

# **B. Com. (Hons.)**

## **Syllabus**

### **Choice Based Credit System (CBCS)**

**W.E.F. ACADEMIC SESSION 2018-19**



**DEPARTMENT OF COMMERCE  
RAVENSHAW UNIVERSITY, CUTTACK, ODISHA  
753003**

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## **VC's Nominee:**

- 1. Prof. Bidhubhusan Mishra, Department of Business Administration, Utkal University, Vani Vihar, Bhubaneswar**

**Scheme of UG Examination in Commerce  
Under Choice Based Credit System (CBCS)**

**Courses for Honours Students**

<b>Semester.</b>	<b>Course</b>	<b>Course Code</b>	<b>Title</b>	<b>Remarks</b>
I	Core	C 101	Financial Accounting	Compulsory
		C 102	Business law	
	Generic Elective	G 101	Cost Accounting	(Offered by Commerce Department for BBA and IMBA students)
			----- Economics for Business Managers	(Offered by School of Management for B.COM Students)
Ability Enhancement	AE 101	Environmental Science	Compulsory	
II	Core	C 203	Corporate Accounting	Compulsory
		C 204	Corporate Laws	
	Generic Elective	G 202	Corporate Accounting	(Offered by Commerce Department for BBA and IMBA students)
			----- Statistics for Business Decisions	(Offered by School of Management for B.COM Students)
	Ability Enhancement	AE 202	Communicative English	Compulsory
Skill Enhancement	SE 201	MIL (Odia/Hindi/Alt. English)	Compulsory; the students will have to choose one of the courses	
III	Core	C 305	Business Mathematics	Compulsory
		C 306	Cost Accounting	
		C 307	Management Principles and Applications	
	Generic Elective	G 301	Business Mathematics	Offered by Commerce Department for BBA and IMBA students)
----- Principles of Marketing			(Offered by School of Management for B.COM Students)	
Skill Enhancement	SE 302	Computer Science	Compulsory	
IV	Core	C 408	Management Accounting	Compulsory
		C 409	Income Tax Laws & Practice	
		C 410	Computer Applications in Business	
	Generic Elective	G 402	Entrepreneurship	Offered by Commerce Department for BBA and IMBA students)
----- Human Resource			(Offered by School of Management for	

			Management	B.COM Students)
	Skill Enhancement	SE 403	E-Commerce	Compulsory
V	Core	C 511	Financial Management	Compulsory
		C 512	Auditing & Corporate Governance	
	Discipline Specific Elective	D 501	A. Financial Markets, Institutions & Services	Students will have to choose any one of the three courses
			B. Banking & Insurance	
			C. Advertising	
	Discipline Specific Elective	D 502	A. Fundamentals of Investment	Students will have to choose any one of the three courses
			B. Business Tax Procedure & Management	
			C. International Business	
Skill Enhancement	SE 504	Computerised Accounting	Compulsory	
VI	Core	C 613	Entrepreneurship Development	Compulsory
		C 614	Indirect Tax Laws	
	Discipline Specific Elective	D 603	A. Business Research Methodology	Students will have to choose any one of the three courses
			B. Industrial Relations & Labour Laws	
			C. Consumer Affairs & Customer Care	
	D 604	Project	Compulsory	

### **B: Generic Electives**

#### **For students opting Commerce as Generic Elective**

Semester	Code	Course Title	Remarks
I	G 101	Cost Accounting	For the students who will choose Commerce as Generic Elective
II	G 202	Corporate Accounting	-do-
III	G 303	Business Mathematics	-do-
IV	G 404	Entrepreneurship	-do-

**Mark Distribution of the mentioned papers is as follows:-**

<b>COURSE</b>	<b>CREDIT</b>	<b>MARKS</b>
Core Course	14 x 6 = 84	14 x 100 = 1400
Discipline Specific Elective Course	4 x 6 = 24	4 x 100 = 400
Generic Elective Course	4 x 6 = 24	4 x 100 = 400
Ability Enhancement Course	2 x 2 = 4	2 x 50 = 100
Skill Enhancement Course	4 x 2 = 8	4 x 50 = 200
<b>TOTAL</b>	<b>144</b>	<b>2500</b>

**Elective G.1 – Business Economics & Statistics – G 101, G 202**

**Elective G.2 – Management - G301 & G402**



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. Gupta R.L. Radhaswamy. M- Financial Accounting, Sultan Chand and Sons New Delhi
7. Jawhar Lal & S. Srivastav- B.Com- Financial Accounting, Himalaya Publishing House.
8. Tulsian, P.C. *Financial Accounting*, Pearson Education.
9. S.P. Jain and K.L. Narang- Financial Accounting – Kalyani Publisher

**B.Com. (Hons.): Semester - I**  
**Core Course**  
**Paper C 102 – BUSINESS LAW (6 Credit)**  
**Full marks: 100 (Mid Term-20+ End Term-80)      Lecture: 65**

**Objective:** The objective of the course is to impart basic knowledge of the important business legislation along with relevant case law.

**Unit I: The Indian Contract Act, 1872: General Principle of Law of Contract 13 Lectures**

- a) Contract – meaning, characteristics and kinds
- b) Essentials of a valid contract - Offer and acceptance, consideration, contractual capacity, free consent, legality of objects.
- c) Void agreements
- d) Discharge of a contract – modes of discharge, breach and remedies against breach of contract.
- e) Contingent contracts
- f) Quasi - contracts

**Unit II: The Indian Contract Act, 1872: Specific Contract 13 Lectures**

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

**Unit III: The Sale of Goods Act, 1930 13 Lectures**

- a) Contract of sale, meaning and difference between sale and agreement to sell.
- b) Conditions and warranties
- c) Transfer of ownership in goods including sale by a non-owner
- d) Performance of contract of sale
- e) Unpaid seller – meaning, rights of an unpaid seller against the goods and the buyer.

**Unit IV: Partnership Laws 13 Lectures**

**A) The Partnership Act, 1932**

- a. Nature and Characteristics of Partnership
- b. Registration of a Partnership Firms
- c. Types of Partners
- d. Rights and Duties of Partners
- e. Implied Authority of a Partner
- f. Incoming and outgoing Partners
- g. Mode of Dissolution of Partnership

**B) The Limited Liability Partnership Act, 2008**

- a) Salient Features of LLP
- b) Differences between LLP and Partnership, LLP and Company
- c) LLP Agreement,
- d) Partners and Designated Partners
- e) Incorporation Document
- f) Incorporation by Registration
- g) Partners and their Relationship



**Unit V: The Negotiable Instruments Act 1881****13 Lectures**

- a) Meaning, Characteristics, and Types 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 Cheque

**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. SN Maheshwari and SK Maheshwari, *Business Law*, National Publishing House, New Delhi.
5. Aggarwal S K, *Business Law*, Galgotia Publishers Company, New Delhi.
6. Bhushan Kumar Goyal and Jain Kinneri, *Business Laws*, International Book House
7. Sushma Arora, *Business Laws*, Taxmann Publications.
8. Akhileshwar Pathak, *Legal Aspects of Business*, McGraw Hill Education, 6<sup>th</sup> ed.
9. Sarvanavel –A Text Book of Business Law - Himalaya Publishing House
10. Kapoor N.D. -Business Law, Sultan Chand & Sons, New Delhi
11. Garg and Chawla, ‘Business Law’, Kalyani Publishers
12. P.C Tulsian and Bharat Tulsian, *Business Law*, McGraw Hill Education
13. Bulchandani K.R- Business Law- Himalaya Publishing House

**B.COM (HONS): SEMESTER – I**

**Generic Elective Course**

**G 101 - Cost Accounting (6 Credits)**

**Full marks: 100 (Mid Term-20+ End Term-80)      Lecture: 65**

**Objective:** To acquaint the students with basic concepts used in cost accounting, various methods involved in cost ascertainment and cost accounting book keeping systems.

**Unit I: Introduction (6 Lectures)**

Meaning, objectives and advantages of cost accounting; Difference between cost accounting and financial accounting; Cost concepts and classifications; Elements of cost; Installation of a costing system; Role of a cost accountant in an organisation

**Unit II: Elements of Cost: Material and Labour (14 Lectures)**

- a. *Materials:* 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
- b. *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 system.

**Unit III: Elements of Cost: Overheads (8 Lectures)**

Classification, allocation, apportionment and absorption of overheads; Under- and over-absorption; Capacity Levels and Costs; Treatments of certain items in costing like interest on capital, packing expenses, bad debts, research and development expenses; Activity based cost allocation.

**Unit IV: Methods of Costing (28 Lectures)**

Unit costing, Job costing, Contract costing, Process costing (process losses, valuation of work in progress, joint and by-products), Service costing (only transport).

**Unit V: Book Keeping in Cost Accounting (9 Lectures)**

Integral and non-integral systems; Reconciliation of cost and financial accounts

**Suggested Reading:**

1. Charles T. Horngren, Srikant M. Datar, Madhav V. Rajan , *Cost Accounting: A Managerial Emphasis*, Pearson Education.
2. Drury, Colin. *Management and Cost Accounting*. Cengage Learning.
3. Jawahar Lal, *Cost Accounting*. McGraw Hill Education
4. Nigam, B.M. Lall and I.C. Jain. *Cost Accounting: Principles and Practice*. PHI Learning
5. Rajiv Goel, *Cost Accounting*. International Book House
6. Singh, Surender. *Cost Accounting*, Scholar Tech Press, New Delhi.
7. Jain, S.P. and K.L. Narang. *Cost Accounting: Principles and Methods*. Kalyani Publishers
8. Arora, M.N. *Cost Accounting – Principles and Practice*. Vikas Publishing House, New Delhi.
9. Maheshwari, S.N. and S.N. Mittal. *Cost Accounting: Theory and Problems*. Shri Mahavir Book Depot, New Delhi.
10. Iyengar, S.P. *Cost Accounting*. Sultan Chand & Sons
11. Saxena V.K. & Vashist C.D. – *Advanced Cost and Management Accounting- A Text Book* sultan Chand & Sons

**B.COM (HONS): SEMESTER – I**  
**Ability Enhancement Course (2 Credit)**  
**AE 101 – Environmental Science**

**Full marks: 50 (Term End Only)**

**Lecture: 30**

**B.COM (HONS): SEMESTER – II**

**Core Course**

**C 203 - Corporate Accounting (6 Credit)**

**Full marks: 100 (Mid Term-20+ End Term-80)      Lecture: 65**

**Objectives:** To help the students to acquire the conceptual knowledge of corporate accounting and to learn the techniques of preparing the financial statements.

