

## **FACULTY OF COMMERCE**

**Sri Dev Suman Uttarakhand University**

**Badshahithaul, Tehri Garhwal**



**Syllabus for Under Graduate Course  
(B.Com)**

**Examination: 2019-2020 and onwards**

## ORDINANCES

### **B.Com. (Three Year Degree Course)**

1. (a) The examination for the degree of Bachelor of Commerce (B.Com.) shall consist of three parts
  - (i) B.Com. Part – I
  - (ii) B.Com. Part – II
  - (iii) B.Com. Part – III
- (b) A candidate who has passed the following examinations shall be eligible for admission to B.Com. Part I:

The Intermediate Examination of Commerce of the Board of High School and Intermediate Education, Uttaranchal or the Central Board of Secondary Education or any other examination recognized by the University as equivalent there to with a minimum of 40% marks in aggregate.

2. A candidate who has passed Part I/II B.Com. Examination of another university may also be admitted to part II/III. B.Com. examination provided that he/ she has offered for his/ her part I/II examination of course of equivalent standard with almost identical syllabus as is required for part I/II examination of this University and has attended a regular course of study for an academic year in constituent/ affiliated college of the university. Prior permission is necessary from university with this regard.
3. (a) A candidate shall be examined in three groups of B.Com. Part I / II examination and total four groups in B.Com – III examination. In B.com. – III, Group – V is compulsory for students.
  - (b) There will be one Computerized Accounting Group i.e. Group - IV
  - (c) Computerized Accounting (Group - IV) can be opted by a maximum number of 30 students in B.Com. I (to continue without change to B.Com. II and III) in place of Group II i.e. Accounting Group. This group can be run only where appropriate computers laboratory and staff is available. Practical examination will be held in group IV as under:

<b>B.com. I</b>	Paper I - [ 50 max. marks]
	Paper II - Theory 35 marks, Practical 15 marks [ 50 max. marks]
<b>B.com. II</b>	Paper I - Theory [ 50 max. marks]
	Paper II - Theory 35 marks, Practical 15 marks [ 50 max. marks]
<b>B.com. III</b>	Paper I - Theory 35 marks, Practical 15 marks [ 50 max. marks]
	Paper II - Theory 35 marks, Practical 15 marks [ 50 max. marks]

The Following shall be the number of paper in each group:

<b>Groups</b>	<b>No. of Papers</b>		
	<b>Part I</b>	<b>Part II</b>	<b>Part III</b>
I	2	2	2
II	2	2	2
III	2	2	2
IV	2	2	2
V	-	-	2 (Compulsory Papers)

4. In B.Com. Part I, II & III examination, each group shall carry 100 marks. In order to pass B.Com. Part I, Part II and Part III examination, a candidate must obtain 33% marks in each group and also in aggregate.
5. Each candidate shall have to pass the B.Com. Part I, B.Com. Part II and B.Com. III examinations separately, but the division shall be awarded on the basis of the aggregate marks obtained by him/her in all the three examinations together.
6. A candidate who has obtained 33% marks and above but less than 45% marks in the aggregate shall be placed in III division, a candidate who has obtained 45% marks and above but less than 60% marks shall be placed in II division, a candidate who has obtained 60% marks and above shall be placed in I division.

7. In B.Com. Part III, three grace marks in any one group shall be awarded on the basis of one mark on every 10 marks, over and above the minimum pass marks.
8. The details of the courses of each group of study shall be as contained in the syllabi and the existing regulations, to the extent they are inconsistent with the new ordinances and regulations, shall stand amended or superseded, as the case may be.

### **SCHEME OF EXAMINATION**

(1) The examination for the degree of Bachelor of Commerce shall consist of B.Com. Part I, Part II and Part III examinations spread over three years.

#### **B. Com. Part - I Examination, 2019 and onwards**

	<b>Management Group</b>	Marks
<b>Group I</b>	Paper I - Principles of Management	50
	Paper II - Business Environment	50
	<b>Accounting Group</b>	
<b>Group II</b>	Paper I - Financial Accounting	50
	Paper II - Business Statistics	50
	<b>Business Economics &amp; Legal Aspects of Business</b>	
<b>Group III</b>	Paper I - Business Economics	50
	Paper II - Business Laws	50
	<b>Computerized Accounting</b>	
<b>Group IV</b>	Paper I - Financial Accounting	50
	Paper II - Computerized Financial Accounting	50

**B. Com. Part - II Examination, 2020 and onwards**

	<b>Management Group</b>	<b>Marks</b>
<b>Group I</b>	Paper I - Basic Business Finance	50
	Paper II - Personnel Management	50
	<b>Accounting Group</b>	
<b>Group II</b>	Paper I - Cost Accounting	50
	Paper II - Corporate Accounting	50
	<b>Business Economics &amp; Legal Aspects of Business</b>	
<b>Group III</b>	Paper I – Money Banking and Insurance	50
	Paper II - Legal Aspects of Business	50
	<b>Computerized Accounting</b>	
<b>Group IV</b>	Paper I - Cost Accounting	50
	Paper II - Computerized Cost Accounting	50

**B. Com. Part - III Examination, 2021and onwards**

	<b>Management Group</b>	<b>Marks</b>
<b>Group I</b>	Paper I - Marketing Management	50
	Paper II - Management Accounting	50
	<b>Accounting Group</b>	
<b>Group II</b>	Paper I - Income Tax Law and Accounts	50
	Paper II - Auditing and Corporate Governance	50
	<b>Business Economics &amp; Legal Aspects of Business</b>	
<b>Group III</b>	Paper I - Goods and Services Tax (GST)	50
	Paper II - Fundamentals of Investment	50
	<b>Computerized Accounting</b>	
<b>Group IV</b>	Paper I - Computer Application in Management Accounting	50
	Paper II - Computer Application in Income Tax	50
	<b>Communication Group (Compulsory for all)</b>	
<b>Group V</b>	Paper I - Business Communication	50
	Paper II - Viva Voce (Oral Communication)	50

## **B. Com. – I Year**

### **Group – I: Management Group**

#### **Paper – I: Principles of Management**

**Objective:** To develop an understanding about functions of management and importance of management principles in business decision making.

**Paper pattern:** This question paper consists of three sections, 'A', 'B' & 'C'. Section 'A' consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section 'A' are compulsory.** Section 'B' consists of seven short-answer type questions, out of which students have to attempt **any five** questions. Each question of section 'B' is of 2 marks. Section 'C' consists of eight long answer type questions, students have to attempt **any four** questions. Each question of section 'C' is of 7.5 marks.

1. Management – Meaning, nature and importance, Different Schools of management thought. Contribution of Taylor, Henri Fayol and Elton Mayo.
2. Planning. Concepts, Types of plans, Process and limitations of planning.
3. Organisation – Departmentation, types of organisation, line, staff and functional organisation.
4. Staffing – Recruitment, selection procedure, training methods, performance appraisal.
5. Motivation – Meaning and importance, Financial and non-financial incentives.
6. Leadership ;styles, traits, theories,
7. Coordination - Meaning, importance and methods.
8. Decision making – Meaning process and importance.
9. Control – Meaning and importance, relationship with planning, Process & techniques of control.
10. Functional Areas of Management - Marketing Management: Marketing Concept; Marketing Mix; Product Life Cycle; Pricing Policies and Practices Financial Management: Concept and Objectives; Sources of Funds – Equity Shares, Debentures, Venture Capital and Lease Finance. Securities Market, Role of SEBI. Human Resource Management: Concept and Functions.

