B.Com.
I Year

DEPARTMENT OF COMMERCE
ALIGARH MUSLIM UNIVERSITY, ALIGARH
BUSINESS ENVIRONMENT
B.Com. (Hons) Ist YEAR

Max. Marks - 100
Sessional - 20
Examination - 80

Objective

This course aims at acquainting the students with the emerging environment of business at the national and international level in the light of the policies of liberalization and globalization.

COURSE INPUTS

UNIT - I **Indian Business Environment:** Concept, components, and importance Economic Trends (overview): Income; Savings and investment; Industry; Trade and balance of payments, Money; Finance; Prices.

UNIT - II **Problems of Growth:** Unemployment; Poverty; Regional imbalances; Social injustice; Inflation; Parallel economy; Industrial sickness.

UNIT - III **Role of Government:** Monetary and fiscal policy; Industrial policy; Industrial licensing, Privatization; Devaluation; Export-import policy; Regulation of foreign investment; Collaborations in the light of recent changes.

UNIT - IV **International Environment:** International trading environment (overview); Trends in world trade and the problems of developing countries. Foreign trade and economic growth; International economic groupings; like, EU, OPEC, SARC, ASEAN, NAFTA.

UNIT - V International economic institutions - GATT, WTO, UNCTAD, World Bank, IMF; GSP; GSTP; Counter trade.

Suggested Readings

1. Sundaram & Black: The International Business Environment; Prentice Hall, New Delhi.
2. Agarwal A.N.: Indian Economy; Vikas Publishing House, Delhi.
3. Khan Farooq A: Business and Society; S. Chand,. Delhi.
4. Dutt R. and Sundharam K.P.M; Indian Economy; S.Chand, Delhi.
5. Misra S.K and Puri V.K:Indian Economy; Himalaya Publishing House, New Delhi..
6. Hedge lari: Environmental Economics; MacMillan, Hampshire.
7. Dutt Ruddar: Economic Reforms in India- A Critique; S.Chand, New Delhi.

DEPARTMENT OF COMMERCE
ALIGARH MUSLIM UNIVERSITY, ALIGARH
Business Mathematics
B.Com (Hons) I[st] YEAR

Max. Marks - 100
Sessional - 20
Examination - 80

Objective

This course is to enable the students to have such minimum knowledge of Mathematics as is applicable to business and economic situations.

UNIT - I   Elementary idea of Functions and Limits: Differentiation (Problems and theorems involving trigonometrical ratios are not to be done); Differentiation from the First Principles; Differentiation of Exponential and Logarithmic Functions; Theorems on Differentiation; Product and Quotient rule for Differentiation; Differentiation of the function of a function (Chain Rule); Logarithmic Differentiation; Parametric Differentiation; Differentiation of Implicit functions; Higher Order Derivatives.

UNIT - II   Applications of Differentiation: Maxima and Minima; Cases of one variable involving not more than one constraint: Marginal Analysis; Cost Function, Revenue Function, Profit Function; Average Cost and Marginal Cost Function; Average Revenue and Marginal Revenue Function; Profit Maximization under Perfect Competetion and Monopoly.

Integration: Integration as anti-derivative process; Standard forms; Methods of integration-by Substitution, by Parts, and by use of Partial Fractions; Definite integration; Finding areas in simple cases; Consumers and Producers Surplus.

UNIT - III   **Matrices and Determinants :** Definition of a matrix; Types of matrices; Algebra of matrices; Properties of determinants; Calculation of values of determinants upto third order; Adjoint of a matrix, elementary row or column operations; Solution of a system of linear equations having unique solution and involving not more than three variables.'

UNIT - IV   **Linear Programming-Formulation of LPP :** Graphical method of solution; Problems relating to two variables including the case of mixed constraints; Cases having no solution, multiple solutions, unbounded solution and redundant constraints.

Simplex Method - Solution of problems up to three variables, including cases of mixed constraints; Duality; Transportation Problem.

UNIT - V   **Compound Interest and Annuities:** Certain different types of interest rates; Concept of present value of amount of a sum; Types of annuities; Present value and amount of an annuity, including the case of continuous compounding; Valuation of simple loans and debentures; Problems relating to sinking funds.

Suggested Readings

1. Allen R.G.D.: Basic Mathematics; Macmillan, New Delhi.
2. Khan, M. Shadab: Business Mathematics, Anmol Publication, New Delhi.
3. Dowling, E.T.: Mathematics for Economics; Schaum Series, McGraw Hill London. 3. Loomba, Paul: Linear Programming; Tata McGraw Hill, New Delhi.
4. Soni, K.S.: Business Mathematics,; Pitamber Publication House.
5.   Holden: Mathematics for Business and Economics; Macmillan India, New Delhi.

DEPARTMENT OF COMMERCE
ALIGARH MUSLIM UNIVERSITY, ALIGARH
MANAGEMENT CONCEPT
B.Com. (Hons) Ist   YEAR

Max. Marks - 100
Sessional -   20
Examination -   80

Objective
This course familiarizes the students with the basics of principles of management.
COURSE INPUTS

UNIT - I   **Introduction:** Concept, nature, process, and significance of management; Managerial roles (Mintzberg); An overview of functional areas of management; Development of management thought; Classical and neo-classical systems; Contingency approaches.

UNIT - II   **Planning:** Concept, process, and types. Decision making -concept and process; Bounded rationality; Management by Objectives; Corporate planning; Environment analysis and diagnosis; Strategy formulation.

UNIT - III   **Organizing:** Concept, nature, process, and significance; Authority and responsibility relationships; Centralization and decentralization; Departmentation; Organizational structure -forms and contingency factors.

UNIT - IV   **Motivating and Leading People at Work:** Motivation -concept; Theories -Maslow, Herzberg, McGregor, and Ouchi; Financial and non-financial incentives.
Leadership -concept and leadership styles; Leadership theories (Tannenbaum and Schmidt.); Likert's System Management.
Communication-nature, process, networks, and barriers; Effective communication.

UNIT - V   **Managerial Control:** Concept and process; Effective control system; Techniques of control -traditional and modern.
Management of Change: Concept, nature, and process of planned change; Resistance to change; Emerging horizons of management in a changing environment.

