, S. Chand & Company, New Delhi.
4. Ashok Sehgal and Deepak Sehgal, Advanced Accounting – Vol. II, Taxmann, New Delhi.
5. J R Monga, Fundamentals of Corporate Accounting, Mayur Paperbacks, Noida.
6. Jain and Narang, Advanced Accounting – Vol. II, Kalyani Publishers, Ludhiana.
7. S Kr Paul, Accountancy – Vol. II, Central Book Agency, Kolkatta.
8. Arunachalam, Advanced Accounting, Himalaya Publishing House, Mumbai.
9. Ratnam P V; Advanced Accountancy, Konark Publications, New Delhi.
10. Chakraborty, Advanced Accounts, Oxford Press, New Delhi.

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## Paper-3.2 : Principles of Marketing

### Objectives :

To enable students to understand and familiarise the fundamental concepts and principles of marketing of goods and services.

### Unit-1 : Market and Marketing :

Definition, objectives, importance and scope of marketing; core marketing concepts – production, product, selling, marketing and holistic marketing concepts; evolution of concept of marketing; recent development in marketing; marketing functions; approaches to the study of marketing.

### Unit-2 : Market Segmentation :

Meaning, levels and bases of market segmentation – consumer and business market; effective market segmentation criteria; evaluating and selecting market segmentation; concept of niche marketing.

### Unit-3 : Product Policy :

Product Planning and Development; product life cycle; product mix; distribution channels; factors affecting choice of distribution; branding features; types and functions; Packaging – features, types, advantages; brand name and trademark; standardization; – ISO.

### Unit-4: Pricing :

Definition, objectives, factors affecting price determinations; methods of setting prices; cost, demand and competition factors; pricing policies and strategies.

### Unit-5 : Marketing Channels and Sales Promotion :

Concept, importance and types of marketing channels; factors influencing selection of marketing channels; objectives and importance of sales promotion; personal selling; advertising – meaning, objectives, functions and importance; kinds of media; direct marketing; multi-level

marketing; supply chain and logistics management – meaning and importance.

#### **Suggested Readings :**

1. Kotler and Armstrong, Principles of Marketing, Pearson Publications, New Delhi.
2. Philip Kotler, Marketing Management, PHI, New Delhi.
3. William Stanton, Fundamentals of Marketing, TMH, New Delhi.
4. Rajan Nair, Marketing, Sultan Chand & Sons, New Delhi.
5. Gandhi, Marketing, TMH, New Delhi.
6. Sontakki and Deshpande, Principles of Marketing, Kalyani Publishers, Ludhiana.
7. Jha and Singh, Marketing Management, HPH, Mumbai.
8. Ramaswamy and Namkumari, Marketing Management, Macmillan, New Delhi.
9. Pillai and Bagavathi – Modern Marketing - Principles and Practices, S. Chand & Company, New Delhi.
10. Perreault, Basic Marketing, TMH, New Delhi.

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### **Paper-3.3: Secretarial Practice**

#### **Objectives :**

To familiarise the students with the fundamental concepts and functions to be performed by corporate secretaries.

#### **Unit-1 : Company Secretary :**

Meaning & definition, Qualifications; procedure for appointment & dismissal of a secretary, Role of a Company Secretary – Rights, duties and liabilities; Qualities of a good Company Secretary.

#### **Unit-2 : Promotion of Companies and Secretarial Duties :**

Nature and types of Companies, Stages of Company Promotion and incorporation; Certificate of commencement of business; Secretarial duties & procedures for incorporations of Private and Public limited Companies and Company limited by guarantee.

#### **Unit-3 : Documents of Companies & Secretarial Duties :**

Memorandum of Association-definition, clauses, provisions and procedure for alteration; Articles of Association - definition, contents, provision & procedures for alteration; distinction between Memorandum and Articles of Association, Table-A of Companies Act, 1956; Prospectus - contents & statement in lieu of prospectus; doctrines of ultra vires; constructive notices, indoor management and lifting of Corporate Veil; drafting of Memorandum and Articles.

#### **Unit-4 : Management of Companies :**

Appointment, removal, qualification, fixation of remuneration, rights, responsibilities and liabilities of directors, Managing director, whole time director, auditor & Manager and Secretarial duties relating to thereto.

#### **Unit-5 : Company Meeting and Secretarial Duties :**

Meaning, nature and significance of Company meetings: Classification of Company meetings-statutory,

board, annual, Extra ordinary meetings. Meeting Procedures-notice, agenda, venue, time, duration, quorum, adjournment & minits of Company meeting.

**Suggested Readings :**

1. S. A. Sherlekar – Company Law and Secretarial Practice, Himalaya Publishing House, Mumbai.
2. Acharya and Gorekar – Company Secretarial Practice, Himalaya Publications, Mumbai.
3. M. C. Kuchal – Secretarial Practice, Vikas Publications, New Delhi.
4. N. D. Kapoor – Company Law and Secretarial Practice, Sultan Chand and Sons, New Delhi.
5. Chawla and Garg – Company Law and Secretarial Practice, Kalyani Publications, New Delhi.
6. Garg K. C. – Secretarial Practice, Kalyani Publications, New Delhi.
7. Majumdar and Kapoor – Company Law and Practice, Taxmann, New Delhi.
8. Shukla and Mahajan - Company Law and Secretarial Practice, Sahitya Bhavan, Agra.
9. Gulsan and Kapoor - Company Law and Practice, New Age International, New Delhi.
10. Chakrabarty – Secretarial Practice, Kalyani Publications, New Delhi.

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**Paper-3.4: Human Resource Management**

**Objectives :**

The course is designed to develop a knowledge base of basic concepts and skills required in the management of human resources employed in business organizations.

**Unit-1 : Introduction :**

Evolution, meaning, definition, scope, objectives and functions of HRM; organization of HR department; qualities of HR manager; HRM v/s personnel management; environment of HRM – External and internal forces;

**Unit-2 : Human Resource Planning :**

Meaning, importance and benefits of HRP; characteristics of HRP; need for planning; HRP Process - job analysis, job design, Job description and job specification; meaning of recruitment and selection; recruitment and selection process;

**Unit-3 : Training and Induction :**

Meaning of training and induction; objectives and methods of induction; identification of training needs; objectives, benefits and methods of training; criteria of effective training methods; promotion and demotion – meaning and criteria; methods of training; concepts of transfers and separation.

**Unit-4 : Wage and Salary Administration :**

Meaning, objectives and components of employee compensation; determinants of pay structure and level; methods of wage fixation – individuals and group incentives; bonus, fringe benefits and job evaluation systems; stock-ownership plans.

**Unit-5 : Performance Measurement :**

Meaning, objectives, nature, scope and characteristics of performance measurement; essentials of effective performance measurement; methods of appraising performance – behaviouroriented methods and result-oriented methods;



### Suggested Readings :

1. Durai, Human Resource Management, Pearson Education, New Delhi.
2. Gurpreet Randawa, Human Resource Management, Atlantic Publishers, New Delhi.
3. K. Ashwathappa, Human Resource and Personnel Management, TMH, New Delhi.
4. Ivancevich, Human Resource Management, TMH, New Delhi.
5. R L Mathis and J H Jackson, Human Resource Management, Cengage Learning, New Delhi.
6. Lepak David, Human Resource Management, Pearson Education, New Delhi.
7. Biswajeet Patnaik, Human Resource Management, PHI, New Delhi.
8. Casico, Managing Human Resources, TMH, New Delhi.
9. Jackson, Schuler and Werner, Managing Human Resources, Cengage Learning, New Delhi.
10. George Bohlander and Scott Snell, Managing Human Resources, Cengage Learning, New Delhi.

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### Paper-3.5: Monetary Economics

#### Objectives :

To acquaint students with the principles of monetary economics and the influence of monetary policy pursued by central banks.

#### Unit-1 : Introduction :

Meaning and definitions of money; functions – static and dynamic functions of money; origin of money; types of money; physical properties of money; supply of money – M1, M2, M3 and M4.

#### Unit-2 : Value of Money and its Measurements :

Meaning and theories of value of money; measurements of value of money; cash balance equation and cash transaction equation; inflation – meaning, causes, effects and remedies; inflation and economic growth.