#### **Suggested Reading:**

1. Koontz and Wehrich, *Essentials of Management*, McGraw Hill Education.
2. B.P. Singh and A.K.Singh, *Essentials of Management*, Excel Books.
3. R.H. Buskirk, *Concepts of Business: An Introduction to Business System*, Dryden Press, New York.
4. Burton Gene and Manab Thakur; *Management Today: Principles and Practice*, Tata McGraw Hill, New Delhi.
5. Griffin, *Management Principles and Application*, Cengage Learning
6. R.S.N Pillai and S. Kala *Principles and Practice of Management*, S Chand

#### **Paper – II: Business Environment**

**Objective:** To familiarize the students with the basic business environment and social orientation of business.

**Paper pattern:** This question paper consists of three sections, 'A', 'B' & 'C'. Section 'A' consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section 'A' are compulsory.** Section 'B' consists of seven short-answer type questions, out of which students have to attempt **any five** questions. Each question of section 'B' is of 2 marks. Section 'C' consists of eight long answer type questions, students have to attempt **any four**

questions. Each question of section 'C' is of 7.5 marks.

1. Business Environment: Concept, importance, components, micro and macro environment, internal environment.
2. Economic Trends (overview): Income; Savings and investment; industry; Trade and balance of payments, Money; Finance; Prices.
3. Problems of Growth: Unemployment; Poverty; Regional imbalances; Social injustices; Inflation; Parallel economy; Industrial sickness.
4. Role of Government: Monetary and fiscal policy; Industrial policy; Industrial licensing, Privatization, Liberalization and Globalization; Devaluation; Export-Import Policy; Regulation of foreign investment; Collaborations in the light of recent changes.
5. The Current Five Year Plan: Major policies; Resource allocation.
6. The Consumer Protection Act 1986: Basic Concepts: Consumer, goods, service, defects in goods, deficiency in service, Grievance redressal machinery.
7. Introduction to FDI, FII and their role in Indian Economy, Role and Relevance of Public, Private, Joint and Small Scale Sector in India.
8. International Environment: trends in world trade and problems faced by developing countries; trends in foreign trade and economic growth.
9. International economic grouping: GATT,WTO,UNCTAD,WORLD BANK, IMF ,counter trade

### Suggested Reading:

1. M. Adhikary, *Economic Environment of Business*, Sultan Chand & sons New Delhi.
2. K. Ashwathappa, *Legal Environment of Business*, Himalaya Publication New Delhi.
3. Francis Cherunilam, *Business Environment*, Himalaya Publishing House New Delhi.
4. Rajvaid: *Business Environment*.
5. I.C. Dhingra, *Indian Economy: Environmental and Policy*, Sultan Chand & sons New Delhi.
6. S.K. Mishra and V.K. Puri, *Economic Environment of Business*.
7. Joshi.R and Kapoor.S, *Business Environment*, Kalyani Publishers.

## Group – II: Accounting Group

### Paper – I: Financial Accounting

**Objective:** The objective of this paper is to help students to acquire conceptual knowledge of the financial accounting and to impart skills for recording various kinds of business transactions.

**Paper pattern:** This question paper consists of three sections, 'A', 'B' & 'C'. Section 'A' consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section 'A' are compulsory.** Section 'B' consists of seven short-answer type questions, out of which students have to attempt **any five** questions. Each question of section 'B' is of 2 marks. Section 'C' consists of eight long answer type questions, **out of which at least five questions will be numerical**, students have to attempt **any four** questions. Each question of section 'C' is of 7.5 marks.

1. Nature of financial statements, Accounting concepts and Principles.
2. Accounting Process - From recording of a business transaction to preparation of trial balance including adjustments.
3. The nature of Depreciation. The accounting concept of depreciation. Factors in the measurement of depreciation. Methods of computing depreciation: straight line method



- and diminishing balance method.
4. Accounts of Banking Companies – Accounting requirements of banking companies. The classification of Book Debts, Profit & Loss Account and Balance Sheet of Banking companies.
  5. Departmental and Branch Accounts – Preparation of departmental accounts-allocation of expenses. Preparation of Accounts of branches keeping incomplete records, Account of independent branches maintaining complete records, stock and debtors method; Foreign branches; Inter-branches transactions.
  6. Insolvency accounts of sole trader and partnership firms-statements of affairs and deficiency account.
  7. Hire purchase account(including problems of default in hire purchase, H P trading A/c, goods of small value, stock and debtors method of branch), Installment payment system.
  8. Royalty accounts.
  9. Partnership Accounts: Fundamentals (including treatment of goodwill as per AS10 revised), Admission of a Partner, Retirement and Death of a Partner, Dissolution of Partnership including Insolvency.

### Suggested Readings:

1. N Robert Anthony, David Hawkins, A. Kenneth Merchant, *Accounting: Text and Cases*, McGraw-Hill Education, 13th Ed. 2013.
2. T. Charles Horngren and Donna Philbrick, *Introduction to Financial Accounting*, Pearson Education.
3. J.R. Monga, *Financial Accounting: Concepts and Applications*, Mayur Paper Backs, New Delhi.
4. M.C.Shukla, T.S. Grewal and S.C.Gupta. *Advanced Accounts. Vol.-I. S*, Chand & Co., New Delhi.
5. S.N. Maheshwari, and. S. K. Maheshwari. *Financial Accounting*, Vikas Publishing House, New Delhi.
6. Deepak Sehgal. *Financial Accounting*, Vikas Publishing H House, New Delhi.
7. Bhushan Kumar Goyal and HN Tiwari, *Financial Accounting*, International Book House
8. Goldwin, Alderman and Sanyal, *Financial Accounting*, Cengage Learning.
9. P.C. Tulsian, *Financial Accounting*, Pearson Education.
10. *Compendium of Statements and Standards of Accounting*. The Institute of Chartered Accountants of India, NewDelhi

### Paper – II: Business Statistics

**Objective:** To familiarize students with the applications of Statistical techniques in business and to find solution of the business problem.

**Paper pattern:** This question paper consists of three sections, 'A', 'B' & 'C'. Section 'A' consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section 'A' are compulsory.** Section 'B' consists of seven short-answer type questions, out of which students have to attempt **any five** questions. Each question of section 'B' is of 2 marks. Section 'C' consists of eight long answer type questions, **out of which at least five questions will be numerical**, students have to attempt **any four** questions. Each question of section 'C' is of 7.5 marks.

1. Introduction: Nature, scope, importance and limitations of statistics, Misuse of statistics.
2. Statistical Investigation: Collection and classification of data, planning a statistical investigation, questionnaire, methods of collecting primary and secondary data, Methods and principle of sampling. Methods of classification and tabulation.
3. Diagrammatic and Graphic Presentation: Location of median, quartiles and mode graphically; one and two dimensional diagrams.
4. Statistical Average: Uses, limitation and calculations of various averages, Mean, Mode,

- Median, Partition Values, Geometrical and Harmonic Mean.
5. Dispersion and Skewness: Various measures.
  6. Correlation and Regression analysis: Simple correlation, scatter diagram, methods of computing correlation, Karl Pearson and rank correlation, Standard error and probable error. Regression analysis ,Regression coefficients,
  7. Index Number: Fixed base and chain base, base shifting, weighted index numbers, consumer price Index no., Fisher's Index, tests of reversibility.
  8. Analysis of time series: Meaning, components of time series, measurements of trend.
- Indian Statistics: National income, population census, statistics relating to agriculture, statistical organisations at the centre and in Uttarakhand.

### Suggested Readings:

1. Richard Levin and S. David Rubin, *Statistics for Management*, Pearson Education.
2. N.D. Vohra, *Business Statistics*, McGraw Hill Education.
3. Berenson and Levine, *Basic Business Statistics: Concepts and Applications*, Pearson Education.
4. M.D Spiegel, *Theory and Problems of Statistics*, Schaum Outlines Series, McGraw-Hill.
5. G.C. Beri, *Business Statistics*, McGraw-Hill.
6. J. K. Sharma, *Business Statistics*, Pearson Education.
7. S.C. Gupta, *Fundamentals of Statistics*, Himalaya Publishing House.

