

Raiganj University
Syllabus and Scheme of Examination For
B.Com (Programme Course)

Under
Choice Based Credit System

Choice Based Credit System

w. e. f Session- 2017- 18

B. Com : Three- Year (6- Semester)		
CBCS Programme Course		
Paper code	Course Structure	
	Semester I	
AECC101	Environmental Studies	Ability Enhancement Course- Compulsory- (AECC-1)
BCOMGC102	Financial Accounting	Core Discipline(C-1)
BCOMGC103	Business Mathematics	Core Discipline (C-2)
BCOMGE104	MIL-1	Core Discipline (C-3)
	Semester II	
AECC201	English / MIL	Ability Enhancement Course- Compulsory-(AECC-2)
BCOMGC202	Micro Economics	Core Discipline (C-4)
BCOMGC203	Business Statistics	Core Discipline (C-5)
BCOMGC204	English-1	Core Discipline (C-6)
	Semester III	
BCOMGC301	MIL-2	Core Discipline (C-7)
BCOMGC302	Income-Tax Law and Practice	Core Discipline (C-8)
BCOMGC303	Business Law	Core Discipline (C-9)
SEC304	Computer Application in Business	Skill Enhancement Course- Skill Based- (SEC-1)
	Semester IV	
BCOMGC401	English-2	Core Discipline (C-10)
BCOMGC402	Indirect Tax Laws	Core Discipline (C-11)
BCOMGC403	Corporate Accounting	Core Discipline (C-12)
SEC404	Entrepreneurship	Skill Enhancement Course- Skill Based-(SEC-2)

	Semester V	
SEC501	Human Resource Management	Skill Enhancement Course- Skill Based- (SEC-3)
DSE502	Fundamentals of Financial Management	Discipline Specific Elective- Discipline General Elective (DSE-1)
DSE503	Cost Accounting	Discipline Specific Elective- Discipline General Elective- (DSE-2)
GE504	Auditing and Corporate Governance	General Elective- (GE-1)
	Semester VI	
SEC601	Financial Market and Institution	Skill Enhancement Course- Skill Based- (SEC-4)
DSE602	International Business	Discipline Specific Elective- Discipline General Elective- (DSE-3)
DSE603	Management Accounting	Discipline Specific Elective- Discipline General Elective- (DSE-4)
GE604	Organisational Behaviour	General Elective- (GE-2)

B.Com. (Programme Course): Semester – I

Paper code- 1.2: Financial Accounting

Unit 1. (a) Theoretical Framework

- i.** Accounting as an information system. The users of financial accounting information and their needs. Qualitative characteristics of accounting, information. Functions, advantages and limitations of accounting .Branches of accounting.Bases of accounting; cash basis and accrual basis.
- ii.** The nature of financial accounting principles-Basic concepts and conventions: entity, money measurement, going concern, cost, realization, accruals, periodicity, consistency, prudence (conservatism), materiality and full disclosures.
- iii.** Financial accounting standards: Concept, benefits, procedure for issuing accounting standards in India. Salient features of Accounting Standard (AS): 1 (ICAI). International Financial Reporting Standards (IFRS) :- Need and procedures.

(b) Accounting Process

From recording of a business transaction to preparation of trial balance including adjustments: Manual and Computerized Accounting systems (Computerized accounts by using any popular accounting software: Creation of vouchers and recording transactions ,preparing reports –cash book and bank book ,ledger accounts ,trial balance ,Profit and Loss Account (Income Statement)and Balance Sheet.)

Unit 2. (a) Business Income

- i. Measurement of business income-Net income: the accounting period, the continuity doctrine and matching concept. Objectives of measurement.
- ii. Revenue recognition: salient features of accounting Standard (AS): 9 (ICAI) Recognition of expenses.
- iii. 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; disposal of depreciable assets – change of method .Salient features of Accounting Standard (AS): 6 (ICAI)
- iv. Inventories: Meaning. Significance of inventory valuation. Inventory Record Systems: periodic and perpetual. Methods: FIFO, LIFO and weighted Average. Salient features of Accounting Standard (AS):2 (ICAI)

(b) Final Accounts

Capital and revenue expenditures and receipts: general introduction only. Preparation of financial statements of non- corporate business entities.

Unit 3. Accounting for hire Purchase and Instalment Systems

Concepts of operating and financial lease (theory only)

Unit 4.Accounting for Inland Branches

Concept of dependent braches; accounting aspects; debtors system, stock and debtors system, branch final accounts system and whole sale basis system. Independent branches: concept-accounting treatment: important adjustment entries and preparation of consolidated profit and loss account and balance sheet.

Unit 5. Accounting for Dissolution of the Partnership Firm

Accounting of Dissolution of the Partnership Firm including Insolvency of partners, sale to a limited company and piecemeal distribution

Suggested Readings:

1. Anthony ,R.N Hawkins ,and Merchant ,Accounting : *Text* and Cases.McGraw – Hill Education.
2. Horngren ,*Introduction to Financial Accounting* ,Pearson Education.
3. Monga,J.R.*Financial Accounting: Concepts and Applications* .Mayoor Paper Backs,New Delhi.