#### Unit-3 : Money Market :

Meaning, constituents and participants; money market v/s capital market; money market instruments; Indian money market – features, working, intermediaries, trends and defects; regulation of money market operations

#### Unit-4 : Banking :

Meaning and types, functions of a modern banking; liquidity and profitability; process of credit creation and its limitation; interest rates – meaning and types – real and nominal; effect of inflation and taxes on interest rates; liberalization of interest rates in India.

#### Unit-5 : Central Bank :

Meaning and functions; RBI – establishment, management and function; monetary policy – objectives, features and types; monetary policy instruments – bank rate; repo and reverse repo rates; SLR and CRR; open market operations.

### Suggested Readings :

1. Baye and Jansen, Money, Banking and Financial Markets, AITBS, New Delhi.
2. Misra and Puri, Monetary Economics, Himalaya Publications, Mumbai.
3. K P M Sundaram, Money, Banking, Trade and Finance, Sultan Chand & Sons, New Delhi.
4. Lipsey, Economics, Oxford University Press, New Delhi.
5. Hiejdra, Modern Macro Economics, Oxford University Press, New Delhi.
6. Vaish M C, Monetary Theory, New Age International, New Delhi.
7. Lekhi R K, Monetary Economics, Kalyani, New Delhi.
8. Paul R R, Monetary Economics, Kalyani, New Delhi.
9. Kulkarni and Kalkundrikar, Monetary Economics, Sultan Chand & Sons, New Delhi.
10. Jagadish Handa, Monetary Economics, Routledge Taylor and Francis, New York.

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### Paper-3.6 : Business Statistics-I

*(This subject is to be offered by students who have not studied Statistics at PUC level)*

#### Objectives :

To equip students with the understanding and application of statistical methods in business data processing and interpretation.

#### Unit-1 : Introduction and Statistical Investigation :

Origin and development, definition, importance and scope of business statistics; meaning and definition of data - methods of data collection; questionnaire, schedule and interview methods.

#### Unit-2 : Classification and Tabulation of Data :

Classification – definition, objectives and types of classification; formation of discrete and continuous frequency distribution.

Tabulation: Definition and objectives; difference between classification and tabulation; parts of table; types of tables - simple and complex tables, general and special purpose tables.

#### Unit-3 : Diagrammatic and Graphical Representation :

Introduction, significance of diagrams and graphs, difference between diagrams and graphs. Diagram: Types of diagrams – One Dimensional or Bar Diagrams. Two Dimensional or area diagrams, pictograms and cartograms; Graphs: Graphs of Frequency distribution - Histogram, Frequency Polygon, Frequency Curve, Ogives or Cumulative Frequency curves and Line Graphs.

#### Unit-4 : Measures of Central Tendency or Averages :

Definition and objectives of averages; requisites of ideal averages; Types of averages – Mean, Median, Mode, Harmonic Mean, Geometric Mean – Definition Computation, Merits and Demerits; Application in Business.

### Unit-5 : Measures of Dispersion and Skewness :

Measures of Dispersion: Introduction, Definition, Properties of Ideal Measure of Dispersion, Absolute and Relative Measures of Dispersion – Range and Coefficient of Range Quartile and Co-efficient of Q.D, Average Deviation (AD) and Coefficient of S.D and Co-efficient of Variation, Merit and Demerits - Applications in Business; measures of Skewness: Definition, Difference between Dispersion and Skewness, Absolute and Relative Measures of Skewness – Karl Pearson, Bowley's and Kelly's Co-efficient of Skewness, applications in Business.

#### Suggested Readings :

1. Levine, Business Statistics – A First Course, Pearson Education, New Delhi.
2. M L Berenson and David M Levine, Basic Business Statistics, PHI, New Delhi.
3. S. C. Gupta, Fundamentals of Statistics, HPH, New Delhi.
4. S. P. Gupta, Statistical Methods, Sultan Chand & Sons, New Delhi.
5. J K, Sharma – Business Statistics, Pearson Education, New Delhi.
6. Naval Bajapai, Business Statistics, Pearson Education, New Delhi.
7. Shukla & Sahai - Business Statistics, Sahitya Bhavan, Agra.
8. Shenoy and Srivastava, Business Statistics, New Age International, New Delhi.
9. Goel & Goel – Mathematics & Statistics, Taxmann, New Delhi.
10. G C Beri, Business Statistics, TMH, New Delhi.

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### Paper-3.6 : Commercial Arithmetic

*(This subject is to be offered by students who have not studied Statistics at PUC level)*

#### Objectives :

To acquaint the students with the concepts and application of arithmetic principles and techniques in business decisions.

Unit-1 : Logarithms, antilogarithms and uses

Unit-2 : Simple, instalment buying; compound interest.

Unit-3 : Depreciation and Annuities

Unit-4 : Percentages, profit and loss, discount and commission.

Unit-5 : Ratio and proportion; work and time.

#### Suggested Readings :

1. Sutaria – Commercial Arithmetic, Oxford University Press Chennai.
2. Iyer and Beri - Commercial Arithmetic, Sultan Chand & Sons, New Delhi.
3. Patvardhan and Joshi - Commercial Arithmetic, Kitab Mahal, Agra.
4. Chanda S. C. and Nag N. K. - Commercial Arithmetic and Elements of Statistics, Vol – I, Kalyani, New Delhi.
5. Chanda S. C. and Nag N. K. - Commercial Arithmetic & Elements of Statistics, Vol – II, Kalyani, New Delhi.
6. Chakravorty – Mathematics and Statistics, New Age International, New Delhi.
7. Shrinivas and George – Business Mathematics and Statistics, New Age International, New Delhi.
8. Brooks – Business Mathematics, AITVS, New Delhi.
9. Goel and Goel – Mathematics and Statistics, Taxmann, New Delhi.

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## Paper-3.7 : Computer Applications-I

### Objectives :

To familiarise and to develop computer application skills among the students

### Unit-1 : Word Processor-I :

Introduction to Word Processors, Editors, DOS Editors and MS-Word. MS-Word (2007 version) : Document and Non-document, Entering Text, Editing Text, Selecting text, cut-copy and paste, saving and retrieving documents, find and replace. Home – Clip Board, Font, Paragraph, Styles, Page Layout – Themes, page setup, page background, paragraph. [Theory with practicals]

### Unit-2 : Word Processor-II :

Insert Menu – cover page, blank page, page break, tables, excel, picture, clip arts, shapes, charts, header-footer, page numbers, text box, wordArt, Date & Time, Objects, Equations, Symbols, Review –Proofing, comments, tracking, changes, compare, protect. Mailings – create envelop – labels, start mail-merge, write & instruct fields, Preview results, View – Document view, show/hide, zoom, window, macros. [Theory with practicals]

### Unit-3 : Presentation Software :

Introduction to MS-Power Point, Users of Power Point, Selecting slide layout and its properties, clip art gallery, changing to slide sorter view, cut, copy and paste picture. Tool-bar, frame resizing, changing color scheme, font, style, copying, working with graphs, and text slide shows, using work art, auto layout, creating animation and slide transition. [Theory with practicals]

### Unit-4 : HTML :

Preparing to publish on the Web, Introducing HTML and XHTML, Learning the Basics of HTML, Structure of HTML, Creating sample web pages, formatting text with

HTML, adding images, color and background, table creation, designing forms. [Theory with practicals]

### Unit-5 : System Analysis & Design :

System concepts and Information system concepts. The system life cycle. System analysis, System planning and the initial investigation, information gathering, the tools of structured analysis, feasibility study, cost / benefit analysis. [Theory]

### Suggested Readings :

1. Curtis D. Frye, Step by Step MS-Office 2007
2. Vikas Gupta, Comdex Computer course Kit, Dreamteach Publication, New Delhi.
3. Configuring SAP R3 (FICO), Black Book, New Delhi.
4. A.K. Gupta, Management Information System, Sultan Chand & Sons,
5. Prajagopalan, Computer Applications in Business, Vikas Publications, New Delhi
6. Mehta, Kumar and Mehta, Computer Applications in Business Management, Anmol Publications, New Delhi.
7. Ritendra Goel and D N Kakkar, Computer Applications in Management, New Age International, New Delhi.
8. Mukesh Dhunna and J B Dixit, IT in Business Management, Laxmi Publications, New Delhi.
9. James A Senna, IT in Business, PHI, New Delhi.
10. Rajaraman, Fundamentals of Computers, PHI, New Delhi.