Suggested Readings

1. Drucker Peter F: Management Challenges for the 21st Century; Butterworth Heinemann, Oxford.
2. Weihrich and Koontz, et al: Essentials of Management; Tata McGraw Hill, New Delhi.
3. Fred Luthans: Organizational Behaviour; McGraw Hill, New York.
4. Louis A. Allen: Management and Organization; McGraw Hill, Tokyo.
5. Ansoff H.I: Corporate Strategy; McGraw Hill, New York.
6. Hampton, David R: Modern Management; McGraw Hill, New York.
7. Stoner and Freeman: Management; Prentice-Hall, New Delhi.
8. Maslow Abraham: Motivation and Personality; Harper & Row, New York, 1954.
9. Hersey Paul and Blanchard Kenneth: Management of Organizational Behaviour -Utilizing the Resources; Prentice Hall of India, New Delhi.
10. Ibancevish J.M. and Matleson M. T: Organizational Behaviour & Management; Irwin Homewood, Illinouis.

DEPARTMENT OF COMMERCE
ALIGARH MUSLIM UNIVERSITY, ALIGARH
BUSINESS ECONOMICS
B.Cam. (Hons) Ist YEAR

Max. Marks - 100
Sessional - 20
Examination - 80

Objective
This course is meant to acquaint the students with the principles of Business Economics as are applicable in business.

Course Inputs

UNIT- I   **Introduction:** Basic problems of an economy; Working of price mechanism.
Elasticity of Demand: Concept and measurement of elasticity of demand; Price, income and cross elasticities; Average revenue, marginal revenue, and elasticity of demand; Determinants of elasticity of demand; Importance of elasticity of demand.

UNIT- II   **Production Function:** Law of variable proportions; Iso-quants; Economic regions and optimum factor combination; Expansion path; Returns to scale; Internal and external economies and diseconomies; Ridge lines.

Theory of Costs: Short-run and long-run cost curves -traditional and modern - approaches.

UNIT- III   **Market Structures:** Market structures and business decisions; Objectives of a business firm.

a. Perfect Competition: Profit maximization and equilibrium of firm and industry; Short-run and long run supply curves; Price and output determination, Practical applications.

b. Monopoly: Determination of price under monopoly; Equilibrium of a firm; Comparison between perfect competition and monopoly; Multi-plant monopoly; Price discrimination, Practical applications.

c. Monopolistic Competition: Meaning and characteristics; Price and output determination under monopolistic competition; Product differentiations; Selling costs; Comparison with perfect competition; Excess capacity under monopolistic competition

d. Oligopoly: Characteristics, indeterminate pricing and output; Classical models of oligopoly; Price leadership; Collusive oligopoly; Kinked demand curve-

UNIT - IV   **Factor Pricing-I:** Marginal Productivity theory and demand for factors; Nature of supply of factor inputs; Determination of wage rates under perfect competition and monopoly; Exploitation of labour; Rent -Concept; Ricardian and modern theories of rent; Ouasi-rent.
Factor Pricing-II: Interests -Concept and theories of interest; Profit -nature, concepts, and theories of profit.

UNIT - V   **Theory of Income determination;** Theory of Employment; Classical & Say's Law & their criticism, pigou's modification. Keynesian theory of employment & income, Determination of National Income, Critique & Relevance of Keynesian System, Determinations of Income & Employment. (a) propensity to consume —and (b) Inducement to invest, Multiplier and Accelerator, Wages & Employment, Unemployment, under & Full employment, Trade cycles; Meaning phases characteristics & theories Kaldor's contribution policy for the trade cycle; different measures (domestic & international)

Suggested Readings

1. John P, Gould, Jr. and Edward P. Lazear: Micro-economic Theory; All India Traveller, Delhi.
2. Browning Edger K. and Browning Jacquenlence M: Microeconomic Theory and Applications; Kalyani Publications, New Delhi.
3. Watson Donald S. and Getz Molcolm: Price Theory and Its Uses; Khosla Publishing House, New Delhi.
4. Koutsoyianni A.: Modem Microeconomics; Macmillan, New Delhi.
5. Richard G, Lipsey: An Introduction to Positive Economics; ELBS, Oxford.
6. Stigler G: The Theory of Price; Prentice Hall of India.
7. Nellis & Parker: The Essence of Business Economics; Prentice Hall, New Delhi.
8. Ferguson P.R., Rothschild R., and Ferguson G.J.: Business Economics; Macmillan, Hampshire.
9. Ahuja H.L.: Business Economics; S.Chand & Co., New Delhi.

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DEPARTMENT OF COMMERCE
ALIGARH MUSLIM UNIVERSITY, ALIGARH

FINANCIAL ACCOUNTING
B.Com. (Hons) Iˢᵗ YEAR

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Max. Marks - 100
Sessional - 20
Examination - 80

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Objective

This course is to provide knowledge of accounting methods and their applications in different business situations.

COURSE INPUTS

UNIT - I   Accounting for the Dissolution of Partnership Firms: Dissolution of Firm, Dissolution of Partnership; Circumstances which cause the "Dissolution of Firm", Liability of a Partner on Dissolution, Simple: Dissolution (Accounting Procedure), Unrecorded Asset and Unrecorded Liability, Return of Premium (Goodwill) on Premature Dissolution, Preparation of Pre-Dissolution Balance, Sheet Treatment of Joint Life Policy, Insolvency of a Partner; Garver vs Murray Case, Application in India, Insolvancy of All Partners, Accounting Treatment.

UNIT - II   Branch Accounting: Accounting for the Dependant Branches, Accounting treatment in the books of Head Office (a) Debtors System; (I) When goods are sent to Branch at Invoice Price; Calculation of loading or profit element; (II) when profits are expressed in Relation to Invoice Price (b) Stock and Debtors System.
   Accounting for the Hire Purchase and Instalment purchase Systems: Nature of these systems, difference between the two: Journal entries and preparation of ledger accounts in the books of purchaser and vendor.

UNIT - III Issues of shares on various terms (including pro-rata allotment), Forfeiture and reissue of forfeited shares: issue of bonus shares; Redemption of preference shares.
   Issue of debentures, Methods of Redemption of debentures: - redemption by conversion and sinking fund method.

UNIT - IV Final accounts : Preparation of profit and loss Account, Profit and Loss Appropriation Account and Balance Sheet of a Company in accordance with the provisions of Companies Act, 1956. (Excluding computation of managerial remuneration and disposal of profit)
   Valuation of Goodwill and Shares.

UNIT - V Accounting related to Amalgamation : Meaning and Types of amalgamation; Amalgamation in the nature of purchase and Amalgamation in the nature of merger; Methods of accounting for amalgamation - Pooling of interest method and purchase method, consideration, accounting treatment in the books of transferor and transferer companies as per Accounting Standard (AS)-14.
   Accounting for internal reconstruction : Meaning, Alteration of share capital, reduction of share capital, Accounting entries (excluding inter-company holdings and reconstruction schemes).