- Unit I. Accounting for Share Capital & Debentures** **15 Lectures**  
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 II. Final Accounts** **15 Lectures**  
Preparation of profit and loss account and balance sheet of corporate entities, excluding calculation of managerial remuneration, Disposal of company profits, Accounts of Banking Companies.
- Unit III. Valuation of Goodwill, Valuation of Shares and Cash flow Statement.**  
Concepts and calculation: simple problem only, Cash Flow Statement **13 Lectures**
- Unit IV. Amalgamation of Companies** **12 Lectures**  
Concepts and accounting treatment as per Accounting Standard: 14 (ICAI) (excluding inter-company holdings). Internal reconstruction: concepts and accounting treatment excluding scheme of reconstruction.
- Unit V. Accounts of Holding Companies/Parent Companies** **10 Lectures**  
Preparation of consolidated balance sheet with one subsidiary company. Relevant provisions of Accounting Standard: 21 (ICAI).

**Suggested Readings:**

1. J.R. Monga, *Fundamentals of Corporate Accounting*. Mayur Paper Backs, New Delhi.
2. M.C. Shukla, T.S. Grewal, and S.C. Gupta. *Advanced Accounts*. Vol.-II. S. Chand & Co., New Delhi.
3. S.N. Maheshwari, and S. K. Maheshwari. *Corporate Accounting*. Vikas Publishing House, New Delhi.
4. Ashok Sehgal, *Fundamentals of Corporate Accounting*. Taxman Publication, New Delhi.
5. V.K. Goyal and Ruchi Goyal,. *Corporate Accounting*. PHI Learning.
6. Jain, S.P. and K.L. Narang. *Corporate Accounting*. Kalyani Publishers, New Delhi.
7. P. C. Tulsian and Bharat Tulsian, *Corporate Accounting*, S.Chand
8. Vasudeva Sakshi – *Corporate Accounting- Himalaya*
9. Hanif & Mukherjee- *Modern Accountancy*, Tata McGraw Hill
10. Gupta R.L. Radhaswamy- *Advanced Account – Sultan Chand and Sons*

**B.COM (HONS): SEMESTER – II**

**Core course**

**C 204 - Corporate Laws (6 Credit)**

**Full marks: 100 (Mid Term-20+ End Term-80)**

**Lecture: 65**

**Objective:** The objective of the course is to impart basic knowledge of the provisions of the Companies Act 2013 and the Depositories Act, 1996. Case studies involving issues in corporate laws are required to be discussed.

**UNIT I: Introduction**

**15 Lectures**

Administration of Company Law [including National Company Law Tribunal (NCLT), National Company Law Appellate Tribunal (NCLAT), Special Courts]; Characteristics of a company; lifting of corporate veil; types of companies including one person company, small company, and dormant company; association not for profit; illegal association; formation of company, on-line filing of documents, promoters, their legal position, pre-incorporation contract; on-line registration of a company.

**UNIT II: Documents**

**15 Lectures**

Memorandum of association, Articles of association, Doctrine of constructive notice and indoor management, prospector-shelf and red herring prospectus, misstatement in prospectus, GDR; book-building; issue, allotment and forfeiture of share, transmission of shares, buyback and provisions regarding buyback; issue of bonus shares.

**UNIT III: Management**

**15 Lectures**

Classification of directors, women directors, independent director, small shareholder's director; disqualifications, director identity number (DIN); appointment; Legal positions, powers and duties; removal of directors; Key managerial personnel, managing director, manager; *Meetings:* Meetings of shareholders and board of directors; Types of meetings, Convening and conduct of meetings, Requisites of a valid meeting, postal ballot, meeting through video conferencing, e-voting.

Committees of Board of Directors - Audit Committee, Nomination and Remuneration Committee, Stakeholders Relationship Committee, Corporate Social Responsibility Committee

**UNIT IV:**

**15 Lectures**

*Dividends, Accounts, Audit:* Provisions relating to payment of Dividend, Provisions relating to Books of Account, Provisions relating to Audit, Auditors' Appointment, Rotation of Auditors, Auditors' Report, Secretarial Audit.

*Winding Up:* Concept and modes of Winding Up.

*Insider Trading, Whistle Blowing:* Insider Trading; meaning & legal provisions; Whistle-blowing : Concept and Mechanism.

**UNIT V: Depositories Law**

**5 Lectures**

The Depositories Act 1996 – Definitions; rights and obligations of depositories; participants issuers and beneficial owners; inquiry and inspections, penalty.

**Suggested Readings:**

1. MC Kuchhal, *Modern Indian Company Law*, Shri Mahavir Book Depot (Publishers)
2. GK Kapoor and Sanjay Dhamija, *Company Law*, Bharat Law House, Delhi.
3. Anil Kumar, *Corporate Laws*, Indian Book House, Delhi
4. Avtar Singh, *Introduction to Company Law*, Eastern Book Company

5. Ramaiya, *A Guide to Companies Act*, LexisNexis, Wadhwa and Buttersworth.
6. *Manual of Companies Act, Corporate Laws and SEBI Guideline*, Bharat Law House
7. *A Compendium of Companies Act 2013, along with Rules*, by Taxmann Publications.
8. Garg K.C, "Corporate Law(Odisha)", Kalyani Publishers
9. Maheswari, Maheswar- *Elements of Corporate Laws*-Himalaya Publishing House
10. Kapoor G.K and Suri A.P, "Corporate Laws", Taxmann Publications

**B.COM (HONS): SEMESTER – II**

**Generic Elective Course**

**G 202 – Corporate Accounting (6 Credit)**

**Full marks: 100 (Mid Term-20+ End Term-80)      Lecture: 65**

**Objectives:** To help the students to acquire the conceptual knowledge of corporate accounting and to learn the techniques of preparing the financial statements.

**Unit I. Accounting for Share Capital & Debentures      15 Lectures**  
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 II. Final Accounts      15 Lectures**  
Preparation of profit and loss account and balance sheet of corporate entities, excluding calculation of managerial remuneration, Disposal of company profits, Accounts of Banking Companies.

**Unit III. Valuation of Goodwill, Valuation of Shares and Cash flow Statement.**  
Concepts and calculation: simple problem only, Cash Flow Statement  
**13 Lectures**

**Unit IV. Amalgamation of Companies      12 Lectures**  
Concepts and accounting treatment as per Accounting Standard: 14 (ICAI) (excluding inter-company holdings). Internal reconstruction: concepts and accounting treatment excluding scheme of reconstruction.

**Unit V. Accounts of Holding Companies/Parent Companies      10 Lectures**  
Preparation of consolidated balance sheet with one subsidiary company.  
Relevant provisions of Accounting Standard: 21 (ICAI).

**Suggested Readings:**

1. J.R. Monga, *Fundamentals of Corporate Accounting*. Mayur Paper Backs, New Delhi.
2. M.C. Shukla, T.S. Grewal, and S.C. Gupta. *Advanced Accounts*. Vol.-II. S. Chand & Co., New Delhi.
3. S.N. Maheshwari, and S. K. Maheshwari. *Corporate Accounting*. Vikas Publishing House, New Delhi.
4. Ashok Sehgal, *Fundamentals of Corporate Accounting*. Taxman Publication, New Delhi.
5. V.K. Goyal and Ruchi Goyal,. *Corporate Accounting*. PHI Learning.
6. Jain, S.P. and K.L. Narang. *Corporate Accounting*. Kalyani Publishers, New Delhi.
7. P. C. Tulsian and Bharat Tulsian, *Corporate Accounting*, S.Chand
8. Vasudeva Sakshi – *Corporate Accounting- Himalaya*
9. Hanif & Mukherjee- *Modern Accountancy*, Tata McGraw Hill
10. Gupta R.L. Radhaswamy- *Advanced Account – Sultan Chand and Sons*

**B.COM (HONS): SEMESTER – II**  
**Ability Enhancement Course**  
**AE 202 – Communicative English (2 Credit)**

**Full marks: 50**

**Lecture: 30**



**B.COM (HONS): SEMESTER – II**

**Skill Enhancement Course**

**SE 201 – MIL (Odia/ Hindi/ Alt. Eng.) (2 Credit)**

**Full marks: 50**

**Lecture: 30**

**B.COM (HONS): SEMESTER – III**

**Core Course**

**C 305 - Business Mathematics (6 Credit)**

**Full marks: 100 (Mid Term-20+ End Term-80)      Lecture: 65**

**Objective:** The objective of this course is to familiarize the students with the basic mathematical tools, with an emphasis on applications to business and economic situations.

**Unit I: Matrices and Determinants**

**Lectures 11**

Algebra of 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**

**Lectures 10**

Mathematical functions and their types- linear, quadratic, polynomial, exponential, Logarithmic and logistic function. Concepts of limit, continuity of a function, Concept and rules of differentiation, Maxima and Minima involving second order.

**Unit III: Calculus II**

**Lectures 16**

Integration: Standard forms, Methods of integration – by substitution, by parts, and by use of partial fractions; Definite integration; Finding areas in simple cases

**Unit IV: Mathematics of Finance**

**Lectures 13**

Compounding and discounting of a sum using different types of rates.  
Types of annuities, like ordinary, due, deferred, continuous, perpetual, and their future and present values using different types of rates of interest. Depreciation of Assets.  
(*General annuities to be excluded*)

**Unit V: Linear Programming**

**Lectures 15**

Formulation of linear programming problem (LPP): Graphical solution to LPPs. Cases of unique and multiple optimal solutions, Unbounded solutions and infeasibility, and redundant constraints, solution to LPPs using simplex method- maximisation and minimisation cases.

**Suggested Readings:**

1. Swain and Das, “Business Mathematics for managerial Decisions”, Himalaya Publishing House.
2. Mizrahi and Sullivan. *Mathematics for Business and Social Sciences*. Wiley and Sons.
3. Sharma S.D, “Business Mathematics”, Himalaya Publishing House
4. Patri D, “Business Mathematics”, Kalyani Publishers
5. Singh J. K., *Business Mathematics*. Himalaya Publishing House.
6. Budnick, P. *Applied Mathematics*. McGraw Hill Education.
7. R.G.D. Allen, *Mathematical Analysis For Economist*
8. Dowling, E.T., *Mathematics for Economics*, Schaum’s Outlines Series. McGraw Hill Education.
9. Education.
10. Thukral, J.K., *Mathematics for Business Studies*.
11. Vohra, N.D., *Quantitative Techniques in Management*. McGraw Hill Education
12. Soni, R.S., *Business Mathematics*. Ane Books, New Delhi.
13. Wikes, F.M., *Mathematics for Business, Finance and Economics*. Thomson Learning.
14. Ayres, Frank Jr. *Schaum’s Outlines Series: Theory and Problems of Mathematics of Finance*. McGraw Hill Education.

**B.COM (HONS): SEMESTER – III**

**Core Course**

**C 306 - Cost Accounting (6 Credit)**

**Full marks: 100 (Mid Term-20+ End Term-80)**

**Lecture: 65**

**Objective:** To acquaint the students with basic concepts used in cost accounting, various methods involved in cost ascertainment and cost accounting book keeping systems.

