

UNIVERSITY OF NORTH BENGAL

Raja Rammohunpur, Dt. Darjeeling, West Bengal, Pin: 734013

REVISED SYLLABUS FOR B.COM HONOURS PROGRAM UNDER CHOICE BASED CREDIT SYSTEM (CBCS)

[Effective from: 2022-2023]

CREDIT DETAILS OF B.COM HONOURS PROGRAM

	Types of Courses					Semester-wise	
	Discipline Specific Core Course (DSC)	Discipline Specific Elective Course (DSE)	Generic Elective Course (GE)	Ability Enhancement Compulsory Course (AECC)	Skill Enhancement Course (SEC)	Total Courses	Total Credit
Credit (per course) ⇒	6	6	6	2	2		
Semester I	2	-	1	1	-	4	20
Semester II	2	-	1	1	-	4	20
Semester III	3	-	1	-	1	5	26
Semester IV	3	-	1	-	1	5	26
Semester V	2	2	-	-	-	4	24
Semester VI	2	2	-	-	-	4	24
Course type-wise	Total Courses	14	4	4	2	2	26
	Total Credits	84	24	24	4	4	140

STRUCTURE OF THE B.COM HONOURS PROGRAM

	Course No.	Course Title	Course Type	Marks	Credits	Page No.
Semester I	AECC-1	Environmental Studies	AECC	100	2	4
	CC -1	Financial Accounting	DSC	75	5+1 (T)	4
	CC-2	Management Principles and Applications	DSC	75	5+1 (T)	5
	GE (H)-1	An Introduction to Economic Environment in India	GE	75	5+1 (T)	6
	Total in Semester I				325	20
Semester II	AECC-2	English/MIL Communication	AECC	50	2	8
	CC -3	Corporate Accounting	DSC	75	5+1 (T)	8
	CC -4	Business Law	DSC	75	5+1 (T)	9
	GE (H)-2	Business Statistics	GE	75	5+1 (T)	10
	Total in Semester II				275	20
Semester III	CC-5	Business Mathematics	DSC	75	5+1 (T)	13
	CC-6	Corporate Law	DSC	75	5+1 (T)	14
	CC-7	Human Resource Management	DSC	75	5+1 (T)	15
	GE (H)-3	Micro Economics	GE	75	5+1 (T)	16
	SEC (H)-1	Entrepreneurship	SEC	75	2	17
	Total in Semester III				375	26

Semester IV	CC-8	Cost Accounting	DSC	75	5+1 (T)	19
	CC-9	Auditing and Corporate Governance	DSC	75	5+1 (T)	20
	CC-10	Principles of Marketing	DSC	75	5+1 (T)	21
	GE (H)-4	Macro Economics and Quantitative Techniques	GE	75	5+1 (T)	22
	SEC (H)-2	E-Commerce	SEC	75	2	23
	Total in Semester IV				375	26
Semester V	CC-11	Fundamentals of Investment	DSC	75	5+1(T)	25
	CC-12	Income Tax Law and Practice in India	DSC	75	5+1(T)	25
	DSE (H)-1 (any ONE Course)	(a) Computer Applications in Business	DSE	75	4+2(P)	26
		(b) Computerized Accounting and Systems				27
	DSE (H)-2 (any ONE Course)	(a) Management Accounting	DSE	75	5+1(T)	28
		(b) Advertising				29
Total in Semester V				300	24	
Semester VI	CC-13	Fundamentals of Financial Management	DSC	75	5+1 (T)	31
	CC-14	Goods and Services Tax and Customs Duty	DSC	75	5+1 (T)	32
	DSE (H)-3 (any ONE Course)	(a) Business Research Methods and Project Work	DSE	75	(a)» 4+2(P) or (b) » 5+1(T)	33
		(b) Banking and Insurance				34
	DSE (H)-4 (any ONE Course)	(a) Financial Markets, Institutions and Financial Services	DSE	75	5+1(T)	35
		(b) Industrial Relations and Labour Laws				36
Total in Semester VI				300	24	
GRAND TOTAL				1950	140	

Notes:

1. Credit determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work field work per week.
2. 1 credit also means 2 practical periods
3. 1(T) means 1 tutorial period for doubt clearing and others
4. Each semester requires 90 actual teaching days in 15-18 weeks.
5. Odd Semesters i.e., Sem. I, Sem. III, and Sem. V last from July to December every year.
6. Even Semesters i.e., Sem. II, Sem. IV, and Sem. VI last from January to June every year

B.Com. Honours Program: Semester - I
COURSE AECC - 1: ENVIRONMENTAL STUDIES

Marks – 100

Common Syllabus to be notified by the Board of Studies in Environmental Science

B. Com Honours Program: Semester – I
COURSE CC – 1: FINANCIAL ACCOUNTING

Marks: 75 (Lectures: 65)

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

Contents:

Unit I: Theoretical Framework (Lectures: 8)

- a) Accounting: As a subject and as an information system; Advantages, Limitations and Functions; Accounting Cycle.
- b) Bases of Accounting: Basic Concepts and Conventions.
- c) Generally Accepted Accounting Principles.
- d) Accounting Standards: Concept, Benefits; Indian Accounting Standards (IAS)– Features and objectives of AS-2, AS-6, AS-9, AS-10, AS-19, AS-27, AS-29; International Financial Reporting Standards (IFRS)-Need, Procedures.

Unit II: Accounting for Depreciation, Reserves and Provisions (Lectures: 7)

Unit III: Final Accounts (Lectures: 20)

- a) Trading Concern
- b) Non-Trading Concern.

Unit IV: Accounting for Hire Purchase and Installment Payment Systems, Consignment and Joint Venture (Lectures: 15)

- a) Hire Purchase: Concept, Features, Accounting treatment including stock and debtors system.
- b) Consignment: Concept, Features, Accounting treatment in the books of the consignor and consignee.
- c) Joint Venture: Concept, Features: Accounting procedure under different methods.

Unit V: Accounting for Inland Branches (Lectures: 9)

Concept, features, Accounting for dependent branches under different methods. Independent branches- Adjustment entries and preparation of consolidated profit and loss account and balance sheet

Unit VI: Accounting for Dissolution of the Partnership Firm (excluding sale to a company) (Lectures: 6)

Insolvency of partners including Garner vs. Murray and piecemeal distribution

Note:

a) *The relevant Indian Accounting Standards in line with the IFRS for all the above topics should be covered.*

b) *Any revision of relevant Indian Accounting Standard would become applicable immediately.*

Suggested Readings:

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

Note: Latest edition of the text books should be used.

B.Com. Honours Program: Semester – I
COURSE CC-2: MANAGEMENT PRINCIPLES AND APPLICATIONS

Marks: 75 (Lectures: 65)

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

Contents:

Unit I: Introduction (Lectures: 13)

- a) Management: Concept, Definition, Scope, Levels and Significance.
- b) Evolution of the Management Thoughts: Classical Approach -Taylor, Fayol; Neo-Classical Approach-Mayo, Hawthorne Experiments; Behavioural Approach; Systems Approach; Contingency Approach-Peter F. Drucker, Michael Porter, Senge and C.K. Prahalad.

Unit II: Planning and Organizing (Lectures: 26)

- a) Planning: Concept, Process, Steps in Planning, Significance and Types of Plan.

- b) Strategic Planning: Concept, Process, Importance and limitations.
- c) Environmental Analysis (internal and external environment): Importance and Techniques (SWOT and BCG Matrix).
- d) Decision-Making: Concept, Process, Types.
- e) Organizing: Concept, Process, Significance; Organizational Structure– Various forms; Span of Control, Different types of authority, Delegation of authority, Decentralization.

Unit III: Directing and Coordinating (Lectures: 16)

- a) Directing: Concept, Features, Importance and Limitations.
- b) Motivation: Concept, Importance, Extrinsic and Intrinsic motivation; Motivation Theories- McGregor, Maslow, Herzberg.
- c) Staffing: Concept and Process.
- d) Leadership: Concept, Importance, Qualities of a successful leader, Theories-Likert, Blake and Mouten, House's Path Goal theory.
- e) Communication: Concept, Purpose, Process; Types of communications, Barriers to communication, Overcoming barriers to communication.
- f) Coordinating: Concept, Features, Importance, Internal and External Coordination.

Unit IV: Controlling (Lectures: 10)

Controlling: Concept, Features, Importance and Limitations; Process; Essentials of a good control system, Principles of Effective Control; Relationship between Planning and Control.

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. B.P. Singh and A.K.Singh, *Essentials of Management*, Excel Books
7. Griffin, *Management Principles and Application*, Cengage Learning
8. Robert Kreitner, *Management Theory and Application*, Cengage Learning
9. TN Chhabra, *Management Concepts and Practice*, Dhanpat Rai & Co. (Pvt. Ltd.), New Delhi
10. Peter F Drucker, *Practice of Management*, Mercury Books, London
11. Sharma & Gupta, *Management Principle and Applications*, Kalyani Publishers

Note: Latest edition of text books should be used

B.Com. Honours Program: Semester - I

COURSE GE(H) – 1: AN INTRODUCTION TO ECONOMIC ENVIRONMENT OF INDIA

Marks: 75 (Lectures: 65)

Objective: This course seeks to enable the students to grasp the knowledge about the economic environment of business in India.

Contents:

Unit I: Indian Economic Environment (Lectures: 12)

Definition of Economic Environment; Indian Economic Environment: concept, components, importance, basic features of Indian economy. Economic development and growth–concept and measures of development, Human Development Index; National Income–Concept, composition, methods of estimation

Unit II: Economic Planning and Reforms (Lectures: 15)

Meaning, characteristics, types, objectives and importance of planning in India, Five year plans: importance, thrust areas and achievements, NITI Aayog: composition and role; Brief idea about major Economic Reforms in India since 1991

Unit III: Sectoral Trends and Issues (Lectures: 20)

- a) Agriculture Sector: Role of agricultural sector in Indian economy, growth, and performance in different phases of policy regimes i.e., pre- green revolution and the two phases of green revolution; factors influencing the productivity and growth; emerging issues – New Agriculture strategy, Agriculture finance, Agriculture price policy, the Public Distribution System (PDS) and food security.
- b) Industry and Service Sector: Industrialization - importance, phases; rate and pattern of industrial growth across alternative policy regimes, challenges of industrial growth; Export promotion policies and performance; Public sector – role, performance and reforms; Small scale sector – characteristics, role, importance, government policies for SSEs / MSMEs.
- c) Financial Sector – Structure, performance and reforms; Foreign Direct Investment (FDI) and Foreign Institutional Investor (FII) – Role, progress, issues and challenges.

Unit IV: Major Problems of Indian Economy (Lectures: 18)

- a) Poverty – Trend, causes and impact on the economy. Poverty alleviation programs in India.
- b) Unemployment – Types, causes and trends. Government schemes for unemployment.
- c) Over-population – Causes and impact on the economy.
- d) Illiteracy – Trend, causes, effects and solutions.
- e) Inflation- Trend, types, causes, effects and solutions.

Suggested Readings:

1. Mishra and Puri, *Indian Economy*, Himalaya Publishing House
2. IC Dhingra, *Indian Economics*, Sultan Chand & Sons
3. Shaikh Saleem, *Business Environment*, Pearson
4. GauravDutt and KPM Sundarum, *Indian Economy*, S. Chand & Company.
5. Bhagwati, J. and Desai, P. *India, Planning for industrialization*, OUP, Ch 2.
6. Patnaik, Prabhat, *Some Indian Debates on Planning*. T. J. Byres (ed.). *The India Economy: Major Debates since Independence*, OUP.
7. Ahluwalia, MontekS, *State-level Performance under Economic Reforms in India* in A. O. Krueger. (ed.). *Economic Policy Reforms and the Indian Economy*, The University of Chicago Press.
8. Dreze, Jean and Amartya Sen, *Economic Development and Social Opportunity*. Ch. 2. OUP.
9. Khanna, Sushil, *Financial Reforms and Industrial Sector in India*. *Economic and Political Weekly*. Vol. 34. No. 45.
10. Uma Kapila (ed), – “*Indian Economy since Independence*”, Relevant articles.

Note: Latest edition of the text books should be used.