4. Shukla ,M.C., T.S.Grewal and S.C. Gupta.*AdvancedAccounts.Vol. – I.S.Chand&Co.,New Delhi.*
5. Maheshwari ,S.N and S.K.Maheshwari .*Financial Accounting.Vikas Publishing House,New Delhi.*
6. Sehgal ,Ashok ,and Deepak Sehgal .*Advanced Accounting .Part – I . Taxman Applied Services,New Delhi.*
7. Bhushan Kumar Goyal and HN Tiwari ,*Financial Accounting ,International Book House*
8. *Goldwin ,Alderman and Sanyal , Financial Accounting,Cengage Learning.*
9. *Tulsian ,P.C Financial Accounting,PearsonEducation*
10. Jain ,S.P and K.L .Narang .*Financial Accounting,Kalyani Publishers ,New Delhi.*
11. Gupta,Nirmal.*FinancialAccounting.SahityaBhawan ,Agra.*
12. *Compendium of Statements and Standards of Accounting . The Institute of Chartered Accountants of India,New Delhi.*

Paper code- 1.3: BUSINESS MATHEMATICS

Unit I: Matrices and Determinants

Algebra matrices, inverse of a matrix, Matrix operation- Business application.

Solution of system of linear equations (having unique solution and involving not more than three variables) Using matrix inversion Method and Cremer’s Rule, The Leontief Input- Output Model (Open Model only)

Unit II. Calculus I

Mathematical functions and their types- linear, quadratic, polynomial, exponential, logarithmic and logistic function. Concepts of limit and continuity of a function.

Concept of rules of differentiation, Maxima and Minima involving second or higher order derivatives.

Concept of Marginal Analysis, Concept of elasticity, Applied Maximum and Minimum Problem including effect of tax on Monopolist’s Optimum price and quantity, Economic Order quantity.

Unit III: Calculus II

Partial Differentiation, Partial derivatives up to second order. Homogeneity of functions and Euler’s Theorem.Total Differentials.Differentiation of implicit functions with the help of total differentials.

Maxima and Minima in case of two variables involving not more than one constraint including then use of the Lagrangean multiplier.

Integration, Standard forms, Methods of integration- by substitution, by parts and by use of partial fractions. Definite Integration, Finding areas in different cases.

Application of Integration to marginal analysis, Consumer’s and Producer’s Surplus, Rate of the Sales and Learning Curve.

Unit IV: AP & GP, Logarithm, elementary ideas of permutation and combinations, Binomial theorem (Statement only) and simple applications, Variation, Theory of Quadratic Equation.

Unit V: Co-ordinate Geometry: Standard of equation of a straight line ($y = mx + c$, $x/a + y/b = 1$), point of intersection of two straight lines, condition that the general equation of second degree represents a parabola, standard form of equation of a parabola.

Suggested Readings:

1. Anthony, M and N. Biggs. *Mathematics for Economics and Finance*, Cambridge University Press
2. Ayres, Frank Jr. *Theory and Problems of Mathematics of Finance*, Schaum's outlines series, McGraw Hill Publishing Co.
3. Budnick, P, *Applied Mathematics*, McGraw Hill Publishing Co.
4. Dowling, E. T. *Mathematics for Economics*, Schaum's outlines series, , McGraw Hill Publishing Co.
5. Mizrahi and John Sullivan. *Mathematics for Business and Social Sciences*, Wiley and Sons.
6. Wikes, F. M, *Mathematics for Business, Finance and Economics*, Thomsons Learning
7. Prasad, Bindra and P.K. Mittal, *Fundamentals of Business Mathematics*, Har- Anand Publications.
8. Thukral, J.K, *Mathematics for Business Studies*, Mayur Publications
9. Vohra, N. D. *Quantitative Techniques in Management*, Tata , McGraw Hill Publishing Co.
10. Soni, R. S, *Business Mathematics*, Pitambar Publishing House.
11. Singh, J. K *Business Mathematics*, Himalaya Publishing House.

B.Com. (Programme Course): Semester – II**Paper code- 2.2: MICRO ECONOMICS****Unit I: Demand and Consumer Behavior 13 Lectures**

Concept of Revenue: marginal and average: Revenue under conditions of perfect and imperfect competition Elasticity of demand: Price, Income and cross.

Consumer Behavior: Indifference curve analysis of consumer's behavior; consumer's equilibrium (necessary and sufficient conditions), Price elasticity and price consumption curve, income consumption curve Engel curve, Price change and income and substitution effects. Indifference curves as an analytical tool (cash subsidy v/s. Kind subsidy). Revealed Preference Theory.

Unit II: Production and Cost

Production isoquants, marginal rate of technical substitution, economic region of production, optimal combination of resources, the expansion path, isoclines, return to scale using isoquants.

Cost of Production: Social and Private costs of Production, Long run and short run costs of production, Economies and diseconomies of scale and the shape to the long run average cost. Learning curve and Economies of scope.

Unit III: Perfect Competition

Perfect Competition: Assumptions, Equilibrium of the firm and the industry in the short and the long runs, including industry's long run supply curve. Measuring producer surplus under perfect competition. Stability analysis- Walrasian and Marshallian. Demand- supply analysis including impact of taxes and subsidy.

Unit IV: Monopoly

Monopoly: Monopoly short run and long run equilibrium. Shifts in demand curve and the absence of the supply curve. Measurement of Monopoly power and the rule of thumb for pricing. Horizontal and Vertical integration of Firms. The social costs of monopoly power including deadweight loss. Degree of price discrimination.