**Unit I: Introduction**

**(6 Lectures)**

Meaning, objectives and advantages of cost accounting; Difference between cost accounting and financial accounting; Cost concepts and classifications; Elements of cost; Installation of a costing system; Role of a cost accountant in an organisation

**Unit II: Elements of Cost: Material and Labour**

**(14 Lectures)**

- a. *Materials:* 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
- b. *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 system.

**Unit III: Elements of Cost: Overheads**

**(8 Lectures)**

Classification, allocation, apportionment and absorption of overheads; Under- and over-absorption; Capacity Levels and Costs; Treatments of certain items in costing like interest on capital, packing expenses, bad debts, research and development expenses; Activity based cost allocation.

**Unit IV: Methods of Costing**

**(28 Lectures)**

Unit costing, Job costing, Contract costing, Process costing (process losses, valuation of work in progress, joint and by-products), Service costing (only transport).

**Unit V: Book Keeping in Cost Accounting**

**(9 Lectures)**

Integral and non-integral systems; Reconciliation of cost and financial accounts

**Suggested Reading:**

1. Charles T. Horngren, Srikant M. Datar, Madhav V. Rajan , *Cost Accounting: A Managerial Emphasis*, Pearson Education.
2. Drury, Colin. *Management and Cost Accounting*. Cengage Learning.
3. Jawahar Lal, *Cost Accounting*. McGraw Hill Education
4. Nigam, B.M. Lall and I.C. Jain. *Cost Accounting: Principles and Practice*. PHI Learning
5. Rajiv Goel, *Cost Accounting*. International Book House
6. Singh, Surender. *Cost Accounting*, Scholar Tech Press, New Delhi.
7. Jain, S.P. and K.L. Narang. *Cost Accounting: Principles and Methods*. Kalyani Publishers
8. Arora, M.N. *Cost Accounting – Principles and Practice*. Vikas Publishing House, New Delhi.
9. Maheshwari, S.N. and S.N. Mittal. *Cost Accounting: Theory and Problems*. Shri Mahavir Book Depot, New Delhi.
10. Iyengar, S.P. *Cost Accounting*. Sultan Chand & Sons
11. Saxena V.K. & Vashist C.D.-*Advanced Cost and Management Accounting- A Text Book* sultan Chand & Sons

**B.COM (HONS): SEMESTER – III**

**Core Course**

**C 307 – Management Principles & Applications (6 Credit)**

**Full marks: 100 (Mid Term-20+ End Term-80)      Lecture: 65**

**Objective:** The objective of the course is to provide the student with an understanding of basic management concepts, principles and practices.

**Unit I: Introduction**

**Lectures: 13**

- a. Concept: Need for Study, Managerial Functions – An overview; Co-ordination: Essence of Manager ship
- b. Evolution of the Management Thought, Classical Approach – Taylor, Fayol, Neo-Classical and Human Relations Approaches – Mayo, Hawthorne Experiments, Behavioural Approach, Systems Approach, Contingency Approach – Lawrence & Lorsch, MBO- Peter F. Drucker.

**Unit II: Planning**

**Lectures: 13**

- a. Types of Plan – An overview to highlight the differences
- b. Strategic planning – Concept, process, Importance and limitations
- c. Environmental Analysis and diagnosis (Internal and external environment) – Definition, Importance and Techniques (SWOT,BCG Matrix, Competitor Analysis), Business environment; Concept and Components
- d. Decision-making – concept, importance; Committee and Group Decision-making, Process, Perfect rationality and bounded rationality, Techniques (qualitative and quantitative, MIS, DSS)

**Unit III: Organising**

**Lectures: 13**

Concept and process of organising – An overview, Span of management, Different types of authority (line, staff and functional), Decentralisation, Delegation of authority

Formal and Informal Structure; Principles of Organising; Network Organisation Structure

**Unit IV: Staffing and Leading**

**Lectures: 13**

- a. *Staffing*: Concept of staffing, staffing process
- b. *Motivation*: Concept, Importance, extrinsic and intrinsic motivation; Major Motivation theories - Maslow's Need-Hierarchy Theory; Herzberg's Two-factor Theory, Vroom's Expectation Theory.
- c. *Leadership*: Concept, Importance, Major theories of Leadership (Likert's scale theory, Blake and Mouten's Managerial Grid theory, House's Path Goal theory, Fred Fielder's situational Leadership), Transforming Leadership.
- d. *Communication*: Concept, purpose, process; Oral and written communication; Formal and informal communication networks, Barriers to communication, Overcoming barriers to communication.

**Unit V: Control****Lectures: 13**

- a. *Control: Concept, Process, Limitations, Principles of Effective Control, Major Techniques of control - Ratio Analysis, ROI, Budgetary Control, EVA, PERT/CPM.*
- b. Emerging issues in Management

**Suggested Readings:**

1. Harold Koontz and Heinz Weihrich, *Essentials of Management: An International and Leadership Perspective*, McGraw Hill Education.
2. Stephen P Robbins and Madhushree Nanda Agrawal, *Fundamentals of Management: Essential Concepts and Applications*, Pearson Education.
3. George Terry, *Principles of Management*, Richard D. Irwin
4. Newman, Summer, and Gilbert, *Management*, PHI
5. James H. Donnelly, *Fundamentals of Management*, Pearson Education.
6. TN Chhabra, *Management Concepts and Practice*, Dhanpat Rai & Co. (Pvt. Ltd.), New Delhi
7. Peter F Drucker, *Practice of Management*, Mercury Books, London
8. Ramaswamy T, *Principles of management*, Himalaya Publishing House
9. Jain Khuspat – *Principles of Management* – Himalaya Publishing House
10. Koontz, O' donnel and Heinz Weihrich; *Essentials of Management*, Tata McGraw-Hill Education
11. Pany T.K, "Management Principles and Application", Kalyani Publishers
12. Sharma and Gupta, *Principles of Management*, Kalyani Publication

**B.COM (HONS): SEMESTER – III**

**Generic Elective Course**

**G 301 - Business Mathematics (6 Credit)**

**Full marks: 100 (Mid Term-20+ End Term-80)      Lecture: 65**

**Objective:** The objective of this course is to familiarize the students with the basic mathematical tools, with an emphasis on applications to business and economic situations.

**Unit I: Matrices and Determinants**

**Lectures 11**

Algebra of 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**

**Lectures 10**

Mathematical functions and their types- linear, quadratic, polynomial, exponential, Logarithmic and logistic function. Concepts of limit, continuity of a function, Concept and rules of differentiation, Maxima and Minima involving second order.

**Unit III: Calculus II**

**Lectures 16**

Integration: Standard forms, Methods of integration – by substitution, by parts, and by use of partial fractions; Definite integration; Finding areas in simple cases

**Unit IV: Mathematics of Finance**

**Lectures 13**

Compounding and discounting of a sum using different types of rates.  
Types of annuities, like ordinary, due, deferred, continuous, perpetual, and their future and present values using different types of rates of interest. Depreciation of Assets.  
(*General annuities to be excluded*)

**Unit V: Linear Programming**

**Lectures 15**

Formulation of linear programming problem (LPP): Graphical solution to LPPs. Cases of unique and multiple optimal solutions, Unbounded solutions and infeasibility, and redundant constraints, solution to LPPs using simplex method- maximisation and minimisation cases.

**Suggested Readings:**

1. Swain and Das, “Business Mathematics for managerial Decisions”, Himalaya Publishing House.
2. Mizrahi and Sullivan. *Mathematics for Business and Social Sciences*. Wiley and Sons.
3. Sharma S.D, “Business Mathematics”, Himalaya Publishing House
4. Patri D, “Business Mathematics”, Kalyani Publishers
5. Singh J. K., *Business Mathematics*. Himalaya Publishing House.
6. Budnick, P. *Applied Mathematics*. McGraw Hill Education.
7. R.G.D. Allen, *Mathematical Analysis For Economist*
8. Dowling, E.T., *Mathematics for Economics*, Schaum’s Outlines Series. McGraw Hill
9. Education.
10. Thukral, J.K., *Mathematics for Business Studies*.
11. Vohra, N.D., *Quantitative Techniques in Management*. McGraw Hill Education
12. Soni, R.S., *Business Mathematics*. Ane Books, New Delhi.
13. Wikes, F.M., *Mathematics for Business, Finance and Economics*. Thomson Learning.
14. Ayres, Frank Jr. *Schaum’s Outlines Series: Theory and Problems of Mathematics of Finance*. McGraw Hill Education.

**B.COM (HONS)**  
**SEMESTER – III**  
**Skill Enhancement Course**  
**SE 302 – Computer Science (2 Credits)**  
**Full marks: 50 (End Term Evaluation)    Lecture: 30**

**Unit I:** **10 Lectures**

**Introduction :** Introduction to computer system, uses, types. Data Representation: Number systems and character representation, binary arithmetic. Human Computer Interface: Types of software, operating system as user interface, utility programs.

**Unit II:** **10 Lectures**

Devices: Input and output devices (with connections and practical demo), keyboard, mouse, joystick, scanner, OCR, OMR, bar code reader, web camera, monitor, printer, plotter.

Memory: Primary, secondary, auxiliary memory, RAM, ROM, cache memory, hard disks, optical disks.

**Unit III:** **10 Lectures**

Computer Organisation and Architecture: C.P.U., registers, system bus, main memory unit, cache memory inside a computer, SMPS, Motherboard, Ports and Interfaces, expansion cards, ribbon cables, memory chips, processors.

Reference Books:

1. Goel, Computer Fundamentals, Pearson Education, 2010
2. P. Aksoy, L. DeNardis, Introduction to Information technology, cengage Learning 2006.
3. P.K. Sinha, P. Sinha, Fundamentals of Computers, BPB Publishers, 2007.

**B.COM (HONS): SEMESTER – IV**

**Core Course**

**C 408 – Management Accounting (6 Credit)**

**Full marks: 100 (Mid Term-20+ End Term-80)      Lecture: 65**

**Objective:** To impart the students, knowledge about the use of financial, cost and other data for the purpose of managerial planning, control and decision making.

**Unit I: Introduction (11 Lectures)**

Meaning, Objectives, Nature and Scope of management accounting, Difference between cost accounting and management accounting, Cost control and Cost reduction, Cost management

**Unit II: Budgetary Control (10 Lectures)**

Budgeting and Budgetary Control: Concept of budget, budgeting and budgetary control, objectives, merits, and limitations. Budget administration. Functional budgets. Fixed and flexible budgets. Zero base budgeting. Programme and performance budgeting.

**Unit III: Standard Costing (12 Lectures)**

Standard Costing and Variance Analysis: Meaning of standard cost and standard costing, advantages, limitations and applications. Variance Analysis – material, labour, overheads and sales variances. Disposition of Variances, Control Ratios.