B.Com. Honours Program: Semester – II
COURSE AECC-2: ENGLISH/MIL COMMUNICATION

Marks: 50

Common Syllabus to be notified by the Board of Studies in English/MIL subjects

B.Com. Honours Program: Semester – II
COURSE CC-3: CORPORATE ACCOUNTING

Marks: 75 (Lectures: 65)

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

Contents:

Unit I: Accounting for Share Capital & Debentures (Lectures: 12)

Issue, forfeiture and reissue of forfeited shares; Issue of right and bonus shares; Buy back of shares; Redemption of preference shares; Issue and Redemption of Debentures

Unit II: Final Accounts (Lecture: 9)

Preparation of profit and loss account and balance sheet of corporate entities (excluding calculation of managerial remuneration); Disposal of company profits

Unit III: Cash Flow Statement (Lectures: 10)

Concept of funds, Preparation of cash flow statement as per Indian Accounting Standard (Ind-AS):7

Unit IV: Valuation of Goodwill and Shares (Lectures: 10)

Concepts, methods and calculation

Unit V: Amalgamation of Companies (Lectures: 12)

Concepts, types and accounting treatment as per Accounting Standard: 14 (ICAI) (excluding inter-company holdings); Internal reconstruction: concepts and accounting treatment excluding scheme of reconstruction

Unit VI: Accounts of Holding Companies/Parent Companies (Lectures: 12)

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

Note:

a) The relevant Indian Accounting Standards in line with the IFRS for all the above topics should be covered.

b) Any revision of relevant Indian Accounting Standard would become applicable immediately.

Suggested Readings:

1. J.R. Monga, *Fundamentals of Corporate Accounting*. Mayur Course 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 RuchiGoyal,. *Corporate Accounting*. PHI Learning.
6. Jain, S.P. and K.L. Narang. *Corporate Accounting*. Kalyani Publishers, New Delhi.
7. Bhushan Kumar Goyal, *Fundamentals of Corporate Accounting*, International Book House
8. P. C. Tulsian and Bharat Tulsian, *Corporate Accounting*, S.Chand
9. Amitabha Mukherjee, Mohammed Hanif, *Corporate Accounting*, McGraw Hill Education
10. Jain &Narang, *Corporate Accounting*, Kalyani Publishers

Note: Latest edition of text books should be used.

B.Com. Honours Program: Semester - II
COURSE CC-4: BUSINESS LAW

Marks: 75 (Lectures: 65)

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

Contents:

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

- a) Contract – meaning, characteristics and types
- 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 (Lectures: 13)

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

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

- 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 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: The Limited Liability Partnership (LLP) Act, 2008 (Lectures: 13)

- a) Salient Features of LLP
- b) Differences between LLP and Partnership, LLP and Company LLP Agreement,

- c) Partners and Designated Partners, Incorporation Document, Incorporation by Registration, Partners and their Relationship

Unit V: Consumer Protection Act, 1986 (Lectures: 13)

- a) Salient features and basic provisions of the Act
- b) Consumer rights
- c) Organizational set up
- d) Complaint filing procedure and Redressal mechanism

Suggested Readings:

1. M.C. Kuchhal, and Vivek Kuchhal, *Business Law*, Vikas Publishing House, New Delhi.
2. Avtar Singh, *Business Law*, Eastern Book Company, Lucknow.
3. Ravinder Kumar, *Legal Aspects of Business*, Cengage Learning
4. S N Maheshwari and 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, 6th ed
9. P C Tulsian and Bharat Tulsian, *Business Law*, McGraw Hill Education
10. Sharma, J.P. and Sunaina Kanojia, *Business Laws*, Ane Books Pvt. Ltd., New Delhi
11. Garg, Sareen & Sharma, *Business Laws*, Kalyani Publishers

Note: Latest edition of text books should be used

B.Com. Honours Program: Semester - II
COURSE GE(H)- 2: BUSINESS STATISTICS

Marks: 75 (Lectures: 65)

Objective: The objective of this course is to familiarize students with the basic statistical tools used for managerial decision-making.

Contents:

Unit I: Statistical Data and Descriptive Statistics (Lectures: 11)

- a) Nature and Classification of data: Univariate, bivariate and multivariate data; time-series and cross-sectional data
- b) Measures of Central Tendency: Mathematical averages including arithmetic mean, geometric mean and harmonic mean. Properties and applications. Positional Averages, Mode and Median (and other partition values including quartiles, deciles, and percentiles) (including graphic determination)
- c) Measures of Variation: Absolute and relative, Range, quartile deviation, mean deviation, standard deviation, and their coefficients, Properties of standard deviation/variance
- d) Skewness: Meaning, Measurement using Karl Pearson and Bowley's measures; Concept of Kurtosis and its measurement.

Unit II: Probability and Probability Distributions (Lectures: 12)

- a) Theory of Probability. Approaches to the calculation of probability; Calculation of event probabilities. Addition and multiplication laws of probability (Proof not required); Conditional probability and Bayes' Theorem (Proof not required)

- b) Expectation and variance of a random variable
- c) Probability distributions:
 - Binomial distribution: Probability distribution function, Constants, Shape, Fitting of binomial distribution
 - Poisson distribution: Probability function, Constants, Fitting of Poisson distribution (including Poisson approximation to binomial distribution), Normal distribution: Probability distribution function, Properties of normal curve, Calculation of probability

Unit III: Simple Correlation and Regression Analysis (Lectures: 12)

- a) Correlation Analysis: Meaning of Correlation: simple, multiple and partial; linear and non-linear, Correlation and Causation, Scatter diagram, Pearson's co-efficient of correlation; calculation and properties (Proof not required). Correlation and Probable error; Rank Correlation
- b) Regression Analysis: Regression lines, Regression equations, principle of least squares and estimation; Properties of regression coefficients; Relationship between Correlation and Regression coefficients; Standard Error of Estimate and its use in interpreting the results.

Unit IV: Index Numbers (Lectures: 12)

- a) 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
- b) Tests of adequacy of index numbers, Base shifting, splicing and deflating.
- c) Problems in the construction of index numbers; Construction of consumer price indices: Important share price indices, including BSE SENSEX and NSE NIFTY

Unit V: Time Series Analysis (Lectures: 10)

- a) Components of time series; Additive and multiplicative models;
- b) Trend analysis: Fitting of trend line using principle of least squares – linear, second degree parabola and exponential. Conversion of annual linear trend equation to quarterly/monthly basis and vice-versa; Moving averages; Seasonal variations: Calculation of Seasonal Indices using Simple averages, Ratio-to- trend, and Ratio-to-moving averages methods. Uses of Seasonal Indices

Unit VI: Sampling- Concepts, Distributions and Estimation (Lectures: 8)

Sampling: Populations and samples, Parameters and Statistics, Descriptive and inferential statistics; Sampling methods (including Simple Random sampling, Stratified sampling, Systematic sampling, Judgment sampling and Convenience sampling)

Suggested Readings:

1. Levin, Richard, David S. Rubin, Sanjay Rastogi, and HM Siddiqui. *Statistics for Management*. 7th ed., Pearson Education.
2. David M. Levine, Mark L. Berenson, Timothy C. Krehbiel, P. K.Viswanathan, *Business Statistics: A First Course*, Pearson Education.
3. Siegel Andrew F. *Practical Business Statistics*. McGraw Hill Education
4. Gupta, S.P., and Archana Agarwal. *Business Statistics*, Sultan Chand and Sons, NewDelhi.
5. Vohra N. D., *Business Statistics*, McGraw Hill Education.
6. Murray R Spiegel, Larry J. Stephens, Narinder Kumar. *Statistics (Schaum's Outline Series)*, McGraw Hill Education.

- 7. Gupta, S.C. Fundamentals of Statistics. Himalaya Publishing House.*
- 8. Anderson, Sweeney, and Williams, Statistics for Students of Economics and Business, Cengage Learning.*
- 9. N.G. Das, Statistical Methods (Vol_I,II).*
- 10. S.K. Nag, Business Math & statistics, Kalyani Publishers*

B.Com. Honours Program: Semester - III
COURSE CC - 5: BUSINESS MATHEMATICS

Marks: 75 (Lectures: 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.

Contents:

Unit I: Matrices and Determinants (Lectures: 14)

- a) Algebra of matrices. Inverse of a matrix, Matrix Operation – Business Application
- b) 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: 13)

- a) Mathematical functions and their types- linear, quadratic, polynomial, exponential, Logarithmic function
- b) Concepts of limit and continuity of a function
- c) Concept, rules and methods of differentiation and its calculation up to second order derivatives.
- d) Maxima and Minima of a function and its application, point of inflexion.

Unit III: Calculus-II (Lectures: 20)

- a) Partial Differentiation: Partial derivatives up to second order; Homogeneity of functions and Euler's theorem; Total differentials; Differentiation of implicit functions with the help of total differentials
- b) Integration: Standard forms. Methods of integration – by substitution, by parts, and by use of partial fractions; Definite integration.

Unit IV: Mathematics of Finance (Lectures: 18)

- a) Rates of interest-nominal, effective– and their inter-relationships in different compounding situations.
- b) Compounding and discounting of a sum using different types of rates.
- c) Types of Annuities: 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*).

Suggested Readings:

1. Budnick, P. *Applied Mathematics*. McGraw Hill Education.
2. R.G.D. Allen, *Mathematical Analysis For Economists*
3. Ayres, Frank Jr. *Schaum's Outlines Series: Theory and Problems of Mathematics of Finance*. McGraw Hill Education.
4. N.G. Das & J.K Das, *Business Mathematics & Statistics*
5. Thukral, J.K., *Mathematics for Business Studies*.
6. Vohra, N.D., *Quantitative Techniques in Management*. McGraw Hill Education.
7. Soni, R.S., *Business Mathematics*. Ane Books, NewDelhi.
8. Singh J. K., *Business Mathematics*. Himalaya Publishing House.
9. S.K. Nag, *Business Math & Statistics*, Kalyani Publisher

B.Com. Honours Program: Semester – III
COURSE CC- 6: CORPORATE LAWS

Marks: 75 (Lectures: 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. Students will also get to know several case studies involving issues of corporate laws.*

Contents:

Unit I: Introduction (Lectures: 20)

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 (Lectures: 15)

Memorandum of association, Articles of association, Doctrine of constructive notice and indoor management, prospector-shelf and red herring prospectus, misstatement in prospectus, GDR;

Unit III: Management (Lectures: 18)

- a) 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;
- b) 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.
- c) Committees of Board of Directors - Audit Committee, Nomination and Remuneration Committee, Stakeholders Relationship Committee, Corporate Social Responsibility Committee

Unit IV: Winding Up (Lectures: 5)

Concept and modes of Winding Up; Insider-Trading: meaning and legal provisions; Whistle-blowing: Concept and Mechanism.

Unit V: The Depositories Act, 1996 (Lectures: 7)

Definitions; rights and obligations of depositories; participant issuers and beneficial owners; inquiry and inspections, penalty.

Suggested Readings:

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

6. Ramaiya, A Guide to Companies Act, LexisNexis, Wadhwa and Buttersworth.
7. Manual of Companies Act, Corporate Laws and SEBI Guideline, Bharat Law House, New Delhi.
8. A Compendium of Companies Act 2013, along with Rules, by Taxmann Publications.
9. Gower and Davies, Principles of Modern Company Law, Sweet & Maxwell
10. Sharma, J.P., An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi
11. Garg, Sareen, Sharma & Dhingra, Corporate Legal Framework, Kalyani Publishers

Note: Latest edition of text books should be used.

B.Com. Honours Program: Semester – III
COURSE CC - 7: HUMAN RESOURCE MANAGEMENT

Marks: 75 (Lectures: 65)

Objective: The objective of the course is to acquaint students with the procedures and principles of managing human resources of an organisation.

Contents:

Unit I: Introduction (Lectures: 13)

Human Resource Management: Concept and Functions, Role, Status and competencies of HR Manager, HR Policies, Evolution of HRM, HRM vs HRD. Emerging Challenges of Human Resource Management; Workforce diversity; Empowerment; Downsizing; VRS; Human Resource Information System

Unit II: Acquisition of Human Resource (Lectures: 13)

Human Resource Planning- meaning, objectives and importance; Quantitative and Qualitative dimensions of HRP; job analysis: job description and job specification; Recruitment: Concept and sources; Selection: Concept and process; test and interview; placement and induction.

Unit III: Training and Development (Lectures: 13)

Concept and Importance; Identifying Training and Development Needs; Designing Training Programmes; Role-Specific and Competency-Based Training; Evaluating Training Effectiveness; Training Process Outsourcing; Management Development; Career Development.

Unit IV: Performance Appraisal (Lectures: 13)

Nature, objectives and importance; Modern techniques of performance appraisal; potential appraisal and employee counseling; job changes - transfers and promotions; Compensation: concept and policies; job evaluation; methods of wage payments and incentive plans; fringe benefits; performance linked compensation.