Unit V: Imperfect Competition

Monopolistic Competition and Oligopoly: Monopolistic competition price and output decision – equilibrium. Monopolistic competition and economic efficiency Oligopoly and Interdependence – Cournot's duopoly model, Stackelberg model, kinked demand model. Prisoner's dilemma, collusive oligopoly – price leadership model – dominant firm, cartels, sales maximization, contestable markets theory. Pricing Public Utilities.

Suggested Readings:

1. Pindyck, R.S., D.L. Rubinfeld and P.L. Mehta; *Microeconomics*, Pearson Education.
2. N. Gregory Mankiw, *Principles of Micro Economics*, Cengage Learning
3. Browning, E.K. and J.M. Browning; *Microeconomic Theory and Applications*, Kalyani Publishers, New Delhi.
4. Gould, J.P. and E.P. Lazear; *microeconomic Theory*, All India Traveller bookseller, New Delhi.
5. Lipsey, R.G. and K.A. Chrystal; *Economics*, Oxford University Press.
6. Maddala G.S. and E. Miller; *Microeconomics: Theory and Applications*, McGraw-Hill International.
7. Salvatore, D. *Schaum's Outline of Theory and Problems of Microeconomic Theory*, McGraw-Hill, International Edition.
8. Bilas, Richard A. *Microeconomic Theory: A Graphical Analysis*, McGraw-Hill Book Co. Kogakusha Co. Ltd.
9. Amit Sachdeva, *Micro Economics*, Kusum Lata Publishers

Paper code-2.3: BUSINESS STATISTICS

Unit I:

Statistical Data and Descriptive Statistics

Nature and classification of data: univariate, bivariate and multivariate data; time-series and cross-sectional data.

Measures of central tendency

- a) Mathematical averages including arithmetic mean, geometric mean and harmonic mean. Properties and applications.
- b) Positional Averages: Mode and Median (and other partition values including quartiles, deciles, and percentiles) (including graphic determination)

Measures of variations: absolute and relative.

Range, quartile deviation, mean deviation, standard deviation, and their coefficients, Properties of standard deviation/variance.

Skewness: Meaning, Measurement using Karl Pearson and Bowley's measures; concept of Kurtosis.

Unit II:

Probability and Probability Distribution

- . Theory of Probability, Approaches to the calculation of probability.
Calculation of event probabilities. Addition and multiplication laws of probability (proof not required)
- . Conditional probability and Bayes' Theorem (proof not required)
- . Expectation and variance of a random variable.
- . Probability Distribution:
 - Binomial distribution: Probability distribution function, Constants, Shape, Fitting of binomial distribution
 - Poisson Distribution: Probability function, (including poisson approximation to binomial distribution), Constants, fitting of poisson distribution.
 - Normal distribution: Probability distribution function, properties of normal curve, Calculation of Probability.

Unit III:

Simple Correlation and Regression Analysis

Correlation Analysis: Meaning of correlation, simple, multiple and partial, linear and non-linear, Correlation and Causation, Scatter diagram, Pearson's coefficient of correlation; Calculation and properties (proofs not required), Correlation and Probable error, Rank Correlation.

Regression Analysis. Principles of least squares and regression lines, Regression equations and estimation; Properties of regression coefficients; Relationship between Correlation and Regression coefficients; Standard error of Estimate.

Unit IV:

(10 Lectures)

Index Number

Meaning and uses of Index numbers, Constructions of Index numbers: fixed and chain base: univariate and composite. Aggregative and average of relatives- simple and weighted.

Tests of adequacy of Index numbers, Base shifting, splicing and deflating, Problems in the construction of index number.

Construction of consumer price indices. Important share price indices, including BSE SENSEX and NSE NIFTY.

Unit V:

Time Series Analysis

Components of time series, Additive and multiplicative models.

Trend analysis. Fitting of trend line using principles of least square- linear, second degree parabola and exponential. Conversion of annual linear equation to quarterly/monthly basis and vice- versa; Moving averages

Seasonal Variations: Calculation of seasonal indices using simple averages, Ratio- to- trend, and Ratio- to-moving averages methods, Uses of Seasonal Indices.

Unit VI:

Sampling Concept, Sampling Distributions and Estimation: Populations and samples, Parameters and Statistics, Descriptive and inferential statistics, sampling method including Simple random sampling, Systematic sampling and Convenience sampling.

Concept of Sampling distributions and theory of estimation: Point and interval estimation of mean (large samples) and proportions.

Suggested Readings:

1. Levin, Richard, David S. Rubin, Rastogi, and Siddiqui, *Statistics for Management*, 7th edition, Pearson Education.
2. Berenson and Levine. *Basic Business Statistics: Concepts and Applications*. Pearson Education.
3. Siegel Andrew F. *Practical Business Statistics*, McGraw Hill.
4. Vohra N. D, *Business Statistics*, McGraw Hill.
5. Spiegel M. D, *Theory and Problems of Statistics*, Schaum's outlines Series. McGraw Hill.Publishing Co.
6. Gupta, S.P and Archana Gupta, *Statistical Methods*, Sultan Chand and Sons, New Delhi.
7. Gupta, S.C, *Fundamentals of Statistics*, Himalaya Publishing House.
8. Anderson Sweeney and William, *Statistics for students of Economics and Business*, Cengage Learning.
9. Thukral J. K, *Business Statistics* .