## Group – III: Business Economics and Legal Aspects of Business

### Paper – I: Business Economics

**Objective:** To introduce students with broad range of economic concepts, theories and analytical techniques which help the management in decision making.

**Paper pattern:** This question paper consists of three sections, 'A', 'B' & 'C'. Section 'A' consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section 'A' are compulsory.** Section 'B' consists of seven short-answer type questions, out of which students have to attempt **any five** questions. Each question of section 'B' is of 2 marks. Section 'C' consists of eight long answer type questions, students have to attempt **any four** questions. Each question of section 'C' is of 7.5 marks.

1. Introduction: Definition and nature of economics, Scope and methodology of economics, Micro and macro economics.
2. Consumption: Measurements of Utility, Law of Diminishing Marginal Utility, Law of Equi-marginal Utility.
3. Law of Demand: Demand Schedules and Curves, Elasticity of Demand, methods of measurement of elasticity of demand, measurement of cross elasticity, Law of Supply, Measurement of Elasticity of Supply, ,
4. Consumer's surplus, Study of Consumer Behaviour through indifference curve technique.
5. Production: The Factors of Production and their characteristics, Factors affecting productivity of labour and capital, Theories of Population. Law of variable proportion, The laws of return, economy of scale, law of return to scale, different concepts of cost of production. SAC curve, LAC curve.
6. Exchange: The theory of exchange, Definition and extent of market, Determination of price under conditions of perfect competition, imperfect competition and monopoly. Effect of monopoly in economic life, monopolistic competition, oligopoly,
7. Theories of distribution, marginal productivity theory of distribution
8. Concept and theories of profit and wages

## Suggested Readings:

1. D.N. Dwivedi, Managerial Economics, 7th Edition, Vikas Publishing House.
2. D. Salvatore, Managerial Economics in a Global Economy, 6th Edition, Oxford University Press.
3. L. Peterson and Jain Managerial Eco., 4th Edition, Pearson Education.
4. Kontsoyianis, Modern Micro-Economics.
5. M. Adhikary, Business Economics.

## Paper – II: Business Laws

**Objective:** To impart basic knowledge of the important business laws relevant to conduct general business activities in physical and virtual spaces along with relevant case laws.

**Paper pattern:** This question paper consists of three sections, 'A', 'B' & 'C'. Section 'A' consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section 'A' are compulsory.** Section 'B' consists of seven short-answer type questions, out of which students have to attempt **any five** questions. Each question of section 'B' is of 2 marks. Section 'C' consists of eight long answer type questions, students have to attempt **any four** questions. Each question of section 'C' is of 7.5 marks.

1. The Indian Contract Act, 1872: Nature of contract: Classification; Offer and acceptance; Capacity of parties to contract; Free consent; Consideration Legality of object; Agreement declared void; Performance of contract; Discharge of contract; Remedies for breach of contract. Special Contracts; Indemnity; Guarantee; Bailment and pledge; Agency.
2. The Sale of Goods Act, 1930. Formation of contracts of sale; Goods and their classification, price; Conditions and warranties; Transfer of property in goods; Performance of the contract of sale; Unpaid seller and his rights, sale by auction; Hire - purchase agreement.
3. The Partnership Act, 1932 and Limited Liability Partnership Rules.
4. The Negotiable Instrument Act, 1881: Definition of negotiable instruments; Features; Promissory note; Bill of Exchange, Cheque holder and holder in due course; Crossing of a cheque, Types of crossing, Negotiation, Dishonor and discharge of negotiable instruments.
5. The Information Technology Act, 2000: Meaning and Scope of the Act, Digital Signature, Electronic Governance, Regulation of Certifying Authority, Digital Signature, Penalties and Adjudication, Offences.

## Suggested Readings:

1. M.C. Kuchhal, and Vivek Kuchhal, *Business Law*, Vikas Publishing House, New Delhi.
2. Avtar Singh, *Business Law*, Eastern Book Company, Lucknow.
3. Ravinder Kumar, *Legal Aspects of Business*, Cengage Learning
4. S.N. Maheshwari and S.K. Maheshwari, *Business Law*, National Publishing House, New Delhi.
5. Sushma Arora, *Business Laws*, Taxmann Publications.
6. Akhileshwar Pathak, *Legal Aspects of Business*, McGraw Hill Education, 6th ed.
7. P C Tulsian and Bharat Tulsian, *Business Law*, McGraw Hill Education
8. S. K. Aggarwal, *Business Law*, Galgotia Publishers Company, New Delhi.
9. J.P. Sharma and Sunaina Kanojia, *Business Laws*, Ane Books Pvt. Ltd., New Delhi.
10. Bhushan Kumar Goyal and Jain Kinneri, *Business Laws*, International Book House

## Group IV – Computerized Accounting

### Paper – I: Financial Accounting

**Objective:** The objective of this paper is to help students to acquire conceptual knowledge of the financial accounting and to impart skills for recording various kinds of business transactions

**Paper pattern:** This question paper consists of three sections, 'A', 'B' & 'C'. Section 'A' consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section 'A' are compulsory.** Section 'B' consists of seven short-answer type questions, out of which students have to attempt **any five** questions. Each question of section 'B' is of 2 marks. Section 'C' consists of eight long answer type questions, students have to attempt **any four** questions. Each question of section 'C' is of 7.5 marks.

1. Nature of financial statements, Accounting concepts and Principles.
2. Accounting Process - From recording of a business transaction to preparation of trial balance including adjustments.
3. The nature of Depreciation. The accounting concept of depreciation. Factors in the measurement of depreciation. Methods of computing depreciation: straight line method and diminishing balance method.
4. Accounts of Banking Companies – Accounting requirements of banking companies. The classification of Book Debts, Profit & Loss Account and Balance Sheet of Banking companies.
5. Departmental and Branch Accounts – Preparation of departmental accounts-allocation of expenses. Preparation of Accounts of branches keeping incomplete records, Account of independent branches maintaining complete records, stock and debtors method; Foreign branches; Inter-branches transactions.
6. Insolvency accounts of sole trader and partnership firms-statements of affairs and deficiency account.
7. Hire purchase account(including problems of default in hire purchase, H P trading A/c, goods of small value, stock and debtors method of branch), Installment payment system.
8. Royalty accounts.
9. Partnership Accounts: Fundamentals (including treatment of goodwill as per AS10 revised), Admission of a Partner, Retirement and Death of a Partner, Dissolution of Partnership including Insolvency.

### Suggested Reading:

1. P.C. Gupta and S.K.Gupta, Financial Accounting, Jawahar Publication
2. Anthony R.N., Hawkins, D.R., Merchant,K. A., Accounting: Text and Cases, McGraw-Hill Education, 13<sup>th</sup> Edition.
3. J.R Monga, Financial Accounting: Concepts and Applicatons, Mayur Paper Backs, New Delhi
4. M.C. Shukla, T.S Grewal and Gupta S.C., Advanced Accounts. Vol. I, S Chand and Co., New Delhi.

### Paper – II: Computerized Financial Accounting

**Objective:** To gain the knowledge of fundamentals of computer, basic electronic, database system and use of computer in a secure manner and to impart computer skills for recording various kind of business transactions by using accounting software.