**Unit IV: Marginal Costing (12 Lectures)**

Absorption versus Variable Costing: Distinctive features and income determination. Cost- Volume-Profit Analysis, Profit / Volume ratio. Break-even analysis-algebraic and graphic methods. Angle of incidence, margin of safety, Key factor, determination of cost indifference point.

**Unit V: Decision Making (20 Lectures)**

Steps in Decision Making Process, Concept of Relevant Costs and Benefits, Various short term decision making situations – profitable product mix, Acceptance or Rejection of special/ export offers, Make or buy, Addition or Elimination of a product line, sell or process further, operate or shut down. Pricing Decisions: Major factors influencing pricing decisions, various methods of pricing

**Suggested Reading:**

1. Charles T. Horngren, Gary L. Sundem, Dave Burgstahler, Jeff O. Schatzberg. *Introduction to Management Accounting*, Pearson Education.
2. Anthony A. Atkinson, Robert S. Kaplan, Ella Mae Matsumura, S. Mark Young. *Management Accounting*. Dorling Kindersley(India) Pvt. Ltd.
3. Ronald W. Hilton and David E. Platt. *Managerial Accounting: Creating Value in a Global Business Environment*, Mc Graw Hill Education.
4. Singh, Surender. *Management Accounting*, Scholar Tech Press, New Delhi.
5. Goel, Rajiv, *Management Accounting*. International Book House,
6. Arora, M.N. *Management Accounting*. Vikas Publishing House, New Delhi.
7. Maheshwari, S.N. and S.N. Mittal. *Management Accounting*. Shree Mahavir Book Depot, New Delhi.
8. Singh, S. K. and Gupta Lovleen. *Management Accounting – Theory and Practice*. Pinnacle Publishing House.
9. Khan, M.Y. and Jain, P.K. *Management Accounting*. McGraw Hill Education
10. H.V. Jhamb, *Fundamentals of Management Accounting*, Ane Books Pvt. Ltd.



**B.COM (HONS): SEMESTER – IV**

**Core Course**

**C 409 – Income Tax Laws & Practice (6 Credit)**

**Full marks: 100 (Mid Term-20+ End Term-80)      Lecture: 65**

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

**Unit I: Introduction**

**12 Lectures**

**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)

**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-1**

**15 Lectures**

Income from Salaries; Income from house property

**Unit III: Computation of Income under different heads-2**

**15 Lectures**

Profits and gains of business or profession; Capital gains; Income from other sources

**Unit IV: Computation of Total Income and Tax Liability**

**15 Lectures**

Income of other persons included in assessee's total income; Aggregation of income and set-off and carry forward of losses; Deductions from gross total income; Rebates and reliefs  
Computation of total income of individuals and firms; Tax liability of an individual and a firm,

**Unit V: Preparation of Return of Income**

**08 Practical**

Filing of returns: Manually, Assessment Procedures, Filing of Returns, Return Forms, Provision & Procedures of Compulsory On-Line filing of returns for specified assesses.

**Suggested readings:**

1. Singhanian, Vinod K. and Monica Singhanian. *Students' Guide to Income Tax, University Edition*. Taxmann Publications Pvt. Ltd., New Delhi.
2. Ahuja, Girish and Ravi Gupta. *Systematic Approach to Income Tax*. Bharat Law House, Delhi.
3. Balchandran & Thothadri, 'Taxation Law and Practice, Vol.1', PHI Learning Pvt. Ltd, New Delhi
4. Saha R.G., 'Income Tax', Himalaya Publishing House, Mumbai
5. Gaur & Narang, 'Income Tax Law & Practice', Kalyani Publishers

## **B.COM (HONS): SEMESTER – IV**

### **Core Course**

#### **C 410 – Computer Applications in Business (6 Credit)**

**Full marks: 100 (Mid Term-20+ End Term-80)      Lecture: 65**

**Objectives:** To provide computer skills and knowledge for commerce students and to enhance the student understands of usefulness of information technology tools for business operations.

#### **Unit I: Word Processing**

**11 Lectures**

Introduction to word Processing, Word processing concepts, Use of Templates, Working with word document: Editing text, Find and replace text, Formatting, spell check, Autocorrect, Autotext; Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, Header and footer, Tables: Inserting, filling and formatting a table; Inserting Pictures and Video; Mail Merge: including linking with Database; Printing documents

**Creating Business Documents using the above facilities**

#### **Unit II: Preparing Presentations**

**14 Lectures**

Basics of presentations: Slides, Fonts, Drawing, Editing; Inserting: Tables, Images, texts, Symbols, Media; Design; Transition; Animation; and Slideshow.

**Creating Business Presentations using above facilities**

#### **Unit III: Spreadsheet and its Business Applications**

**12 Lectures**

**Spreadsheet concepts**, Managing worksheets; Formatting, Entering data, Editing, and Printing a worksheet; Handling operators in formula, Project involving multiple spreadsheets, Organizing Charts and graphs

**Generally used Spreadsheet functions:** Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and reference, Database, and Text functions

#### **Unit IV: Creating Business Spreadsheet**

**12 Lectures**

**Creating spreadsheet in the area of:** Loan and 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**

**16 Lectures**

**Database Designs for Accounting and Business Applications:** Reality- Expressing the Application; Creating Initial design in Entity Relationship(ER) Model; Transforming ER Model to Relational data model concepts; Implementing RDM design using an appropriate DBMS.

**SQL and Retrieval of Information:** Basic Queries in SQL; Embedded Queries in SQL; Insert, Delete and Update statements in SQL

**DBMS Software:** Environment; Tables; Forms; Queries; Reports; Modules;

Applying DBMS in the areas of Accounting, Inventory, HRM and its accounting, Managing the data records of Employees, Suppliers and Customers.

#### **Suggested Readings:**

1. Dahiya Usha & Nagpal Sapna, “ Computer Applications in Management” Taxmann Publications
2. Sudalaimuthu-Computer Applciatin in Business-Himalaya Publishing House
3. Mohanty. R & Satapathy S.K. , “ Computer Application in Business Accounting – Himalaya Publishing House
4. Sardana, “Computer Application”, Kalyani Publishers

**B.COM (HONS): SEMESTER – IV**

**Generic Elective Course**

**G 402 – Entrepreneurship (6 Credit)**

**Full marks: 100 (Mid Term-20+ End Term-80)**

**Lecture: 65**

**Objective:** The purpose of the paper is to orient the learner toward entrepreneurship as a career option and creative thinking and behavior.

**Unit I: Introduction**

**(12 Lectures)**

Meaning, elements, determinants and importance of entrepreneurship and creative behavior; Entrepreneurship and creative response to the society's problems and at work; Dimensions of entrepreneurship: intrapreneurship, technopreneurship, cultural entrepreneurship, international entrepreneurship, netpreneurship, ecopreneurship, and social entrepreneurship

**Unit II: Entrepreneurship and Micro, Small and Medium Enterprises**

**(13 Lectures)**

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 behavioural orientations; Conflict in family business and its resolution

**Unit III: Support to Entrepreneur**

**(15 Lectures)**

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

**Unit IV: Sources of business ideas and tests of feasibility.**

**(15 Lectures)**

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 product, market potential may be covered); Project submission/ presentation and appraisal thereof by external agencies, such as financial/non-financial institutions

**Unit V: Mobilising Resources**

**(10 Lectures)**

Mobilising resources for start-up. Accommodation and utilities; Preliminary contracts with the vendors, suppliers, bankers, principal customers; Contract management: Basic start-up problems

**Suggested Readings:**

1. Kuratko and Rao, *Entrepreneurship: A South Asian Perspective*, Cengage Learning.
2. Robert Hisrich, Michael Peters, Dean Shepherd, *Entrepreneurship*, McGraw-Hill Education
3. Desai, Vasant. *Dynamics of Entrepreneurial Development and Management*. Mumbai, Himalaya Publishing House.
4. Dollinger, Mare J. *Entrepreneurship: Strategies and Resources*. Illinois, Irwin.
5. Holt, David H. *Entrepreneurship: New Venture Creation*. Prentice-Hall of India, New Delhi.
6. Plsek, Paul E. *Creativity, Innovation and Quality*. (Eastern Economic Edition), New Delhi: Prentice-Hall of India. ISBN-81-203-1690-8.
7. Singh, Nagendra P. *Emerging Trends in Entrepreneurship Development*. New Delhi: ASEED.
8. SS Khanka, *Entrepreneurial Development*, S. Chand & Co, Delhi.
9. K Ramachandran, *Entrepreneurship Development*, McGraw-Hill Education
10. SIDBI Reports on Small Scale Industries Sector.

**B.COM (HONS): SEMESTER – IV**

**Skill Enhancement Course**

**SE 403 – E –Commerce (2 Credits)**

**Full marks: 50 (Term End Only)**

**Lecture: 30**

**Objectives:** To enable the students to become familiar with the mechanism for conducting business transactions through electronic means

**Unit I: Introduction:**

**(10 Lectures)**

Meaning, nature, concepts, advantages, disadvantages and reasons for transacting online, types of E-Commerce, e-commerce business models (introduction , key elements of a business model and categorizing major E-commerce business models), forces behind ecommerce. *Technology used in E-commerce:* The dynamics of world wide web and internet( meaning, evolution and features) ; Designing, building and launching e-commerce website (A systematic approach involving decisions regarding selection of hardware, software, outsourcing vs. in-house development of a website)

**Unit II: Security and Encryption:**

**(10 Lectures)**

Need and concepts, the e-commerce security environment: (dimension, definition and scope of esecurity), security threats in the E-commerce environment (security intrusions and breaches, attacking methods like hacking, sniffing, cybervandalism etc.), technology solutions (Encryption, security channels of communication, protecting networks and protecting servers and clients),

**Unit III: IT Act 2000 and Cyber Crime**

**(10 Lectures)**

IT Act 2000: Definitions, Digital signature, Electronic governance, Attribution, acknowledgement and dispatch of electronic records, Regulation of certifying authorities, Digital signatures certificates, Duties of subscribers, Penalties and adjudication, Appellate Tribunal, Offences and Cyber-crimes posting), risks involved in e-payments.