B.Com. (Programme Course): Semester – III

Paper code- 3.2: INCOME TAX LAW AND PRACTICES

- Unit I Basic Concept: Income, agricultural income, person, assessee, assessment year, previous year, gross total income, maximum marginal rate of tax
Permanent Account Number (PAN)
Residential status, scope of total income on the basis of residential status.
Exempted income under section 10
- Unit II Computation of income under different heads

- Salaries
- Income from house property
- Unit III Computation of income under different heads
 - Profits and Gains of business or professions
 - Capital gains
 - Income from other sources
- Unit IV Total Income and Tax Computation
 - Income of other person included in assessee's total income
 - Aggregation of income and set-off and carry forward of losses
 - Deduction from gross total income
 - Rebates and reliefs
 - Compensation of total income of individuals and firms
 - a) Tax liability of an individual and firm
 - b) Five leading cases of Supreme Court
- Unit V Preparation of return of income
 - Manually
 - On-line filing of return of income and TDS
 - Provision and Procedure of Compulsory On-Line filing of returns for specified assesses.

Suggested Readings:

1. Singhanian, Vinod, K and Monica Singhanian, *Student's guide to Income Tax*, University edition, Taxmann publication Pvt. Ltd., New Delhi
2. Ahuja, Girish and Ravi Gupta, *Systematic Approach to Income Tax*. Bharat Law House. Delhi
3. Pagare, Dinker, *Law and Practices of Income Tax*. Sultan Chand and Sons, New Delhi
4. Lal, B. B *Income Tax Law and Practices*. Konark Publications, New Delhi

Journals

1. Income Tax Reports, Company Law Institute of India Pvt. Ltd, Chennai
2. Taxman, Taxmann Allied Services Pvt. Ltd., New Delhi
3. Current Tax Reporter, Current Tax Reporter. Jodhpur

Software

1. Dr. Vinod Kumar Singhanian, *e-filing of Income Tax Returns and Computation of Tax*, Taxmann Publications, Pvt. Ltd., New Delhi, Latest Version
2. Excel Utility available at incometaxindiafiling.gov.in

Paper code- 3.3: BUSINESS LAW

Unit I: The Indian Contract Act, 1872: General Principle of Law of contract

- a) Contract – meaning ,characteristics and kinds

- b) Essentials of valid contract – Offer and acceptance, consideration, contractual capacity, free consent, legality of objects.
- c) Void agreements
- d) Discharge of contract- mode of discharge including breach and its remedies.
- e) Contingent contracts
- f) Quasi –contracts

Unit II: The Indian Contract Act, 1872: Specific Contract

- a) Contract of Indemnity and Guarantee
- b) Contract of Bailment
- c) Contract of Agency

Unit III: The Sale of Goods Act, 1930

Contract of sale, meaning and difference between sale and agreement to sell.

- a) Conditions and warranties
- b) Transfer of ownership in goods including sale by non-owners
- c) Performance of contract of sale
- d) Unpaid seller – meaning and rights of an unpaid seller against the goods and the buyer.

Unit IV: Partnership Laws

- A) The Partnership Act, 1932**
 - a. Nature and Characteristics of Partnership
 - b. Registration of Firms
 - c. Types of Partners
 - d. Rights and duties of Partners
 - e. Implied Authority of a Partner
 - f. Mode of Dissolution of Partnerships
- B) The Limited Liability Partnership Act, 2008 (an overview)**
 - a. Salient Features of LLP
 - b. Difference between LLP and Partnership, LLP and Company
 - c. LLP Agreement
 - d. Partners and Designed Partners
 - e. Incorporation Document
 - f. Incorporation by Registration
 - g. Partners and their Relations

Unit V: The Negotiable Instruments Act 1881

- a) Meaning and Characteristics of Negotiable Instruments: Promissory Note, Bill of Exchange, Cheque
- b) Holder and Holder in due Course, Privileges of Holder in Due Course.
- c) Negotiation :Types of Endorsements

- d) Crossing of Cheque
- e) Bouncing of Cheques

Suggested Readings:

1. Kuchhal, M.C and Vivek Kuchhal, *Business Law*, Vikas Publishing House, New Delhi.
2. Singh, Avtar, *Business Law*, Eastern Book Company, Lucknow.
3. Maheshwari & Maheshwari, *Business Law*, National Publishing House, New Delhi.
4. Chandha, P.R., *Business Law*, Galgotia Publishing Company, New Delhi
5. Aggarwal S K. *Business Law*, Galgotia Publishers Company, New Delhi
6. Goyal Bhushan Kumar and Jain Kinneri, *Business Laws*, International Book House

Ravindra Kumar, *Legal Aspects of Business*, Cengage Learning

Paper code- 3.4: COMPUTER APPLICATIONS IN BUSINESS

Unit I: Word Processing

Introduction to word processing, word processing concepts, use of templates, Working with word document: (Opening an existing document/creating a new document, Saving, Selecting text, Editing text, Finding and replacing text, Closing, Formatting, Checking and correcting spellings).

Bullets and numbering, tabs, paragraph formatting, Indent, Page formatting. Header and footer, Mail merge Including linking with access database, Tables: Formatting the table, Inserting filling and formatting a table.

Creating Documents in the areas: Mail merge including linking with access Database, Handling tables, inserting pictures and videos.

Unit II: Preparing Presentation

Basics of presentations: Slides, Fonts, Drawing, Editing; Inserting: Tables, images. Texts, symbols, Media; Design; Transition; Animation; and slideshow.