**Paper pattern:** This question paper consists of three sections, 'A', 'B' & 'C'. Section 'A' consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section 'A' are compulsory.** Section 'B' consists of seven short-answer type questions, out of which students have to attempt **any five** questions. Each question of section 'B' is of 2 marks. Section 'C' consists of six long answer type questions, students have to attempt **any three** questions. Each question of section 'C' is of 5 marks.

1. Computer Fundamentals Brief History, Hardware and Software, Classification of Computer introduction to different computer languages, Memory Concepts, Operating System and its types, Elementary idea of MS-DOS and Window operating system.
2. Treatment of Data and Basic Statistical Analysis: Mean mode median and hypothesis testing (t test and  $x^2$  test) on Computer.
3. Tally and its basics.
4. Basic rules of journal entries, ledgers, trial balance and final accounts.
5. Use of Tally to obtain financial accounting output for the following:
  - i. Day books
  - ii. Journals
  - iii. Journal Ledger
  - iv. Subsidiary Ledger
  - v. Trial Balance
  - vi. Balance Sheet
  - vii. Profit and Loss Account
  - viii. Other Statement

Note: separate practical will be held for 15 marks in computerized accounting.

## **B.Com. – II Year**

### **Group I: Management Group**

#### **Paper – I: Basic Business Finance**

**Objective:** To familiarize the students with the basic principles and practices of finance.

**Paper pattern:** This question paper consists of three sections, 'A', 'B' & 'C'. Section 'A' consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section 'A' are compulsory.** Section 'B' consists of seven short-answer type questions, out of which students have to attempt **any five** questions. Each question of section 'B' is of 2 marks. Section 'C' consists of eight long answer type questions, **out of which at least five questions will be numerical**, students have to attempt **any four** questions. Each question of section 'C' is of 7.5 marks.

1. Nature, scope and objective of Financial Management, Time value of money, Risk and return (including Capital Asset Pricing Model), Valuation of securities – Bonds and Equities
2. Cost of Capital: Cost of Capital and Financing Decision: Sources of long -term financing Estimation of components of cost of capital. Methods for Calculating cost of equity capital, Cost of Retained Earnings, Cost of Debt and Cost of Preference Capital, Weighted Average cost of capital (WACC) and Marginal cost of capital.
3. Operating and Financial Leverage: Their measure; Effects on profit, analysing alternate financial plans, combined financial and operating leverage.
4. Capital Structure: Theories of Capital Structure (Net Income, Net Operating Income, MM Hypothesis, Traditional Approach) and determinants.
5. Capital Budgeting: The Capital Budgeting Process, Cash flow Estimation, Payback Period Method, Accounting Rate of Return, Net Present Value (NPV), Net Terminal Value, Internal Rate of Return (IRR), Profitability Index, Capital budgeting under Risk – Certainty Equivalent Approach and Risk-Adjusted Discount Rate.
6. Management of Working Capital: nature of Working capital, Significance of working capital, operating cycle, factors determining working capital requirements; Management of working capital – cash, receivables, and inventory.
7. Dividend Policies; Issues in dividend policies; Walter's model Gordon's model; M.M. Hypothesis, forms of dividends and stability of dividends, determinants.

#### **Suggested Readings:**

1. C. James Van Horne and Warkowich, *Fundamentals of Financial Management*, Pearson Education.
2. H. Levy and M. Sarnat. *Principles of Financial Management*, Pearson Education.
3. O.M. Joy, *Introduction to Financial Management*, Mc Graw Hill Education.

4. Brigham and Houston, *Fundamentals of Financial Management*, Cengage Learning.
5. Khan and Jain, *Basic Financial Management*, McGraw Hill Education.
6. P. Chandra, *Fundamentals of Financial Management*, McGraw Hill Education.
7. R.P. Rustagi, *Fundamentals of Financial Management*, Taxmann Publication Pvt. Ltd.
8. Singh Surender and Kaur Rajeev, *Fundamentals of Financial Management*, Mayur Paperback, New Delhi.
9. I.M. Pandey *Financial Management*, Vikas Publications.
10. Bhabatosh Banerjee, *Fundamentals of Financial Management*, PHI Learning.

## **Paper – II: Personnel Management**

**Objective:** The course aim is to provide basic knowledge to the students about procurement, development, compensation, integration, and maintenance of the personnel of an organization.

**Paper pattern:** This question paper consists of three sections, 'A', 'B' & 'C'. Section 'A' consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section 'A' are compulsory.** Section 'B' consists of Seven short-answer type questions, out of which students have to attempt **any five** questions. Each question of section 'B' is of 2 marks. Section 'C' consists of Eight long answer type questions, students have to attempt **any four** questions. Each question of section 'C' is of 7.5 marks.

1. Personnel Management: Meaning, importance and scope, Organisation and functions of personnel department: Personnel policies.
2. Manpower Planning – Meaning, importance and process.
3. Recruitment & Selection: Job description and Job specification, selection procedure.
4. Training: Need, methods, induction of new employees.
5. Promotion, demotion, transfer, discipline, discharge and dismissal and related problems and procedures.
6. Motivation concept and theories (Maslow, McGregor, Herzberg etc.).
7. Compensation: Wage and Salary administration. Methods of wage payment including incentive wage plan.
8. Performance Appraisal: Nature, importance and techniques.

### **Suggested Reading:**

1. A. Monappa and M.S. Saiyadani, *Personnel Management*, Mc-Graw Hill Education.
2. R.S Davar, *Personnel Management and Industrial Relations in India*, S.Chand.
3. C.B Mamoria and V.S.P Rao, *Personnel Management*, Himalya Publishing House.
4. A Kumar and R Sharma, *Personnel Management Theory and Practice*, Atlantic Publishers and Distributers pvt. ltd.

## **Group II: Accounting Group**

### **Paper – I: Cost Accounting**

**Objective:** To provide an in-depth understanding of the cost accounting principles for

identification, analysis and classification of cost components and cost ascertainment using various costing methods.

**Paper pattern:** This question paper consists of three sections, 'A', 'B' & 'C'. Section 'A' consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section 'A' are compulsory.** Section 'B' consists of seven short-answer type questions, out of which students have to attempt **any five** questions. Each question of section 'B' is of 2 marks. Section 'C' consists of eight long answer type questions, *out of which at least five questions will be numerical*, students have to attempt **any four** questions. Each question of section 'C' is of 7.5 marks.

1. Introduction: Nature and scope of cost accounting; Cost concepts and classifications; Methods and techniques; Installation of costing system: Concept of cost audit.
2. Accounting for Material: Material/inventory control techniques. Accounting and control of purchases, storage and issue of materials. Methods of pricing of materials issues — FIFO, LIFO, Simple Average, Weighted Average, Replacement, Standard Cost. Treatment of Material Losses
3. Accounting for Labour: Accounting and Control of labour cost. Time keeping and time booking. Concept and treatment of idle time, over time, labour turnover and fringe benefits. Methods of wage payment and the Incentive schemes- Halsey, Rowan, Taylor's Differential piece wage.
4. Accounting for Overheads: Classification and departmentalization; Allocation, Apportionment, Reapportionment and Absorption of overheads; Determination of overhead rates, Under and Over absorption, and its accounting treatments.
5. Cost Ascertainment: Unit costing, Job costing, Contract costing, Process costing (process losses, valuation of work in progress, joint and by-products), Service costing (only transport).
6. Cost Records: Integral and non-integral system.
7. Standard costing and variance analysis, material, labour and overhead
8. Reconciliation of cost and financial accounts

### **Suggested Reading:**

1. S.N. Jain, Maheshwari and S.N. Mittal, *Cost Accounting: Theory and Problems*, Shri Mahavir Book Depot, New Delhi.
2. S.P. and K.L. Narang, *Cost Accounting: Principles and Methods*, Kalyani Publishers.
3. Rajiv Goel, *Cost Accounting*, International Book House.
4. Surender Singh, *Cost Accounting*, Scholar Tech Press, New Delhi.
5. B.M. Nigam Lall and I.C. Jain, *Cost Accounting: Principles and Practice*, PHI Learning.
6. M.N. Arora, *Cost Accounting – Principles and Practice*, Vikas Publishing House, New Delhi.
7. S.P. Iyengar, *Cost Accounting*, Sultan Chand & Sons.