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## **B.Com. Fourth Semester**

### **Paper-4.1 : Corporate Accounting-II**

#### **Objectives :**

The course is designed to provide higher knowledge and exposure in the application of corporate accounting principles and methods

#### **Unit-1 : Valuation of Goodwill and Shares :**

Valuation of Goodwill – meaning, objectives and methods of valuation; valuation of shares – objectives and methods of valuation – intrinsic value and yield value methods.

#### **Unit-2 : Accounting for Mergers and Amalgamation :**

Meaning of mergers, acquisition and amalgamation; AS – 14 – classification of amalgamations and methods of accounting – pooling of interests and purchase methods – features and accounting entries; purchase consideration; elimination of unrealised profit, inter-company owings; preparation of post-merger balance sheet.

#### **Unit-3 : Liquidation of Companies :**

Meaning of liquidation; liquidation v/s winding up; types of liquidation; overriding preferential payments and preferential creditors; preparation of Liquidator's Final Statement of Accounts.

#### **Unit-4 : Group Accounts :**

Meaning, need and relevance of group accounts; concepts of holding and subsidiary companies; AS – 21 on Consolidated Financial Statements – recommendations; process of consolidation – classification of profits into pre and post-acquisition; capital reserve or goodwill; minority interest; elimination of stock reserves, inter-company owings, debtors and bills; preparation of consolidated balance sheet of holding company and its subsidiary (single subsidiary only).

### Unit-5 : Accounts of Banking Companies :

Meaning and importance; provisions of Banking Regulation Act relating to accounts and audit; books required; forms of profit and loss account and balance sheets with schedules; classification of bank advances – standard, sub-standard, doubtful and loss assets and provisioning norms; rebate on bills discounted; preparation of final accounts.

#### Suggested Readings :

1. S N Maheswari, Advanced Accounting – Vol. II, Vikas Publishing House, New Delhi.
2. R L Gupta and Radhswamy, Advanced Accountancy – Vol. II, III and IV, Sultan Chand & Sons, New Delhi.
3. Shukla and Grewal, Advanced Accounts – Vol. II, S. Chand & Company, New Delhi.
4. Ashok Sehgal and Deepak Sehgal, Advanced Accounting – Vol. II, Taxmann, New Delhi.
5. J R Monga, Fundamentals of Corporate Accounting, Mayur Paperbacks, Noida.
6. Jain and Narang, Advanced Accounting – Vol. II, Kalyani Publishers, Ludhiana.
7. S Kr Paul, Accountancy – Vol. II, Central Book Agency, Kolkatta.
8. Arunachalam, Advanced Accounting, Himalaya Publishing House, Mumbai.
9. Ratnam P V, Advanced Accountancy, Konark Publications, New Delhi.
10. Chakraborty, Advanced Accounts, Oxford University Press, New Delhi.

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### Paper-4.2 : Law and Practice of Banking

#### Objectives :

To familiarise the students with the basic concepts and application of provisions of Banking Regulation Act

#### Unit-1 : Banker and Customer :

Definitions; general and special relationship; bankers' rights and obligations; account opening procedure – KYC norms.

#### Unit-2 : Negotiable Instruments :

Meaning of promissory note, bill of exchange and cheque; essentials of a valid cheque; order and bearer cheques; crossing – meaning, objectives and types; material alterations; endorsements – meaning, objectives and types.

#### Unit-3 : Paying Banker :

Precautions while making payment of cheques, statutory protection, payment in due course; Collecting Banker – duties, rights and liabilities; statutory protection.

#### Unit-4 : Bank Advances :

Principles of sound lending, types of advances – loans, cash credits, overdrafts, bills purchased and discounted, letters of credit; secured and unsecured advances; modes of creating charges

#### Unit-5 : Technology in Banks :

Meaning, features, purposes and significance of Internet Banking, ATM, E-Banking, Core Banking, On-Line Banking, Tele Banking, Credit Cards, Kissan Cards and Smart Cards.

#### Suggested Readings :

1. P N Varshney, Banking Law and Practice, Sultan Chand & Sons, New Delhi.
2. M L Tannan, Banking Law and Practice in India, Thacker, New Delhi.

3. Parmeswaran, Natarajan and Kandaswami, Banking Law and Practice, S Chand & Co. New Delhi.
4. Rajesh, Banking Theory and Practice, TMH, New Delhi.
5. N Kumar and Mittal, Banking Law and Practice, Anmol Publications, New Delhi.
6. Sukhivinder Mishra, Banking Law and Practice, S Chand & Co, New Delhi.
7. Gomez Clifford, Banking and Finance: Theory, Law and Practice, PHI, New Delhi.
8. Perry, Law and Practice Relating to Banking, Methuen & Co, London.
9. Khubchandani, Practice and Law of Banking, MacMillan, New Delhi.
10. Lib, Laws and Practices Relating to Banking, MacMillan, New Delhi.

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## Paper-4.3 : Fundamentals of Financial Management

### Objectives :

To enable students to understand the concepts and principles of financial management of business organizations.

### Unit-1 : Introduction :

Meaning, definition and evolution of financial management; scope and significance; approaches of finance function; relationship with other disciplines; objectives of financial management – profit maximization and wealth maximization; types of financial decisions – risk-return trade off; organization of finance function.

### Unit-2 : Time Value of Money :

Meaning and reasons; future value – single sum, annuity and series of sum; present value – single sum, annuity and series of sum, perpetuity, growing annuity and perpetuities; future and present values of annuity due; multi-period compounding; capital recovery and loan amortisation; net present value.

### Unit-3 : Financing Decision :

Concepts of operating, financial and combined leverage; computation of leverages; meaning of capital structure and classification; determinants of capital structure decisions of firms – EBIT – EPS analysis; liquidity analysis, legal provisions, etc; sources of capital.

### Unit-4 : Capital Budgeting Decisions :

Meaning and significance of capital budgeting decisions; classification; basic information for evaluation; criteria – traditional and discounted cash flows methods - ARR, Payback period, net present value, internal rate of return and profitability index method. Capital rationing – meaning and approaches; cost of capital – meaning and significance; classification; cost of debt, cost of preference shares, cost of equity and cost of retained earnings; overall cost of capital.

## Unit-5 : Working Capital Management :

Meaning, nature, need, significance and types of working capital; gross, net and operating cycle concepts of working capital; working capital management – meaning and significance; investment in working capital – dangers of too much and too little working capital, determinants of working capital investment, risk-return tangle; financing of working of capital – short-term and long-term sources; computation of working capital.

### Suggested Readings :

1. I M Pandey, Fundamentals of Financial Management, Vikas Publications, New Delhi.
2. Khan and Jain, Basic Financial Management, TMH, New Delhi.
3. Prasanna Chandra, Fundamentals of Financial Management, TMH, New Delhi.
4. S N Maheswari, Principles of Financial Management, Sultan Chand and Sons, New Delhi.
5. Chandra and D Chandra Bose, Fundamentals of Financial Management, PHI, New Delhi.
6. Babatosh Banerjee, Fundamentals of Financial Management, PHI, New Delhi.
7. Vuptakesh Sharan, Fundamentals of Financial Management, Pearson Education, New Delhi.
8. Brigham and Houston, Fundamentals of Financial Management – Theory and Practice, Cengage Publications, New Delhi.
9. James C Horne, Fundamentals of Financial Management, PHI, New Delhi.
10. Gitman, Principles of Managerial Finance, Cengage Publications, New Delhi.

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## Paper-4.4 : Indian Financial System

### Objectives :

To familiarise with the fundamental concepts and working of Indian financial system and its constituents.

### Unit-1 : Introduction :

Meaning, components and functions of financial system; key elements of financial system; role of financial system in the economy; relationship between the economic growth and financial system; reforms in the financial system – objectives and major reforms undertaken in India.

### Unit-2 : Financial Markets :

Meaning, importance and classification of financial markets; money market – meaning and role; money market instruments; major players in money market; link between money market and monetary policy in India; capital market – meaning, objectives and significance; reforms in capital market in India; capital market instruments

### Unit-3 : Financial Markets :

Meaning of markets and types; primary market – meaning and nature; types of issue – IPOs and Further Offers – methods of making public issue – fixed price and book building – meaning, process and price determination; red-erring prospectus and green shoe option; secondary market – meaning, functions and development of second market in India; stock exchanges – meaning, functions and development; regulation and demutualisation; BSE, NSE and OTCEI - origin and growth.