Unit III: Spreadsheet and its Business Application

Spreadsheet concept, creating a workbook, Saving a work book, Editing a workbook, inserting, deleting work sheets, Entering data in a cell, Formula Copying, Moving Data from selected cell, Handling operators in formula, Rearranging worksheet, project involving multiple spreadsheets, Organizing charts and graphs, Printing worksheet.

Generally used spreadsheet functions: Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and Reference, Text functions.

Unit IV: Creating spreadsheet in the following areas:

- Loan & Lease statement

- Ratio Analysis
- Payroll statements
- Capital Budgeting
- Depreciation Accounting
- Graphical Representation of data
- Frequency Distribution and its statistical parameters
- Correlation and Regression

Unit V: Database Management System

Creating Data tables, editing a Database using Forms, Performing Queries, Generating Reports.

Creating DBMS in the areas of Accounting, Employees, Supplies and Customer

B.Com. (Programme Course): Semester – IV

Paper code- 4.2: INDIRECT TAXES

Unit I: Service Tax

Service Tax – concepts and general principles, charge of service tax and taxable services, Valuation of taxable services, Payment of service tax and filing of returns, Penalties, CENVAT Credit.

Unit II: VAT

VAT - concepts and general principles,, calculation of VAT Liabilities including input tax Credits, Small Dealers and Composition scheme, VAT Procedures.

Unit III: Central Excise (10 Lectures)

Central Excise Law in brief – Goods, Excisable goods, Manufacture and Manufacturer, Valuation, CENVAT, Basic Procedures, Export, SSI, Job Work.

Unit IV: Customs Law

Basic concepts of custom law, Territorial waters, high seas, Types of custom duties – Basic, Countervailing & Anti- Dumping Duty, Safeguard duty, Valuation, Customs Procedures, Import and Export Procedures, Baggage, Exemption.

Suggested Readings:

1. Singhania Vinod K. and Monica Singhania, *Students' Guide to Indirect Taxes*, Taxmann Publication Pvt. Ltd., Delhi

2. V. S Datey. *Indirect Tax Law and Practice*, Taxmann Publication Pvt. Ltd., Delhi
3. Sanjeev Kumar. *Systematic approach to Indirect taxes*, Latest Edition.
4. S. S Gupta, *Servive Tax- How to meet your obligation*, Taxmann Publication Pvt. Ltd., Delhi
5. Girish Ahuja & Dr. Ravi Gupta, *Indirect Taxes*, Flair Publication Pvt Ltd.

Paper code- 4.3: CORPORATE ACCOUNTING

Unit 1. Accounting for Share Capital & Debentures

Issue, forfeiture and reissue of forfeited shares – concept & process of book building .Issue of rights and bonus shares. Buy back of shares. Redemption of preference shares.Issue and Redemption of Debentures.

Unit 2. Final Accounts

Preparation of profit and loss account and balance sheet of corporate entities, excluding calculation of managerial remuneration.Disposal of company profits.

Unit 3. Valuation of Goodwill and Valuation of Shares

Concepts and calculation – simple problem only.

Unit 4. Amalgamation of Companies

Concepts and accounting treatment as per Accounting Standard: 14 (ICAI) (excluding intercompany holdings). Internal reconstruction: concepts and accounting treatment excluding scheme of reconstruction.

Unit 5. Accounts of Holding Companies /Parents Companies

Preparation of consolidated balance sheet with one subsidiary company .Relevant provisions of Accounting Standard: 21 (ICAI)

Unit 6. Banking Companies

Different between balance sheet of banking and non-banking company; prudential norms.Asset structure of a Commercial Bank.Non- Performing Assets (NPA).

Unit 7. Cash Flow Statement

Concepts of funds. Preparation of cash flow statement as per Accounting Standard (AS): 3 (Revised) (ICAI): Indirect method only.

Suggested Readings:-

1. Monga ,J.R *Fundamentals of corporate Accounting* .Mayur Paper Backs,New Delhi .

2. Shukla ,M.C., T.S.Grewal, and S.C Gupta .*advanced Accounts .Vol – II* .S. Chand & Co., New Delhi.
3. Maheshwari,S.N and S.K .Maheshwari .*Corporate Accounting*.Vikash Publishing House,new Delhi.
4. Sehgal ,Ashok and Deepak Sehgal .*Corporate Accounting* .Taxman Publication,New Delhi.
5. Gupta ,Nirmal .*Corporate Accounting*.SahityaBhawan , Agra.
6. Jain,S.P and K.L . Narang .*Corporate Accounting* .KalyaniPublishers,New Delhi.
7. *Compendium of Statements and Standards of Accounting* .The Institute of Chartered Accounts of India,New Delhi.
8. Bhushan Kumar Goyal,*Fundamentals of corporate Accounting* .international Book House.

Paper code- 4.4: Entrepreneurship

Unit 1: Meaning, Elements, determinants and importance of entrepreneurship and creative behavior, Entrepreneurship and creative response to the society problems and at work. Dimensions of Entrepreneurship: Intrapreneurship, Technopreneurship, cultural entrepreneurship, international entrepreneurship, netpreneurship, ecopreneureship, and social entrepreneurship .

Unit 2: Entrepreneurship and Micro, small and medium enterprises. Concept of business groups and role of business houses and family business in India. The contemporary role models in Indian business, their values, business philosophy and behavioral orientations. Conflict in Family business and its resolution.