Suggested Readings

1. R.L. Gupta & Radhaswamy   :   Advanced Accountancy
2. S.N. Maheshwari   :   Advanced Accountancy
3. J.R. Monga   :   Fundamentals of Corporate Accounting
4. M.C. Shukla & T.S. Grewal and S.P. Gupta   :   Advanced Accounts
5. Jain & Narang   :   Advanced Accounts
6. R.L. Gupta & Radhaswamy   :   Financial Statement Analysis
7. Arulanandam & Raman   :   Advanced Accountancy
8. Anthony, R.N. and Reece, J.S   :   Accounting Principles; Richard Irwin
9. Compendieum of Statement and Standards of Accounting: The Institute of Chartered Accounts
            of India New Delhi.

ENVIRONMENTAL AWARENESS
DEPARTMENT OF COMMERCE
ALIGARH MUSLIM UNIVERSITY, ALIGARH

Max. Marks:	**50 marks**
Semester System:	**03 credits (including case study)**
Annual System:	**45 for examination**
	05 for Case Study

Syllabus

Unit 1: **Environment and Natural Resources**

Environment:
- Meaning, Structure and Types of Environment.
- Man and Environment relationship.

Natural Resources:
- Renewable and Non-renewable resources: Forests, Water, Minerals, Food, Energy and Land and their use and exploitation.
- Role of an individual in conservation of resources. (9 lectures)

Unit 2: **Ecosystem and Biodiversity**

Ecosystem:
- Meaning, concept and components.
- Forms and functions, food chain, food web, tropic levels.
- Circulation of matter in the ecosystem: Energy and water cycle.
- Functioning of following ecosystems: Forest, Grassland, desert and aquatic ecosystem.

Biodiversity:
- Meaning and Definition: element and types.
- Value and importance of Biodiversity.
- Biodiversity hot-spots.
- Threat to biodiversity : Habitat loss, poaching of wildlife, man wildlife conflicts.
- Conservation of Biodiversity. (9 lectures)

Unit 3: **Environmental Pollution and Hazards/Disasters**

Environmental Pollution:
- Definition, causes, effects and control measures of air pollution, noise pollution, water pollution, soil pollution.
- Solid waste management: Causes, effects and control measures of urban and industrial wastes.
- Role of an individual in prevention of pollution.

Hazards and Disasters:
- Natural Hazards/Disasters : Meaning and Concept.
- Disaster Management : Floods, earthquake, cyclone and landslides.　　　(9 lectures)

Unit 4:　**Social Issues and Environment**
- From Unsustainable to sustainable development.
- Urban problems and related energy.
- Water conservation, rain water harvesting, watershed management.
- Environmental ethics: Issues and possible solutions.
- Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust.
- Consumerism and waste products.
- Pollution growth, variation among nations.
- Environment and human health.　　　　　　　　　　　　(9 lectures)

Unit 5:　**Environmental Management and Laws**
- Environmental Protection Act.
- Air (Prevention and Control of Pollution) Act.
- Water (Prevention and Control of Pollution) Act.
- Wildlife Protection Act.
- Forest Conservation Act.
- Biodiversity Act.
- Environmental Management and Awareness.
- International/National Protocols and Treaties.
- Protection and Promotion on Environmental Law by Apex Court through PIL.　(9 lectures)

Case Study

Recommended Books
1. Chandra. R.C., 1998, Environmental Awareness, Kalyani Publishers, New Delhi.
2. Dhar, N.D.; Kumar, S. and Vaish, T., 2009, Environment and Ecology, Vayu Education of India, New Delhi.
3. Gaur, S., and Chandrashekhar, T., 2006, Global Environmental Crisis, Book Enclave, Jaipur.
4. Gautam, A., 2007, Environmental Geography, Sharda Pustk Bhawan, New Delhi.
5. Gupta, P.D., 2003, Environmental Issues for the 21st Century, Mittal Publications, New Delhi.
6. Park C.C., 1980, Ecology and Environmental management, Eutterworths, London.
7. Radha, S., and Sankhyan, A.S., (Ed.), 2004, Environmental Challenges of the 21st Century, Deep Publications, New Delhi.
8. Rasure, K.A., 2007, Environment and Sustainable Development, Serials Publications, New Delhi.
9. Saxena, H.M., 2006, Environmental Studies, Rawat Publications, Jaipur.
10. Singh, S., 2008, Environmental Geography, Prayag Pustak Bhawan, Allahabad.
11. Verma, S.B. and Shiva, K.S. (Ed.), Environmental Protection and Development, Deep Publications, New Delhi.

B.Com.
II Year

DEPARTMENT OF COMMERCE
Aligarh Muslim University, Aligarh
COMPANY LAW & SECRETARIAL PRACTICES
B.Com. II Year

Max. Marks - 100
Sessional - 20
Examination - 80

Objective

The objective of this course is to provide basic knowledge of the provisions of the companies Act. 1956, along with relevant case law as well as Secretarial Practice.

UNIT - I   **Company:** Definition, Characteristics, Kinds, Merits and Limitations of a Company. Formation of Company: Promotion, Incorporation, Capital Subscription and Commencement of business. Conversion of private company into public company.

UNIT - II   Memorandum of Association; Articles of Association; Prospectus, Shares and Share Capital, Share Certificate and Share Warrant, Members and Register of Members, Transfer and Transmission of Shares.

UNIT - III   **Capital Management:** Borrowing powers, Security for borrowings, Methods of Borrowings, Debentures: Meaning and Kinds, Debentures and Charges.

UNIT - IV   **Company Secretaries and Directors:** Qualifications, appointments, rights and duties, Dismissal of the Secretary. Company meetings: kinds, quorum, voting, resolutions, minutes. Chairman - powers and duties.

UNIT - V   Majority powers and minority rights; Prevention of oppression and mismanagement, Powers of Company Law Board, Powers of inspectors. Winding up: kinds and conduct.

Suggested Readings

1. Gower L.C.B: Principles of Modern Company Law; Stevens & Sons. London.
2. Ramaiya A.: Guide to the Companies Act; Wadhwa & Co. Nag pur.
3. Singh Avtar: Company Law; Eastern Book Co., Lucknow.
4. Kuchal M.C.: Modern India Company Law; Shri Mahavir Books, Noida.
5. Kapoor N.D.: Company Law -Incorporating the Provisions of the Companies Amendment Act, 2000; Sultan Chand & Sons, New Delhi
6. Bagrial A.K.: Company Law; Vikas Publishing House, New Delhi.
7. K.C. Garg and Vijay Gupta: Company Law and Secretarial Practice, Kalyani Publishers, New Delhi.