### **Paper – II: Corporate Accounting**

**Objective:** To acquire the conceptual knowledge of corporate accounting and to understand the various techniques of preparing accounting and financial statements of companies.

**Paper pattern:** This question paper consists of three sections, 'A', 'B' & 'C'. Section 'A' consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section 'A' are compulsory.** Section 'B' consists of seven short-answer type questions, out of which students have to



attempt **any five** questions. Each question of section 'B' is of 2 marks. Section 'C' consists of eight long answer type questions, *out of which at least five questions will be numerical*, students have to attempt **any four** questions. Each question of section 'C' is of 7.5 marks.

Note: Students have to follow Revised Schedule VI for preparing Final Account wherever needed

1. Company Accounts: Issue of Shares. Forfeiture & reissue of shares(including problems ofprorata)
2. Issue and Redemption of Debentures
3. Redemption of preference shares
4. Profits prior and after incorporation.
5. Preparation of final A/C of joint stock company(including problems of managerial remuneration)with adjustment as per revised schedule VI of companies act
6. Underwriting of shares.
7. Amalgamation, Absorption and Reconstruction. As per accounting standard - 14.
8. Liquidation of companies.
9. Holding companies: Preparation of consolidated Profit and Loss Accounts and Balance Sheet.
10. Valuation of shares and valuation of goodwill.

### **Suggested Readings:**

1. M.C. Kuchhal, *Modern Indian Company Law*, Shri Mahaveer Book Depot (Publishers), Delhi.
2. G.K. Kapoor and Sanjay Dhamija, *Company Law*, Bharat Law House, Delhi.
3. Anil Kumar, *Corporate Laws*, Indian Book House, Delhi
4. Reena Chadha and Sumant Chadha, *Corporate Laws*, Scholar Tech Press, Delhi.
5. Avtar Singh, *Introduction to Company Law*, Eastern Book Company
6. *A Compendium of Companies Act 2013, along with Rules*, by Taxmann Publications.
7. Gower and Davies, *Principles of Modern Company Law*, Sweet & Maxwell
8. Shukla.S.M and Gupta K.L, *Corporate Accounting*, Sahitya Bhawan Publications, Agra

## **Group III: Business Economics and Legal Aspects of Business**

### **Paper – I: Money, Banking and Insurance**

**Objective:** To impart knowledge about the basic principles of the Money, Banking and Insurance

**Paper pattern:** This question paper consists of three sections, 'A', 'B' & 'C'. Section 'A' consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section 'A' are compulsory.** Section 'B' consists of seven short-answer type questions, out of which students have to attempt **any five** questions. Each question of section 'B' is of 2 marks. Section 'C' consists of eight long answer type questions students have to attempt **any four** questions. Each question of section 'C' is of 7.5 marks.

1. Money and Monetary System: Evolution, Function and Importance of Money, kinds of Money, Money Standards: Essentials of a good currency system. Gold Standard Bimetallism:

Paper standard, Various methods of Note Issue with particular reference to their working in India Managed Money.

2. The value of money. The Quantity Theory of Money – Fisher’s equation and its criticism; Inflation and deflation, Present monetary system.
3. Origin of banking: definition, banker and customer relationship, General and special types of customers, Types of deposits, Origin and growth of commercial banks in India. Financial Services offered by banks, changing role of commercial banks, types of banks
4. Cheques and Paying Banker: Crossing and endorsement, types and rules of crossing, Duties, Statutory protection in due course, collecting bankers: duties, statutory protection for holder in due course, Concept of negligence.
5. Principles of sound lending, Secured vs. unsecured advances, Types of advances, Advances against various securities.
6. Meaning and Benefits of Internet Banking, Home banking, Mobile banking, Virtual banking, E-payments, ATM Card/Biometric card, Debit/Credit card, Smart card, NEFT, RTGS, ECS (credit/debit), E-money, Electronic purse, Digital cash.
7. Basic concept of risk, Types of business risk, Assessment and transfer, Basic principles of utmost good faith, Indemnity, Economic function, Proximate cause, Subrogation and contribution, Types of insurance: Life and Non-life, Re-insurance, Risk and return relationship, Need for coordination. Power, functions and Role of IRDA, Online Insurance.

### **Suggested Reading:**

1. O.P. Agarwal, *Banking and Insurance*, Himalaya Publishing House
2. C. Satyadevi, *Financial Services Banking and Insurance*, S.Chand
3. H.R. Suneja, *Practical and Law of Banking*, Himalaya Publishing House
4. T.N. Chabra, *Elements of Banking Law*, Dhanpat Rai and Sons
5. C. Arthur and C. William Jr., *Risk Management and Insurance*, McGraw Hill
6. G.S Saxena, *Legal Aspects of Banking Operations*, Sultan Chand and Sons
7. P.N. Varshney, *Banking Law and Practice*, Sultan Chand and Sons
8. Jyotsna Sethi and Nishwan Bhatia, *Elements of Banking and Insurance*, PHI Learning

### **Paper II: Legal Aspects of Business**

**Objectives:** To impart basic knowledge of the provisions of the Companies Act 2013 as well as statutory provisions of Industrial Laws and Labour Laws.

**Paper pattern:** This question paper consists of three sections, ‘A’, ‘B’ & ‘C’. Section ‘A’ consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section ‘A’ are compulsory.** Section ‘B’ consists of seven short-answer type questions, out of which students have to attempt **any five** questions. Each question of section ‘B’ is of 2 marks. Section ‘C’ consists of eight long answer type questions, students have to attempt **any four** questions. Each question of section ‘C’ is of 7.5 marks.

#### Section “A” Company Law (50%)

Provisions of the Companies Act amended up to date with special reference to:

1. Incorporation; raising of capital, commencement of business, membership- types, rights & duties.
2. Management of companies: Board of Directors, Manager, Company Secretary.
3. Meetings and Resolutions.

4. Oppression and mis-management.
5. Winding up: Various kinds and consequences.

#### Section “B” Industrial Laws (50%)

Statutory provisions of the following legislations:

1. The Factories Act, 1948.
2. The Trade Unions Act, 1926
3. The Workmen Compensation Act, 1923
4. The Minimum Wages Act, 1948
5. The Industrial Disputes Act, 1947

#### Suggested Readings:

1. Ravindra Kumar, *Legal Aspects of Business*, Cengage learning, New Delhi, 2009
2. M.C. Kuchhal, *Indian Company Law*, Shree Mahabir Book Depot, Delhi, 2008
3. R.S.N Pillai and V. Bagavathi, *Legal Aspects of Business*, S.Chand Publishing.
4. P.L. Malik, *Handbook of Labour and Industrial Law*, Eastern Book Company.
5. P.P.S Gogna, *A Textbook of Company Law*, S.Chand.

### Group IV: Computerized Accounting

#### Paper – I: Cost Accounting

**Objective:** To provide an in-depth understanding of the cost accounting principles for identification, analysis and classification of cost components and cost ascertainment using various costing methods.