**Suggested Readings:**

1. Kenneth C. Laudon and Carlo Guercio Traver, *E-Commerce*, Pearson Education.
2. David Whiteley, *E-commerce: Strategy, Technology and Applications*, McGraw Hill Education
3. Bharat Bhaskar, *Electronic Commerce: Framework, Technology and Application, 4<sup>th</sup> Ed.*, McGraw Hill Education
4. PT Joseph, *E-Commerce: An Indian Perspective*, PHI Learning
5. KK Bajaj and Debjani Nag, *E-commerce*, McGraw Hill Education
6. TN Chhabra, *E-Commerce*, Dhanpat Rai & Co.
7. Sushila Madan, *E-Commerce*, Taxmann
8. TN Chhabra, Hem Chand Jain, and Aruna Jain, *An Introduction to HTML*, Dhanpat Rai & Co.
9. Murthy CSV-E Commerce-Himalaya Publishing House

**B.COM (HONS): SEMESTER – V**

**Core Course**

**C 511 – Financial Management (6 Credit)**

**Full marks: 100 (Mid Term-20+ End Term-80)**

**Lecture: 65**

**Objective:** To familiarize the students with the principles and practices of financial management.

**Unit I: Introduction**

**13 Lectures**

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

**UnitII:Investment Decisions.**

**13 Lectures**

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

**UnitIII:Financing Decisions**

**13 Lectures**

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. Capital structure –Theories of Capital Structure (Net Income, Net Operating Income, MM Hypothesis, Traditional Approach). Operating and financial leverage; Determinants of capital structure

**UnitIV:Dividend Decisions**

**13 Lectures**

Theories for Relevance and irrelevance of dividend decision for corporate valuation; Cash and stock dividends; Dividend policies in practice

**UnitV: Working Capital Decisions**

**13 Lectures**

Concepts of working capital, the risk-return trade off, sources of short-term finance, working capital estimation, cash management, receivables management, inventory management and payables management.

**Suggested Readings:**

1. James C. Van Horne and Sanjay Dhamija, *Financial Management and Policy*, Pearson Education
2. Levy H. and M. Sarnat . *Principles of Financial Management*. Pearson Education
3. Brigham and Houston, *Fundamentals of Financial Management*, Cengage Learning
4. Khan and Jain. *Basic Financial Management*, McGraw Hill Education
5. Prasanna Chandra, *Fundamentals of Financial Management*. McGraw Hill Education
6. Singh, J.K. *Financial Management- text and Problems*. Dhanpat Rai and Company, Delhi.
7. Rustagi, R.P. *Fundamentals of Financial Management*. Taxmann Publication Pvt. Ltd.
8. Singh, Surender and Kaur, Rajeev. *Fundamentals of Financial Management*. Mayur Paperback, New Delhi.
9. Pandey, I.M. *Financial Management*. Vikas Publications.
10. BhabatoshBanerjee, *Fundamentals of Financial Management*, PHI Learning
11. Sharma & Gupta, “Financial management”, Kalyani Publishers
12. Kishore Ravi M, “Financial Management” Taxmann Publications
13. Reddy G.S., ‘Financial Management’, Himalaya Publishing House

**B.COM (HONS): SEMESTER – V**

**Core Course**

**C 512– Auditing & Corporate Governance (6 Credit)**

**Full marks: 100 (Mid Term-20+ End Term-80)      Lecture: 65**

**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

**Unit I: Introduction (13 Lectures)**

**Auditing:** Introduction, Meaning, Objectives, Basic Principles and Techniques; Classification of Audit, Audit Planning, Internal Control – Internal Check and Internal Audit; Audit Procedure – Vouching and verification of Assets & Liabilities.

**Unit II: Audit of Companies (13 Lectures)**

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

**Unit III: Special Areas of Audit (13 Lectures)**

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; Computer aided audit techniques and tools; Auditing Standards; Relevant Case Studies/Problems;

**Unit IV: Corporate Governance (13 Lectures)**

Conceptual framework of Corporate Governance: Theories & Models, Broad Committees; Corporate Governance Reforms. Major Corporate Scandals in India and Abroad: Common Governance Problems Noticed in various Corporate Failures. Codes & Standards on Corporate Governance

**Unit V: Business Ethics and CSR (13 Lectures)**

Morality and ethics, business values and ethics, approaches and practices of business ethics, corporate ethics, ethics program, codes of ethics, ethics committee; Ethical Behaviour: Concepts and advantages; Rating Agencies; Green Governance; Clause 49 and Listing Agreement. Corporate Social Responsibility – Concept of CSR, Corporate Philanthropy, Strategic Planning and Corporate Social Responsibility.

**Suggested Readings:**

1. Ravinder Kumar and Virender Sharma, *Auditing Principles and Practice*, PHI Learning
2. Aruna Jha, *Auditing*. Taxmann Publication.
3. A. K. Singh, and Gupta Lovleen. *Auditing Theory and Practice*. Galgotia Publishing Company.
4. Anil Kumar, *Corporate Governance: Theory and Practice*, Indian Book House, New Delhi
5. MC Kuchhal, *Modern Indian Company Law*, Shri Mahaveer Book Depot. (Publishers). (Relevant Chapters)
6. KV Bhanumurthy and Usha Krishna, *Politics, Ethics and Social Responsibility of Business*, Pearson Education
7. Erik Banks, *Corporate Governance: Financial Responsibility, Controls and Ethics*, Palgrave Macmillan
8. N Balasubramanian, *A Casebook on Corporate Governance and Stewardship*, McGraw Hill Education
9. B.N. Ghosh, *Business Ethics and Corporate Governance*, McGraw Hill Education

10. S K Mandal, *Ethics in Business and Corporate Governance*, McGraw Hill Education
11. Bob Tricker, *Corporate Governance-Principles, Policies, and Practice* (Indian Edition), Oxford University Press
12. Christine Mallin, *Corporate Governance (Indian Edition)*, Oxford University Press
13. Relevant Publications of ICAI on *Auditing* (CARO)
14. Sharma, J.P., *Corporate Governance, Business Ethics, and CSR*, Ane Books Pvt Ltd, New Delhi
15. Satapathy S.K & B.M Jena-Auditng Principels and Practice- Himalaya Publishers
16. Murthy CSV - Corporate Governance, Himalaya Publishing House
17. Aruna Jha, *Auditing*. Taxmann Publication.
18. Jagdish Prakash, “Auditing-Principles , Practice and Problems”, Kalyani Publishers

**B.COM (HONS): SEMESTER – V**  
**Discipline Specific Elective Course**  
**D 501 (A) – Financial Markets, Institutions & Services (6 Credit)**  
**Full marks: 100 (Mid Term-20+ End Term-80)      Lecture: 65**

**Objective:** To provide the students a basic knowledge of financial markets and institutions and to familiarise them with major financial services in India.

**Unit I: Introduction** **(13 Lectures)**

**Financial System and 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** **(13 Lectures)**

Money market – functions, organisation and instruments. Role of central bank in money market; Indian money market – An overview

Capital Markets – functions, organisation and instruments. Indian debt market; Indian equity market – primary and secondary markets; Role of stock exchanges in India

**Unit III: Financial Institutions** **(13 Lectures)**

Commercial banking – introduction, its role in project finance and working capital finance; Development Financial institutions (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: Financial Services** **(13 Lectures)**

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** **(13 Lectures)**

Consumer and housing finance; Venture capital finance; Factoring services, bank guarantees and letter of credit; Credit rating; Financial counseling.

**Suggested Readings:**

1. L M Bhole, and Jitendra Mahakud. *Financial Institution and Markets*, McGraw-Hill Education
2. Khan, M.Y. *Indian Financial System*, McGraw-Hill Education.
3. Dhanekar. *Pricing of Securities*. New Delhi: Bharat Publishing House.
4. Prasanna, Chandra. *Financial Management: Theory and Practice*. McGraw-Hill
5. Clifford Gomez, *Financial Markets, Institutions and Financial Services*, **PHI Learning**
6. MY Khan and PK Jain. *Financial Services*. McGraw Hill Education.
7. Singh, J.K. *Venture Capital Financing in India*. Dhanpat Rai and Company, New Delhi.
8. H.R Machiraju, 'Indian Financial System, Vikas Publishing
9. Pathak. V. Bharati, 'Indian Financial System', Pearson Education
10. Gordon E. & Natarajan K., 'Financial Markets and Services, Himalaya Publishing
11. Annual Reports of Major Financial Institutions in India.



**B.COM (HONS): SEMESTER – V**  
**Discipline Specific Elective Course**  
**D 501 (B) – Banking & Insurance (6 Credit)**  
**Full marks: 100 (Mid Term-20+ End Term-80)      Lecture: 65**

**Objective:** To impart knowledge about the basic principles of banking and insurance

**Unit I: Introduction:** **13 Lectures**

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

**Unit II: Cheques and Paying Banker** **13 Lectures**

Crossing and endorsement - meaning, definitions, types and rules of crossing.  
Duties, Statutory protection in due course, collecting bankers: duties, statutory protection for holder in due course, Concept of negligence.

**Unit III: Banking Lending** **13 Lectures**

Principles of sound lending, Secured vs. unsecured advances, Types of advances, Advances against various securities.

**Unit IV: Internet Banking** **13 Lectures**

Meaning, Benefits, 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.

**Unit V: Insurance** **13 Lectures**

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 readings:**

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

**B.COM (HONS): SEMESTER – V**  
**Discipline Specific Elective Course**  
**D 501 (C) – Advertising (6 Credit)**  
**Full marks: 100 (Mid Term-20+ End Term-80)      Lecture: 65**

**Objective:** The objective of this course is to familiarize the students with the basic concepts, tools and techniques of advertising used in marketing.

**Unit-I Introduction: 13 Lectures**  
Communication Process, advertising as a tool of communication, meaning, nature and importance of advertising. Types of advertising, advertising objectives, Audience analysis, setting of advertising budget, Determinates and major methods.

**Unit-II Media Decisions: 13 Lectures**  
Major media types – their characteristics, internet as an advertising media, merits and demerits, factors influencing media choice, media selection , media scheduling, advertising through the internet media devices.

**Unit-III Message Development: 13 Lectures**  
Message content, copy writing , effective copy, advertising appeals, types of appeal , essential of an advertising appeal, celebrating endorsement

**Unit-IV Advertising Budget and measuring advertising effectiveness: 13 Lectures**  
Meaning of advertising budget, methods of setting advertising budget, advertising budget process, importance of measuring advertising effectiveness , pre and post testing techniques, problems in measuring advertising effectiveness

**Unit-V 13 Lectures**  
a) **Advertising Agency**  
Meaning of advertising agency, definition , features of an advertising agency , Functions of an advertising agency , types of advertising agency , client – agency relationship  
b) Social , ethical and legal aspects of advertising in India.