DEPARTMENT OF COMMERCE
Aligarh Muslim University, Aligarh
BUSINESS STATISTICS
B.Com. II Year

Max. Marks - 100
Sessional - 20
Examination - 80

Objective

This course enables the students to gain understanding of statistical techniques as are applicable to business.

COURSE INPUTS

UNIT - I   Introduction: Statistics as a subject; Descriptive Statistics -compared to Inferential Statistics; Types of data; Summation operation; Rules of Sigma Σ operations, Analysis of Univariate Data: Construction of a frequency

distribution; Concept of central tendency and dispersion -and their measures.

UNIT - II Index Number: Meaning. types. and uses; Methods of constructing price and quantity Jindices (simple and aggregate); Tests of adequacy; Chain-base index numbers; Base shifting, splicing, and deflating; Problems in constructing index numbers; Consumer price index, Partition Values, Moments, Skewness and measures, Kurtosis and Measures.

UNIT - III Analysis of Bivariate Data: Linear regression and correlation. Forecasting and Method, Forecastlng-concept, types, and importance; General approach to forecasting; Methods of forecasting; Forecasting demand; Industry Vs Company sales forecasts; Factors affecting company sales.

UNIT - IV Analysis of Time Series: Causes of variations in time series data; Components of a time series; Decomposition -Additive and multiplicative models; Determination of trend -Moving averages method and method of least squares (including linear, second degree, parabolic, and exponential trend); Computation of seasonal indices by simple averages, ratio-to-trend, ratio-to-moving average, and link relative methods.

UNIT - V Theory of Probability: Probability as a concept; The three approaches to defining probability; Addition and multiplication laws of probability; Conditional probability; Bayes' Theorem; Expectation and variance of a random variable.

Suggested Readings

1. Ahmad, M.M., 'Probability and Probability Distributions', AMU Press, Aligarh.
2. Hooda, R.P .: Statistics for Business and Economics; Macmillan, New Delhi.
3. Ya-lun Chou: Statistical Analysis with Business and Economic Applications, Holt; Rinehart & Winster, New York.
4. lewin and Rubin: Statistics for Management; Prentice-Hall of India, New Delhi.
5. Hoel & Jessen: Basic Statistics for Business and Economics; John Wiley and Sons, New York.

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DEPARTMENT OF COMMERCE
Aligarh Muslim University, Aligarh
COST ACCOUNTING
B.Com. II Year

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Max. Marks - 100
Sessional - 20
Examination - 80

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Objective

This course exposes the students to the basic concepts and the tools used in cost accounting.

COURSE INPUTS

UNIT - I   Introduction: Nature and scope of cost accounting; Cost concepts and classification; Methods and techniques; Installation of costing system; Concept of cost audit.
Accounting for Material: Material control; Concept and techniques; Pricing of material issues; Treatment of material losses.

UNIT - II   Accounting for Labour: Labour cost control procedure; Labour turnover; Idle time and overtime; Methods of wage payment -time and piece rates; Incentive schemes.
Accounting for Overheads: Classification and departmentalization; Absorption of overheads; Determination of overhead rates; Under and over absorption, and its treatment.

UNIT - III   Cost Ascertainment (I): Unit costing; batch costing; Operating costing;

UNIT - IV   Cost Ascertainment (II): Job Costing, Contract Costing; and Process Costing - excluding inter process profits, and joint and by-products.

UNIT - V   Cost Records: Integral and non-integral system; Reconciliation of cost and financial accounts.

Suggested Readings

1. Baig Nafees, Cost Accounting, Rjat Publications, New Delhi.
2. Arora M.N: Cost Accounting-Principles and Practice; Vikas, New Delhi.
3. Jain S.P. and Narang K.L: Cost Accounting; Kalyani New Delhi.
4. Horngren, Charles, Foster and Datar: Cost Accounting -A Managerial Emphasis; Prentice-Hall of India, New Delhi.
5. Nigam and Jain, "Cost Accounting - Principles and Practice, Prentice Hall of India, New Delhi.
6. Tulsian p .C; Practical Costing: Vikas, New Delhi.
7. Maheshwari S.N: Advanced Problems and Solutions in Cost Accounting; Sultan Chand, New Delhi.

DEPARTMENT OF COMMERCE
Aligarh Muslim University, Aligarh

FUNDAMENTALS OF ENTREPRENERUSHIP
B.Com. II Year

Max. Marks - 100
Sessional - 20
Examination - 80

Objective

This course is to provide exposure to the students to the entrepreneurial culture and industrial growth so as to prepare them to set up and manage their own small, tiny and medium scale units.

UNIT - I   **Introduction:** The entrepreneruship & Entrepreneur: Definition: Qualities, Functions & types. Emergence of entrepreneurial class; Theories of entrepreneurship; Achivement Motivation Training: Theory & Concept, Leadership; Risk taking; Decision-making and business planning. Social Responsibility & Entrepreneruship.

UNIT - II   **Promotion of a Venture:** Opportunities analysis; External environmental analysis, Socio-Economic and technological; Competitive factors; Legal & other requirements for new unit. Raising of funds, Venture capital; Sources and documentation required. Industrial Policies of GOI since 1948 till 1990 in general & from 1991 till date in special.

UNIT - III   **Project Management:** Business Opportunity Identification & Guidence & Information Sources for it. Concept of Project & Setting up of SSI Unit; Project Identification & Classification, Project Formulation & Appraisal and Proejct Report.

UNIT - IV   **Institutional Support & Financing:** Govt. and Non-Govt. Assistance to Entrepreneruship DST, NSTEDB, NABARD, KVIC, NIESBD, SIDBI, SFCs, IDBI, NSIC, EDI, SIDO, IIE, IFCI, IRBI, Ex-Im. Bank, RCTC, SIDC, COSIDICI & Commercial Banks' role in its promotion.
Entrepreneurial Development Programmes (EDPs): Their role, relevance, and achievements; Role of Government in organizing EDPs; Critical evaluation of programs.