**Paper pattern:** This question paper consists of three sections, ‘A’, ‘B’ & ‘C’. Section ‘A’ consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section ‘A’ are compulsory.** Section ‘B’ consists of seven short-answer type questions, out of which students have to attempt **any five** questions. Each question of section ‘B’ is of 2 marks. Section ‘C’ consists of eight long answer type questions, **out of which at least five questions will be numerical**, students have to attempt **any four** questions. Each question of section ‘C’ is of 7.5 marks.

1. Introduction: Nature and scope of cost accounting; Cost concepts and classifications; Methods and techniques; Installation of costing system : Concept of cost audit.
2. Accounting for Material: Material control; concept and techniques, Pricing of material issues; Treatment of material losses.
3. Accounting for Labour: Labour cost control procedure; Labour turnover; Idle time and overtime; Methods of wage payment – time and piece rates; Incentive Schemes.
4. Accounting for Overheads: Classification and departmentalization; Absorption of overheads; Determination of overhead rates, under and over absorption, and its accounting treatments.

5. Cost Ascertainment: Unit costing, Job, batch and contract costing: Operating costing; Process costing – including joint and by-products excluding problems of inter process profits.
6. Cost Records: Integral and non-integral system;
7. Standard cost and variance analysis, material, labour and overheads
8. Reconciliation of cost and financial accounts.

## **Paper – II: Computerized Cost Accounting**

**Objective:** To provide an in-depth understanding of the cost accounting principles for identification, analysis and classification of cost components and cost ascertainment using various costing methods in MS-EXCEL and Tally.

**Paper pattern:** This question paper consists of three sections, 'A', 'B' & 'C'. Section 'A' consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section 'A' are compulsory.** Section 'B' consists of seven short-answer type questions, out of which students have to attempt **any five** questions. Each question of section 'B' is of 2 marks. Section 'C' consists of six long answer type questions, students have to attempt **any three** questions. Each question of section 'C' is of 5 marks.

1. Introduction to spread sheets, working on spread sheet, MS excel and its applications working of MS-Excel.
2. Cost Accounting System: Elements of cost; Classification; Cost sheet; Cost accounting methods and techniques.
3. Use of Tally and MS-Excel to obtain cost accounting outputs for the following:
  - i. Analysis of Cost – Cost Centres wise
  - ii. Analysis of Cost – Cost Elements wise
  - iii. Allocation of overhead
  - iv. Apportionment of overheads
  - v. Preparation of cost sheet, contract A/c and process A/c
  - vi. Variable and Fixed costs – BEP, P/V analysis
  - vii. Standard cost and variance analysis
  - viii. Differential cost

Note: separate practical will be held for 15 marks in computerized accounting

## **B.Com. – III Year**

### **Group I – Management Group**

#### **Paper I: Marketing Management**

**Objective:** The objective of this course is to provide basic knowledge of concepts, principles, tools and techniques of marketing.

**Paper pattern:** This question paper consists of three sections, 'A', 'B' & 'C'. Section 'A' consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section 'A' are compulsory.** Section 'B' consists of seven short-answer type questions, out of which students have to attempt **any five** questions. Each question of section 'B' is of 2 marks. Section 'C' consists of eight long answer type questions, students have to attempt **any four** questions. Each question of section 'C' is of 7.5 marks.

1. Introduction: Nature and scope of marketing; Importance of marketing, Marketing concepts – traditional and modern, Selling Vs. marketing, Marketing mix, Marketing environment.
2. Consumer Behaviour and Market Segmentation: An introduction to factors affecting consumer behaviour; Market segmentation – concept and importance; Bases for market segmentation.
3. Product: Concept of product, consumer and industrial goods : Product planning and development; packaging – role and functions; Brand name and trade mark; After - sales service; Product life cycle concept.
4. Price: Importance of price in the marketing - mix, factors affecting price of a product/ service: Discounts and rebates.
5. Distribution Channels and Physical Distribution: Distribution Channel – concept and role: Types of distribution channels: Factors affecting choice of a distribution channel; Retailer and wholesaler; Physical distribution of goods, Transportation; Warehousing, Inventory control; Order processing.
6. Promotion: Methods of promotion, Optimum promotion mix; Advertising media – their relative merits and limitations; Characteristics of an effective advertisement; Personal selling, Selling as a career, Characteristics of a successful sales person: Functions of salesman.
7. Recent developments in marketing: Social Marketing, online marketing, direct marketing, services marketing, green marketing, Rural marketing; Consumerism.

#### **Suggested Readings:**

1. Philip Kotler, Gary Armstrong, Prafulla Agnihotri and Ehsanul Haque, *Principles of Marketing*, 13th edition, Pearson Education.
2. J. Michael Etzel, J. Bruce Walker, J. William Stanton and Ajay Pandit. *Marketing: Concepts and Cases*. (Special Indian Edition)., McGraw Hill Education
3. D. William Perreault, and E. McCarthy Jerome., *Basic Marketing*, Pearson Education.

4. Simon Majaro, *The Essence of Marketing*, Pearson Education, New Delhi.
5. Iacobucci and Kapoor, *Marketing Management: A South Asian Perspective*, Cengage Learning.
6. Dhruv Grewal, Michael Levy, *Marketing*, McGraw Hill Education.
7. T.N. Chhabra and S. K. Grover, *Marketing Management*. Fourth Edition, Dhanpat Rai & Company.
8. Neeru Kapoor, *Principles of Marketing*, PHI Learning.
9. Rajendra Maheshwari, *Principles of Marketing*, International Book House.

## **Paper – II: Management Accounting**

**Objective:** To enable students to acquire knowledge of concepts, methods and techniques of management accounting for the purpose of managerial planning, control and decision making.

**Paper pattern:** This question paper consists of three sections, 'A', 'B' & 'C'. Section 'A' consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section 'A' are compulsory.** Section 'B' consists of seven short-answer type questions, out of which students have to attempt **any five** questions. Each question of section 'B' is of 2 marks. Section 'C' consists of eight long answer type questions, *out of which at least five questions will be numerical*, students have to attempt **any four** questions. Each question of section 'C' is of 7.5 marks.

1. Management Accounting: Nature, scope and functions of management accounting; Role of management accounting in decision - making; Management accounting Vs. financial accounting : Tools and techniques of management accounting
2. Ratio analysis; Classification of ratios – profitability ratios, turnover ratios, solvency and liquidity ratios, ratios for investors, Advantages of ratio analysis; Limitations of accounting ratios.
3. Funds Flow Statement, Cash Flow Statement(as per revised AS)
4. Absorption and Marginal Costing: Marginal and differential costing as a tool for decision making – make or buy; Change of product mix, Pricing, Exploring new markets, Shutdown decisions, Cost Volume Profit Analysis:Break-even analysis.
5. Budgeting for Profit Planning and control: Meaning of budget and budgetary control; Objectives; Merits and limitations; Types of budgets; Cash budget, Fixed and flexible budgeting; Zero base budgeting, Performance budging.
6. Capital Investment decisions(capital budgeting),methods,
7. Standard Costing and Variance Analysis: Meaning of standard cost and standard costing: advantages and applications; Variance analysis: material, Labour and overhead variances.
8. Responsibility accounting.

### **Suggested Readings:**

1. T. Horngren Charles, L. Sundem Gary, Dave Burgstahler, Jeff O. Schatzberg. *Introduction to Management Accounting* , Pearson Education.
2. A. Anthony Atkinson, S. Robert Kaplan, Ella Mae Matsumura, S. Mark Young. *Management Accounting*. Dorling Kindersley(India) Pvt. Ltd.
3. Surender Singh, *Management Accounting*, Scholar Tech Press, New Delhi.
4. Garrison, Noreen, Brewer. *Managerial Accounting*. McGraw Hill.
5. Rajiv Goel, *Management Accounting*. International Book House,
6. M.N. Arora. *Management Accounting*. Vikas Publishing House, New Delhi.