Unit V: Maintenance (Lectures: 13)

Employee health and safety; employee welfare; social security; grievance-handling and redressal; Industrial Disputes: causes and settlement machinery

Suggested Readings:

1. Gary Dessler. A Framework for Human Resource Management. Pearson Education.

2. DeCenzo, D.A. and S.P. Robbins, *Personnel/HRM*, Pearson Education.
3. Bohlendar and Snell, *Principles of Human Resource Management*, Cengage Learning
4. Ivancevich, John M. *Human Resource Management*. McGraw Hill.
5. Wreather and Davis. *Human Resource Management*. Pearson Education.
6. Robert L. Mathis and John H. Jackson, *Human Resource Management*. Cengage Learning.
7. TN Chhabra, *Human Resource Management*, Dhanpat Rai & Co., Delhi
8. Biswajeet Patttanayak, *Human Resource Management*, PHI Learning
9. K. Aswathappa, *Human Resource Management- Text & Cases*.
10. Gupta & Rosy, *Human Resource Management*, Kalyani Publishers

B.Com. Honours Program: Semester – III
COURSE GE(H) – 3: MICRO ECONOMICS

Marks: 75 (Lectures: 65)

Objective: *The objective of the course is to acquaint the students with the concepts of microeconomics dealing with consumer behavior. The course also makes the student understand the supply side of the market through the production and cost behavior of firms and also the price-output decision of the firm under different market conditions.*

Contents:

Unit I: Demand and Consumer Behaviour (Lectures: 13)

Concepts of revenue: marginal and average; revenue under conditions of perfect and imperfect competition; elasticity of demand: price, income and cross.

Consumer Behaviour: Indifference curve analysis of consumer behavior; Consumer's equilibrium (necessary and sufficient conditions); price elasticity and price consumption curve; income consumption curve and Engel curve; price change and income and substitution effects; indifference curves as an analytical tool (cash subsidy v/s. kind subsidy).

Unit II: Production and Cost (Lectures: 13)

Production iso-quants; marginal rate of technical substitution; economic region of production; optimal combination of resources; the expansion path; isolines; returns to scale using iso-quants.

Cost of Production: Social and private costs; long run and short run costs; economies and diseconomies of scale and the shape to the long run average cost curve; learning curve.

Unit III: Perfect Competition (Lectures: 14)

Perfect competition: Assumptions; equilibrium of the firm and the industry in the short and the long runs; including industry's long run supply curve; measuring producer surplus; demand-supply analysis including impact of taxes and subsidy. Stability Analysis: Walrasian and Marshallian.

Unit IV: Imperfect Competitions (Lectures: 25)

a) Monopoly: Definition and features; short run and long run equilibrium; shifts in demand curve and the absence of the supply curve; monopoly power; social costs of monopoly power including deadweight loss; discriminating monopoly and the degrees of price discrimination.

b) Monopolistic Competition: Definition and features; equilibrium price-output

decision.

- c) Duopoly: Definition and features; Cournot's duopoly model; Stackelberg model; Kinked demand model.
- d) Oligopoly: Definition and features; Prisoner's dilemma, collusive oligopoly; price-leadership model: dominant firm, cartels, sales maximization.

Suggested Readings:

1. Pindyck, R.S., D. L. Rubinfeld and P. L. Mehta; *Microeconomics*, Pearson Education.
2. N. Gregory Mankiw, *Principles of Micro Economics*, Cengage Learning
3. Maddala G.S. and E. Miller; *Microeconomics: Theory and Applications*, McGraw-Hill Education.
4. Salvatore, D. *Schaum's Outline: Microeconomic Theory*, McGraw-Hill, Education.
5. Case and Fair, *Principles of Micro Economics*, Pearson Education
6. Koutsiyannis, *Modern Micro Economic Theory*.
7. C Snyder, *Microeconomic Theory: Basic Principles and Extensions*, Cengage Learning
8. Bilas, Richard A., *Microeconomics Theory: A Graphical Analysis*, McGraw-Hill Education.
9. Paul A Samuelson, William D Nordhaus, *Microeconomics*, McGraw-Hill Education.
10. Amit Sachdeva, *Micro Economics*, Kusum Lata Publishers

B.Com. Honours Program: Semester – III
COURSE SEC (H)-1 : ENTREPRENEURSHIP

Marks: 75 (Lectures: 50)

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

Contents:

Unit I: Introduction (Lectures: 10)

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

Unit II: Micro, Small and Medium Enterprises (MSME) (Lectures: 10)

Concept and role of business houses; family business in India; contemporary role models in Indian business: their values, business philosophy and behavioral orientations; Conflict in family business and its resolution

Unit III: Entrepreneurial sustainability (Lectures: 10)

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: Business Plan Preparations (Lectures: 10)

Sources of business ideas and tests of feasibility; significance of writing the business plan/ project proposal; contents of business plan/ project proposal; designing business processes, location, layout, operation, planning & control; steps in preparation of project

report; project submission/ presentation and appraisal thereof by external agencies.

Unit V: Mobilizing Resources (Lectures: 10)

Mobilizing 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. Honours Program: Semester IV
COURSE CC-8: COST ACCOUNTING

Marks: 75 (Lectures: 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.

Contents:

Unit I: Introduction (Lectures: 6)

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

Unit II: Elements of Cost: Material, Labour and Overheads (Lectures: 22)

- 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, EOQ.
- 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 piecewage.
- c) Overheads: Classification, allocation, apportionment and absorption of overheads; Under and over-absorption; Capacity Levels and Costs; Activity based cost allocation.

Unit III: Methods of Costing (Lectures: 28)

Unit costing, Job costing, Contract costing, Process costing (process losses, valuation of work in progress), Service costing (only transport)

Unit IV: Book Keeping in Cost Accounting (Lectures: 9)

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. JawaharLal, *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. H.V. Jhamb, *Fundamentals of Cost Accounting*, Ane Books Pvt. Ltd.
12. JawaharLal & Seema Srivastava, *Cost Accounting*
13. M. Haniff, *Modern Cost & Management Accounting*

14. Jain & Narang, Cost & Management Accounting, Kalyani Publishers

15. Basu & Das, Cost & Management Accounting, Rabindra Library

Note: Latest edition of text books should be used.

B.Com. Honours Program: Semester IV
COURSE CC-9: AUDITING AND CORPORATE GOVERNANCE

Marks: 75 (Lectures: 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.

Contents:

Unit I: Introduction (Lectures: 11)

Auditing: 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; Audit Programme.

Unit II: Audit of Companies (Lectures: 11)

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 (Lectures: 11)

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.

Unit IV: Corporate Governance (Lectures: 11)

Conceptual framework of Corporate Governance: Theories & Models, Board Committees; Corporate Governance Reforms; Common Governance Problems noticed in various Corporate Failures; Codes & Standards on Corporate Governance.

Unit V: Business Ethics (Lectures: 10)

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 of corporate governance; Green Governance

Unit VI: Corporate Social Responsibility (CSR) (Lectures: 11)

Concept of CSR, Strategic Planning and Corporate Social Responsibility; Relationship of CSR with Corporate Sustainability, business ethics and corporate governance; CSR provisions under the Companies Act 2013; CSR Committee; CSR Models, Codes, and Standards.

Suggested Readings:

1. Ravinder Kumar and Virender Sharma, Auditing Principles and Practice, PHILearning

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

Note: Latest edition of text books should be used.

B.Com. Honours Program: Semester IV
COURSE CC-10: PRINCIPLES OF MARKETING

Marks: 75 (Lectures: 65)

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

Contents:

Unit I: Introduction (Lectures: 13)

Nature, scope and importance of marketing; Evolution of marketing; Selling vs Marketing; Marketing mix, Marketing environment: concept, importance, and components (Economic, Demographic, Technological, Natural, Socio-Cultural and Legal).

Unit II: Consumer Behaviour and Market Segmentation (Lectures: 13)

- a) Consumer Behaviour: Nature and Importance, Consumer buying decision process; Factors influencing consumer buying behavior;
- b) Market segmentation: concept, importance and bases; Target market selection; Positioning concept, importance and bases; Product differentiation vs. market segmentation.

Unit III: Product (Lectures: 13)

Concept and importance, Product classifications; Concept of product mix; Branding, packaging and labeling; Product-Support Services; Product life-cycle; New Product Development Process; Consumer adoption process.

Unit IV: Pricing, Promotion and Distribution (Lectures: 18)

- a) Pricing: Significance; Factors affecting price of a product; Pricing policies and strategies

- b) Promotion: Nature and importance of promotion; Communication process; Types of promotion: advertising, personal selling, public relations & sales promotions; Promotion mix and factors affecting promotion mix decisions.
- c) Distribution Channel: Types and importance; Functions of middle man; Factors affecting choice of distribution channel; Wholesaling and retailing; Types of Retailers; e-tailing.

Unit V: Recent Developments in Marketing (Lectures: 8)

Consumerism, Social Marketing, Online marketing, Direct marketing, Services marketing, Green marketing, Rural marketing.

Suggested Readings:

1. Kotler, Philip, Gary Armstrong, Prafulla Agnihotri and Ehsanul Haque. *Principles of Marketing*. 13th edition. Pearson Education.
2. Michal, J. Etzel, Bruce J. Walker, William J Stanton and Ajay Pandit. *Marketing: Concepts and Cases. (Special Indian Edition)*, McGraw Hill Education
3. William D. Perreault, and McCarthy, E. Jerome., *Basic Marketing*. Pearson Education.
4. Majaro, Simon. *The Essence of Marketing*. Pearson Education, New Delhi.
5. *The Consumer Protection Act 1986*.
6. Prakash & Sontakki, *Principles of Marketing*: Kalyani Publishers
7. Dhruv Grewal and Michael Levy, *Marketing*, McGraw Hill Education.
8. Chhabra, T.N., and S. K. Grover. *Marketing Management. Fourth Edition*. Dhanpat Rai & Co.
9. Neeru Kapoor, *Principles of Marketing*, PHI Learning
10. Rajendra Maheshwari, *Principles of Marketing*, International Book House
11. Prakash and Sontakki, *Principles of Marketing*, Kalyani Publishers

B.Com. Honours Program: Semester IV

COURSE GE(H)-4: MACRO-ECONOMICS AND QUANTITATIVE TECHNIQUES

Marks: 75 (Lectures: 65)

Objective: *The course aims at providing the student with knowledge of basic concepts of the macro-economic tools and techniques that are helpful for policy framework even in open economic concept and also to impart knowledge on quantitative methods in analyzing the situation.*

Contents:

Unit I: Introduction (Lectures: 5)

Concepts and variables of macro-economics, income, expenditure and the circular flow, components of expenditure; Static macro-economic analysis in short and the long run, determination of demand and supply and conditions of equilibrium

Unit II: Economy in the Short Run (Lectures: 10)

IS-LM framework, fiscal and monetary policy, determination of aggregate demand, shifts in aggregate demand, aggregate supply in the short and long run.

Unit III: Inflation, Unemployment and Labour Market (Lectures: 15)

- a) Inflation: inflation and interest rates, social costs of inflation. Unemployment – natural rate of unemployment, frictional and wait unemployment.
- b) Labour market and its interaction with production system; Phillips curve, the trade-

off between inflation and unemployment, sacrifice ratio.

Unit IV: Open Economy (Lectures: 10)

Open economy – flows of goods and capital, saving and investment in a small and a large open economy, exchange rates; Mundell – Fleming model with fixed and flexible prices in a small open economy with fixed and flexible exchange rates

Unit V: Quantitative Techniques (Lectures: 25)

- a) Game Theory: Concept, 2 person Zero – sum game, Pure Strategy: Maximin-Minimax Principle (including saddle point), Mixed Strategy, Dominance Rule.
- b) Linear Programming:
 - i) Formulation of linear programming problem (LPP). Graphical solution to LPP; Cases of unique and multiple optimal solutions; Unbounded solutions, infeasibility, and redundant constraints.
 - ii) Solution to LPP using Simplex method – maximization and minimization cases (excluding cases of unbounded, infeasibility and degeneracy).

Suggested Readings

1. Mankiw, N. Gregory. *Principles of Macroeconomics*. Cengage Learning
2. Robert J Gordon, *Macroeconomics*, Pearson Education
3. Branson, William H. *Macroeconomic Theory and Policy*. HarperCollins India Pvt. Ltd.
4. Rudiger Dornbusch and Stanley Fischer, *Macroeconomics*. McGraw-Hill Education.
5. Rudiger Dornbusch, Stanley Fischer, and Richard Startz, *Macroeconomics*. McGraw-Hill Education
6. Oliver J. Blanchard, *Macroeconomics*, Pearson Education
7. G. S. Gupta, *Macroeconomics: Theory and Applications*, McGraw-Hill Education
8. Shapiro, *Macro economic Analysis*,
9. Paul A Samuelson, William D Nordhaus, and Sudip Chaudhuri, *Macroeconomic*, McGraw-Hill Education

Latest edition of text books should be used.

B.Com. Honours Program: Semester IV COURSE SEC(H)-2: E-COMMERCE

Marks: 75 (Lectures: 50)

Objective: To enable the students to become familiar with the mechanism of dealing with the business transactions through electronic means and the security mechanism.

Contents:

Unit I: Introduction (Lectures: 10)

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 e-commerce; Designing, building and launching e-commerce website.

Unit II: E-payment System (Lectures: 10)

Models and methods of e-payments (Debit Card, Credit Card, Smart Cards, e-money),

digital signatures (procedure, working and legal position), payment gateways, online banking (meaning, concepts, importance, electronic fund transfer, automated clearing house, automated ledger posting), risks involved in e-payments.