### Unit-4 : Financial Intermediaries :

Role and classification of financial intermediaries, development financial institutions – functions and types – IFCI, SIDBI, IDFC; banking and NBFCs – functions and structure of banking institutions; NBFCs– meaning, functions and growth of NBFCs; co-operative banking in India; other intermediaries – merchant bankers, underwriters, custodians,



registrars, share transfer agents, depository services – meaning and functions.

#### **Unit-5 : Financial Regulations :**

Meaning, objectives and significance of financial regulations; Raghuram Rajan Committee recommendations on financial regulation; SEBI – objectives, functions and powers of SEBI;

#### **Suggested Readings :**

1. Bharati V Pathak, The Indian Financial Systems – Markets, Institutions and Services, Pearson Education, New Delhi.
2. M. Y. Khan, Indian Financial System, TMH, New Delhi.
3. Guruswamy, Indian Financial System, TMH, New Delhi.
4. D K Murthy and Venugopal, Indian Financial System, TMH, New Delhi.
5. Bhole and Jitendra Mahakud, Financial Institutions and Markets, TMH, New Delhi.
6. Gomez, Financial Institutions, Markets and Financial Services, PHI, New Delhi.
7. Christopher Viney, Financial Institutions, Instruments and Market, TMH, New Delhi.
8. Frank Fabozzi, Foundations of Financial Markets and Institutions, Pearson Education, New Delhi.
9. T Siddaiah, Financial Services, Pearson Education, New Delhi.
10. Tripathy, Financial Instruments and Services, PHI, New Delhi.

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## **Paper-4.5 : International Economics**

### **Objectives :**

To enable students to acquaint with the concepts and principles of international economics and their influence on the working of business organizations.

### **Unit-1 : International Trade :**

Meaning of internal and international trade; importance; gains from international trade and factors determining; theories of international trade - comparative cost theory; World Trade Organization; SAARC.

### **Unit-2 : Balance of Payments and Exchange Rate :**

Meaning of balance of trade and balance of payment; structure of balance of payments; causes for disequilibrium in the BOP; measures for correcting disequilibrium; Foreign Exchange – meaning , determination of foreign exchange rate – fixed and flexible rates; merits and demerits;

### **Unit-3 : International Monetary Institutions :**

IMF –objectives, functions and achievements; World Bank – objectives, functions and achievements; ADB – objectives, functions and achievements.

### **Unit-4 : Economic Integration :**

Meaning - theory of customs union; European Union; SAARC – objectives, functions and achievements; GATT – WTO objectives, functions and achievements.

### **Unit-5 : Foreign Capital :**

Need, importance and policies in India; FDI and FII; regulation of FDI and FII; Foreign Investment Promotion Board – functions and role.

### **Suggested Readings :**

1. Cherunilam, International Economics, TMH, New Delhi.

2. Sawyer and Sprinkle, International Economics, PHI, New Delhi.
3. Krugman, International Economics, Pearson Education, New Delhi.
4. Sodersten, International Economics, Palgrave Macmillan, New Delhi.
5. Salvatore, International Economics, TMH, New Delhi.
6. D M Mithani, International Economics, Himalaya, Mumbai.
7. Carbaugh, International Economics, Thomson, Mumbai.
8. Bhutani, Principles of Economics, Taxmann, New Delhi.
9. Lindert P H, International Economics, AITBS, New Delhi.
10. Mannur, International Economics, Himalaya, Mumbai.

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## Paper-4.6 : Business Statistics-II

*(This subject is to be offered by students who have not studied Statistics at PUC level)*

### Objectives :

To develop the understanding and application of statistical methods in business data processing and interpretation.

### Unit-1 : Correlation and Regression :

Correlation - definition, types and methods of correlation; Graphical method, scatter diagram method; Karl Pearson's Coefficient of Correlation; Spearman's Rank Correlation Co-efficient; properties of correlation co-efficient; Regression: definition and uses; difference between correlation and regression, regression equation - X on Y and Y on X; construction regression equations.

### Unit-2 : Time Series :

Definition and components of time series; methods of measuring secular trend - graphical methods; method of semi averages; method of moving averages; method of least squares.

### Unit-3 : Index Numbers :

Definition, types uses and steps involved in construction of Index numbers; Laspeyre's, Paasche's, Fisher's, Dorbish and Bowley's and Marshall Edgeworth Index Numbers; tests of adequacy of index numbers - time reversal test and factor reversal test; Consumer Price Index Number - definition, uses and methods of construction of Consumer Price Index Number;

### Unit-4 : Theory of Sampling :

Meaning, scope of sampling; theoretical basis and types of sampling - simple random and stratified random sampling, systematic sampling, multistage sampling, merits and demerits of each; uses and errors of sampling, census and sample surveys.

### Unit-5 : Probability :

Definition of random experiment, event, sample space, types of events; mutually exclusive events, mutually exhaustive events, equally likely events; definition of probability; statement of addition and multiplication; theorem of conditional probability; problems on probability.

#### Suggested Readings :

1. Levine, Business Statistics – A First Course, Pearson Education, New Delhi.
2. M L Berenson and David M Levine, Basic Business Statistics, PHI, New Delhi.
3. S. C. Gupta, Fundamentals of Statistics, HPH, New Delhi.
4. S. P. Gupta, Statistical Methods, Sultan Chand & Sons, New Delhi.
5. J K, Sharma – Business Statistics, Pearson Education, New Delhi.
6. Naval Bajapai, Business Statistics, Pearson Education, New Delhi.
7. Shukla & Sahai– Business Statistics, Sahitya Bhavan, Agra.
8. Shenoy and Srivastava, Business Statistics, New Age International, New Delhi.
9. Goel & Goel – Mathematics & Statistics, Taxmann, New Delhi.
10. G C Beri, Business Statistics, TMH, New Delhi.

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### Paper-4.6 : Commercial Arithmetic-II

*(This subject is to be offered by students who have studied Statistics at PUC level)*

#### Objectives :

To acquaint the students with the concepts and application of arithmetic principles and techniques in business decisions.

#### Unit-1 : Partnership :

Sharing of Profits & Losses, Interest on Capital and Drawings, Calculation of Goodwill on admission & on retirement of partners.

#### Unit-2 : Income Tax :

Rate of Income Tax. Insurance, Life Insurance and General Insurance – present worth and discount.

#### Unit-3 : Joint Stock Companies :

Shares and Stocks, Issue and Redemption of Debentures, Payment of dividend, Issue of Bonus Shares.

#### Unit-4 : Insolvency :

Class of creditors and dividend.

#### Unit-5: Time :

Work and Speed.

#### Suggested Readings :

1. Sutaria – Commercial Arithmetic, Oxford University Press Chennai.
2. Iyer & Beri - Commercial Arithmetic, Sultan Chand & Sons, New Delhi.
3. Patvardhan & Joshi - Commercial Arithmetic, Kitab Mahal, Agra.
4. Chanda S. C. & Nag N. K. - Commercial Arithmetic & Elements of Statistics, Vol – I, Kalyani, New Delhi.

## **B Com V & VI Sem Syllabus**

**Academic Year 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21**

## **B.Com. FIFTH SEMESTER**

### **Paper-5.1 : COST ACCOUNTING-I**

#### **Objectives :**

The paper aims to develop the conceptual knowledge and skills and familiarises the uses of cost accounting methods and techniques.

#### **Unit-1 : Introduction :**

Meaning, nature, objectives, functions and significance of cost accounting; financial accounting v/s cost accounting; cost objects, cost units and cost centres; systems, methods and techniques of cost accounting; Installation of cost accounting system;

#### **Unit-2 : Cost classification :**

Meaning and purpose; methods of classification - nature, elements, functions, behaviour, controllability, period, identifiability; managerial classification of cost; preparation of cost sheet.

#### **Unit-3 : Elements of Cost :**

Material – Meaning and significance of material cost control; purchase control – procedure involved in purchase – evaluation of quotations; economic order quantity; stores control – location and functions of stores department; levels of inventory; issue control – importance of issue control; methods of pricing issues – FIFO, LIFO, Weighted Average, Base Stock and Standard Price methods; criteria of effective pricing method; inventory control techniques – periodic v/s perpetual inventory system and ABC analysis

#### **Unit-4 : Elements of Cost :**

Labour - meaning and components of labour cost control; departments involved; time keeping and time booking – meaning and records; methods of wage payment – time rate and piece rate; types and essentials of effective incentive plans Halsey, Rowan, Taylor's Differential, Merrick's, Gantt's and

Emerson's Efficiency plans; group incentive plans – meaning and features (theory only); labour turnover – meaning, reasons, effects, costs, measurement and control; treatment of idle time and overtime wages.