Unit 3: Public and Private system of stimulation, support and sustainability of entrepreneurship, Requirement, availability and access to Finance, Marketing assistance, technology, and industrial accommodation, role of industries/entrepreneurs associations and self-help groups. The concept, role and functions of business incubators, angel investors, venture capital and capital and private equity fund(6 Lectures)

Unit 4: Sources of business ideas and tests of feasibility, significance of writing the business plan/ project proposal. Contents of business plan/ project proposal. Designing business processes, location, layout, operation, planning & control; preparation of project report (various aspects of the project report such as size of investment, nature of project, market potential may be covered). Project submission/presentation and appraisal thereof by external agencies, such as financial/non-financial institutions.

Unit 5: Mobilizing resources for start-up. Accommodation and utilities, Preliminary contracts with the vendors, suppliers, bankers, principal customers; contract management: basic start-up problems.

Reading Suggestions:

1. Karutko and Rao. *Entrepreneurship: A south Asian perspective*, cengage learning.

2. Desai, Vasant. *Dynamics of entrepreneurial Development and Management*. Mumbai, Himalya Publishing House
3. Dollinger, Mare. J. *Entrepreneurship: Strategies and resources*, Illinois Erwin
4. Holt, David H. *Entrepreneurship: New venture creation*, Prentice- Hall of India, New Delhi.
5. Jain, Arun Kumar. *Competitive excellence, Critical success factor*, New Delhi, Viva books limited, ISBN-81-7649-272-8.

B.Com. (Programme Course): Semester – V

Paper code- 5.1: HUMAN RESOURCE MANAGEMENT

Unit I:

Human Resource Management: Concept and functions, Role, status and competencies of HR Manager, HR Policies, Evolution of HRM, Emerging Challenges of Human Resource Management; work force diversity, Empowerment, downsizing, VRS; HR information system

Unit II:

Acquisition of HR, Human Resource Planning, Quantitative and Qualitative dimensions; job analysis- job description and job specification, Recruitment- Concept and sources; Selection- Concept and process; test and interview; placement induction.

Unit III:

Training and Development; concept and importance, identifying Training and development needs; Designing training programme; Role specific and Competency, Management Development; Career Development.

Unit IV:

Performance Appraisal: nature and objectives; Modern techniques of performance appraisal, potential appraisal and employee counselling; job changes – transfers and promotions. Compensation: concept and policies, job evaluation; methods of wage payments and Incentive plans; fringe benefits; performance linked compensation.

Unit V:

Maintenance: employee health and safety, employee welfare, social security, Employer- Employee relations-an overview, grievance handling and redressal industrial disputes, causes and settlement machinery.

Suggested Readings:

1. Garry Dessler *A Framework for Human Resource Management*, Pearson
2. DeCenzo, D. A and S. P Robins, *“Personnel/Human Resource Management”* Prentice Hall of India, New Delhi

3. Bohlendar and Snell, *Principles of Human Resource Management*, Cengage Learning
4. Chhabra, T. N. *Essentials of Human Resource Management*. Sun India Publication, New Delhi
5. Ivancevich, John M. *Human Resource Management*, McGraw Hill.
6. Wreather and Davis. *Human Resource Management*. Pearson Education.
7. Robert, L. Mathis and John H. Jackson. *Human Resource Management*, Cengage Learning

Paper code- 5.2: FUNDAMENTALS OF FINANCIAL MANAGEMENT

Unit I:

1. Scope and Objective, Time value of money, Risk and return (including Capital Asset Pricing Model). Valuation of securities – Bonds and Equities.

Unit II:

2. 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

Unit III:

3. Cost of Capital and Financing Decision: Sources of long- term financing Estimation of components of cost of capital. Methods of 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. Capital structure- Theories of Capital structure (Net- Income, Net Operating Income, MM Hypothesis, Traditional Approach): Operating and Financial leverage, Determinants of capital structure

Unit IV:

4. Dividend Decision– Theories for Relevance and irrelevance of dividend decision for corporate valuation. Cash and stock dividends, Dividend policies in practice

Unit V:

5. Working Capital Decision: Concepts of working capital, the risk- return trade off, source of short- term finance, working capital estimation, cash management, receivables management, inventory management and payable management.

Suggested Readings:

1. Horne. J. C. Van and Wackowich, *Fundamentals of Financial Management*, 9th edition, New Delhi Prentice Hall of India.
2. Levy H. and M Sarnat. *Principles of Financial Management*, Engelwood Cliffs, Prentice Hall.
3. Johnson, R. W, *Financial Management*., Boston Allyn and Bacon

4. Joy. O. M. *Introduction to Financial Management*, Hornewood Irwin.
5. Kjan and Jain, *Financial Management, text and problems*, 2nd edition, Tata McGraw Hill New Delhi.
6. Pandey, I. M *Financial Management*, Vikas Publication.
7. Chandra P, *Financial Management, - Theory and practices*, (Tata McGraw Hill).
8. Rustagi. R. P, *Fundamentals of Financial Management*, Taxmann Publication Pvt Ltd.
9. Singh J. K, *Financial Management, text and problems*, 2nd edition, DhanpatRai and Company, Delhi.
10. Singh, Surendra and Kaur, Rajeev, *Fundamentals of Financial Management*, Book Bank International.

Paper code- 5.3: COST ACCOUNTING

Unit I:

Introduction: Nature and scope Of cost accountancy, cost concepts and classification, methods and techniques, installation of costing system, cost unit, cost centre, relation of cost accounting with other branches of accounting, preparation of cost sheet.