Unit III: On-line Business Transactions (Lectures: 10)

Meaning, purpose, advantages and disadvantages of transacting online, E-commerce applications in various industries like banking and insurance; payment of utility bills, online marketing, e-tailing, online services (financial, travel and career), online auctions, online portal, online learning, online entertainment, Online shopping.

Unit IV: E- Security (Lectures: 10)

E-commerce security environment: definition and scope of E- security, security threats in the E-commerce environment (security intrusions and breaches, attacking methods like hacking, sniffing, cyber-vandalism etc.); Technology solutions: Encryption, security channels of communication, protecting networks and protecting servers and clients.

Unit V: IT Act 2000 and Cyber Crimes (Lectures: 10)

IT Act 2000: Definitions, Digital signature, electronic governance, Attribution, acknowledgement and dispatch of electronic records, Regulation of certifying authorities, Duties of subscribers, Penalties and adjudication, Appellate Tribunal, Offences and Cyber-crimes.

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, 4th 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.*

B.Com. Honours Program: Semester-V
COURSE CC-11: FUNDAMENTALS OF INVESTMENT

Marks: 75 (Lectures: 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.

Contents:

Unit I: The Investment Environment (Lectures: 10)

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 (Lectures: 15)

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 (Lectures: 15)

Introductions to Fundamental Analysis, Technical Analysis and Efficient Market Hypothesis; Dividend capitalization models and price-earnings multiple approach to equity valuation

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

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

Unit V: Investor Protection (Lectures: 10)

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

B.Com. Honours Program: Semester-V
COURSE CC - 12: INCOME TAX LAW AND PRACTICE IN INDIA

Marks: 75 (Lectures: 65)

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

Contents:

Unit I: Introduction (Lectures: 10)

- a) 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)
- b) Residential status; Scope of total income on the basis of residential status Exempted income under section 10

**Unit II: Computation of Income of Individual under Different Heads-(Part-I)
(Lectures: 24)**

Income from Salaries; Income from house property

**Unit III: Computation of Income of Individual under Different Heads-(Part-II)
(Lectures:15)**

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

Unit IV: Computation of Total Income and Tax Liability of Individual (Lectures:16)

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; Tax liability of an individual.

Suggested readings:

1. Singhania, Vinod K. and Monica Singhania. *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,
 3. Narang, Gaur &Puri, *Income Tax Law,* Kalyani Publishers
- Journals:
1. *Income Tax Reports.* Company Law Institute of India Pvt. Ltd., Chennai.
 2. *Taxman.* Taxman Allied Services Pvt. Ltd., New Delhi.
 3. *Current Tax Reporter.* Current Tax Reporter, Jodhpur.

Note: Latest edition of text books should be used. Computation of Income under all heads is to be done considering both old and new regime.

**B.Com. Honours Program: Semester -V
COURSE DSE(H) – 1(a): COMPUTER APPLICATIONS IN BUSINESS**

Marks: 75 (Internal: 15, Theory: 40, Project/PPT: 20) (Lectures: 40, Practical Lab: 40)

Objective: To provide computer skills and knowledge among the students of commerce and to enhance their understanding of usefulness of information technology tools for business operations.

Contents:

Unit I: Word Processing (Lectures: 10, Practical Lab: 8)

Introduction to Word Processing, Word processing concepts, Use of Templates, Working with word document: Editing text, Find and replace text, Formatting, spell check,

Autocorrect, Auto text; 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

(Practical: Creating Business Documents using the above facilities)

Unit II: Preparing Presentations (Lectures: 10, Practical Lab: 8)

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

(Practical: Creating Business Presentations using above facilities)

Unit III: Spreadsheet and its Business Applications(Lectures: 10, Practical Lab:12)

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 (Lectures: 10, Practical Lab: 12)

Creating Spreadsheet in the areas 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

Note:

1. Teaching arrangement need to be made in the computer Lab
2. Topics of Project/ppt to be decided by the respective colleges and the same to be examined by the University.

Suggested Readings:

The suggested readings and guidelines shall be notified by the university department at least once in three years based on the selected software.

B.Com. Honours Program: Semester -V

COURSE DSE(H)-1 (b): COMPUTERISED ACCOUNTING AND SYSTEMS

Marks: 75 (Internal: 15, Theory: 40, Practical: 20) (Lectures: 30, Practical Lab: 50)

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

Contents:

Unit-I: Computerized Accounting Systems (Lectures: 10, Practical Lab: 20)

Computerized Accounting Systems: Computerized Accounts by using Tally (last updated version): Creating a Company, Configure and Features settings, Creating Accounting Ledgers and Groups, Creating Stock Items and Groups, Vouchers Entry; Generating Reports - Cash Book, Ledger Accounts, Trial Balance, Profit and Loss Account, Balance Sheet, Cash Flow Statement; Selecting and shutting a Company; Backup and Restore data of a Company

Unit-II: Preparation of Return of Income (Lectures: 8, Practical Lab: 20)

Filing of returns: Manually, On-line filing of Returns of Income & TDS; Provision & Procedures of Compulsory On-Line filing of returns for specified assesses.

Unit-III: Computerized Accounting: Using Generic Software (Lectures: 12, Practical Lab: 10)

Taxation: TDS

Auditing in Computerized Accounting system: Statutory Audit, Voucher verification, Verification of related party transaction, Computer Assisted Audit Techniques (CAAT): Various Tools.

Note:

1. Teaching arrangements need to be made in the computer Lab
2. Practical examination to be conducted by the University.

Software

1. Vinod Kumar Singhania, e-filing of Income Tax Returns and Computation of Tax, Taxmann Publication Pvt. Ltd, New Delhi. Latest version
2. 'Excel Utility' available at incometaxindiaefiling.gov.in

Suggested Readings:

The suggested readings and guidelines shall be notified by the university department at least once in three years based on the selected software.

B.Com. Honours Program: Semester-V
COURSE DSE(H) – 2 (a): MANAGEMENT ACCOUNTING

Marks: 75 (Lectures: 65)

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

Contents:

Unit I: Introduction (Lectures: 6)

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

Unit II: Ratio Analysis (Lectures: 10)

Definition , Importance & limitations of Ratio Analysis, Interested Parties in Ratio Analysis, Classification & calculation of different types of Ratio and their implications

Unit III: Budgetary Control (Lectures: 20)

Concept of budget, budgeting and budgetary control, objectives, merits, and limitations; Types of Budgets; Preparation of Cash and Flexible Budgets; Zero Base Budgeting;

Programme and performance budgeting.

Unit IV: Standard Costing (Lectures: 12)

Meaning of standard cost and standard costing, advantages, limitations and applications; Variance Analysis–material, labour and overheads variances; Control Ratios

Unit V: Marginal Costing and Decision-Making (Lectures: 12)

- a) Marginal Costing: Meaning, Absorption versus Variable Costing; Cost-Volume-Profit Analysis, Profit/ Volume ratio; Break-even analysis-algebraic and graphical methods; Angle of incidence, margin of safety, Key factor, determination of cost indifference point
- b) Decision making: profitable product mix, Acceptance or Rejection of special/ export offers, Make or buy, Addition or Elimination of a product line, operate or shut down and Pricing decisions

Unit VI: Contemporary Issues (Lectures: 5)

Responsibility Accounting: Concept, Significance, Different Responsibility Centres; Transfer 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.
3. *Management Accounting*. Dorling Kindersley (India) Pvt. Ltd.
4. Ronald W. Hilton and David E. Platt. *Managerial Accounting: Creating Value in a Global Business Environment*, McGraw Hill Education.
5. Singh, Surender. *Management Accounting*, Scholar Tech Press, New Delhi.
6. Goel, Rajiv, *Management Accounting*. International Book House,
7. Arora, M.N; *Management Accounting*. Vikas Publishing House, New Delhi
8. Maheshwari, S.N. and S.N. Mittal. *Management Accounting*. Shree Mahavir Book Depot, New Delhi.
9. Singh, S. K. and Gupta Lovleen. *Management Accounting – Theory and Practice*. Pinnacle Publishing House.
10. Khan, M.Y. and Jain, P.K. *Management Accounting*. McGraw Hill Education
11. H.V. Jhamb, *Fundamentals of Management Accounting*, Ane Books Pvt. Ltd.

Note: Latest edition of text books should be used.

B.Com. Honours Program: Semester-V
COURSE DSE(H)-2 (b): ADVERTISING

Marks: 75 (Lectures: 65)

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

Contents:

Unit I: Advertising- Concept, Objectives and Budgeting (Lectures: 20)

Meaning, nature and importance of advertising; Types of advertising; Advertising as a tool of communication; Social, ethical and legal aspects of advertising in India; Setting

advertising objectives; Audience analysis; ; Setting of advertising budget: determinants and major methods

Unit II: Media Decisions (Lectures: 15)

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 (Lectures: 15)

Advertising appeals, Advertising copy and elements, Preparing ads for different Media

Unit IV: Measuring Advertising Effectiveness (Lectures: 8)

Evaluating communication and sales effects; Pre- and Post-testing techniques

Unit V: Advertising Agency (Lectures: 7)

Role, types and selection of advertising agency

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*. 5th 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. JaishreeJethwaney 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

Note: Latest edition of text books should be used.

B.Com. Honours Program: Semester-VI
COURSE CC-13: FUNDAMENTALS OF FINANCIAL MANAGEMENT

Marks: 75 (Lectures: 65)

Objective: To familiarize the students with the principles and practices of managing finance for short-term and long-term requirements.

Contents:

Unit I: Introduction (Lectures: 8)

Nature, scope and objective of Financial Management, Time value of money, Risk and return (including Capital Asset Pricing Model)

Unit II: Investment Decisions (Lectures: 18)

Capital Budgeting: Meaning, importance, the Capital Budgeting Process, Methods of Capital Budgeting - Payback Period method, Discounted Payback period method, Accounting Rate of Return, Net Present Value (NPV), Net Terminal Value, Internal Rate of Return (IRR), Profitability Index. Selection of projects/proposals using above methods

Unit III: Financing Decision (Lectures: 15)

- a) Cost of Capital: Concept and sources of long-term financing; Estimation of components of cost of capital: Methods of Calculation of cost of equity capital, cost of Retained Earnings, cost of Debt and cost of Preference Capital; meaning and calculation of Weighted Average cost of capital (WACC) and Marginal cost of capital.
- b) Capital structure: Theories of Capital Structure (Net Income, Net Operating Income, MM Hypothesis, Traditional Approach). Operating and financial leverage; Determinants of capital structure

Unit IV: Dividend Decisions (Lectures: 9)

Theories for Relevance and irrelevance of dividend decision for corporate valuation; Cash and stock dividends; Models of Dividend policies- M-M Hypothesis, Walter's Model, Gordon's Model

Unit V: Working Capital Decisions (Lectures: 15)

Concepts of working capital, significance and components, sources of short-term finance; risk-return trade off; financing of working capital; estimation of working capital requirements.

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 Courseback, New Delhi.

9. Pandey, I.M. *Financial Management*. Vikas Publications.
10. Bhabatosh Banerjee, *Fundamentals of Financial Management*, PHI Learning
11. Gupta & Sharma, *Management Accounting*, Kalyani Publishers

Note: Latest edition of text books should be used.

B.Com. Honours Program: Semester-VI
COURSE CC - 14: GOODS AND SERVICES TAX AND CUSTOMS DUTY

Marks – 75 (Lectures: 65)

Objective: *This course aims at a glance towards the understanding of Indirect Taxes as prevail in India. The students will be exposed to Indirect Taxes as a whole as well as will be trained to computational techniques of Indirect Taxes in India.*

Contents:

Unit-I: Concept of Indirect Taxes (Lectures: 5)

- a) Concept and features of indirect taxes
- b) Principal indirect taxes

Unit-II: Goods and Services Tax (GST) Laws (Lectures: 40)

- a) GST Laws: An introduction including Constitutional aspects
- b) Levy and collection of CGST and IGST
 - i) Application of CGST/IGST law
 - ii) Concept of supply including composite and mixed supplies
 - iii) Charge of tax
 - iv) Exemption from tax
 - v) Composition levy
- c) Basic concepts of time and value of supply
- d) Input tax credit
- e) Computation of GST liability
- f) Registration
- g) Tax invoice; Credit and Debit Notes; Electronic waybill
- h) Returns
- i) Payment of tax including reverse charge

Unit-III: Customs Law as contained in the Customs Act, 1962 and the Customs Tariff Act, 1975 (Lectures: 20)

- (i) Introduction to customs law including Constitutional aspects (ii) Levy of and exemptions from customs duties: all provisions including application of customs law, taxable event, charge of customs duty, exceptions to levy of customs duty, exemption from custom duty (iii) Types of customs duties (iv) Classification and valuation of imported and export goods (v) Officers of Customs; Appointment of customs ports, airports etc. (vi) Import and Export Procedures: all import and export procedures including special procedures relating to baggage, goods imported or exported by post, stores (vii) Provisions relating to coastal goods and vessels carrying coastal goods (viii) Warehousing (ix) Drawbacks (x) Demand and Recovery; Refund (xi) Provisions relating to prohibited goods, notified goods, specified goods, illegal importation/exportation of

goods (xii) Searches, seizure and arrest; Offences; Penalties; Confiscation and Prosecution (xiii) Appeals and Revision; Advance Rulings; Settlement Commission and Other provisions.