7. S.N. Maheshwari and S.N. Mittal. *Management Accounting*. Shree Mahavir Book Depot, New Delhi.
8. M.Y. Khan and P.K. Jain, *Management Accounting*. McGraw Hill Education

## Group II – Accounting Group

### Paper – I: Income Tax Law & Accounts

**Objective:** To provide basic knowledge and equip students with application of principles and provisions of Income-tax Act, 1961 and the relevant Rules.

**Paper pattern:** This question paper consists of three sections, 'A', 'B' & 'C'. Section 'A' consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section 'A' are compulsory.** Section 'B' consists of seven short-answer type questions, out of which students have to attempt **any five** questions. Each question of section 'B' is of 2 marks. Section 'C' consists of eight long answer type questions, **out of which at least five questions will be numerical**, students have to attempt **any four** questions. Each question of section 'C' is of 7.5 marks.

1. Basic concepts: Income, agricultural income, person, assessee, assessment year, previous year, gross total income, total income, maximum marginal rate of tax; Permanent Account Number (PAN)
2. Residential status; Scope of total income on the basis of residential status, Exempted income under section 10
3. Computation of Income under Income from Salaries; Income from house property
4. Computation of Income under Profits and gains of business or profession; Capital gains; Income from other sources
5. Deductions from Gross total income; Rebates and reliefs. Computation of total income and Tax liability of an Individual and Hindu undivided Family, Aggregation of income and Set-off and Carry forward of losses
6. Deductions and collection of Tax at source; Advance payment of Tax and Payment of Tax after Assessment.
7. Preparation of Return of Income: Filing of returns: Manually, On-line filing of Returns of Income & TDS; Provision & Procedures of Compulsory On-Line filing of returns for specified assesses.

### Suggested readings:

1. Vinod K Singhania. and Monica Singhania. *Students' Guide to Income Tax, University Edition*, Taxmann Publications Pvt. Ltd., New Delhi.
2. Girish Ahuja and Ravi Gupta. *Systematic Approach to Income Tax*. Bharat Law House, Delhi.
3. B.K Agarwal and R. Agarwal, *Income Tax Law and Accounts*, Nirupam Sahitya Sadan.
4. H.C Mehrotra and S.P Goyal, *Income Tax Law and Accounts*, Sahitya Bhawan Publications.

## Paper – II: Auditing and Corporate Governance

**Objective:** To provide knowledge of auditing principles, procedures and techniques in accordance with current legal requirements and professional standards and to give an overview of the principles of Corporate Governance and Corporate Social Responsibility.

**Paper pattern:** This question paper consists of three sections, 'A', 'B' & 'C'. Section 'A' consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section 'A' are compulsory.** Section 'B' consists of seven short-answer type questions, out of which students have to attempt **any five** questions. Each question of section 'B' is of 2 marks. Section 'C' consists of eight long answer type questions, students have to attempt **any four** questions. Each question of section 'C' is of 7.5 marks.

1. Introduction : Meaning, Objectives, Basic Principles and Techniques; Classification of Audit, Recent Trends in Auditing: Nature and significance of cost audit; Tax audit; Management audit
2. Audit Planning, Internal Control – Internal Check and Internal Audit; Audit Procedure – Vouching and verification of Assets & Liabilities.
3. Audit of Companies:: Company Auditor- Qualifications and disqualifications, Appointment, Rotation, Removal, Remuneration, Rights and Duties , Liabilities of Statutory Auditors under the Companies Act 2013
4. Special Areas of Audit: Special features of Cost audit, Tax audit, and Management audit; Basic considerations of audit in EDP Environment; Auditing Standards; Relevant Case Studies/Problems
5. Auditor's Report- Contents and Types with specimen.
6. Corporate Governance: Conceptual framework of Corporate Governance: Theories & Models, Broad Committees; Corporate Governance Reforms.
7. Business Ethics: Morality and ethics, business values and ethics, approaches and practices of business ethics, corporate ethics, ethics program, codes of ethics, ethics committee; Ethical Behavior: Concepts and advantages
8. Corporate Social Responsibility (CSR): Concept of CSR, Corporate Philanthropy, Strategic Planning and Corporate Social Responsibility; Relationship of CSR with Corporate Sustainability; CSR and Business Ethics, CSR and Corporate Governance; CSR provisions under the Companies Act 2013.

### Suggested Readings:

1. Ravinder Kumar and Virender Sharma, *Auditing Principles and Practice*, PHI Learning.
2. Aruna Jha, *Auditing*, Taxmann Publication.
3. Anil Kumar, *Corporate Governance: Theory and Practice*, Indian Book House, New Delhi
4. M.C. Kuchhal, *Modern Indian Company Law*, Shri Mahavir Book Depot. (Publishers) (Relevant Chapters).
5. N. Balasubramanian, *A Casebook on Corporate Governance and Stewardship*, McGraw Hill Education.
6. B.N. Ghosh, *Business Ethics and Corporate Governance*, McGraw Hill Education.
7. S.K. Mandal, *Ethics in Business and Corporate Governance*, McGraw Hill Education.
8. Bob Tricker, *Corporate Governance-Principles, Policies, and Practice* (Indian Edition), Oxford University Press.
9. Christine Mallin, *Corporate Governance (Indian Edition)*, Oxford University Press.



10. Relevant Publications of ICAI on *Auditing* (CARO).

## **Group III – Business Economics and Legal Aspects of Business**

### **Paper – I: Goods & Services Tax (GST)**

**Objective:** To aware students about the GST law in the country and provide an insight into practical aspects of GST and equip them to become tax practitioners.

**Paper pattern:** This question paper consists of three sections, 'A', 'B' & 'C'. Section 'A' consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section 'A' are compulsory.** Section 'B' consists of seven short-answer type questions, out of which students have to attempt **any five** questions. Each question of section 'B' is of 2 marks. Section 'C' consists of eight long answer type questions, students have to attempt **any four** questions. Each question of section 'C' is of 7.5 marks.

1. Indirect taxes before GST: An overview; Concept of VAT; Meaning and Methods; Major shortcomings in the structure of Indirect taxes prior to the GST; Need of GST in India; Genesis, Salient features of GST; Taxes subsumed in GST; Advantages and challenges of GST; Innovation and best practices; Structure of GST including SGST, CGST, UTGST and IGST
2. Registration: Process of Registration; Compulsory Registration, Liability for Registration, Exemption from Registration. GST Unique Identity Number (GSTIN), Deemed Registration, Amendments, cancellation and revocation of registration, Migration of existing taxpayers to GST.
3. Levy and Collection of GST: Taxable event;
4. Supply of Goods and Services; Place of Supply: Within State, Interstate, Import and Export; Time of supply; Meaning, Provisions to determine time of supply of Goods and Services, Harmonized System of Goods (HSN), Tariff classifications.
5. Valuation for GST: Valuation rules, taxability of reimbursement of expenses; Exemption from GST; Small supplies and Composition Scheme; Classification of Goods and Services; Composite and Mixed Supplies.
6. Input Tax Credit(ITC) Eligible and Ineligible Input Tax Credit; Apportionment of Credit and Blocked Credits; Tax Credit in respect of Capital Goods; Recovery of Excess Tax Credit; Availability of Tax Credit in special circumstances; Transfer of Input Credit (Input Service Distribution); Payments of Taxes; Refund; Doctrine of unjust enrichment; Tax Deducted at Source(TDS), Tax Collected at Source(TCS). Reverse Charge Mechanism, Job work.
7. Payment of Taxes, maintenance of records & Submission of Return: Maintenance of Records, Mode of payment, Process of payment, Maintenance of e- ledgers, ITC utilization rules.
8. Types and periodicity of Returns: Monthly Returns, Quarterly Return for Taxpayers under Composition Scheme, Rectification of Return, Processing of Returns, Matching Input Tax Credit.