UNIT - V   **Entrepreneurship & Economic Development:** Incentives & Subsidies for Small Business. Indian Economic Reforms/Liberalization & Entrepreurship. Innovation, Research & Development (R&D), Employment Generation, Balanced Regional Development, Export Promotion, Import Substitution, Forex Earnings, FDI, SEZs

Suggested Readings

1. Tandon B.C.: Environment and Entrepreneur; Chugh Publications, Allahabad.
2. Siner A David: Entrepreneurial Megabucks; John Wiley and Sons, New York.
3. Srivastava S.B: A Practical Guide to Industrial Entrepreneurs; Sultan Chand and Sons, New Delhi.
4. Prasanna Chandra: Project Preparation, Appraisal, Implementation; Tata McGraw Hill, New Delhi.s

5. Pandey I.M.: Venture Capital - The Indian Experience; Prentice Hall of India, New Delhi.
6. Holt: Entreprenership-New Venture Creation; Prentice Hall of India, New Delhi.

DEPARTMENT OF COMMERCE
Aligarh Muslim University, Aligarh
INDIRECT TAXES
B.Com. II Year

Max. Marks - 100
Sessional - 20
Examination - 80

Objective

This course aims at imparting basic knowledge about major indirect taxes.

COURSE INPUTS

UNIT - I   Central Excise: Nature and scope of Central Excise; Important terms and definitions under the Central Excise Act; General procedures of central excise; Clearance and excisable goods; Concession to small scale industry under Central Excise Act; CENVAT.

UNIT - II   Customs (I) : Role of customs in international trade; Important terms and definitions under the Customs Act 1962; Assessable value; Baggage; Bill of entry; Dutiable goods; Duty; Exporter; Foreign going vessel; Aircraft goods; Import; Import Manifest; Importer; Prohibited goods; Shipping bill; Store; Bill of lading; Export manifest; Letter of credit; Kinds of duties -basic, auxiliary, additional or countervailing; Basics of levy-advalorem, specific duties; Prohibition of export and import of goods, and provisions regarding notified & specified goods.

UNIT - III   Customs (II) :Import of goods -Free import and restricted import; Type of import -import of cargo, import of personal baggage, .import of stores.
Clearance Procedure -For home consumption, for warehousing, for re-export; Clearance procedure for Import by post: Prohibited exports; Canalised exports; Exports against licensing; type of exports, export of cargo, export of baggage; Export of cargo by land, sea, and air routes.

UNIT - IV   Central Sales Tax (I) : Important terms and definitions Under the Central Sales Tax Act 1956 -Dealer, declared good, place of business, sale, sale price, turnover, year, appropriate authority; Nature and scope of Central Sales Tax Act; Provisions relating to inter-state sales; Sales inside a state; Sales/purchase in the course of imports and exports out of India.

UNIT - V   Central Sales Tax (II) : Registration of dealers and procedure thereof; Rate of tax; Sales against 'C' and 'D' forms, Branch and Consignment Transfer Exemption of subsequent sales; Determination of turnover Defections from

Turnover. Principles for determining levy of central sales tax; Concept of sale or purchase of goods in the course of central/state trading; When does sales or purchase of goods take place inside the state; When does the sale or purchase of goods take place in the course of imports or exports.

Suggested Readings
1.   Central Excise Act.
2.   Customs Act.
3.   Central Sales Tax Act.
4.   Ahuja Girish & Gupta Ravi: Practical Approach to Income Tax, Wealth Tax and Central Sales Tax (Problems and Solutions with Multiple Choice Questions); Bharat law House Pvt. Ltd., New Delhi.

DEPARTMENT OF COMMERCE
Aligarh Muslim University, Aligarh
BUSINESS REGULATORY FRAMEWORK
B.Com. II Year

Max. Marks - 100
Sessional - 20
Examination - 80

Objective

This course is to familiarize the students with the Indian business laws.

COURSE INPUTS

UNIT - I   Law of Contract (1872): Nature of contract; Classification; Offer and acceptance; Capacity of parties to contract; Free consent; Consideration; Legality of object; Agreement declared void; Performance of contract; Discharge of contract; Remedies for breach of contract.

UNIT - II   Special Contracts: Indemnity; Guarantee; Bailment and pledge; Agency. Unpaid seller and his rights, sale by auction; Hire purchase agreement.

UNIT - III   Sale of Goods Act 1930: Formation of contracts of sale; Goods and their classification, price; Conditions, and warranties; Transfer of property in goods; Performance of the contract of sales.

UNIT - IV   Negotiable Instrument Act 1881: Definition of negotiable instruments; Features; Promissory note; Bill of exchange & cheque; Holder and holder in the due course; Crossing of a cheque, types of crossing; Negotiation; Dishonour and discharge of negotiable instrument.

UNIT - V   The Consumer Protection Act 1986: Salient features; Definition of consumer; Grievance redressal machinery; Foreign Exchange Management Act 2000: Definitions and main provisions.

Suggested Readings

1.   Desai T.R.: Indian Contract Act, Sale of Goods Act and Partnership Act; S.C. Sarkar & Sons Pvt. Ltd., Kolkata.
2.   Khergamwala J.S: The Negotiable Instruments Act; N.M.Tripathi Pvt. Ltd, Mumbai.
3.   Singh Avtar: The Principles of Mercantile Law; Eastern Book Company, Lucknow.
4.   Kuchal M.C: Business Law; Vikas Publishing House, New Delhi.
5.   Kapoor N.D: Business Law; Sultan Chand & Sons, New Delhi.
6.   Chandha P.R: Business Law; Galgotia, New Delhi.

B.Com.

III Year

DEPARTMENT OF COMMERCE
Aligarh Muslim University, Aligarh
INFORMATION TECHNOLOGY AND ITS APPLICATIONS IN BUSINESS
B.Com. III Year

Max. Marks - 100
Sessional - 20
Examination - 80

Objective

The objective of the course is to familiarize the students with the innovations in information technology and how it affects business. An understanding of the ground rules of these techno!ogies will enable the students to appreciate the nitty-gritty of E-Commerce.

COURSE INPUTS

UNIT - I **Information Revolution and Information Technology (I.T.):** Deployment of IT in Business; Basic features of IT; Impact of IT on business environment and social fabric. Data communication - Communication Channels, Wired Transmission Microwave Transmission, Optical Fiber Transmission, Radar Transmission, Laser Transmission, Satellite Transmission.

UNIT - II **Fundamentals of Computers:** Data, information and EDP, Data, information, need and concept of data and information; Data processing; Electronic data processing; Computer Processing System: Definition of Computer, Hardware/Software concepts; Generation of Computers; Types of computers, CPU and its function, various computer system. Input and output devices.