Suggested Readings:

1. Dhingra Understanding Basic of GST, Kalyani Publishers
2. Goyal and Garg , Indirect Tax, Kalyani Publishers

Note: Latest edition of text books should be used.

B.Com. Honours Program: Semester-VI
COURSE DSE(H) - 3 (a): BUSINESS RESEARCH METHODS AND PROJECT WORK

Marks: 75 (Internal: 15, Theory: 40, Project: 20) (Lectures: 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.

Contents:

Section A: Business Research Methods

Unit I: Introduction (Lectures: 10)

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 (Lectures: 10)

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 and Hypothesis Testing (Lectures: 20)

Measurement: 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
Hypothesis Testing: Tests concerning means and proportions; ANOVA, Chi-square test and other non-parametric tests; testing the assumptions of Classical Normal Linear Regression

Section B: Project Report

Unit IV: Report Preparation (Lectures: 25)

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

Note:

1. There shall be a written examination of 40 Marks based on Unit 1 to III.
2. The students shall be required to prepare a project under the supervision of a faculty member assigned by the college/institution based on field work. The Project Report

carries 20 Marks and will be evaluated by University appointed examiners.

Suggested Readings:

1. Gupta and Rangi, *Research Methodology*, Kalyani Publishers
2. C R Kothari and G Garg, *Research Methodology*, New Age International Publishers

B.Com. Honours Program: Semester-VI
COURSE DSE(H) - 3(b): BANKING AND INSURANCE

Marks: 75 (Lectures:65)

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

Contents:

Unit I: Introduction (Lectures: 13)

Origin of banking: definition, types of banks, banker-customer relationship, General and special types of customers; Types of deposits; Origin and growth of commercial banks in India, changing role of commercial banks; Financial Services offered by banks

Unit II: Cheques and Paying Banker (Lectures: 13)

Crossing and endorsement - meaning, definitions, types and rules of crossing; statutory protection in due course; collecting bankers: duties; statutory protection for holder in due course; concept of negligence

Unit III: Bank Lending (Lectures: 13)

Principles of sound lending, secured vs. unsecured advances, types of advances, advances against various securities;

Unit IV: Internet Banking (Lectures: 13)

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: Risk and Insurance (Lectures: 13)

- a) Basic concept of risk, Types of business risk; Assessment and Transfer
- b) Insurance: definition, types and basic principles-utmost good faith, Indemnity, Economic function, Proximate cause, Subrogation and contribution; Re-insurance; Online Insurance; Power, functions and Role of IRDA

Suggested readings:

1. Agarwal, O.P., *Banking and Insurance*, Himalaya Publishing House
2. Satyadevi, C., *Financial Services Banking and Insurance*, S. Chand
3. Suneja, H.R., *Practical and Law of Banking*, Himalya 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. Honours Program: Semester-VI
COURSE DSE(H) - 4 (a): FINANCIAL MARKETS, INSTITUTIONS AND FINANCIAL SERVICES

Marks: 75 (Lectures: 65)

Objective: To provide basic knowledge to the students about the financial markets and institutions and to familiarize them with major financial services in India.

Contents:

Unit I: Introduction (Lectures: 8)

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 (Lectures: 17)

Money market – functions, organization and instruments. Role of central bank in money market; Indian money market – An overview; Capital Markets – functions, organization and instruments. Indian debt market; Indian equity market – primary and secondary markets; Role of stock exchanges in India

Unit III: Financial Institutions (Lectures: 20)

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 (Lectures: 8)

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 (Lectures: 12)

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 Education.
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. *Annual Reports of Major Financial Institutions in India*.
9. Kaur & Talwar, *Financial Markets Institution and Services*, Kalyani Publishers

Note: Latest edition of text books should be used

B.Com. Honours Program: Semester-VI
COURSE DSE(H) - 4 (b) INDUSTRIAL RELATIONS AND LABOUR LAWS

Marks:75 (Lectures: 65)

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

Contents:

Unit I: Industrial Relations (Lectures: 13)

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 (Lectures: 13)

Trade Union: Origin and growth, unions after Independence, unions in the era of liberalization; Factors Affecting Growth of Trade Unions in India, Multiplicity & Recognition of Trade Unions

Unit III: Collective Bargaining and Workers' Participation in Management (Lectures: 13)

- 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

Unit IV: Discipline and Grievance Redressal (Lectures: 13)

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

Unit V: Labour Laws (Lectures: 13)

- 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
- c) New Labour Code of India: Features

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*

Note: Latest edition of text books should be used.

UNIVERSITY OF NORTH BENGAL

Raja Rammohunpur, Dt. Darjeeling, West Bengal, Pin: 734013

REVISED SYLLABUS FOR B.COM PROGRAM UNDER CHOICE BASED CREDIT SYSTEM (CBCS)

[Effective from: 2022-2023]

CREDIT DETAILS OF B.COM PROGRAM

		Types of Courses						Semester-wise	
		Discipline Specific Core Course (DSC)	Discipline Specific Elective Course (DSE)	Generic Elective Course (GE)	Language (LCC)	Ability Enhancement Compulsory Course (AECC)	Skill Enhancement Course (SEC)	Total Courses	Total Credit
Credit (per course) ⇒		6	6	6	6	2	2		
Semester I		2	-	-	1	1	-	4	20
Semester II		2	-	-	1	1	-	4	20
Semester III		2	-	-	1	-	1	4	20
Semester IV		2	-	-	1	-	1	4	20
Semester V		-	2	1		-	1	4	20
Semester VI		-	2	1		-	1	4	20
Course type-wise	Total Courses	8	4	2	4	2	4	24	
	Total Credits	48	24	12	24	4	8		120

STRUCTURE OF THE B.COM PROGRAM

	Course No.	Course Title	Course Type	Marks	Credits	Page No.
Semester I	AECC -1	Environmental Studies	AECC	100	2	4
	DSC-1	Financial Accounting	DSC	75	5+1 (T)	4
	DSC-2	Management Principles and Applications	DSC	75	5+1 (T)	5
	LCC - 1	MIL - 1	LCC	75	5+1 (T)	6
	Total in Semester I				325	20
Semester II	AECC - 2	English/MIL Communication	AECC	50	2	7
	DSC - 3	Corporate Accounting	DSC	75	5+1 (T)	7
	DSC - 4	Business Law	DSC	75	5+1 (T)	7
	LCC - 2	English - 1	LCC	75	5+1 (T)	8
	Total in Semester II				275	20
Semester III	DSC - 5	Business Mathematics	DSC	75	5+1 (T)	10
	DSC - 6	Corporate Law	DSC	75	5+1 (T)	11
	LCC - 1	MIL - 2	LCC	75	5+1 (T)	12
	SEC (P)-1	Entrepreneurship	SEC	75	2	12
	Total in Semester III				300	20

Semester IV	DSC - 7	Cost Accounting	DSC	75	5+1 (T)	14
	DSC - 8	Auditing and Corporate Governance	DSC	75	5+1 (T)	15
	LCC - 2	English - 2	LCC	75	5+1 (T)	16
	SEC(P)-2	E-Commerce	SEC	75	2	16
	Total in Semester IV			300	20	
Semester V	DSE(P)-1 (any ONE Course)	(a) Income Tax Law and Practice in India	DSE	75	5+1 (T)	18
		(b) Human Resource Management				19
	DSE(P)-2 (any ONE Course)	(a) Management Accounting	DSE	75	(A)» 5+1 (T) or (B)» 4+2 (P)	20
		(b) Computerized Accounting and Systems				21
	GE (P) - 1	Elementary Concepts of Micro and Macro Economics	GE	75	5+1 (T)	22
SEC(P) - 3	Computer Applications in Business	SEC	75	2	23	
Total in Semester V			300	20		
Semester VI	DSE(P)-3 (any ONE Course)	(a) Goods and Services Tax and Customs Duty	DSE	75	5+1 (T)	25
		(b) Principles of Marketing				26
	DSE(P)-4 (any ONE Course)	(a) Financial Markets, Institutions and Financial Services	DSE	75	5+1 (T)	27
		(b) Banking and Insurance				28
	GE(P)-2	Business Statistics	GE	75	5+1 (T)	29
	SEC (P)-4	Business Communication	SEC	75	2	31
Total in Semester VI			300	20		
GRAND TOTAL				1800	120	

Notes:

1. Credit determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work field work per week.
2. 1 credit also means 2 practical periods
3. 1(T) means 1 tutorial period for doubt clearing and others
4. Each semester requires 90 actual teaching days in 15-18 weeks.
5. Odd Semesters i.e. Sem. I, Sem. III and Sem. V last from July to December every year.
6. Even Semesters i.e. Sem. II, Sem. IV and Sem. VI last from January to June every year.

B.Com Program: Semester – I
COURSE AECC - 1: ENVIRONMENTAL STUDIES

Marks – 100

Common Syllabus to be notified by the Board of Studies in Environmental Science

B.Com Program: Semester - I
COURSE DSC - 1: FINANCIAL ACCOUNTING

Marks: 75 (Lectures: 65)

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

Contents:

Unit I: Theoretical Framework (Lectures: 8):

- a) Accounting: As a subject and as an information system; Advantages, Limitations and Functions; Accounting Cycle.
- b) Bases of Accounting: Basic Concepts and Conventions.
- c) Generally Accepted Accounting Principles.
- d) Accounting Standards: Concept, Benefits; Indian Accounting Standards (IAS)- Features and Objectives of AS-2, AS-6, AS-9, AS-10, AS-19, AS-27, AS-29; International Financial Reporting Standards (IFRS)-Need, Procedures.

Unit II: Accounting for Depreciation, Reserves and Provisions (Lectures: 7)

Unit III: Final Accounts (Lectures: 20)

- a) Trading concern
- b) Non-trading concern

Unit IV: Accounting for Hire Purchase and Installment Payment Systems, Consignment and Joint Venture (Lectures: 18)

- a) Hire Purchase: Concept, Features, Accounting treatment including stock and debtors system.
- b) Consignment: Concept, Features, Accounting treatment in the books of the consignor and consignee.
- c) Joint Venture: Concept, Features: Accounting procedure under different methods.

Unit V: Accounting for Inland Branches (Lectures: 6):

Concept, features, Accounting for dependent branches under different methods.

Unit VI: Accounting for Dissolution of the Partnership Firm (excluding sale to a company): (Lectures: 6):

Insolvency of partners including Garner vs. Murray and piecemeal distribution

Note:

The relevant Indian Accounting Standards in line with the IFRS for all the above topics should be covered.

Any revision of relevant Indian Accounting Standard would become applicable immediately.

Suggested Readings:

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

Note: Latest edition of the text books should be used.

B.Com. Program: Semester - I

COURSE: DSC-2: MANAGEMENT PRINCIPLES AND APPLICATIONS

Marks: 75 (Lectures: 65)

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

Contents:

Unit I: (Lectures: 13)

- a) Management: Concept, Definition, Scope, Levels and Significance.
- b) Evolution of the Management Thoughts: Classical Approach -Taylor, Fayol; Neo-Classical Approach-Mayo, Hawthorne Experiments; Behavioral Approach; Systems Approach

Unit II: Planning and Organizing (Lectures: 20)

- a) Planning: Concept, Process, Steps in Planning, Significance and Types of Plan.
- b) Environmental Analysis (internal and external environment): Importance and Techniques (SWOT and BCG Matrix).
- c) Decision-Making: Concept, Process, Types.
- d) Organizing: Concept, Process, Significance; Organizational Structure- Formal and Informal; Span of Control, Different types of authority, Delegation of authority, Decentralization.