#### **Unit-5 : Elements of Cost :**

Overhead Cost Control – meaning and significance, classification; primary and secondary distribution of overheads; absorption of overheads – meaning and objectives; recovery rates – single or multiple rate; actual rate v/s predetermined; methods – material and direct labour cost, direct labour hours and machine hour rates; accounting treatment of over/under absorption of overheads.

#### **Suggested Readings :**

1. S N Maheswari, Cost Accounting, Sultan Chand & Sons, New Delhi.
2. Babatosh Banerjee, Cost Accounting, PHI, New Delhi.
3. Jain and Narang, Principles of Cost Accounting, Kalyani Publishers, New Delhi.
4. M N Arora, Cost Accounting, Vikas Publications, New Delhi.
5. Khan and Jain, Cost and Management Accounting, TMH, New Delhi.
6. Charles T Horngren, Srikant Datar and Madhav Rajan, Cost Accounting, Pearson Education, New Delhi.
7. Collin Drury, Cost and Management Accounting, Cengage Publications, New Delhi.
8. Gupta, Sharma and Ahuja, Cost Accounting, FK Publications, New Delhi.
9. Murthy and Guruswamy, Cost Accounting, TMH, New Delhi.
10. Rajashekar and Lalitha, Cost Accounting, Pearson Education, New Delhi

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## **Paper-5.2 : INCOME TAX: LAW & PRACTICE-I**

### **Objectives :**

To develop an understanding of the basic concepts and principles of income tax law and develop necessary skills in computation of income tax under various heads.

### **Unit-1 : Introduction :**

Meaning and Terms used: Person, Assessee, Previous year, Assessment year, Income, Gross Total Income, Total Income, Agricultural Income, Exempted Income (Concerned only with salary)

### **Unit-2 : Residential Status :**

Rules for determining residential status of Individual, HUF, Firm and Company, incidence of tax and residential status, Incidence of tax and residential status, Practical problems.

### **Unit-3 : Income from Salary :**

Salary, Allowances, perquisites and retirement benefits, deductions, computation of salary income, Practical problems.

### **Unit-4 : Income from House Property :**

Annual Value of let out and self-occupied properties; deductions in computation of house property income; practical problems.

### **Unit-5 : Income from Business :**

Depreciation and other permissible deductions, disallowable expenses, income and expenses of illegal business, computation of business income; income from profession; computation of income of doctors, lawyers, chartered accountants, civil engineers; Practical problems.

### **Suggested Readings :**

1. Vinod K. Singhania & Kapil Singhania – Students Guide to Income Tax, Taxmann Publications, New Delhi.

2. Mehrotre – Income Tax Law & Accounts, Sahitya Bhavan, Agra. 41
3. Bhagavati Prasad – Law & Practice of Income in India, New Age International Publishers, New Delhi.
4. Girish Ahuja & Ravi Gupta – Direct Taxes, Bharat Publications.
5. T. N. Manoharan – Direct Taxes, Snow White Publications.
6. Hariharan, Income Tax – Law and Practice, TMH, New Delhi.
7. Lal, B B, Income Tax and Central Sales Taxes – Law and Practice, Pearson Education, New Delhi.
8. K K Agarwal, Insight into Income Tax, Atlantic Publishers, New Delhi.
9. Whittenburg and Altus Buller, Fundamentals of Income Tax, Cengage Publications, New Delhi.
10. Chandrashekara, Ramachandra and Mariyappa, Income Tax, Himalaya Publications, Mumbai.

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## Paper-5.4 : Principles & Practice of Auditing

### Objectives :

To equip students with concepts, techniques and methods of audit process employed in business organizations.

#### Unit-1 : Introduction to Auditing :

Meaning, definitions and objectives of auditing; accounting v/s auditing; advantages and limitations of auditing; classification of audit; audit programme; appointment, qualifications and removal of company auditor; powers, duties and liabilities of company auditor.

#### Unit-2 : Auditing and Assurance Standards :

Overview, standard setting process; Statements and Guidance Notes on Auditing Issued by the ICAI; Significant differences between Auditing and Assurance Standards; role of International Auditing and Assurance Standards Boards?

#### Unit-3 : Internal Control and Audit :

Meaning, objectives and significance of internal control; elements of internal control; review and documentation; evaluation of internal control system; internal control questionnaires; internal control check list; tests of control, application of concept of materiality and audit risk; concept of internal audit – meaning, nature, scope and purpose of internal audit; areas of internal audit.

#### Unit-4 : Vouchers and Verification :

Meaning of voucher and vouching; vouching v/s auditing; audit of receipts – cash sales, receipts from debtors; payments – cash and credit purchases, payment to creditors, wages, expenses, capital expenditures, bank payments; audit of assets and liabilities.

#### Unit-5 : Audit Report :

Meaning, nature, scope and importance of auditor's report; types of auditor's report; report v/s certificate; contents of audit report; disclaimers, adverse opinion; audit committee – meaning, objectives, composition and functions of audit committee.

### Suggested Readings :

1. B N Auditing, Practical Auditing, S Chand & Company, New Delhi.
2. Kamal Gupta, Contemporary Auditing, TMH, New Delhi.
3. Ravinder Kumar and Virendar Sgarnam Auditing: Principles and Practice, PHI, New Delhi.
4. S. K. Basu, Auditing: Principles and Techniques, Pearson Education, New Delhi.
5. Ashok Sharma, Auditing, FK Publications, New Delhi.
6. Arun Kumar and Rachana Sharma, Auditing Theory and Practice, Atlantic Publishers, New Delhi.
7. Saxena and Saravanvel, Practical Auditing, Himalaya Publishing House, Mumbai.
8. Kurt Pany, Auditing, TMH, New Delhi.
9. D R Camichanel, Auditing – Concepts and Methods, TMH, New Delhi.
10. L K Shukla, Auditing – Principles and Practice, Taxmann, New Delhi.

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### Paper-5.4 : INDIAN ECONOMY

#### Objectives :

To familiarise the students with the basic structure of Indian economy and its various economic problems.

#### Unit-1: India :

Developing economy; structure of Indian economy – agriculture, industry and service sectors; economic growth and economic development; indicators of economic development; major problems of Indian Economy – poverty, inequalities; unemployment, population, transportation and other infrastructural problems; economic reforms since 1990s – reasons and effects of liberalization policies on Indian Economy.

#### Unit-2 : National Income :

Meaning and concepts of National Income – GDP, GNP, NNP; trends in size and composition of national income of India; measurement methods, uses and difficulties of measurement; per capita income – meaning, importance and measurement;

#### Unit-3 : Demographic Profile of India :

Size, density, rate of growth of population; sex ratio; recent population policy; economic effects of rapidly growing population; changes in occupational structure; unemployment – extent and measurement; rural and urban migration.

#### Unit-4 : Economic Planning :

Objectives, types, approaches, achievements and failures of economic planning in India; models of economic planning; tenth and eleventh five year plans.

#### Unit-5 : Agriculture in India :

Trends in agriculture production; causes for low production and productivity; Green Revolution – II – food security and self-sufficiency; New Agricultural Strategy – New Agricultural Policy 2000; Agricultural Finance – institutional and non-institutional; agricultural marketing – problems; agricultural pricing policy.



### Suggested Readings :

1. Dutta and Sundaram, Indian Economy, Sultan Chand & Sons, New Delhi.
2. Deepshree, Indian Economy, TMH, New Delhi.
3. Uma Kapila, Indian Economy, Academic Foundations, New Delhi.
4. Ramesh Singh, Indian Economy, TMH, New Delhi.
5. Agarwal, Indian Economy, Sultan Chand & Sons, New Delhi
6. Dhingra, Indian Economy, Sultan Chand & Sons, New Delhi.
7. Kulkarni and Kalkundrikar, Indian Economy R Chand & Co.
8. Misra and Puri, Indian Economy, Himalaya Publications, Mumbai.
9. K N Prasad, Indian Economy, Atlantic Publications, New Delhi.
10. C Rangarajan, Select Essays on Indian Economy, Academic Foundations, New Delhi.