UNIT - III **Computer-based Business Applications:** Word Processing: Meaning and role of word processing in creating of documents, editing, formatting, and printing documents, using tools such as spelling check, thesaurus, etc. in word processors (MS-Word). Electronic Spreadsheet: Structure of spreadsheet and its applications to accounting, finance, and marketing functions of business. The concept of data base management system Data field records and files, sorting and indexing data.

UNIT - IV **The Internet and its Basic Concepts :** Internet-concept, history, development in India; Technological foundation of internet; Application of Distributed Computing; Client-server computing; Internet protocol suite in internet environment; Domain Name System (DNS); Domain Name Service (DNS).

UNIT - V **Electronic Data Interchange (EDI) :** Introduction to EDI; Basics of EDI; EDI standards; Financial EDI; Advantages of EDI; Future of EDI.
Information System Audit; Basic idea of information audit; Difference with the traditional concepts of audit; Conduct and applications of IS audit in internet environment.

Suggested Readings

1.   Agarwala Kamlesh. N. and Agarwala Deeksha: Business on the Net -Introduction to E-Commerce; Macmillan India, New Delhi.
2.   Agarwala Kamlesh. N. and Agarwala Deeksha: Bulls, Bears and The Mouse: An Introduction to Online Stock Market Trading; Macmillan India, New Delhi.
3.   Agarwala Kamlesh. N. and Agarwala Prateek Amar: WAP the Net: An Introduction to Wireless Application Protocol; Macmillan India, New Delhi.
4.   Bajaj Kamlesh K. and Nag Debjani: E-Commerce: The Cutting Edge of Business; Tata McGraw Hill, New Delhi.
5.   Edwards, Ward and Bytheway: The Essence of Information Systems; Prentice Hall New Delhi.
6.   Garg & Srinivasan: Work Book on Systems Analysis & Design; Prentice Hall New Delhi.
7.   Kanter: Managing with Information; Prentice Hall New Delhi.
8.   Minoli Daniel, Minoli Emma: Web Commerce Technology Handbook; Tata McGraw Hill, New Delhi.
9.   Minoli Daniel: Internet & Intranet Engineering; Tata McGraw Hill, New Delhi.
10.   Yeats: Systems Analysis & Design; Macmillan India, New Delhi,
11.   Goyal: Management Information System; Macmillan India, New Delhi. 12. Timothi J O'Leary: Microsoft Office 2000; Tata McGraw Hill, New Delhi.

DEPARTMENT OF COMMERCE
Aligarh Muslim University, Aligarh
MONEY AND FINANCIAL SYSTEMS
B.Com. III Year

Max. Marks - 100
Sessional - 20
Examination - 80

Objective

The course is to expose the students to the role of money in economy and financial system prevailing in India. .

COURSE INPUTS

UNIT - I Money: Functions; Alternative measures to money supply in India -their different components; Meaning and changing relative importance of each; High powered money -meaning and uses; Sources of changes in high powered money. Finance: Role of finance in an economy; Kinds of finance; Financial system; Components; Financial intermediaries; Markets and instruments, and their functions.

UNIT - II Indian Banking System: Definition of bank; Commercial banks -importance and functions; Structure of commercial banking system in India; Balance sheet of a Bank; Meaning and importance of main liabilities and assets; Regional rural banks; Co-operative banking in India. Process of Credit Creation By Banks: Credit creation process; Determination of money supply and total bank credit.

UNIT - III Development Banks and Other Non-Banking Financial Institutions: Their main features; Unregulated credit markets in India -main feature, The Reserve Bank of India: Functions; Instruments of monetary and credit control; Main features of monetary policy since independence.

UNIT - IV Problems and Policies of Allocation of Institutional Credit: Problems between the government and the commercial sector; Inter-sectoral and inter-regional problems; Problems between large and small borrowers; Operation of conflicting pressure before and after bank nationalization in 1969. .

UNIT - V Interest Rates: Various rates in India (viz. bond rate, bill rate, deposit rates, etc.); Administered rates and market-determined rates; Sources of difference in rates of interest; Behavior of average level of interest rates since 1951 -impact of inflation and inflationary expectations.

Suggested Readings

1.   Chandler I.V. and Goldfeld S.M: The Economics of Money and Banking; Harper and Row, New York.
2.   Gupta S.B: Monetary Planning of India; S. Chand, New Delhi.
3.   Khan M. Y: Indian Financial system -Theory and Practice; Tata McGraw Hill, New Delhi.
4.   Reserve Bank of India: Functions and Working.
5.   Banking Commission: Report(s).
6.   Reserve Bank of India: Bulletins
7.   Reserve Bank of India: Annual Report(s)
8.   Report on Currency and Finance, Ministry of Finance, Govt. of India, New Delhi.
9.   Sengupta A.K. and Agarwal M.K: Money Market Operations in India; Skylark Publications, New Delhi.
10. Vinayakan N: Banking by 2000 A.D ; Kanishka Publishers, Delhi.
11. Panchmukhi V.R., Raipuria K.M, and Tandon R: Money and Finance in World Economic Order; Indus Publishing Co, New Delhi
12. Khubchandani: Practice and law of Banking; Macmillan India Ltd, New Delhi,
13. Hatler: Bank Investment and Funds Management; Macmillan India Ltd, New Delhi,
14. Merrill: Financial Planning in the Bank; Macmillan India Ltd, New Delhi,

DEPARTMENT OF COMMERCE
Aligarh Muslim University, Aligarh
MANAGEMENT ACCOUNTING
B.Com. III Year

Max. Marks - 100

Objective

This course provides the students an understanding of the application of accounting techniques for managerial decision making.

COURSE INPUTS

UNIT - I **Management Accounting:** Meaning, objectives, scope and functions of management accounting; Role of management accounting in decision making; Management accounting vs financial accounting and cost accounting. Tools and techniques of management accounting.

UNIT - II **Analysis of Financial Statements:** Meaning & Types of Financial Statements. Meaning, Objectives, Significance and Tools of Financial Statement Analysis. Ratio analysis: Advantages of ratio analysis; Limitations of accounting ratios. Classification of ratios -Profitability ratios, Solvency ratios, Liquidity ratios and Turnover ratios. Funds Flow Statement and Cash Flow Statement as per Accounting Standard 3(revised).