Unit III: Directing and Coordinating (Lectures: 24)

- a) Directing: Concept, Features, Importance and Limitations.
- b) Motivation: Concept, Importance, Extrinsic and Intrinsic motivation; Motivation Theories-McGregor, Maslow
- c) Staffing: Concept and Process
- d) Leadership: Concept, Importance, Theories - Likert, Blake and Mouten
- e) Coordinating: Concept, Features, Importance, Internal and External Coordination

Unit IV: Controlling (Lectures: 8)

Controlling: Concept, Features, Importance and Limitations; Process; Essentials of a good control system, Principles of Effective Control

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. B.P. Singh and A.K.Singh, *Essentials of Management*, Excel Books
7. Griffin, *Management Principles and Application*, Cengage Learning
8. Robert Kreitner, *Management Theory and Application*, Cengage Learning
9. TN Chhabra, *Management Concepts and Practice*, Dhanpat Rai & Co. (Pvt. Ltd.), New Delhi
10. Peter F Drucker, *Practice of Management*, Mercury Books, London
11. Sharma & Gupta, *Management Principle and Applications*, Kalyani Publishers

Note: Latest edition of text books should be used

B.Com Program: Semester - I
COURSE LCC-1: MAJOR INDIAN LANGUAGE-1

Marks: 75

Common Syllabus to be notified by the Board of Studies in MIL subjects

B.Com Program : Semester – II

COURSE AECC-2: ENGLISH/ MIL COMMUNICATION

Marks: 50

Common Syllabus to be notified by the Board of Studies in English/ MIL subjects

B.Com. Program: Semester – II

COURSE LCC-2: ENGLISH-I

Marks: 75

Common Syllabus to be notified by the Board of Studies in English

B.Com. Program: Semester – II

COURSE DSC-3: CORPORATE ACCOUNTING

Marks: 75 (Lectures:65)

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

Contents:

Unit I: Accounting for Share Capital & Debentures (Lectures: 12): Issue, forfeiture, and reissue of forfeited shares; Issue of rights and bonus shares; Buy back of shares; Redemption of preference shares; Issue and Redemption of Debentures

Unit II: Final Accounts (Lectures: 9): Preparation of profit and loss account and balance sheet of corporate entities, (excluding calculation of managerial remuneration), Disposal of company profits.

Unit III: Cash Flow Statement (Lectures: 10): Concept of funds, Preparation of cash flow statement as per Indian Accounting Standard (Ind-AS):7

Unit IV: Valuation of Goodwill and Valuation of Shares (Lectures: 10): Concepts, methods, and calculation

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

Unit VI: Accounts of Holding Companies/Parent Companies (Lectures: 12): Preparation of consolidated balance sheet with one subsidiary company. Relevant provisions of Accounting Standard: 21 (ICAI)

Note: The relevant Indian Accounting Standards in line with the IFRS for all the above topics should be covered. Any revision of relevant Indian Accounting Standard would become applicable immediately.

Suggested Readings:

1. J.R. Monga, *Fundamentals of Corporate Accounting*. Mayur Course 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*. PHILearning.
6. Jain, S.P. and K.L. Narang. *Corporate Accounting*. Kalyani Publishers, New Delhi.
7. Bhushan Kumar Goyal, *Fundamentals of Corporate Accounting*, International Book House
8. P. C. Tulsian and Bharat Tulsian, *Corporate Accounting*, S.Chand
9. Amitabha Mukherjee, Mohammed Hanif, *Corporate Accounting*, McGraw Hill Education
10. Jain & Narang, *Corporate Accounting*, Kalyani Publishers

Note: Latest edition of text books should be used.

B.Com. Program: Semester-II

COURSE DSC-4: BUSINESS LAW

Marks: 75 (Lectures: 65)

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

Contents:

Unit I: The Indian Contract Act, 1872: General Principle of the Law of Contract (Lectures: 13)

- a) Contract – meaning, characteristics and types
- 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 (Lectures: 13)

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

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

- 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: The Limited Liability Partnership Act, 2008 (Lectures: 13)

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

Unit V: Consumer Protection Act, 1986 (Lectures: 13)

- a) Salient features and basic provisions of the Act
- b) Consumer rights
- c) Organizational set up
- d) Complaint filing procedure and Redressal mechanism

Suggested Readings:

1. M.C. Kuchhal, and Vivek Kuchhal, *Business Law*, Vikas Publishing House, New Delhi.
2. Avtar Singh, *Business Law*, Eastern Book Company, Lucknow.
3. Ravinder Kumar, *Legal Aspects of Business*, Cengage Learning
4. S N Maheshwari and S K Maheshwari, *Business Law*, National Publishing House, N. 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, 6th ed
9. P C Tulsian and Bharat Tulsian, *Business Law*, McGraw Hill Education
10. Sharma, J.P. and Sunaina Kanojia, *Business Laws*, Ane Books Pvt. Ltd., New Delhi
11. Garg, Sareen & Sharma, *Business Laws*, Kalyani Publishers

Note: Latest edition of text books should be used.

B.Com. Program: Semester-III
COURSE DSC - 5: BUSINESS MATHEMATICS

Marks:75 (Lectures: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.

Contents:

Unit I: Matrices and Determinants (Lectures:14)

- a) Algebra of matrices. Inverse of a matrix, Matrix Operation – Business Application
- b) 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: 13)

- a) Mathematical functions and their types- linear, quadratic, polynomial, exponential, Logarithmic function
- b) Concepts of limit and continuity of a function
- c) Concept, rules and methods of differentiation and its calculation up to second order derivatives
- d) Maxima and Minima of a function and its application, point of inflexion

Unit III: Calculus-II (Lectures: 20)

- a) Partial Differentiation: Partial derivatives up to second order; Homogeneity of functions and Euler's theorem; Total differentials; Differentiation of implicit functions with the help of total differentials
- b) Integration: Standard forms. Methods of integration – by substitution, by parts, and by use of partial fractions; definite integration

Unit IV: Mathematics of Finance (Lectures: 18)

- a) Rates of interest-nominal, effective- and their inter-relationships in different compounding situations
- b) Compounding and discounting of a sum using different types of rates
- c) Types of Annuities: ordinary, due, deferred, continuous, perpetual, and their future and present values using different types of rates of interest. Depreciation of Assets (General annuities are to be excluded)

Suggested Readings:

1. Budnick, P. *Applied Mathematics*. McGraw Hill Education.
2. R.G.D. Allen, *Mathematical Analysis for Economists*
3. Ayres, Frank Jr. *Schaum's Outlines Series: Theory and Problems of Mathematics of Finance*. McGraw Hill Education.
4. N.G. Das & J.K Das, *Business Mathematics & Statistics*
5. Thukral, J.K., *Mathematics for Business Studies*.
6. Vohra, N.D., *Quantitative Techniques in Management*. McGraw Hill Education.

7. Soni, R.S, *Business Mathematics*. Ane Books, New Delhi.
8. Singh J. K., *Business Mathematics*. Himalaya Publishing House.
9. S.K. Nag, *Business Math & Statistics*, Kalyani Publisher

B.Com. Program: Semester – III
COURSE DSC- 6: CORPORATE LAWS

Marks: 75 (Lectures: 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. Students will also get to know several case studies involving issues of corporate laws.*

Contents:

Unit I: Introduction (Lectures: 20)

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 (Lectures: 15)

Memorandum of association, Articles of association, Doctrine of constructive notice and indoor management, prospector-shelf and red herring prospectus, misstatement in prospectus, GDR.

Unit III: Management (Lectures: 18)

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: Winding Up (Lectures: 5)

Concept and modes of winding up; Insider-Trading: meaning and legal provisions; Whistle-blowing: Concept and Mechanism.

Unit V: Depositories Law (Lectures: 7)

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

Suggested Readings:

1. M C Kuchhal, *Modern Indian Company Law*, Shri Mahavir Book Depot (Publishers), Delhi.
2. GK Kapoor and Sanjay Dhamija, *Company Law*, Bharat Law House, Delhi.
3. Anil Kumar, *Corporate Laws*, Indian Book House, Delhi
4. Reena Chadha and Sumant Chadha, *Corporate Laws*, Scholar Tech Press, Delhi.
5. Avtar Singh, *Introduction to Company Law*, Eastern Book Company
6. Ramaiya, *A Guide to Companies Act*, LexisNexis, Wadhwa and Buttersworth.
7. *Manual of Companies Act, Corporate Laws and SEBI Guideline*, Bharat Law House, New Delhi.
8. *A Compendium of Companies Act 2013, along with Rules*, by Taxmann Publications.
9. Gower and Davies, *Principles of Modern Company Law*, Sweet & Maxwell
10. Sharma, J.P., *An Easy Approach to Corporate Laws*, Ane Books Pvt. Ltd., New Delhi
11. Garg, Sareen, Sharma & Dhingra, *Corporate Legal Framework*, Kalyani Publishers

Note: Latest edition of text books should be used

B.Com. Program: Semester – III **COURSE LCC-1: MAJOR INDIAN LANGUAGE-2**

Marks 75

Common Syllabus to be notified by the Board of Studies in MIL subjects

B.Com Program: Semester III **COURSE SEC (P)-1: ENTREPRENEURSHIP**

Marks: 75 (Lectures: 50)

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

Contents:

Unit I: Introduction (Lectures: 10)

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

Unit II: Micro, Small and Medium Enterprises (MSME) (Lectures: 10)

Concept and role of business houses; family business in India; contemporary role models in Indian business: their values, business philosophy and behavioral orientations; Conflict in family business and its resolution

Unit III: Entrepreneurial sustainability (Lectures: 10)

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: Business Plan Preparations (Lectures: 10)

Sources of business ideas and tests off feasibility; significance of writing the business plan/ project proposal; contents of business plan/ project proposal; designing business processes, location, layout, operation, planning & control; steps in preparation of project report; project submission/ presentation and appraisal thereof by external agencies.

Unit V: Mobilizing Resources (Lectures: 10)

Mobilizing resources for start-up; accommodation and utilities; preliminary contracts with the vendors, suppliers, bankers, principal customers; contract management: basic start-up problem

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 Program: Semester IV
COURSE DSC-7: COST ACCOUNTING

Marks: 75 (Lectures: 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.

Contents:

Unit I: Introduction (Lectures: 6)

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

Unit II: Elements of Cost: Material, Labour and Overheads (Lectures:22)

- 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, EOQ.
- 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.
- c) Overheads: Classification, allocation, apportionment, and absorption of overheads; Under and over- absorption; Capacity Levels and Costs; Activity based cost allocation.

Unit III: Methods of Costing (Lectures: 28)

Unit costing, Job costing, Contract costing, Process costing (process losses, valuation of work in progress), Service costing (only transport)

Unit IV: Book Keeping in Cost Accounting (Lectures:9)

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. H.V. Jhamb, Fundamentals of Cost Accounting, Ane Books Pvt. Ltd.
12. Jawahar Lal & Seema Srivastava, Cost Accounting
13. M. Haniff, Modern Cost & Management Accounting
14. Jain & Narang, Cost & Management Accounting, Kalyani Publishers
15. Basu & Das, Cost & Management Accounting, Rabindra Library

Note: Latest edition of text books should be used.

B.Com. Program: Semester IV

COURSE DSC-8: AUDITING AND CORPORATE GOVERNANCE

Marks: 75 (Lectures: 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

Contents:

Unit I: Introduction (Lectures: 11)

Auditing: 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. Audit Programme.

Unit II: Audit of Companies (Lectures: 11)

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 (Lectures: 11)

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.

Unit IV: Corporate Governance (Lectures: 11)

Conceptual framework of Corporate Governance: Theories & Models, Board Committees; Corporate Governance Reforms, Common Governance Problems noticed in various Corporate Failures; Codes & Standards on Corporate Governance.

Unit V: Business Ethics (Lectures: 10)

Business values and ethics, approaches and practices of business ethics, corporate ethics, ethics program, codes of ethics, ethics committee; Ethical Behavior: Concepts and advantages; Rating Agencies of corporate governance; Green Governance.

Unit VI: Corporate Social Responsibility (CSR): (Lectures: 11)

Concept of CSR, Strategic Planning and Corporate Social Responsibility; Relationship of CSR with Corporate Sustainability; CSR provisions under the Companies Act 2013; CSR Committee; CSR Models, Codes, and Standards

Suggested Readings:

1. Ravinder Kumar and Virender Sharma, *Auditing Principles and Practice*, PHI Learning
2. ArunaJha, *Auditing*. Taxmann Publication. A. K. Singh, and Gupta Lovleen. *Auditing Theory and Practice*. Galgotia Publishing Company.
3. Anil Kumar, *Corporate Governance: Theory and Practice*, Indian Book House, NewDelhi
4. MC Kuchhal, *Modern Indian Company Law*, Shri Mahaveer Book Depot. (Publishers). (Relevant Chapters)
5. KV Bhanumurthy and Usha Krishna, *Politics, Ethics and Social Responsibility of Business*, Pearson Education
6. Erik Banks, *Corporate Governance: Financial Responsibility, Controls and Ethics*, Palgrave Macmillan
7. N Balasubramanian, *A Casebook on Corporate Governance and Stewardship*, McGraw Hill Education
8. B.N. Ghosh, *Business Ethics and Corporate Governance*, McGraw Hill Education
9. S K Mandal, *Ethics in Business and Corporate Governance*, McGraw Hill Education
10. Bob Tricker, *Corporate Governance-Principles, Policies, and Practice (Indian Edition)*, Oxford University Press
11. Christine Mallin, *Corporate Governance (Indian Edition)*, Oxford University Press
12. *Relevant Publications of ICAI on Auditing(CARO)*
13. Sharma, J.P., *Corporate Governance, Business Ethics, and CSR*, Ane Books Pvt Ltd, New Delhi

Note: Latest edition of text books should be used.