Unit II:

Materials: Materials control, Concept and techniques, Purchase procedure,. Pricing of Material issue, Different levels of stock, EOQ, Perpetual inventory, Periodic inventory, ABC analysis.

Unit III:

Labour; Labour cost control procedure, Labour turnover,' ideal time and overtime, methods of wage payment-time and piece rates, incentive schemes.

Unit IV:

Overheads: Classification and departmentalization, concept of allocation, apportionment, absorption, determination of overhead rates: machine hour rate, under and over absorption and their treatments.

Unit V:

Standard costing: Concept, application, advantages, variance analysis of material and labour.

Unit VI:

Marginal costing: Concept, contribution, P/V ratio, break-even analysis. Segregation of fixed and variable elements from semi-variable cost.

Paper code- 5.4: AUDITING AND CORPORATE GOVERNANCE

Unit I:

Auditing: Introduction, Meaning, Objects, Basic principles and techniques; Classification of Audit, Audit Planning, Internal Control- Internal Check and Internal Audit; Audit Procedure- vouching and verification of Assets and Liabilities.

Unit II:

Audit of Limited Companies: Company Auditor- Qualifications and disqualifications, Appointments, Rotation, Removal, Remuneration, Rights and Duties, Auditor's report- Contents and types, Liabilities and Statutory Auditors under the Companies Act 2013.

Unit III:

Special areas of Audit: Special features of cost Audit. Tax audit, and Management audit; Recent trends in auditing; Basic considerations of audit in EDP Environment; Standard on auditing(SA); Relevant case studies/Problems.

Unit IV:

Corporate Governance: Conceptual framework of Corporate Governance, Corporate Governance Reforms, Major corporate scandals in India and Abroad, Common Governance problems noticed in various corporate failures, codes and standards on Corporate Governance.

Unit V:

Corporate Social Responsibility: Strategic planning and Corporate Social Responsibility; Corporate Philanthropy, Meaning of CSR, CSR and CR, CSR and Corporate Sustainability, CSR and Business Ethics, CSR and Corporate Governance, Environmental spect of CSR, CSR Provision under the Companies Act 2013, CSR Committees.

Suggested Readings:

1. Gupta, Kamal and Ashok Arora, Fundamentals of Auditing, Tata McGraw Hill Publishing Co. Ltd. , New Delhi
2. Jha, Aruna, Auditing., Taxmann
3. Tandon, B. N, Sudharsanam and S. Sundharabahu., A Handbook of Pactical Auditing. S Chand and Co. Ltd., New Delhi.
4. Ghatalia, S. V. Practical Auditing, Allied Publishers Pvt. Ltd, New Delhi
5. Singh, A. K and Gupta Loveleen, Auditing Theory and Practice, Galgotia Publishing Company.
6. Alvin Arens and James Loebbecke, Auditing: an Integral Approach.
7. Ravindar Kumar and Virendra Sharma, Auditing Princiles and Practice, PHI Learning Christine A Mallin, Corporate Governance (Indian Edition), Oxford University Press, New Delhi.
8. Bob Tricker, Corporate Governance- Principles, Policies, and Practice (Indian Edition), Oxford University Press, New Delhi.
9. The Companies Act 2013 (Relevant Sections)
10. M. C Kuchhal.. Corporate Laws, ShriMAhaveer book depot, (Publishers) (Relevant Chapters)
11. Relevant Publications of ICAI on Auditing (CARO)

B.Com. (Programme Course): Semester – VI

Paper code- 6.1: Financial Markets, Institutions and Financial Services

Unit I:

An Introduction to Financial System, its Components - financial markets and institutions, Financial Intermediation, Flow of funds matrix, Financial system and economic development. An overview of Indian financial system.

Unit II:

Financial markets: Money Market – Functions, Organization and instruments. Role of Central Bank in Money Market; Indian Money Market – An overview

Capital Markets – functions, organization and instruments, Indian Debt market, Indian Equity market – primary and secondary markets, Role of Stock exchange in India.

Unit III:

Financial Institutions: Commercial Banking – Introduction, its role in project finance and working capital finance. Development Financial Institution (DFIs) – an overview and role in Indian economy. Life and Non- Life insurance companies in India; Mutual Funds– Introduction and their role in Capital Market development. Non- banking financial companies (NBFCs).

Unit IV:

Overview of financial services industry: Merchant banking – pre and post issue management, underwriting, regulatory framework relating to merchant banking in India.

Unit V:

Leasing and Hire purchase; Consumer and housing finance, Venture Capital finance; Factoring Services, bank guarantees and letter of credit; Credit Rating; Financial Counselling

Suggested Readings:

1. Bhole, L. M. *Financial Markets and Institutions*. Tata McGraw hill Publishing Co.
2. Khan M. Y. *Indian Financial System – Theory and Practice*, .Vikas Publishing House.
3. Dhanekar, *Pricing of Securities*, New Delhi: Bharat Publishing House.
4. Prasanna Chandra. *Financial Management: Theory and Practices*. Tata McGraw hill Publishing Co.
5. Sinha, S. L. N. *Development banking in India. Madras: Institute of Financial Management and Research*.
6. Khan and Jain, *Financial services*, 2nd edition. Tata McGraw hill
7. Singh J. K, *Venture Capital Financing in India*, Dhanpat Rai and company, New Delhi.
8. Annual Reports of major Financial Institutions in India.