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### Paper-5.5 : COMPUTER APPLICATIONS IN BUSINESS (RDBMS & EBUSINESS APPLICATIONS)

#### Objectives :

The course is designed to acquaint with the concepts and develop computer applications among the students in various functional areas of business.

#### Unit-1: Integration :

Integration with MS-Word, MS-Excel, MS-PowerPoint, insertion of avi, dat, mpeg, files, Hyper linking etc. [Theory with practicals]

#### Unit-2 : RDBMS :

Introduction, Concept of relation in DBMS, Schemas, sub-scheme and instances, relationships – one to one, many to many and many to many, entities, data model using entity – relation model, attributes, properties, n set, Database Languages : Data Definition, Data Manipulation and Data Control language. [Theory with practicals]

#### Unit-3 : SQL: An overview :

SQL constructs, embedded SQL, Query & Query Optimization techniques. Database design : Design phases – conceptual, logical and physical. ER diagram and model. [Theory with practicals]

#### Unit-4 : Functional E-Business :

Introduction, Applications – direct marketing & selling, value chain integration, supply chain management, corporate purchasing, financial & information services, obstacles in adopting E-business applications, E-strategy – Information & strategy, the virtual chain planning Ebusiness project. [Theory]

#### Unit-5 : Electronic Payment Systems :

Overview, customer to merchant payments, peer to peer payments, electronic banking, electronic fund transfers.

EBusiness Marketing Concepts : Basic Marketing concepts for internet marketing, E-Business marketing and branding strategies, strengthening the customer relationship, E-commerce and Online service industries : Online financial services. Online travel services, online career services. [Theory]

**Suggested Readings :**

1. Korth, Database System concepts, TMH, New Delhi.
2. Leon, Database Management System, Vikas Publications, New Delhi.
3. Narang, Database Management, PHI, New Delhi.
4. S. Jaiswal, Doing Business on the Internet E-Commerce, Galgotia Publications.
5. P. T. Joseph, E-Commerce, An Indian Perspective, S.J. PHI.
6. Kenneth C. Laudon, Caron Guericia Traver, 3.E-Commerce Business Technology, Society, Pearson Education.
7. Schneider, E-Commerce, Thomson Publication, New Delhi.
8. Mukesh Dhunna and J B Dixit, IT in Business Management, Laxmi Publications, New Delhi.
9. James A Senna, IT in Business, PHI, New Delhi.
10. Ritendra Goel and D N Kakkar, Computer Applications in Management, New Age International, New Delhi.

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**ELECTIVE GROUP-I : FINANCE AND ACCOUNTS**

**Paper- 5.6 : FINANCIAL SERVICES**

**Objectives :**

To familiarise with concepts and developments in the field of financial services

**Unit-1 : Introduction :**

Financial Services – meaning, nature, characteristics and types of financial services; developing financial services; role of financial services industry in economic growth; growth of financial services in India; regulation of financial services.

**Unit-2 : Lease Financing :**

Meaning, features, types, advantages and disadvantages of leasing; leasing v/s instalment sale; leasing v/s borrowing; evaluation of lease finance from the point of lessor and lessee; tax, legal and accounting aspects; AS – 19 on leasing;

**Unit-3 : Mutual Funds and Venture Capital Financing :**

Meaning, objectives, importance and types of mutual funds; mutual funds in India - structure of mutual funds industry; SEBI Regulations; advantages of mutual funds; Venture Capital Funds – meaning, objectives and significance of venture capital financing; process and methods of venture capital financing; development of venture capital in India

**Unit-4 : Depository Services :**

Meaning, objectives and significance of depository services; dematerialization v/s rematerialization; process of dematerialisation; origin and growth of depository services in India – NSDL and CDSL – functions; depository participants – functions performed; cost of depository services.

**Unit-5 : Factoring and Credit Rating :**

Meaning, objectives and types of factoring services; cost and benefit analysis of factoring services; factoring v/s

bill discounting; factoring v/s forfaiting; origin and growth of factoring services in India – public and private sector agencies; RBI Committee recommendations on factoring; Credit Rating – Meaning, objectives and significance of credit rating; process of credit rating; origin and growth of credit rating in India –rating agencies established and symbols used by agencies; advantages and disadvantages;

#### **Suggested Readings :**

1. M Y Khan, Financial Services, TMH, New Delhi.
2. Guruswamy, Financial Services, TMH, New Delhi.
3. G Ramesh Babu, Financial Services in India, Concept Publishing House, New Delhi.
4. Rajesh Kothari, Financial Services in India, Sage Publications, New Delhi.
5. T Siddaiah, Financial Services, Pearson Education, New Delhi.
6. Tripathy, Financial Services, PHI, New Delhi.
7. Padmalatha Suresh and Justin Paul, Management of Banking and Financial Services, Pearson Education, New Delhi.
8. Joseph Anbarasu and Others, Financial Services, Sultan Chand & Sons, New Delhi.
9. Batra G S and Batra B S, Management of Financial Services, Deep and Deep Publications, New Delhi.
10. Srivastav R M, Indian Financial System, Rishi Publishers, Hyderabad.

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## **Paper- 5.7 : ACCOUNTING THEORY**

### **Objectives :**

To acquaint students with the conceptual framework of accounting and reporting

### **Unit-1 : Introduction :**

Concept of theory and accounting theory; accounting theory v/s accounting practice; role and nature of accounting theory – positive and normative; classification of accounting theory – structure, interpretation and decision-usefulness theories; roots of accounting theory –decision, measurement and information theories; accounting environment

### **Unit-2 : Approaches to the Formulation of Accounting Theory :**

Traditional and modern approaches; inductive, deductive, pragmatic, authoritarian, ethical, sociological, economic and eclectic approaches; events approach, decision model approach and other modern approaches; Structure Accounting Theory – postulates, theoretical concepts, principles and techniques; modifying principles.

### **Unit-3 : Measurement of Assets and Liabilities :**

Nature of assets; classification; objectives of asset measurement; methods of measurement – exchange output and input values; standard costs; LCM valuation; evaluation of measurement concepts; Nature of liabilities and classification; measurement and valuation of liabilities; contingent liabilities.

### **Unit-4 : Measurement of Revenues, Expenses and Incomes:**

Nature of revenue; composition, measurement and timing of revenue; Nature and composition of expenses; differences between cost, expense and expenditure; Measurement and timing of expenses; nature of Income and concepts of income; measurement approaches.

## 4-5 : Accounting Standards :

Meaning, benefits and classification of accounting standards; standard setting by businesses, investors, government and outside agency; standard setting process in India – Role of ICAI and ASB; number and types of accounting standards issued in India; Provisions of Companies Act relating to compliance.

### Suggested Readings :

1. Porwal L S, Accounting Theory, TMH, New Delhi.
2. Lele and Jawahar Lal, Accounting Theory, Himalaya Publishing House, Mumbai.
3. Jain and Narang, Accounting Theory, Kalyani Publishers, New Delhi.
4. Elden S Hendriksen, Accounting Theory, Richard D Irwin, New York.
5. Robert N Anothy and James Reece, Accounting Principles, AITBS, New Delhi.
6. Ahmed Belkaoui, Accounting Theory, Thomson Publications, Singapore.
7. Vernom Kam, Accounting Theory, John Wiley & Sons, Singapore.
8. M P Vijaykumar, First Lessons in Accounting Standards, Snow White Publications, Mumbai.
9. Dolphy D'Souza, Indian Accounting Standards and GAAP, Snow White Publications, Mumbai.
10. D S Rawat, Students Guide to Accounting Standards, Taxmann Publications, New Delhi.

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## **B.Com. SIXTH SEMESTER**

### **Paper-6.1 : COST ACCOUNTING-II**

#### **Objectives :**

To enable students to acquaint with the applications of cost accounting tools and methods in business decision-making process and control.

#### **Unit-1 : Reconciliation of Cost and Financial Accounts :**

Meaning, need and reasons for reconciliation; reconciliation procedure.

#### **Unit-2 : Methods of Costing :**

Output Costing – meaning, application and cost procedure; problems relating thereto; Job Costing – meaning, application and cost procedure; problems relating thereto; Contract Costing – meaning, application and accounting treatment; job costing v/s contract costing; measurement of WIP and profits on incomplete contracts; cost plus contracts.