UNIT - III **Absorption and Marginal Costing:** Meaning, Difference between Absorption Costing & Marginal Costing. Cost - Volume - Profit Analysis. Application of Marginal Costing Technique: Pricing, Shut down decision, Selection of profitable product mix, Make or buy, Profit planning, Exploring new market.

UNIT - IV **Budgeting for Profit Planning and Control:** Meaning of budget and budgetary control; Objectives; Merits and limitations; Types of budgets; Fixed and Flexible budgeting; Control ratios; Zero base budgeting, Responsibility accounting; Performance budgeting.

UNIT - V **Standard Costing and Variance Analysis:** Meaning of standard cost and standard costing; Advantages and application; Variance analysis - material; Labour and Overhead Variances.

Suggested Readings

1. Baig, Nafees : Management Accounting.
2. Arora M.N: Cost Accounting-Principles and Practices; Vikas, New Delhi.
3. Jain S.P.& Narang K.L: Cost Accounting; Kalyani, New Delhi
4. Horngren, Charles, Foster and Datar et al: Cost Accounting -A Managerial Emphasis; Prentice Hall , New Delhi.
5. Khan M.Y.and Jain P.K: Management Accounting; Tata McGraw Hill, New Delhi.
6. Kaplan R.S. and Atkinson A.A.: Advanced Management Accounting; Prentice Hall India, New Delhi.
7. S.K. Gupta, R.K. Sharma, Management Accounting, Kalyani Publishers, New Delhi.

DEPARTMENT OF COMMERCE
Aligarh Muslim University, Aligarh
Auditing
B.Com. III Year

Max. Marks - 100
Sessional - 20
Examination - 80

Objective

This course aims at imparting knowledge about the principles and methods of auditing and their application.

COURSE INPUTS

UNIT - I   **Audit and Audit Process:** Meaning, Nature, Objectives and Various Classes of Auditings, Standard of Auditing, Pronouncements on accepted Auditing practices, Internal Control and the need for its evaluation by the Auditor.

UNIT - II   **Audit Procedures:** Verification programme-selective verification, Audit in depth, test checking, Auditor's Approach to statistical sampling, Routine checking, vouchers, verification and valuation of assets and liabilities, Auditor's Report on Profit and Loss Account and Balance Sheet.

UNIT - III   **Audit of Limited Companies:** Qualifications and Appointment of Company Auditors, their powers, duties and liabilities as per Company Act 1956, Enquiries under Section 227 (IA), Audit of share capital, share transfer and managerial remuneration, Additional matters in the Auditor's Report (Manufacturing and other companies), Auditor's Report Order 1988.

UNIT - IV   **Audit of Public Sector Undertaking and Banks:** Special features concerning Audit of departmental undertakings, Statutory Corporations and Government Companies, Procedure of appointment of Auditors, Special features relating to the audit of Banks, Audit of Insurance Companies and audit of non-profit companies.

UNIT - V   **(a)**   **Cost Audit:** Importance of cost audit, Provisions regarding cost audit, Cost   Audit report, Tax and Social Audit.

(b)   **Internal Audit:** Objective and scope of Internal Audit, Responsibilities and   Authority of Internal Auditors, Relationship between internal auditor and   statutory auditor.

Books Recommended:
1.   Gupta Kamal   :   Contemporary Auditing, TATA Mc Graw, New Delhi.

2.   Tandon, B.N.   :   Principles of Auditing, S. Chand & Company, New Delhi.
3.   Pargare Dinkar   :   Principles and practices of Auditing, Sultan Chand, New Delhi.
4.   Sharma, T.R.   :   Auditing Principles and Problems, Sahitya Bhawan, Agra.

DEPARTMENT OF COMMERCE
Aligarh Muslim University, Aligarh
INCOME TAX
B.Com. III Year

Max. Marks - 100
Sessional - 20
Examination - 80

Objective

This course objective of this course is to enable the students to know the basics of Income Tax Act and its implications.

COURSE INPUTS

UNIT - I   **Basic Concepts:** Income, agricultural income, casual income, assessment year, previous year, gross total income, total income, person; Tax evasion, Tax avoidance, and Tax planning.
Basis of Charge: Scope of total income, residence and tax liability, income which does not form part of total income.

UNIT - II   **Computation of Income** under the head, "Salaries" and "Income from House Property".

UNIT - III   **Computation of Income under the head :** "Profit and gains of business or profession", including provisions relating to specific business; "Capital gains" and Income from other sources.

UNIT - IV   **Computation of Tax Liability:** Computation of total income and tax liability of an individual, H.U.F., and firm; Aggregation of income; Set-off and carry forward of losses; Deduction from gross total income.

UNIT - V   **Tax Management:** Tax deduction at source; Advance payment of tax; Assessment procedures; Tax planning for individuals. Tax Administration: Authorities, appeals, penalties.

Suggested Readings

1.   Singhania V.K: Students' Guide to Income Tax; Taxmann Publications, New Delhi.

2.   Prasad, Bhagwati: Income Tax Law & Practice; Wiley Publication, New Delhi.
3.   Mehrotra H.C: Income Tax Law & Accounts; Sahitya Bhawan, Agra.
4.   Dinker Pagare: Income Tax Law and Practice; Sultan Chand & Sons, New Delhi.
5.   Girish Ahuja and Ravi Gupta: Systematic approach to income tax ; Bharat Law House, New Delhi.
6.   Chandra Mahesh and Shukla D.C.: Income Tax Law and Practice; Pragati Publications, New Delhi.

DEPARTMENT OF COMMERCE
Aligarh Muslim University, Aligarh
(MARKETING)
(Optional) Group - I
PRINCIPLES OF MARKETING
B.Com. III Year

Max. Marks - 100
Sessional - 20
Examination - 80

Objective

The objective of this course is to help students to understand the concept of marketing and its applications.

COURSE CONTENTS

UNIT - I   **Introduction:** Nature and scope of marketing; Importance of marketing as a business function. and in the economy; Marketing concepts -traditional and modern; Selling vs. marketing. Marketing mix; Marketing environment.

Consumer Behaviour and Market Segmentation: Nature, scope, and significance of consumer behaviour; Market segmentation -concept and importance; Bases for market segmentation.

UNIT - II   **Product:** Concept of product, consumer, and industrial goods; Product planning and development; Packaging -role and functions; Brand name and trade mark; After- sales service; Product life cycle concept.

UNIT - III   **Price:** Importance of price in the marketing mix; Factors affecting price of a product/service; Discounts and rebates.