B.Com. Program: Semester IV

COURSE LCC – 2: ENGLISH – 2

Marks 75

Common Syllabus to be notified by the Board of Studies in English

B.Com. Program: Semester-IV
COURSE SEC(P)-2: E-COMMERCE

Marks: 75 (Lectures: 50)

Objective: To enable the students to become familiar with the mechanism of dealing with the business transactions through electronic means and the security mechanism.

Contents:

Unit I: Introduction (Lectures: 10)

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 e-commerce

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 (Lectures: 10)

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

Unit III: IT Act 2000 and Cyber Crimes (Lectures: 10)

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.

Unit IV: E-payment System (Lectures: 10)

Models and methods of e-payments (Debit Card, Credit Card, Smart Cards, e-money), digital signatures (procedure, working and legal position), payment gateways, online banking (meaning, concepts, importance, electronic fund transfer, automated clearing house, automated ledger posting), risks involved in e-payments

Unit V: On-line Business Transactions (Lectures: 10)

Meaning, purpose, advantages and disadvantages of transacting online, E-commerce applications in various industries like banking, insurance, payment of utility bills, online marketing, e-tailing (popularity, benefits, problems and features), online services (financial, travel and career), auctions, online portal, online learning, publishing and entertainment} Online shopping (amazon, snapdeal, alibaba, flipkart,etc.)

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, 4thEd., 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*

B.Com. Program: Semester-V

COURSE DSE(P)-1(a): INCOME TAX LAW AND PRACTICE IN INDIA

Marks: 75 (Lectures: 65)

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

Contents:

Unit I: Introduction (Lectures: 10)

- a) 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)
- b) Residential status; Scope of total income on the basis of residential status Exempted income under section 10

Unit II: Computation of Income of Individual under Different Heads-I (Lectures: 24)

Income from Salaries; Income from house property

Unit III: Computation of Income of Individual under Different Heads-II (Lectures:15)

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

Unit IV: Computation of Total Income and Tax Liability of Individual (Lectures: 16)

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; Tax liability of an individual.

Suggested readings:

1. Singhania, Vinod K. and Monica Singhania. *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,
3. Narang, Gaur & Puri, *Income Tax Law*, Kalyani Publishers

Journals:

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

Note: Latest edition of text books should be used. **Computation of Income under all heads should be done considering both old and new regime.**

B.Com Program: Semester V
COURSE DSE(P)-1(b): HUMAN RESOURCE MANAGEMENT

Marks: 75 (Lectures: 65)

Objective: The objective of the course is to acquaint students with the procedures and principles of managing human resources of an organization.

Contents:

Unit I: Introduction (Lectures: 13)

Human Resource Management: Concept and Functions, Role, Status and competencies of HR Manager, HR Policies, Evolution of HRM, HRM vs HRD. Emerging Challenges of Human Resource Management; Workforce diversity; Empowerment; Downsizing; VRS; Human Resource Information System

Unit II: Acquisition of Human Resource (Lectures: 13)

Human Resource Planning-Meaning, objective and importance; Quantitative and Qualitative dimensions; job analysis-job description and job specification; Recruitment-Concept and sources; Selection-Concept and process; test and interview; placement and induction

Unit III: Training and Development (Lectures: 13)

Concept and Importance; Identifying Training and Development Needs; Designing Training Programmes; Role-Specific and Competency-Based Training; Evaluating Training Effectiveness; Training Process Outsourcing; Management Development; Career Development.

Unit IV: Performance Appraisal (Lectures: 13)

Nature, objectives and importance; Modern techniques of performance appraisal; Potential appraisal and employee counseling; Job changes - transfers and promotions; Compensation: concept and policies; Job evaluation; methods of wage payments and incentive plans; fringe benefits; performance linked compensation.

Unit V: Maintenance (Lectures: 13)

Employee health and safety; Employee welfare; Social security; Employer-Employee relations-an overview; Grievance-handling and redressal; Industrial Disputes: causes and settlement machinery.

Suggested Readings:

1. Gary Dessler. *A Framework for Human Resource Management*. Pearson Education.
2. DeCenzo, D.A. and S.P. Robbins, *Personnel/HRM*, Pearson Education.
3. Bohlendar and Snell, *Principles of Human Resource Management*, Cengage Learning
4. Ivancevich, John M. *Human Resource Management*. McGrawHill.
5. Wreather and Davis. *Human Resource Management*. Pearson Education.
6. Robert L. Mathis and John H. Jackson. *Human Resource Management*. Cengage Learning.
7. TN Chhabra, *Human Resource Management*, Dhanpat Rai & Co., Delhi
8. Biswajeet Patttanayak, *Human Resource Management*, PHI Learning

9. K. Aswathappa, *Human Resource Management- Text & Cases*.

10. Gupta & Rosy, *Human Resource Management*, Kalyani Publishers

Note: Latest edition of text books should be used.

B.Com. Program: Semester V
COURSE DSE (P)-2 (a): MANAGEMENT ACCOUNTING

Marks: 75 (Lectures: 65)

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

Contents:

Unit I: Introduction (Lectures:6)

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

Unit II: Ratio Analysis (Lectures: 10)

Definition , Importance & limitations of Ratio Analysis, Interested Parties in Ratio Analysis, Classification & calculation of different types of Ratio and their implications

Unit III: Budgetary Control (Lectures: 20)

Concept of budget, budgeting and budgetary control, objectives, merits, and limitations; Types of Budgets; Preparation of Cash and flexible Budgets; Zero base budgeting; Programme and performance budgeting

Unit IV: Standard Costing (Lectures: 12)

Meaning of standard cost and standard costing, advantages, limitations and applications; Variance Analysis – material, labour and overheads variances; Control Ratios

Unit V: Marginal Costing and Decision-Making (Lectures:17)

Meaning, Absorption versus Variable Costing; Cost-Volume-Profit Analysis, Profit/Volume ratio; Break-even analysis-algebraic and graphical methods; Angle of incidence, margin of safety, Key factor, determination of cost indifference point; 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, operate or shut down and pricing decision

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.
 3. *Management Accounting. Dorling Kindersley(India) Pvt. Ltd.*
 4. Ronald W. Hilton and David E. Platt. *Managerial Accounting: Creating Value in a Global Business Environment, McGraw Hill Education.*
 5. Singh, Surender. *Management Accounting, Scholar Tech Press, New Delhi.*
 6. Goel, Rajiv, *Management Accounting. International Book House,*
 7. Arora, M.N. *Management Accounting. Vikas Publishing House, New Delhi.*
 8. Maheshwari, S.N. and S.N. Mittal. *Management Accounting. Shree Mahavir Book Depot, New Delhi.*
 9. Singh, S. K. and Gupta Lovleen. *Management Accounting–Theory and Practice. Pinnacle Publishing House.*
 10. Khan, M.Y. and Jain, P.K. *Management Accounting. McGraw Hill Education*
 11. H.V. Jhamb, *Fundamentals of Management Accounting, Ane Books Pvt.Ltd.*

Note: Latest edition of text books should be used.

B.Com. Program: Semester-V

COURSE DSE (P)-2 (b) COMPUTERISED ACCOUNTING AND SYSTEMS

Marks: 75 (Lectures: 30, Practical Lab: 70)

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

Contents:

Unit-I: Computerized Accounting Systems (Lectures: 10, Practical Lab: 26)

Computerized Accounting Systems: Computerized Accounts by using any popular accounting software: Creating a Company; Configure and Features settings; Creating Accounting Ledgers and Groups; Creating Stock Items and Groups; Vouchers Entry; Generating Reports - Cash Book, Ledger Accounts, Trial Balance, Profit and Loss Account, Balance Sheet, Cash Flow Statement Selecting and shutting a Company; Backup and Restore data of a Company

Unit-II: Preparation of Return of Income (Lectures: 8, Practical Lab: 26)

Filing of returns: Manually, On-line filing of Returns of Income & TDS; Provision & Procedures of Compulsory On-Line filing of returns for specified assesses.

Unit III: Computerized Accounting: Using Generic Software (Lectures: 12, Practical Lab: 18)

Taxation: TDS Auditing in Computerized Accounting system: Statutory Audit, Voucher verification, Verification of related party transaction, CAAT: Various Tools

Note:

Teaching arrangements need to be made in the computer Lab

Software:

1. Vinod Kumar Singhanian, *e-filing of Income Tax Returns and Computation of Tax,*

Taxmann Publication Pvt. Ltd, New Delhi. Latest version
2. 'Excel Utility' available at incometaxindiaefiling.gov.in

Suggested Readings:

The suggested readings and guidelines shall be notified by the university department at least once in three years based on the selected software.

B.Com. Program: Semester-V
COURSE GE(P) – 1: ELEMENTARY CONCEPTS OF MICRO AND MACRO ECONOMICS

Marks: 75 (Lectures: 65)

Objective: *The objective of the course is to acquaint the students with the concepts of micro macroeconomics. The course also enhances the understanding of the market through the production and cost behavior of firms and thereby to frame the policies of the economy as a whole.*

Contents:

Unit I: Demand Analysis (Lectures: 13)

Concepts of revenue: Marginal and Average; Revenue under conditions of Perfect and Imperfect competition; Elasticity of demand- Price, Income and Cross; Consumer's equilibrium (necessary and sufficient conditions) through Indifference curve analysis.

Unit II: Production and Cost (Lectures: 13)

Production Iso-quants, Marginal Rate of Technical Substitution, Economic Region of production, Expansion Path, Isolines, Returns to Scale using Iso-quants.

Cost of Production: Social and Private costs of production, long run and short run costs of production. Economies and Diseconomies of scale and the shape to the long run average cost.

Unit III: Perfect Competition and Imperfect Competitions (Lectures: 13)

- a) Perfect competition: Assumptions, Equilibrium of the firm and the industry in the short and the long runs, measuring producer surplus under perfect competition.
- b) Monopoly: Monopoly short run and long run equilibrium. Shifts in demand curve and the absence of the supply curve. Discriminating Monopoly and the Measurement of Monopoly power
- c) Concept and features of monopolistic competition, oligopoly and duopoly

Unit IV: Introduction to Macroeconomics (Lectures: 11)

Concepts and variables of macro-economics, income, expenditure and the circular flow, components of expenditure; Static macro-economic analysis in short and the long run, determination of demand and supply and conditions of equilibrium

Unit V: Inflation, Unemployment and Open Economy (Lectures: 15)

- a) Inflation: Causes of rising and falling inflation, inflation and interest rates, social costs of inflation.
- b) Unemployment – natural rate of unemployment, frictional and wait unemployment

- c) Open economy-flows of goods and capital, saving and investment in a small and a large open economy, exchange rates

Suggested Readings:

1. Pindyck, R.S., D. L. Rubinfeld and P. L. Mehta; *Microeconomics*, Pearson Education.
2. N. Gregory Mankiw, *Principles of Micro Economics*, Cengage Learning
3. Maddala G.S. and E. Miller; *Microeconomics: Theory and Applications*, McGraw-Hill Education.
4. Salvatore, D. *Schaum's Outline: Microeconomic Theory*, McGraw-Hill Education.
5. Case and Fair, *Principles of Micro Economics*, Pearson Education
6. Koutsiyannis, *Modern Micro Economic Theory*.
7. C Snyder, *Microeconomic Theory: Basic Principles and Extensions*, Cengage Learning
8. Bilas, Richard A., *Microeconomics Theory: A Graphical Analysis*, McGraw-Hill Education.
9. Paul A Samuelson, William D Nordhaus, *Microeconomics*, McGraw-Hill Education. Amit Sachdeva, *Micro Economics*, Kusum Lata Publishers

B.Com. Program: Semester-V

COURSE SEC(P) - 3: COMPUTER APPLICATIONS IN BUSINESS

Marks: 75 (Internal: 15, Theory: 40, Project/PPT: 20) (Lectures: 40, Practical Lab: 40)

Objectives: To provide computer skills and knowledge among the students of commerce and to enhance their understanding of usefulness of information technology tools for business operations.

Contents:

Unit I: Word Processing (Lectures: 9, Practical Lab: 8)

Introduction to Word Processing, Word processing concepts, Use of Templates, Working with word document; Editing text, Find and Replace text, Formatting, Spell check, Autocorrect, Auto text; 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
(Practical: Creating Business Documents using the above facilities)

Unit II: Preparing Presentations (Lectures: 12, Practical Lab: 8)

Basics of presentations: Slides, Fonts, Drawing, Editing; Inserting: Tables, Images, texts, Symbols, Media; Design; Transition; Animation; and Slideshow; Creating Business Presentations using above facilities
(Practical: Creating Business Presentations using above facilities)

Unit III: Spreadsheet and its Business Applications (Lectures: 12, Practical Lab: 12)

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 (Lectures: 12, Practical Lab: 12)

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

Note:

a) Teaching arrangement need to be made in the computer Lab.

b) Topics of Project/ppt to be decided by the respective colleges and the same to be examined by the University.