#### **Unit- 3 : Methods of Costing :**

Process Costing – meaning, features and application; job costing v/s process costing; process cost accounts – treatment of normal loss, abnormal loss and gains; inter-process profits; accounting for joint and by-products – meaning and features of joint and by-products; apportionment of joint costs.

#### **Unit-4 : Methods of Costing :**

Service Costing – meaning, features and classification of service costing; operating costing – meaning and application; cost unit in operating costing; classification of cost; preparation of cost sheet of transportation, boiler house and canteen organization.

#### **Unit-5 : Activity-Based Costing :**

Meaning and Definitions; key terms – cost objects, activities, cost pools, cost drivers, cost hierarchies; salient

features of ABC; implementation; comparing ABC with traditional costing system; limitations of ABC; simple problems relating thereto.

**Suggested Readings :**

1. S N Maheswari, Cost Accounting, Sultan Chand & Sons, New Delhi.
2. Babatosh Banerjee, Cost Accounting, PHI, New Delhi.
3. Jain and Narang, Principles of Cost Accounting, Kalyani Publishers, New Delhi.
4. M N Arora, Cost Accounting, Vikas Publications, New Delhi.
5. Khan and Jain, Cost and Management Accounting, TMH, New Delhi.
6. Charles T Horngren, Srikant Datar and Madhav Rajan, Cost Accounting, Pearson Education, New Delhi.
7. Collin Drury, Cost and Management Accounting, Thomson Publications, New Delhi.
8. Gupta, Sharma and Ahuja, Cost Accounting, F K Publications, New Delhi.
9. Murthy and Guruswamy, Cost Accounting, TMH, New Delhi.
10. Rajashekar and Lalitha, Cost Accounting, Pearson Education, New Delhi.

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**Paper-6.2 : INCOME TAX: LAW & PRACTICE-II**

**Objectives :**

To develop an understanding of the concepts, principles and procedures of income tax law and develop skills relating to income computation and filing of returns.

**Unit-1 : Capital Gains and Income from Other Sources :**

Meaning and types of capital assets; transfer, cost of acquisition, cost of improvement, selling expenses, and treatment of advance money received, computation of capital gains and exemptions; Practical Problems; Income from other Sources: Specific Income, deductions, grossing-up, computation of income from other sources, practical problems.

**Unit-2 : Set off and Carry Forward of Losses and Unabsorbed Expenses :**

Inter Source adjustment and inter head adjustment of losses; carry forward and set off of losses of house property, business and speculation loss; practical problems.

**Unit-3 : Deductions from Gross Total Income :**

Rebates and reliefs: Deductions available to individuals under sections 80C to 80U; computation of total income; practical problems.

**Unit-4 : Assessment of Individuals :**

Procedure for computing total income, rates of tax; practical problems; Assessment of Partnership firms: Assessment of firms - provisions of Sections 184 and 40(b); computation of book profits; set off and carry forwards; computation of total income of firms; practical problems

**Unit-5 : Income Tax Authorities :**

Appeals and Procedures of Assessment; Forms of Tax returns and PAN; submission of tax returns.

### Suggested Readings :

1. Vinod K. Singhania & Kapil Singhania – Students Guide to Income Tax, Taxmann Publications, New Delhi.
2. Mehrotre – Income Tax Law & Accounts, Sahitya Bhavan, Agra.
3. Bhagavati Prasad – Law & Practice of Income in India, New Age International Publishers, New Delhi.
4. Girish Ahuja & Ravi Gupta – Direct Taxes, Bharat Publications.
5. T. N. Manoharan – Direct Taxes, Snow White Publications.
6. Hariharan, Income Tax – Law and Practice, TMH, New Delhi.
7. Lal, B B, Income Tax and Central Sales Taxes – Law and Practice, Pearson Education, New Delhi.
8. K K Agarwal, Insight into Income Tax, Atlantic Publishers, New Delhi.
9. Whittenburg and Altus Buller, Fundamentals of Income Tax, Cengage Publications, New Delhi.
10. Chandrashekara, Ramachandra and Mariyappa, Income Tax, Himalaya Publications, Mumbai.

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### Paper-6.3 : BUSINESS LAWS

#### Objectives :

To acquaint students with the fundamentals of various business laws as applicable to business organizations in India.

#### Unit-1 : The Indian Contract Act-1872 :

Definition and essentials of valid contract, kinds of contract, offer, acceptance, consideration, capacities of parties to contract, free consent, stranger to contract.

#### Unit-2 : Contingent Contracts :

Meaning and performance of contract; discharge of contract, quasi contracts, contingent contracts, wagering agreements, breach of contracts and remedies.

#### Unit-3 : Special Contracts :

Quasi Contract – cases deemed to be quasi contracts; Contract of Indemnity and Guarantee; Contract of Bailment and Pledge – meaning, duties and rights of bailor and bailee; Contract of Agency – definition of agent and principal; general rules of agency.

#### Unit-4 : Competition Law, 2002 :

Concepts and definition; salient features, components of Competition Act – anti-competition agreements, abuse of dominance, combinations regulation and competition advocacy; duties, powers and functions of Competition Commission.

#### Unit-5 : Consumers' Protection Act :

Meaning and definition of consumer, consumer dispute, complaint, complainant; restrictive and unfair trade practices; rights of consumer; consumer protection council; Consumer Grievances Redressal Agencies – district form, state commission and national commission.

#### Suggested Readings :

1. N D Kapoor, Business Laws, Sultan Chand & Sons, New Delhi.

2. Bulchandani, K R, Business Laws, Himalaya Publishing House, Mumbai.
3. Kuchhal M C, Mercantile Law, Vikas Publications, New Delhi.
4. Pomeroy D A, Business Laws, South Western Publications, Cincinnati
5. P C Tulsian, Business Law, TMH, New Delhi.
6. V Balachandran and S Thothadri, Business Law, TMH, New Delhi.
7. Ashok Sharma, Business Law, FK Publications, New Delhi
8. Satish B Mathur, Business Law, TMH, New Delhi.
9. Gulshan S S, Business Law including Company Law, New Age International, New Delhi.

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## Paper-6.4 : INDUSTRIAL ECONOMICS

### Objectives :

To equip students with an understanding of the basic concepts and principles of industrial economics

### Unit-1 : Meaning and Scope of Industrial Economics:

Need, importance and role of industries in economic and social development; industry and agriculture linkages; industry classification – public, private, joint and cooperative sectors; MNCs and their role

### Unit-2 : Location of Industries :

Theories of Location; factors influencing location decision; dispersal and decentralization of industries; need for balanced regional development of industries; industrial dispersal policy and balanced regional development in India.

### Unit-3 : Composition of Industrial Sector :

Structure of large scale industries in India – sugar, cotton, iron and steel; agro-processing sector, cottage and village industries; rural industrialization; emerging global competition and Indian industry; impact of liberalization and privatisation on SSI sector.

### Unit-4 : Financing of an Industry :

Meaning of industrial finance – direct and indirect finance; role and functions of IFCI, IDBI, ICICI, SFCs, SIDBI, etc., in industrial finance

### Unit-5 : Industrial Development in India :

Need for industrial development; Industrial Policy of 1948, 1956 and 1990s – a comparative study of these policies; industrial growth and industrial pattern in India

### Suggested Readings :

1. Cherunilam, Industrial Economics, Himalaya Publications, Mumbai.
2. Kuchhal S C, Industrial Economics, Himalaya Publications, Mumbai.



3. Desai B, Industrial Economy of India, Himalay Publications, Mumbai.
4. Roger Clarke, Industrial Economics, Blackwell Publishers, UK
5. Stephen Martin, Industrial Economics, MacMillan, New Delhi.
6. P R Ferguson, and G J Ferguson, Industrial Economics, New York University Press, New York.
7. R R Barthwal, Industrial Economics, New Age International, New Delhi.
8. A K Sharma, Industrial Economics, Anmol Publications, New Delhi.
9. B N Narayan, Industrial Economics, Anmol Publications, New Delhi.
10. Donald A Hey and Derek Morris, Industrial Economics: Theory and Practice, Oxford University Press, New Delhi

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## **Paper-6.5 : COMPUTER APPLICATIONS IN BUSINESS (FINANCIAL ACCOUNTING WITH TALLY)**

### **Objectives :**

To develop conceptual and technical skills among the students relating to computerized accounting process. [Theory with Practicals]

### **Unit- 1: Tally ERP 9 :**

Introduction, Features, Components of the Gateway of Tally – Product Info., Understanding the Horizontal Button Bar, Current Status, Tally Menu, Vertical Button Bar, Working with Tally Calculator, The ODBC Server, The StatusBar. Creating a Company.