### Suggested Readings:

1. Chaudhary, Dalmia and Girdharwal, GST : A Practical Approach, Taxmann Publications, New Delhi.
2. Haldia Arpit, GST Made Easy, Taxmann Publications, New Delhi.
3. Datey V.S., GST Ready Reckoner, Taxmann Publications, New Delhi.
4. Singhanian Vinod K. & Singhanian Monica, Students Guide to Indirect Tax Laws, Taxman Publications.
5. Gupta, S.S., GST; How to meet your obligations, Taxman Publications.
6. GST Manual, Taxmann Publications.
7. Garg Keshav, GST Ready Reckoner, Bharat Law House.
8. Sudhir Halakhandi, (Vastu Evam Sewa Kar) GST in Hindi.
9. Bare Act on Goods and Services Tax, Government of India, Ministry of Finance.

### Paper – II: Fundamentals of Investment

**Objective:** To familiarize the students with different investment alternatives, introduce them to the basics of their analysis, valuation and investor protection.

**Paper pattern:** This question paper consists of three sections, 'A', 'B' & 'C'. Section 'A' consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section 'A' are compulsory.** Section 'B' consists of seven short-answer type questions, out of which students have to attempt **any five** questions. Each question of section 'B' is of 2 marks. Section 'C' consists of eight long answer type questions, students have to attempt **any four** questions. Each question of section 'C' is of 7.5 marks.

1. The Investment Environment- The investment decision process, Types of Investments - Commodities, Real Estate and Financial Assets, the Indian securities market, the market participants and trading of securities, security market indices, sources of financial information,
2. Concept of return and risk, Impact of Taxes and Inflation on return.
3. Fixed Income Securities - Bond features, types of bonds, estimating bond yields, Bond Valuation types of bond risks, default risk and Credits rating.
4. Approaches to Equity Analysis-Introductions to Fundamental Analysis, Technical Analysis and Efficient Market Hypothesis, dividend capitalisation models, and price-earnings multiple approach to equity valuation.
5. Portfolio Analysis and Financial Derivatives - Portfolio and Diversification, Portfolio Risk and Return; Mutual Funds; Introduction to Financial Derivatives; Financial Derivatives Markets in India
6. Investor Protection- Role of SEBI and stock exchanges in investor protection; Investor grievances and their redressal system, insider trading, investors' awareness and activism

### Suggested Readings

1. C.P. Jones, Investments Analysis and Management, Wiley, 8th ed.
2. Prasanna Chandra, Investment Analysis and Portfolio Management, McGraw Hill Education.
3. R.P. Rustogi, Fundamentals of Investment, Sultan Chand & Sons, New Delhi.
4. N.D. Vohra and B.R. Bagri, Futures and Options, McGraw Hill Education

5. Mayo, An Introduction to Investment, Cengage Learning.

## **Group IV – Computerized Accounting**

### **Paper – I: Computer Applications in Management Accounting**

**Objective:** To acquire knowledge about concepts, methods and techniques of management accounting for the purpose of managerial planning, control and decision making using MS-EXCEL and Tally.

**Paper pattern:** This question paper consists of three sections, 'A', 'B' & 'C'. Section 'A' consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section 'A' are compulsory.** Section 'B' consists of seven short-answer type questions, out of which students have to attempt **any five** questions. Each question of section 'B' is of 2 marks. Section 'C' consists of six long answer type questions, students have to attempt **any three** questions. Each question of section 'C' is of 5 marks.

Retracing management accounting system and use of Tally and MS-Excel packages to obtain different management accounting outputs for the following:

1. Fund flow statement
2. Ratio analysis
3. Budget and budget variances
4. Analysis of account payable, account receivable and sales.
5. Inventory control
6. Projected financial statements
7. Cash forecasting
8. Standard costing
9. Marginal costing

Note: separate practical will be held for 15 marks in this paper.

### **Paper – II: Computer Applications in Income Tax**

**Objective:** To provide basic knowledge and equip students with application of principles and provisions of Income-tax Act, 1961 and the relevant Rules using MS-EXCEL and TALLY.

**Paper pattern:** This question paper consists of three sections, 'A', 'B' & 'C'. Section 'A' consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section 'A' are compulsory.** Section 'B' consists of seven short-answer type questions, out of which students have to

attempt **any five** questions. Each question of section 'B' is of 2 marks. Section 'C' consists of six long answer type questions, students have to attempt **any three** questions. Each question of section 'C' is of 5 marks.

1. Basic concepts: Income, agricultural income, person, assessee, assessment year, previous year, gross total income, total income, maximum marginal rate of tax; Permanent Account Number (PAN)
2. Residential status; Scope of total income on the basis of residential status, Exempted income under section 10
3. Computation of Income under Income from Salaries; Income from house property
4. Computation of Income under Profits and gains of business or profession; Capital gains; Income from other sources
5. Deductions from Gross total income; Rebates and reliefs. Computation of total income and Tax liability of an Individual and Hindu undivided Family, Aggregation of income and Set-off and Carry forward of losses
6. Deductions and collection of Tax at source; Advance payment of Tax and Payment of Tax after Assessment
7. Preparation of Return of Income: Filing of returns: On-line filing of Returns of Income & TDS; Provision & Procedures of Compulsory On-Line filing of returns for specified assesses.

Note: separate practical exam will be held for 15 marks in this paper.

## **Group V – Communication Group (Compulsory for all)**

### **Paper – I: Business Communication**

**Objective:** To equip students of the B.Com course effectively to acquire skills in reading, writing, comprehension and communication, as also to use electronic media for business communication.

**Paper pattern:** This question paper consists of three sections, 'A', 'B' & 'C'. Section 'A' consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section 'A' are compulsory.** Section 'B' consists of seven short-answer type questions, out of which students have to attempt **any five** questions. Each question of section 'B' is of 2 marks. Section 'C' consists of eight long answer type questions, students have to attempt **any four** questions. Each question of section 'C' is of 7.5 marks.

1. Meaning, Importance, Process, Types: Oral, Written, Verbal, Non-Verbal, Problems of Communication, Listening as a Communication Tool, Techniques of Better Communication.
2. Communication and decision making in small groups: roll of groups, characteristics of small groups, solving problems in small groups etc., examining group discussions – its role in team work.
3. Communication within the organization; Memo writing, Proposal writing, Report writing, Office orders, circular, writing notes

4. Communication outside the organization:
5. Business Correspondence: request for quotations, tenders, orders, drafting of sales letters, circular letters, proposals, correspondence with local and foreign customers and suppliers regarding dues, complaints, follow-up letters. Correspondence with banks regarding overdrafts, cash credit and current account.
6. Resume Writing
7. Oral Presentation. Importance, Characteristics, Presentation Plan, Power point presentation, Visual aids.

### **Suggested Readings:**

1. Urmila Rai and S.M. Rai, *Business Communication*, Himalaya Publishing House.
2. Rajender Pal, *Essentials of Business Communication*, S. Chand and Sons
3. Asha Kaul. *Business Communication*, PHI.
4. Rohini Aggarwal. *Business Communication and Organisation and Management*, Taxmann Publications Pvt. Ltd.

### **Paper – II: Viva Voce**

Objective of viva voce exam is to boost the confidence of students in oral communication skill so that they can face the challenges of competitive world. Questions will be asked based on the general awareness related to commerce economics and accounts. Students should update their knowledge related to latest events in the field of commerce, economics and accounts. More questions will be asked from the syllabus of B.Com IIIrd year.