**Suggested Readings:**

1. George E Belch, Michael A Belch, Keyoor Purani, *Advertising and Promotion : An Integrated Marketing Communications Perspective (SIE)*, McGraw Hill Education
2. S. Wats Dunn, and Arnold M. Barban. *Advertising: Its Role in Marketing*. Dryden Press
3. Burnett, Wells, and Moriatty. *Advertising: Principles and Practice*. 5<sup>th</sup> ed. Prentice Hall of India, New Delhi.
4. Batra, Myers and Aakers. *Advertising Management*. PHI Learning.
5. Terence A. Shimp. *Advertising and Promotion: An IMC Approach*. Cengage Learning.
6. Sharma, Kavita. *Advertising: Planning and Decision Making*, Taxmann Publications
7. Jaishree Jethwaney and Shruti Jain, *Advertising Management*, Oxford University Press, 2012
8. Chunawala and Sethia, *Advertising*, Himalaya Publishing House
9. Ruchi Gupta, *Advertising*, S. Chand & Co.
10. O'Guinn, *Advertising and Promotion: An Integrated Brand Approach*, Cengage Learning.

**B.COM (HONS): SEMESTER – V**  
**Discipline Specific Elective Course**  
**D 502 (A) – Fundamentals of Investment (6 Credit)**  
**Full marks: 100 (Mid Term-20+ End Term-80)      Lecture: 65**

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

**Unit I: The Investment Environment (10 Lectures)**

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, Concept of return and risk, Impact of Taxes and Inflation on return.

**Unit II: Fixed Income Securities (15 Lectures)**

Bond features, types of bonds, estimating bond yields, Bond Valuation types of bond risks, default risk and credit rating.

**Unit III: Approaches to Equity Analysis (15 Lectures)**

Introduction to Fundamental Analysis, Technical Analysis and Efficient Market Hypothesis, dividend capitalisation models, and price-earnings multiple approach to equity valuation.

**Unit IV: Portfolio Analysis and Financial Derivatives (15 Lectures)**

Portfolio and Diversification, Portfolio Risk and Return; Mutual Funds; Introduction to Financial Derivatives; Financial Derivatives Markets in India

**Unit V: Investor Protection (10 Lectures)**

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.
6. Singh Preeti –Fundamentals of Investment Management-Himalaya Publishing House

**B.COM (HONS): SEMESTER – V**

**Discipline Specific Elective Course**

**D 502 (B) – BUSINESS TAX PROCEDURE AND MANAGEMENT (6 Credit)**

**Full marks: 100**

**(Mid Term-20+ End Term-80)**

**Lecture: 65**

**Objective:** To provide basic knowledge of business tax procedures and management under different provisions of the Income tax.

**Unit1: 18 Lectures**

Advance payment of tax;

Tax deduction/collection at source, documentation, returns, certificates; Interest payable by Assessee/Government; Collection and recovery of tax

**Unit2: 17 Lectures**

Assessment, re-assessment, rectification of mistakes

Appeals and revisions

- Preparation and filing of appeals with appellate authorities
- Drafting of appeal; statement of facts and statement of law

**Unit3: 12 Lectures**

Penalties and prosecutions, Settlement Commission, Search, seizure and survey

**Unit4: 12 Lectures**

General anti-avoidance rule Tax clearance certificate; Securities transaction tax

**Unit5: 6 Lectures**

Information Technology and Tax administration

TAN(TaxDeductionandCollectionAccountNumber),TIN(TaxInformationNetwork),e-filing of income tax return- process and documents.

**Suggested Readings:**

1. Dey, S.K. and Das, A, Business Tax Procedure & Management, Kalyani Publishers.
2. Singhanian, Vinod K. and Monica Singhanian. *Corporate Tax Planning and Business Tax Procedures*. Taxmann Publications Pvt. Ltd., New Delhi.
3. Ahuja, Girish. and Ravi Gupta. *Corporate Tax Planning and Management*. Bharat Law House, Delhi.
4. Singhanian, Vinod K. and Kapil Singhanian. *TDS on CD*. Taxmann Publications Pvt. Ltd., New Delhi.
5. Bajpai, Om Shanker. *Search, Seizure and Survey*. Taxmann Publications Pvt. Ltd., New Delhi.
6. Singhanian, Vinod K. and Monica Singhanian. *Students' Guide to Income Tax* Taxmann Publications Pvt. Ltd., New Delhi.
7. Ahuja, Girish. and Gupta, Ravi. *Systematic Approach to Income Tax*. Bharat Law House, Delhi.
8. Akhileshwar Pathak and Savan Godiawala, *Business Taxation*, McGraw Hill Education

**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.

**Note: Latest edition of textbooks may be used.**

**B.COM (HONS): SEMESTER – V**

**Discipline Specific Elective Course**

**D 502 (C) – International Business (6 Credit)**

**Full marks: 100 (Mid Term-20+ End Term-80)**

**Lecture: 65**

**Objective:** The objective of the course is to familiarize the students with the concepts, importance and dynamics of international business and India's involvement with global business. The course also seeks to provide theoretical foundations of international business to the extent these are relevant to the global business operations and developments.

**Unit I:**

**13 Lectures**

- a. *Introduction to International Business:* Globalization and its importance in world economy; Impact of globalization; International business vs. domestic business: Complexities of international business; Modes of entry into international business.
- b. *International Business Environment:* National and foreign environments and their components - economic, cultural and political-legal environments

**Unit –II**

**13 Lectures**

- a. *Theories of International Trade* – an overview ( Classical Theories, Product Life Cycle theory, Theory of National Competitive Advantage); Commercial Policy Instruments - tariff and non-tariff measures – difference in Impact on trade, types of tariff and non tariff barriers ( Subsidy, Quota and Embargo in detail) ; Balance of payment account and its components.
- b. *International Organizations and Arrangements:* WTO – Its objectives, principles, organizational structure and functioning; An overview of other organizations – UNCTAD,; Commodity and other trading agreements (OPEC).

**Unit –III**

**13 Lectures**

- a. *Regional Economic Co-operation:* Forms of regional groupings; Integration efforts among in Europe, North America and Asia (NAFTA, EU , ASEAN and SAARC) .
- b. *International Financial Environment:* International financial system and institutions (IMF and World Bank – Objectives and Functions) ; Foreign exchange markets and risk management; Foreign investments - types and flows; Foreign investment in Indian perspective

**Unit –IV**

**13 Lectures**

- a. Organisational structure for international business operations; International business negotiations.
- b. *Developments and Issues in International Business:* Outsourcing and its potentials for India; Role of IT in international business; International business and ecological considerations.

**Unit –V**

**13 Lectures**

- a. Foreign Trade Promotion Measures and Organizations in India; Special economic zones (SEZs) and export oriented units (EOUs), ; Measures for promoting foreign investments into and from India; Indian joint ventures and acquisitions abroad.
- b. Financing of foreign trade and payment terms – sources of trade finance ( Banks, factoring, forfaiting, Banker's Acceptance and Corporate Guarantee) and forms of payment (Cash in advance, Letter of Credit, Documentary Collection, Open Account)

**Suggested Readings:**

1. Charles W.L. Hill and Arun Kumar Jain, *International Business*. New Delhi: McGraw Hill Education
2. Daniels John, D. Lee H. Radenbaugh and David P. Sullivan. *International Business*. Pearson Education

3. Johnson, Derbe., and Colin Turner. *International Business - Themes & Issues in the Modern Global Economy*. London: Roulledge.
4. Sumati Varma, *International Business*, Pearson Education.
5. Cherunilam, Francis. *International Business: Text and Cases*. PHI Learning
6. Michael R. Czinkota. et al. *International Business*. Fortforth: The Dryden Press.
7. Bennett, Roger. *International Business*. Pearson Education.
8. Peng and Srivastav, *Global Business*, Cengage Learning
9. Subba Rao P – *International Business*-Himalaya Publishing House

**B.COM (HONS): SEMESTER – V**  
**Skill Enhancement Course**  
**SE 504 – Computerised Accounting (2 Credit)**  
**Full marks: 50 (Term End Only)**

**Lecture: 30**

**Objectives:** This course seeks to enhance the skills needed for computerized accounting system and to enable the students to develop simple accounting applications.

**Unit-I: Computerized Accounting: Using Generic Software** **10 Lectures**

Taxation: TDS, GST and Service Tax Auditing in Computerized Accounting system: Statutory Audit and statutory returns, Voucher verification, Verification of related party transaction, CAAT: Various Tools

**Unit-II: Designing Computerised Accounting System** **10 Lectures**

Designing Computerised Accounting System using a DBMS Package Creating a voucher entry Form, Preparing ledgers with SQL, Form, and Report Preparing Trial Balance with SQL and Report

**Unit-III: Designing Accounting Support System** **10 Lectures**

Designing Supplier and customers System for Accounting using Form, Query, Module, and Report; Designing Payroll System for Accounting using Form, Query, Module, and Report

**References:**

1. Dahiya Usha & Nagpal Sapna, “ Computer Applications in Management” Taxmann Publications
2. Sudalaimuthu-Computer Applciatin in Business-Himalaya Publishing House
3. Mohanty. R & Satapathy S.K. , “ Computer Application in Business Accounting – Himalaya Publishing House
4. Sardana, “Computer Application”, Kalyani Publishers

**B.COM (HONS): SEMESTER – VI**

**Core Course**

**C 613 – Entrepreneurship Development (6 Credit)**

**Full marks: 100 (Mid Term-20+ End Term-80)      Lecture: 65**

**Objective:** The purpose of the paper is to orient the learner toward entrepreneurship as a career option and creative thinking and behavior.

**Unit I: Introduction (12 Lectures)**

Meaning, elements, determinants and importance of entrepreneurship and creative behavior; Entrepreneurship and creative response to the society's problems and at work; Dimensions of entrepreneurship: intrapreneurship, technopreneurship, cultural entrepreneurship, international entrepreneurship, netpreneurship, ecopreneurship, and social entrepreneurship

**Unit II: Entrepreneurship and Micro, Small and Medium Enterprises (13 Lectures)**

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 behavioural orientations; Conflict in family business and its resolution

**Unit III: Support to Entrepreneur (15 Lectures)**

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

**Unit IV: Sources of business ideas and tests of feasibility. (15 Lectures)**

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 product, market potential may be covered); Project submission/ presentation and appraisal thereof by external agencies, such as financial/non-financial institutions

**Unit V: Mobilising Resources (10 Lectures)**

Mobilising resources for start-up. Accommodation and utilities; Preliminary contracts with the vendors, suppliers, bankers, principal customers; Contract management: Basic start-up problems

**Suggested Readings:**

1. Kuratko and Rao, *Entrepreneurship: A South Asian Perspective*, Cengage Learning.
2. Robert Hisrich, Michael Peters, Dean Shepherd, *Entrepreneurship*, McGraw-Hill Education
3. Desai, Vasant. *Dynamics of Entrepreneurial Development and Management*. Mumbai, Himalaya Publishing House.
4. Dollinger, Mare J. *Entrepreneurship: Strategies and Resources*. Illinois, Irwin.
5. Holt, David H. *Entrepreneurship: New Venture Creation*. Prentice-Hall of India, New Delhi.
6. Plsek, Paul E. *Creativity, Innovation and Quality*. (Eastern Economic Edition), New Delhi: Prentice-Hall of India. ISBN-81-203-1690-8.
7. Singh, Nagendra P. *Emerging Trends in Entrepreneurship Development*. New Delhi: ASEED.
8. SS Khanka, *Entrepreneurial Development*, S. Chand & Co, Delhi.
9. K Ramachandran, *Entrepreneurship Development*, McGraw-Hill Education
10. SIDBI Reports on Small Scale Industries Sector.