### **Unit-2 : Groups, Ledgers, Vouchers, Orders, Cost Centres and Categories :**

Introducing Groups –group, sub-group, Creating multiple, Displaying, Altering groups. Introducing Ledgers – Using ledgers, Configuration Setting, Creating a Ledger, Altering a Single Ledger. Introducing Vouchers (Creating, Displaying, Entry), Purchase Orders (Creating, Altering, Deleting), Sales Order (Creating, Altering, Deleting), Invoice (Invoice Entry, Configuration, Printing, Printing Invoice / Vouchers), Cost Categories and Cost Centres (Creating a Single, Displaying, Altering a Cost Category, Creating multiple cost categories, Displaying a cost category, altering cost category in multiple mode), Creating a Cost Centre in Single Mode and Multiple mode. Displaying, Altering a multiple cost centre.

### **Unit-3 : Stock and Godown in Tally :**

Stock Groups (Creating, Displaying, altering, Creating multiple, Displaying multi stock groups, altering multi stock groups), Stock Categories (Creating, Displaying , altering, creating multiple stock categories, Displaying a multi stock category, Altering a multi stock category), Stock Items (Creating a Stock item, Displaying a Stock Item, Altering a Stock Item, Creating multiple stock items, Displaying a multiple stock item, altering multi stock items), Units of Measure (Creating units, Creating a Compound Unit, Displaying, Altering units), Godowns (Creating godowns, Displaying a single godown, altering a single godown, creating

House; regulation of foreign exchange market in India – need and steps taken by RBI.

**Suggested Readings :**

1. Jeevanandam, Foreign Exchange Management, Sultan Chand & Sons, New Delhi.
2. Eiteman, Stonehill, Moffett and Pandey, Multinational Business Finance, Pearson Education, New Delhi.
3. Khan and Jain, Financial Management, TMH, New Delhi.
4. Pandey I M, Financial Management, Vikas Publications, New Delhi.
5. V Pattabhi Ram and S D Bala, Strategic Financial Management, Prime Academy, Chennai.
6. Luc Soenon, Foreign Exchange Management, McGraw Hill Publications, New Delhi.
7. Chatterjee, Principles of Foreign Exchange, Himalaya, Mumbai.
8. Bhole, International Financial Management, TMH, New Delhi.
9. Madhu Vij, International Financial Management, TMH, New Delhi.
10. Shapiro, International Financial Management, John Wiley, New Delhi.

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**Paper-6.7 : MANAGEMENT ACCOUNTING**

**Objectives :**

To develop an understanding concepts and methods of management accounting system

**Unit-1 : Introduction :**

Meaning, nature, objectives, functions and significance of management accounting; financial accounting v/s management accounting; cost accounting v/s management accounting; techniques of management; installation of management accounting system.

**Unit-2 : Marginal Costing :**

Meaning of marginal cost and costing; features and applications; advantages and disadvantages of marginal costing; cost classification; break even analysis – meaning, assumptions and significance; computation of break-even point; break even charts; margin of safety and angle of incidence; managerial applications of marginal costing – pricing and output decisions; key factor; continue and shutdown and accepting foreign offers.

**Unit-3 : Funds Flow Statement :**

Meaning, objectives and significance of funds flow statements; preparation of funds flow statement – schedule of changes in working capital, funds from operations. Budgeted funds flow statement.

**Unit-4 : Cash Flow Statement :**

Meaning, objectives and significance of cash flow statement; funds flow statement v/s cash flow statement; AS – 3 on Cash Flow Statement – recommendations; cash from operations – direct and indirect method; cash flow from operating, investing and financing activities; Budgeted Cash Flow Statement.

**Unit-5 : Ratio Analysis :**

Meaning and significance of ratio analysis; classification of ratios – liquidity, solvency, activity and

profitability ratios; comparison criteria; computation of ratios and preparation of financial statements from ratios; limitations of ratio analysis.

**Suggested Readings :**

1. S N Maheswari, Principles of Management Accounting, Sultan Chand & Sons, New Delhi.
2. Babatosh Banerjee, Management Accounting and Financial Control, PHI, New Delhi.
3. Gupta and Sharma, Management Accounting, Kalyani Publishers, New Delhi.
4. Khan and Jain, Management Accounting, TMH, New Delhi.
5. I M Pandey, Principles of Management Accounting, Vikas Publications, New Delhi.
6. Ravi M Kishore, Management Accounting, Taxmann Publications, New Delhi.
7. Bhattacharya Debarshi, Management Accounting, Pearson Education, New Delhi.
8. Rachcha Minaxi, Introduction to Management Accounting, Pearson Education, New Delhi.
9. Wood and Sake, Principles of Management Accounting, Oxford University Press, USA.
10. Malcom Coombs, David Hobbs and David Jenkins, Management Accounting – Principles and Applications, Sage Publications, New Delhi.

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5. Chanda S. C. & Nag N. K. - Commercial Arithmetic & Elements of Statistics, Vol-II, Kalyani, New Delhi.
6. Chakravorty- Maths and Statistics, New Age International, New Delhi.
7. Shrinivas & George – Business Maths & Statistics, New Age International, New Delhi.
8. Brooks – Business Maths, AITVS, New Delhi.
9. Goel & Goel – Maths & Statistics, Taxmann, New Delhi.

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## Paper-4.7 : Computer Applications-II

### Objectives :

To acquaint and to develop computer application skills among the students for various business applications.

### Unit-1 : MS-Excel :

Concept of Spreadsheet, Electronic spreadsheet, Introduction to LOTUS 1-2-3, Introduction to MS-Excel, Standard Button bar, Formatting Toolbar, formula bar, auto calculated area, rows and columns of worksheet, editing cells, cell reference and range reference, types of cell data, labels, values, formulas, interoperation of error values, linking formulas, naming constants, functions in excel, category of function, cell formatting, range protection. [Theory with practicals]

### Unit-2 : MS-Excel-II :

Sharing a workbook, autocorrect and spelling, excel charts, chart toolbar, elements of charts, editing charts, types of charts, whatif analysis, cell reference, conditional formatting. [Theory with practicals]

### Unit-3 : MS-Excel-III :

Scenarios, automated tasks, macros, using filters, using links, data forms, page setup, printing, excel workbook templates; working with functions – (a) Financial – DB, DDB, FV, IPMT, IRR, NPV, PMT, PV, RATE, VDB (b) Statistical – average, average, correl, count, counta, countblank, mean, median, geomean, growth, intercept, norminv (c) Database – daverage, dcount, etc. (d) Date & Time – data, datevalue, day, day360, hour, minute, month, now, time, timevalue. [Theory with practicals]

### Unit-4 : Introduction to SAP (Systems Applications and Product):

Overview, features, configuration tools, financial accounting enterprise structure, general ledgers, accounts payable, receivable. [Theory]

## Unit-5 : MIS :

Information system for decision making, evolution, decision making & MIS, MIS as a techniques for making programmed decisions, define the problems, set system objectives, established system constraints, determine information needs, sources, develop alternative conceptual system. [Theory]

### Suggested Readings :

1. Curtis D. Frye, Step by Step MS-Office 2007
2. Vikas Gupta, Comdex Computer course Kit, Dreamteach Publication, New Delhi.
3. Configuring SAP R3 (FICO), Black Book, New Delhi.
4. A. K. Gupta, Management Information System, Sultan Chand & Sons,
5. Prajagopalan, Computer Applications in Business, Vikas Publications, New Delhi
6. Mehta, Kumar and Mehta, Computer Applications in Business Management, Anmol Publications, New Delhi.
7. Ritendra Goel and D N Kakkar, Computer Applications in Management, New Age International, New Delhi.
8. Mukesh Dhunna and J B Dixit, IT in Business Management, Laxmi Publications, New Delhi.
9. James A Senna, IT in Business, PHI, New Delhi.
10. Rajaraman, Fundamentals of Computers, PHI, New Delhi.

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