Paper code- 6.2: INTERNATIONAL BUSINESS

Unit I:

1. Introduction to international business: Globalization and its growing importance in world economy; Impact of globalization; International business contrasted with domestic business – complexities of international business; Modes of entry into international business.
2. International Business Environment: National and foreign environments and their components – economics, cultural and political- legal environment, Global trading environment – recent trends in world trade in goods and services; Trends in India's Foreign Trade.

Unit II:

3. Theories of international trade – an overview; Commercial policy Instruments – tariff and non-tariff measures; balance of payment account and its components.
4. International Organizations and Arrangements: WTO – Its Objectives, principles, organizational structure and functioning; An overview of other organizations – UNCTAD, World Bank and IMF; Commodity and other trading agreements.

Unit III:

5. Regional Economics Co- operation: Forms of regional groupings, Integration efforts among countries in Europe, North America and Asia.
6. International Financial Environment: International financial system and institutions; Foreign exchange markets and Risk Management; Foreign Investments- types and flows, Foreign Investment in India's Perspectives.

Unit IV:

7. Organizational Structure for international business operations; Key issues involved in making international production, finance, marketing and human resource decisions; international business organization.
8. Developments and issues in International Business: Outsourcing and its potentials for India; Strategic alliances, mergers and acquisitions; Role of IT in International business; International business and ecological considerations.

Unit V:

9. Foreign Trade promotion measures and organizations in India; Special economic zone (SEZs) and 100% export oriented units (EOUs); Measures for promoting foreign investments into and from India; Indian joint ventures and acquisitions abroad.
10. Financing of Foreign Trade and Payment terms.

Suggested Readings:

1. Charles W. L Hill and Arun Kumar Jain, *International Business*, New Delhi Tata McGraw Hill.
2. Johnson, Derbe, and Colin Turner. *International Business: Themes and issues in the Modern Global Economy*. London: Roulledge.
3. Cherunilam, Francis. *International Business: Text and Cases*. Prentice Hall of India Ltd.
4. Daniels John, D. Lee H. Radenbaugh and David P. Sullivan, *International Business*,. Pearson Education
5. Justin, Paul, *International Business*, Prentice Hall of India Ltd.
6. Michael R. Czinkota. Et al. *International Business*, Forfourth: The Dryden Press.
7. Bennet, Roger. *International Business*, Delhi: Pearson.
8. SumatiVerma, *International Business*, Pearson Education.
9. V. Sharan, *International Business*, Pearson Education.

Paper code- 6.3: MANAGEMENT ACCOUNTING

Unit I:

Management Accounting: Meaning, Nature, Scope, Functions, Role in decision making, Management accounting Vs. Financial accounting, Tools and technique of Management accounting.

Unit II:

Financial Statements: Meaning and types of financial statements. Its limitations. Objective and methods of financial statements analysis: Ratio Analysis: Meaning, utility, limitation. Computation of important accounting ratios. Preparation of Financial statement from given ratios.

Unit III:

Funds Flow Statement and Cash Flow Statements: Concept of funds'. Advantages and limitations of cash flow and funds flow statements. Preparation of-Fund flow and cash flow statements.

Unit IV:

Marginal Costing: Concept of marginal cost, contribution, PN Ratio, Break-Even Analysis, Tools for decision making-make or buy, change of product mix, pricing.

Unit V:

Budget and Budgetary Control: Concept, need, objective, steps in budgeting, preparation of cash budget and flexible budget.

Unit VI:

Working Capital: Concept, composition, nature, importance and types of working capital, Different sources of working capital. Estimate of working capital requirement.

Unit VII:

Cost of Capital: Meaning, Components, Cost. of: Debt Capital, Preference share capital, Equity Capital, Retained earnings: Weighted average cost of capital.

Unit VIII:

Capital Budgeting: Meaning, Need and importance, Types of capital budgeting decision and different method-PBP, ROT, Discounted cash flow.

Paper code- 6.4: ORGANISATIONAL BEHAVIOUR**Unit I:**

Introduction to organisational behaviour, meaning; elements; need; approaches; models; global scenario.

Unit II:

Individual behaviour; personality; learning; attitudes; perception; motivation; ability; their relevant organizational behaviour.

Unit III:

Group dynamics; group norms; group cohesiveness; group behaviour to organizational BEHAVIOUR.

Unit IV:

Leadership styles; qualities; organisational communication; meaning importance, process, barriers; methods to reduce barriers; principle of effective communication.

Unit V:

Stress; meaning; types; sources; consequences; management of stress. power and politics; definition; types of powers; sources; characteristics; effective use of power.

Unit VI:

Organisational dynamics; organisational design; organisational effectiveness; meaning, approaches; organisational culture; meaning, significance; organisational climate; implications on organizational behaviour.

Unit VII:

Organisational change; meaning; nature; causes of change; resistance of change; management of change; organisational development; meaning; od interventions.

REFERENCE BOOKS

1. Fred luthans, *organisational behaviour*, mcgraw hill book co., 1995.
2. Stephen p. bobbins, *organisational behaviour*, prentice hall, 1997.
3. Keith davis, *human behaviour at wor/c*, -m.cgraw hill book co., 1991.
4. Gregory moorehead and r.s. griffin, *organisational behaviours: managing people and organisations*, jaico, 1994.
5. Judith r. gordon, *a diagnostic approach to organisational behaviour*, allyn & bacon, 1993.