**B.COM (HONS): SEMESTER – VI**  
**Core Course**  
**C 614 – Indirect Tax Laws (6 Credit)**

**Full marks: 100 (Mid Term-20+ End Term-80)**

**Lecture: 65**

**Objective:** To provide basic knowledge and equip students with application of principles and provisions of GST and Customs Laws.

**Unit I: GST: Introduction (18 Lectures)**

Fundamentals of GST, Constitution [101st Amendment] Act, 2016, What is GST, Advantages of GST, Need for GST in India, One Nation - One Tax, Dual GST Model, , Inter-State Vs Intra-State Stock Transfers, , Goods and Services Tax Network [GSTN], Functions of GSTN (i.e. Role assigned to GSTN) , GST Council, Definitions under CGST Laws

**Unit II: GST: Levy and Collection of Tax (18 Lectures)**

Supply, Scope of Supply, Non-taxable Supplies, Composite and Mixed Supplies, Levy and Collection, Composition Levy, Exemptions, Person Liable to pay GST, Forward Charge, Reverse Charge.

**Unit III: Supply & Input Tax Credit (9 Lectures)**

Time of supply, Place of supply, Value of supply, Change in rate of tax in respect of supply of goods or services, Eligibility for taking Input Tax Credit (ITC), Input Tax credit in special circumstances, Input Tax Credit in respect of goods sent for Job-Work, Recovery of Input Tax Credit

**Unit IV: Registration, Payment & Return (10 Lectures)**

Persons not liable for Registration, Compulsory Registration in Certain Cases, Procedure for Registration, Deemed Registration, Cancellation of Registration, Revocation of Registration, Computation of Tax liability, payment of tax, Furnishing of Returns, First Return, Revision of Returns, Penalty/Late Fee

**Unit V: Customs Law & Tax (10 Lectures)**

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

**Suggested Readings:**

1. Singhanian Vinod K., *Students' Guide to GST and Customs Law*, Taxmann Publications Pvt. Ltd., Delhi.
2. V.S. Datey. *GST Law and practice with Customs*, Taxmann Publications Pvt. Ltd., Delhi,
3. Sanjeev Kumar. *Systematic Approach to Indirect Taxes*,
4. S. S. Gupta. *Service Tax -How to meet your obligation* Taxmann Publications Pvt. Ltd.
5. Grish Ahuja and Ravi Gupta, *Indirect Taxes*, Flair Publication Pvt. Ltd
6. Rajiv Mishra – *Indirect Taxes*-Himalaya Publishers

**B.COM (HONS): SEMESTER – VI**  
**Discipline Specific Elective Course**  
**D 603 (A) – Business Research Methodology (6 Credit)**  
**Full marks: 100 (Mid Term-20+ End Term-80)      Lecture: 65**

**Objective:** This course aims at providing the general understanding of business research and the methods of business research. The course will impart learning about how to collect, analyze, present and interpret data.

**Unit I: Introduction**

**10 Lectures**

Meaning of research; Scope of Business Research; Purpose of Research – Exploration, Description, Explanation; Unit of Analysis – Individual, Organization, Groups, and Data Series; Conception, Construct, Attributes, Variables, and Hypotheses

**Unit II: Research Process**

**10 Lectures**

An Overview; Problem Identification and Definition; Selection of Basic Research Methods- Field Study, Laboratory Study, Survey Method, Observational Method, Existing Data Based Research, Longitudinal Studies, Panel Studies

**Unit III: Measurement Techniques**

**19 Lectures**

Definition; Designing and writing items; Uni-dimensional and Multi-dimensional scales; Measurement Scales- Nominal, Ordinal, Interval, Ratio; Ratings and Ranking Scale, Thurstone, Likert and Semantic Differential scaling, Paired Comparison; Sampling –Steps, Types, Sample Size Decision; Secondary data sources

**Unit IV: Hypothesis Testing:**

**10 Lecturers**

Tests concerning means and proportions; ANOVA, Chi-square test and other Non-parametric tests, testing the assumptions of Classical Normal Linear Regression

**Unit V: Report Preparation**

**16 Lectures**

Meaning, types and layout of research report; Steps in report writing; Citations, Bibliography and Annexure in report; JEL Classification

**References:**

1. Krishnaswami O.R. : “Methodology of Research in Social Science ‘Himalaya Publishing, Mumbai
2. Gupta Suresh: Research Methodology , Deep and Deep Publications, New Delhi
3. Kumar Ranjith: Research Methodology: A step by step Guide for Beginners, Sage Publishers, New Delhi
4. Kothari, C.R, Research methodology, New Age International Publishers, New Delhi
5. Chawla & Sondhi, Research Methodology, Vikas Publishing House Pvt. Ltd, New Delhi.
6. Majhi & Khatua, Reseach Methodology, Himalaya Publishing, Mumbai

**B.COM (HONS): SEMESTER – VI**  
**Discipline Specific Elective Course**  
**D 603 (B) – Industrial Relations & Labour Laws (6 Credit)**  
**Full marks: 100 (Mid Term-20+ End Term-80)      Lecture: 65**

**Objective:** To enable the students to learn the concepts of industrial relations including trade unions, collective bargaining, discipline and various labour enactments.

**Unit I: Industrial Relations (IR)**

Concept of Industrial Relations; Nature of Industrial Relations; Objectives of IR; Factors affecting IR in changing Environment, Evolution of IR in India; Role of State; Trade Union; Employers' Organisation; Human Resource Management and IR Role of ILO in Industrial Relations, International Dimensions of IR

**Unit II: Trade Union**

Trade Union: Origin and growth, unions after Independence, unions in the era of liberalisation; Factors Affecting Growth of Trade Unions in India, Multiplicity & Recognition of Trade Unions; Major Provisions of Trade Union Act 1926

**Unit III: Collective Bargaining and Workers' Participation in Management**

- a) Collective Bargaining: Meaning, Nature, Types, Process and Importance of Collective Bargaining, pre-requisites, issues involved; Status of Collective Bargaining in India, Functions and role of Trade Unions in collective bargaining
- b) Workers' Participation in Management: Concept, practices in India, Works Committees, Joint management councils; Participative Management and co-ownership; Productive Bargaining and Gain Sharing

**Unit IV: Discipline and Grievance Redressal**

Discipline: Causes of indiscipline, Maintenance of discipline and misconduct; Highlights of domestic enquiries; Principle of Natural Justice; Labour turnover; Absenteeism; Grievance: Meaning of Grievance, Grievance redressal machinery in India, Grievance handling procedure; salient features of Industrial Employment (Standing orders) Act 1946

**Unit V: Legal aspects of Industries:**

- a) **The Industrial Disputes Act, 1947:** Definitions of Industry, workman, and Industrial Dispute; Authorities under the Act: Procedure, Powers and Duties of Authorities; Strikes and Lock outs: Lay-off and Retrenchment: Provisions relating to Layoff, Retrenchment, and closure
- b) **The Factories Act, 1948:** Provisions relating to Health, Safety, Welfare facilities, working hours, Employment of young persons, Annual Leave with wages

**Suggested Readings:**

1. PK Padhi, *Industrial Relations and Labour Law*, PHI Learning

2. Arun Monappa, *Industrial Relations and Labour Law*, McGraw Hill Education
3. SC Srivastav, *Industrial Relations and Labour Law*, Vikas Publishing House
4. C.S Venkata Ratnam, *Industrial Relations*, Oxford University Press
5. P.L. Malik's *Handbook of Labour and Industrial Law, Vol 1 and 2*, Eastern Book Company
6. JP Sharma, *Simplified Approach to Labour Laws*, Bharat Law House (P) Ltd

**B.COM (HONS): SEMESTER – VI**  
**Discipline Specific Elective Course**  
**D 603 (C) – Consumer Affairs & Customer Care (6 Credit)**  
**Full marks: 100 (Mid Term-20+ End Term-80)      Lecture: 65**

**Objective:** This paper seeks to familiarise the students with of their rights as a consumer, the social framework of consumer rights and legal framework of protecting consumer rights. It also provides an understanding of the procedure of redress of consumer complaints, and the role of different agencies in establishing product and service standards. The student should be able to comprehend the business firms' interface with consumers and the consumer related regulatory and business environment.

**Unit I: Conceptual Framework**

**Lectures-13**

**Consumer and Markets:** Concept of Consumer, Nature of markets, Concept of Price in Retail and Wholesale, Maximum Retail Price (MRP) and Local Taxes, Fair Price, labeling and packaging

**Experiencing and Voicing Dissatisfaction:** Consumer Satisfaction/dissatisfaction-Grievances-complaint, Consumer Complaining Behaviour: Alternatives available to Dissatisfied Consumers; Internal and External Complaint handling: Corporate Redress Systems and Public Redress Systems

**Unit II: The Consumer Protection Act, 1986 (CPA)**

**Lecture 13**

**Objectives and Basic Concepts:** Consumer, goods, service, defect in goods, deficiency in service, spurious goods and services, unfair trade practice, restrictive trade practice.

**Organizational set-up under the Consumer Protection Act:** Advisory Bodies: Consumer Protection Councils at the Central, State and District Levels, Basic Consumer Rights; Adjudicatory Bodies: District Forums, State Commissions, National Commission: Their Composition, Powers, and Jurisdiction (Pecuniary and Territorial), Role of Supreme Court under the CPA.

**Unit III: Grievance Redress Mechanism under the Consumer Protection Act, 1986:**

Who can file a complaint? Grounds of filing a complaint; Limitation period; Procedure for filing and hearing of a complaint; Disposal of cases, Relief/Remedy to be provided; Temporary Injunction, Enforcement of order, Appeal, frivolous and vexatious complaints; Offences and penalties.

**Seven Leading Cases decided under Consumer Protection Act:** Medical Negligence; Banking; Insurance; Housing & Real Estate; Electricity, Water, and Telecom Services; Education; Defective Product; Unfair Trade Practice.

**Lectures-13**

**Unit IV: Industry Regulators and Consumer Complaint Redress Mechanism      Lectures-13**

- i. Banking: RBI and Banking Ombudsman
- ii. Insurance: IRDA and Insurance ombudsman
- iii. Telecommunication: TRAI
- iv. Food Products: FSSAI (an overview)
- v. Electricity Supply: Electricity Regulatory commission
- vi. Advertising: ASCI

**Unit V: Consumer Protection in India**

**13 Lectures**

**Consumer Movement in India:** Evolution of Consumer Movement in India. Formation of consumer organizations and their role in consumer protection, Recent developments in Consumer Protection in India, National Consumer Helpline, Citizens Charter, Product testing.