Suggested Readings:

The suggested readings and guidelines shall be notified by the university department at least once in three years based on the selected software.

B.Com. Program: Semester-VI
COURSE DSE(P) – 3(a): GOODS AND SERVICES TAX AND CUSTOMS DUTY

Marks – 75 (Lectures: 65)

Objective: This course aims at a glance towards the understanding of Indirect Taxes as prevail in India. The students will be exposed to Indirect Taxes as a whole as well as will be trained to computational techniques of Indirect Taxes in India.

Contents:

UNIT-I: Concept of Indirect Taxes (Lectures: 5)

- a) Concept and features of indirect taxes
- b) Principal indirect taxes

UNIT-II: Goods and Services Tax (GST) Laws (Lectures: 40)

- a) GST Laws: An introduction including Constitutional aspects
- b) Levy and collection of CGST and IGST
 - i) Application of CGST/IGST law
 - ii) Concept of supply including composite and mixed supplies
 - iii) Charge of tax
 - iv) Exemptions
 - v) Composition levy
- c) Basic concepts of time and value of supply
- d) Input tax credit
- e) Computation of GST liability
- f) Registration
- g) Tax invoice; Credit and Debit Notes; Electronic waybill
- h) Returns
- i) Payment of tax including reverse charge

UNIT-III: Customs Law as contained in the Customs Act, 1962 and the Customs Tariff Act, 1975 (Lectures: 20)

- (i) Introduction to customs law including Constitutional aspects, (ii) Levy of and exemptions from customs duties: all provisions including application of customs law, taxable event, charge of customs duty, exceptions to levy of customs duty, exemption from custom duty (iii) Types of customs duties (iv) Classification and valuation of imported and export goods (v) Officers of Customs; Appointment of customs ports, airports etc. (vi) Import and Export Procedures: all import and export procedures including special procedures relating to baggage, goods imported or exported by post, stores (vii) Provisions relating to coastal goods and vessels carrying coastal goods (viii) Warehousing (ix) Drawback (x) Demand and Recovery; Refund (xi) Provisions relating to prohibited goods, notified goods, specified goods, illegal importation/exportation of goods (xii) Searches, seizure and arrest; Offences; Penalties; Confiscation and Prosecution (xiii) Appeals and Revision; Advance Rulings; Settlement Commission and (xiv) Other provisions.

Suggested Readings:

1. Dhingra Understanding Basic of GST, Kalyani Publishers
2. Goyal and Garg, Indirect Tax, Kalyani Publishers

Note: Latest edition of text books should be used.

B.Com. Program: Semester-VI

COURSE DSE(P) - 3 (b): PRINCIPLES OF MARKETING

Marks: 75 (Lectures: 65)

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

Contents:

Unit I: Introduction: (Lectures: 13)

Nature, scope and importance of marketing; Evolution of marketing; Selling vs. Marketing; Marketing mix, Marketing environment: concept, importance, and components (Economic, Demographic, Technological, Natural, Socio-Cultural and Legal)

Unit II: (Lectures: 13)

- a) Consumer Behaviour: Nature and Importance, Consumer buying decision process; Factors influencing consumer buying behavior;
- b) Market Segmentation: Concept; Importance and Bases; Target market selection; Positioning concept, importance and bases; Product differentiation vs. market segmentation.

Unit III: Product: (Lectures: 13)

Concept and importance, Product classifications; Concept of product mix; Branding, packaging and labeling; Product-Support Services; Product life-cycle; New Product Development Process; Consumer adoption process.

Unit IV: Pricing, Promotion and Distribution (Lectures: 18)

- a) Pricing: Significance; Factors affecting price of a product; Pricing policies and strategies
- b) Promotion: Nature and importance of promotion; Communication process; Types of promotion: advertising, personal selling, public relations & sales promotions; Promotion mix and factors affecting promotion mix decisions.
- c) Distribution Channel: Types and importance; Functions of middle man; Factors affecting choice of distribution channel; Wholesaling and retailing; Types of Retailers; e-tailing.

Unit V: Recent Developments in Marketing (Lectures: 8)

Consumerism, Social Marketing, Online marketing, Direct marketing, Services marketing, Green marketing, Rural marketing.

Suggested Readings:

1. Kotler, Philip, Gary Armstrong, Prafulla Agnihotri and Ehsanul Haque. *Principles of Marketing*. 13th edition. Pearson Education.
2. Michael, J. Etzel, Bruce J. Walker, William J Stanton and AjayPandit. *Marketing: Concepts and Cases. (Special Indian Edition)*, McGraw Hill Education
3. William D. Perreault, and McCarthy, E. Jerome., *Basic Marketing*. Pearson Education.
4. Majaro, Simon. *The Essence of Marketing*. Pearson Education, New Delhi.
5. *The Consumer Protection Act 1986*.
6. Prakash & Sontakki, *Principles of Marketing: Kalyani Publishers*
7. Dhruv Grewal and Michael Levy, *Marketing*, McGraw Hill Education.
8. Chhabra, T.N., and S. K. Grover. *Marketing Management. Fourth Edition*. Dhanpat Rai & Company.
9. Neeru Kapoor, *Principles of Marketing*, PHI Learning
10. Rajendra Maheshwari, *Principles of Marketing*, International Book House
Prakash and Sontakki, *Principles of Marketing*, Kalyani Publishers

B.Com. Program: Semester VI

COURSE DSE(P) – 4(a): FINANCIAL MARKETS, INSTITUTIONS AND FINANCIAL SERVICES

Marks: 75 (Lectures: 65)

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

Contents:

Unit I: Introduction (Lectures: 8)

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 (Lectures: 17)

Money market-Functions, organization and instruments; Role of central bank in money market; Indian money market – An overview
Capital Markets-Functions, organization and instruments. Indian debt market; Indian equity market-primary and secondary markets; Role of stock exchanges in India

Unit III: Financial Institutions (Lectures: 20)

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 (Lectures: 8)

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 (Lectures: 12)

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 Education.
5. Clifford Gomez, *Financial Markets, Institutions and Financial Services*, PHI Learning
6. M.Y. Khan and P.K. Jain. *Financial Services*. McGraw Hill Education.
7. Singh, J.K. *Venture Capital Financing in India*. Dhanpat Rai and Company, New Delhi.
8. *Annual Reports of Major Financial Institutions in India*.
9. Kaur & Talwar, *Financial Markets Institution and Services*, Kalyani Publishers

Note: Latest edition of text books should be used

B.Com. Program: Semester-VI
COURSE DSE(P) - 4(b): BANKING AND INSURANCE

Marks: 75 (Lectures: 65)

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

Contents:

Unit I: Introduction (Lectures: 13)

Origin of banking: definition, types of banks, banker-customer relationship, General and special types of customers; Types of deposits; Origin and growth of commercial banks in India, changing role of commercial banks; Financial Services offered by banks

Unit II: Cheques and Paying Banker (Lectures: 13)

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

Unit III: Bank Lending (Lectures: 13)

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

Unit IV: Internet Banking (Lectures: 13)

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: Risk and Insurance (Lectures: 13)

- a) Basic concept of risk, Types of business risk; Assessment and Transfer
- b) Insurance: definition, types and basic principles-utmost good faith, Indemnity,

Economic function, Proximate cause, Subrogation and contribution; Re-insurance; Online Insurance; Power, functions and Role of IRDA

Suggested readings:

1. Agarwal, O.P., *Banking and Insurance*, Himalaya Publishing House
2. Satyadevi, C., *Financial Services Banking and Insurance*, S.Chand
3. Suneja, H.R., *Practical and Law of Banking*, 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*, McGrawHill
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*, PHIL earning

Note: Latest edition of text books may be used.

B.Com. Program: Semester-VI
COURSE GE(P)-2: BUSINESS STATISTICS

Marks: 75 (Lectures: 65)

Objective: The objective of this course is to familiarize students with the basic statistical tools used for managerial decision-making.

Contents:

Unit I: Statistical Data and Descriptive Statistics (Lectures: 11)

- a) Nature and Classification of data: univariate, bivariate and multivariate data; time-series and cross-sectional data
- b) Measures of Central Tendency: Mathematical averages including arithmetic mean, geometric mean and harmonic mean. Properties and applications; Positional Averages, Mode and Median (and other partition values including quartiles, deciles, and percentiles) (including graphic determination)
- c) Measures of Variance: absolute and relative, Range, quartile deviation, mean deviation, standard deviation, and their coefficients, Properties of standard deviation/variance
- d) Skewness: Meaning, Measurement using Karl Pearson and Bowley's measures; Concept of Kurtosis and its measurement

Unit II: Probability (Lectures: 10)

Theory of Probability: Approaches to the calculation of probability; Calculation of event probabilities. Addition and multiplication laws of probability (Proof not required); Conditional probability and Bayes' Theorem (Proof not required), Expectation

Unit III: Simple Correlation and Regression Analysis (Lectures: 16)

- a) Correlation Analysis: Meaning of Correlation: simple, multiple and partial; linear and non-linear, Correlation and Causation, Scatter diagram, Pearson's co-efficient of correlation; calculation and properties (Proof not required). Correlation and Probable error; Rank Correlation
- b) Regression Analysis: Regression lines, Regression equations, Principles of least squares and estimation; Properties of regression coefficients; Relationship between Correlation and Regression coefficients; Standard Error of Estimate and its use in interpreting the results

Unit IV: Index Numbers (Lectures: 14)

- a) 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
- b) Tests of adequacy of index numbers, Base shifting, splicing, and deflating.
- c) Problems in the construction of index numbers; Construction of consumer price indices: Important share price indices, including BSE SENSEX and NSE NIFTY.

Unit V: Time Series Analysis (Lectures: 14)

- a) Components of time series; Additive and multiplicative models;
- b) Trend analysis: Fitting of trend line using principle of least squares – linear, second-degree parabola and exponential. Conversion of annual linear trend equation to quarterly/monthly basis and vice-versa; Moving averages; Seasonal variations: Calculation of Seasonal Indices using Simple averages, Ratio-to-trend, and Ratio-to-moving averages methods. Uses of Seasonal Indices

Suggested Readings:

1. Levin, Richard, David S. Rubin, Sanjay Rastogi, and HM Siddiqui. *Statistics for Management*. 7th ed., Pearson Education.
2. David M. Levine, Mark L. Berenson, Timothy C. Krehbiel, P. K. Viswanathan, *Business Statistics: A First Course*, Pearson Education.
3. Siegel Andrew F. *Practical Business Statistics*. Mcgraw hilleducation.
4. Gupta, S.P., and Archana Agarwal. *Business Statistics*, Sultan Chand and Sons, newdelhi.
5. Vohra N. D., *Business Statistics*, mcgraw hilleducation.
6. Murray R Spiegel, Larry J. Stephens, Narinder Kumar. *Statistics (Schaum's outlineseries)*, Mcgraw hill Education.
7. Gupta, S.C. *Fundamentals of Statistics*. Himalaya publishinghouse.
8. Anderson, Sweeney, and Williams, *Statistics for Students of Economics and Business*, cengage learning.
9. N.G. Das, *Statistical Methods (Vol_I,II)*
10. S.K. Nag, *Business Math & statistics*, Kalyani publishers

B.Com. Program: Semester-VI

COURSE SEC(P)-4: BUSINESS COMMUNICATION

Marks: 75 (Lectures: 50)

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

Content:

Unit I: Nature of Communication (Lectures: 12)

Process of Communication, Types of Communication (Verbal & Nonverbal), Importance of Communication, Different forms of Communication, Barriers to Communication Causes, Linguistic Barriers, Psychological Barriers, Interpersonal Barriers, Cultural Barriers, Physical Barriers, Organizational Barriers

Unit II: Business Correspondence (Lectures: 13)

Letter Writing, presentation, inviting quotations, Sending quotations, Placing orders, Inviting tenders, Sales letters, claim & adjustment letters and social correspondence, Memorandum, Inter-office Memo, Notices, Agenda, Minutes, Job application letter, preparing the Resume.

Unit III: Report Writing (Lectures: 15)

Business reports, Types, Characteristics, Importance, Elements of structure, Process of writing, Order of writing, the final draft, check lists for reports.

Unit IV: Oral Presentation (Lectures: 10)

Importance, Characteristics, Presentation Plan, Power point presentation, Visual aids

Suggested Readings:

1. Bovee, and Thill, *Business Communication Today*, Pearson Education
2. Lesikar, R.V. & Flatley, M.E. Kathryn Rentz; *Business Communication Making Connections in Digital World*, 11th ed., McGraw Hill Education.
3. Shirley Taylor, *Communication for Business*, Pearson Education
4. Locker and Kaczmarek, *Business Communication: Building Critical Skills*, TMH
5. Leena Sen, *Communication Skills*, PHI Learning.
6. Kumar Varinder & Bodh Raj *Business Communication*, Kalyani Publisher