**Quality and Standardization:** Voluntary and Mandatory standards; Role of BIS, Indian Standards Mark (ISI), Ag-mark, Hallmarking, Licensing and Surveillance; ISO: An overview

### **Suggested Readings:**

1. Khanna, Sri Ram, Savita Hanspal, Sheetal Kapoor, and H.K. Awasthi. *Consumer Affairs*” (2007) Delhi University Publication. 334 pp.
2. Aggarwal, V. K. (2003). *Consumer Protection: Law and Practice*. 5<sup>th</sup> ed. Bharat Law House, Delhi, or latest edition.
3. Girimaji, Pushpa (2002). *Consumer Right for Everyone* Penguin Books.
4. Nader, Ralph (1973). *The Consumer and Corporate Accountability*. USA, Harcourt Brace Jovanovich, Inc.
5. Sharma, Deepa (2011). *Consumer Protection and Grievance-Redress in India: A Study of Insurance Industry* (LAP LAMBERT Academic Publishing GmbH & Co.KG, Saarbrucken, Germany. 263 pp.
6. Empowering Consumers e-book, [www.consumeraffairs.nic.in](http://www.consumeraffairs.nic.in) ebook, [www.bis.org](http://www.bis.org)
7. *The Consumer Protection Act, 1986*
8. Bhatta KG- Customer Care Management-Himalaya Publishing House
9. Nair Suja – Consumer Behaviour – Himalaya Publishing House

**B.COM (HONS): SEMESTER – VI**  
**Discipline Specific Elective Course**  
**D 604 – Project (6 Credit)**  
**Full Marks: 100**

## SEMESTER I

### G 101 ECONOMICS FOR BUSINESS MANAGERS

Objective: This course has been designed to study the application of concepts and principles of micro economics and macro economics to support business decisions taken by firms. Simple geometry and basic concepts of mathematics and statistics may be used in the course of teaching.

#### Module -1 (10 Hours)

Introduction to Micro Economics: Demand(Meaning, Determinants & Law of Demand), Supply(Meaning, Determinants & Law of supply) and Market equilibrium: Elasticity of demand : Price elasticity of demand & determinants, other elasticity measures, Elasticity of Supply: Price Elasticity of Supply & determinants; Theory of consumer behaviour : Cardinal Utility Theory, Ordinal Utility Theory(Indifference curves, Budget line, Consumer Choice, Price Effect, Substitution Effect, Income effect for Normal, Inferior and Giffen goods).

#### Module-2 (8 Hours)

Producer and optimal production choice: optimizing behaviour in short run (product curves, law of diminishing marginal productivity, three stages of production), optimizing behaviour in long run (iso-quants, iso-cost line, optimal combination of inputs). Costs and scale: cost concepts, Cost in the short run, Cost in the long run.

#### Module-3 (9 Hours)

Market Structure: Perfect Competition (basic features, short run equilibrium of firm/industry, long run equilibrium of firm/industry) ; Monopoly: basic features, short run equilibrium, long run equilibrium, comparison with perfect competition, Price discrimination; Monopolistic Competition: basic features, short run equilibrium, long run equilibrium, excess capacity) ; Oligopoly: kinked demand curve model, dominant price leadership model.

#### Module- 4(10 Hours)

Introduction to Macro Economics; Distinction between Micro and macro Economics, Concepts of National Income: Gross Domestic Product, National Income, Personal and Personal disposable income, measurement of national income; Circular flow of National Income-Two sector, three sector & four sector model;

Classical theory of income and employment and interest, Keynesian theory of Income and employment: Effective Demand, components of aggregate demand, equilibrium income; Consumption Function-APC & MPC, Concept of multiplier & Accelerator,

#### Module-5 (8 Hours)

Inflation: meaning, demand and supply side factors, consequences of inflation, anti-inflationary policies.

Open Economy: Balance of payments, Foreign exchange Rates and Markets, fixed and flexible exchange rate, monetary and fiscal policy in open economy.



Reference :

- Dominick Salvatore: Principles of Microeconomics, Oxford University Press
- Lipsey and Chrystal: Economics, Oxford University Press
- Koutosyannis: Modern Micro Economics, Palgrave Macmillan
- Pindyck, Rubinfeld and Mehta: Micro Economics, Pearson
- N Gregory Mankiw: Macroeconomics, Worth Publishers
- Olivier Blanchard: Macroeconomics, Pearson

**SEMESTER II**  
**G 202 STATISTICS FOR BUSINESS DECISIONS**

Objective: To familiarize the students with various Statistical Data Analysis tools that can be used for effective decision making. Emphasis will be on the application of the concepts learnt.

Module I (8 hours)

Measures of Central Value: Characteristics of an ideal measure; Measures of Central Tendency - mean, median, mode, harmonic mean and geometric mean. Merits, Limitations and Suitability of averages. Relationship between averages. Measures of Dispersion: Meaning and Significance. Absolute and Relative measures of dispersion Range, Quartile Deviation, Mean Deviation, Standard Deviation, Coefficient of Variation, Moments, Skewness, Kurtosis.

Module II (10 hours)

Correlation Analysis: Meaning and significance. Correlation and Causation, Types of correlation. Methods of studying simple correlation - Scatter diagram, Karl Pearson's coefficient of correlation, Spearman's Rank correlation coefficient, Regression Analysis: Meaning and significance, Regression vs. Correlation. Linear Regression, Regression lines (X on Y, Y on X) and Standard error of estimate.

Module III (10 hours)

Analysis of Time Series: Meaning and significance. Utility, Components of time series, Models (Additive and Multiplicative), Measurement of trend: Method of least squares, Parabolic trend and logarithmic trend; Index Numbers: Meaning and significance, problems in construction of index numbers, methods of constructing index numbers-weighted and un-weighted, Test of adequacy of index numbers, chain index numbers, base shifting, splicing and deflating index number.

Module IV (7 hours)

Probability and Sampling: Meaning and need. Theorems of addition and multiplication. Conditional probability. Bayes' theorem, Probability Distribution: Meaning, characteristics (Expectation and variance) of Binomial, Poisson, and Normal distribution. Sampling: Concept, types, sampling distribution and Central limit theorem.

Module V (15 hours)

Meaning and uses of index numbers; Construction 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 numbers; Construction of consumer price indices: Important share price indices, including BSE SENSEX and NSE NIFTY

References:

- S.P Gupta: Statistical Methods, Sultan Chand & Sons, Edition.
- Richard Levin & David Rubin: Statistics for management, Prentice Hall.
- Anderson, Sweeny & Williams: Statistics for Business and Economics, South Western.
- Srivastava and Rego: Statistics for management, Mc Graw Hill education.

## SEMESTER III

### G 301 PRINCIPLES OF MARKETING

Objective: This course aims to familiarize students with the marketing functioning organizations. It will equip the students with understanding of the Marketing Mix elements and sensitize them to certain emerging issues in Marketing. The course will use and focus on Indian experiences, approaches and cases.

#### Module I (8 hours)

Introduction: Nature, Scope and Importance of Marketing, Evolution of Marketing; Core marketing concepts; Company orientation -Production concept, Product concept, Selling concept, Marketing concept, Holistic marketing concept. Marketing Environment: Demographic, economic, political, legal, socio cultural, technological environment (Indian context); Marketing Planning.

#### Module II (8 hours)

Segmentation, Targeting and Positioning: Levels of Market Segmentation, Basis for Segmenting Consumer Markets,

#### Module III (11 hours)

Product & Pricing Decisions: Concept of Product Life Cycle (PLC), PLC marketing strategies, Product Classification, Product Line Decision, Product Mix Decision, Branding Decisions, Packaging & Labelling, New Product Development. Pricing Decisions: Determinants of Price, Pricing Methods

#### Module IV (9 hours)

Promotion Mix: Factors determining promotion mix, Promotional Tools-basics of Advertisement, Sales Promotion, Public Relations & Publicity and Personal Selling;

#### Module V (9 hours)

Place (Marketing Channels): Channel functions, Channel Levels, Types of Intermediaries: Types of Retailers, Types of Wholesalers. Marketing of Services -Unique Characteristics of Services, Marketing strategies for service firms – 7Ps

#### References:

- Kotler, P. & Keller, K. L Koshy ,Jha .: Marketing Management, Pearson.
- Ramaswamy, V.S. & Namakumari, S: 'Marketing Management: Global Perspective-Indian Context', Macmillan Publishers India Limited.
- Rajan Saxena: Marketing Management, Tata McGraw-Hill
- Zikmund, W.G. & D' Amico, M.: Marketing, Ohio: South-Western College Publishing.

## SEMESTER IV

### G 402 HUMAN RESOURCE MANAGEMENT

Objective: The purpose of this course is to facilitate the students in acquiring specific knowledge, skills, and abilities associated with human resource management so that they can prepare themselves to perform the essential functions of human resource management after they join organizations.

#### Module I (8 hours)

Human Resource Management: Concept, Functions, roles, skills & competencies, HRD-definition, goals and challenges, The changing environment of HRM – globalization, cultural environment, technological advances, Work life balance, HR role in strategy formulation & gaining competitive advantage. HRM issues in Indian Organisations

#### Module II (10 hours)

Human Resource Planning: Process, Forecasting demand & supply, Skill inventories Human Resource Information System (HRIS) succession planning, Job analysis – Uses, methods, Job description & Job specifications. . Job enlargement, job enrichment . Recruitment, Selection & Orientation: internal & external sources, e- recruitment, selection process, orientation process.

#### Module III (10 hours)

Training: Concept, Needs, Systematic approach to training, Methods of training, Performance management system: concept, uses of performance appraisal, performance management methods, factors that distort appraisal, appraisal interview. Career planning: career anchors, career life stages,

#### Module IV (8 hours)

Compensation: Steps of determining compensation, job evaluation, components of pay structure, factors influencing compensation levels, wage differentials & incentives, profit sharing, gain sharing, employees' stock option plans.

#### Module V (9 hours)

Industrial Relations: Introduction to Industrial Relations, Trade unions role, types, functions, problems, industrial dispute- concept, causes & machinery for settlement of disputes- grievance, concepts, causes & grievance redressal machinery, , Collective bargaining- concept, types, process, problems, essentials of effective collective bargaining .

#### References:

- De Cenzo, D.A. & Robbins: Fundamentals of Human Resource Management, New York: John Wiley & Sons. Dessler
- Dessler G: Human Resource Management, Pearson.
- Monappa & Saiyaddin: Personnel Management, Tata McGraw Hill.
- Rao, V.S.P.: Human Resource Management- Text and Cases, Excel Books.