UNIT - IV   **Distributions Channels and Physical Distribution:** Distribution channels -concept and role: Types of distribution channels;. Factors affecting choice of a distribution channel; Retailer and wholesaler; Physical distribution of goods; Transportation; -Warehousing; Inventory control; Order processing.

UNIT - V   **Promotion:** Methods of promotion; Optimum promotion mix; Advertising media -their relative merits and limitations; Characteristics of an effective advertisement; Personal selling; Selling as a career; Classification of a successful sales person; Functions of salesman.

Suggested Readings

1.   Philip Kotler: Marketing Management Englewood Cliffs; Prentice Hall, NJ.
2.   William M. Pride and O.C. Ferrell: Marketing: Houghton-Mifflin Boston.
3.   Stanton W.J., Etzel Michael J.and Walker Bruce J; Fundamentals of Marketing; McGraw-Hill. New York
4.   Lamb Charles W.. Hair Joseph F.. and McDaniel Carl: Principles of Marketing; South-Western-Publishing, Cincinnati, Ohio.
5.   Cravens David W, Hills Gerald E., Woodruff Robert B: Marketing Management: Richard D. Irwin, Homewood, Illinois.
6.   Kotler Philip and Armstrong Gary: Principles of Marketing; Prentice-Hall of India, New Delhi.
7.   Fulmer R.M: The New Marketing; McMillan, New York.
8.   McCarthy J.E: Basic Marketing -A Managerial Approach; McGraw Hill, New York.
9.   Cundiff, Edward Wand Stiu R.R: Basic Marketing -Concepts, Decisions and Strategties; Prentice Hall, New Delhi.
10.   Bush kirk, Richard H.: Principles of Marketing; Dryden Pren,Illinois.

DEPARTMENT OF COMMERCE
Aligarh Muslim University, Aligarh
(MARKETING)
(Optional) Group - I
INTERNATIONAL MARKETING
B.Com. III Year

Max. Marks - 100
Sessional - 20
Examination - 80

Objective

This course aims at acquainting student with the operations of marketing in international environment.

COURSE CONTENTS

UNIT - I   **International Marketing:** Nature, definition, and scope of international marketing; Domestic marketing vs. international marketing; International marketing environment -external and internal. Identifying and Selecting Foreign Market: Foreign market entry mode decisions.

UNIT - II   **Product Planning for International Market:** Product designing; Standardization vs adaptation; Branding, and packaging; Labeling and quality issues; After sales service. International Pricing: Factors influencing international price; Pricing process - process and methods; International price quotation and payment terms.

UNIT - III   **Promotion of Product/Services Abroad:** Methods of international promotion; Direct mail and sales literature; Advertising; Personal selling; Trade fairs and exhibitions.

UNIT - IV   **International Distribution:** Distribution channels and logistics decisions; Selection and -appointment of foreign sales agents.

UNIT - V   **Export Policy and Practices in India:** Exim policy -an overview; Trends in India's foreign trade; Steps in starting an export business; Product selection; Market selection; Export pricing; Export finance; Documentation; Export procedures; Export assistance and incentives.

Suggested Readings

1.   Bhattacharya R.L. and Varshney B: International Marketing Management; Sultan Chand, New Delhi.
2.   Bhattacharya B: Export Marketing Strategies for Success; Global Press, New Delhi.
3.   Keegan W.J: Multinational Marketing Management; Prentice Hall of India, New Delhi.
4.   Kriplani V: International Marketing; Prentice Hall of India, New Delhi.
5.   Taggart J.H and Moder Mott M.C: The Essence of International Business; Prentice Hall New Delhi.
6.   Kotler Phillip: Principles of Marketing; Prentice Hall of India, New Delhi.
7.   Fayer Weather John: Jnternational Marketing; Prentice Hall, NJ.
8.   Caterora P .M. and Keavenay S.M: Marketing an International Perspective; Erwin Homewood, Illinois.
9.   Paliwala, Stanley J: The Essence of International Marketing; Prentice Hall of India, New Delhi.

DEPARTMENT OF COMMERCE
Aligarh Muslim University, Aligarh
BANKING AND INSURANCE
(Optional) Group - II
FUNDAMENTALS OF INSURANCE
B.Com. III Year

Max. Marks - 100
Sessional - 20
Examination - 80

Objective

This course enables the students to know the fundamentals of insurance.

COURSE INPUTS

UNIT - I **Introduction to Insurance:** Purpose and need of insurance; Insurance as a social security tool; Insurance and economic development. Fundamentals of Agency Law: Definition of an agent; Agents regulations; Insurance intermediaries; Agents' compensation.

UNIT - II **Procedure for Becoming an Agent:** Pre-requisite for obtaining a license; Duration of license; Cancellation of license; Revocation or suspension/termination of agent appointment; Code of conduct; Unfair practices.

UNIT - III **Functions of the Agent:** Proposal form and other forms for grant of cover; Financial and medical underwriting; Material information; Nomination and assignment; Procedure regarding settlement of policy claims.

UNIT - IV **Company Profile:** Organizational set-up of the company; Promotion strategy; Market share; Important activities; Structure; Product; Actuarial profession; Product pricing - actuarial aspects; Distribution channels.

UNIT - V **Fundamentals/Principles of Life Insurance/Marine/Fire/Medical/ General Insurance:** Contracts of various kinds; Insurable Interest.

Suggested Readings

1.   Mishra M.N: Insurance Principles and Practice; S. Chand and Co, New Delhi.
2.   Insurance Regulatory Development Act 1999.
3.   Life Insurance Corporation Act 1956.
4.   Gupta OS: Life Insurance; Frank Brothers, New Delhi.
5.   Vinayakam N., Radhaswamy and Vasudevan SV; Insurance -Principles and practice,. S. Chand and Co., New Delhi.
6.   Mishra MN: Life Insurance Corporation of India, Vols I, II & III; Raj Books, Jaipur.

DEPARTMENT OF COMMERCE
Aligarh Muslim University, Aligarh
BANKING AND INSURANCE
(Optional) Group - II
INDIAN BANKING SYSTEM
B.Com. III Year

Max. Marks - 100
Sessional - 20

Objective

This course enables the students to know the working of the Indian banking system.

COURSE INPUTS

UNIT - I **Indian Banking System:** Structure of Indian Banking System, Progress and recent tends of Indian Banking, Exchange Banks, Merchant Banking and Offshore banking, Role of Commercial Banks in Economic Development of India.

UNIT - II **State Bank of India:** History, objectives, organization and Management, Functions, working and Progress.
Reserve Bank of India: Objectives: Organization and Management of RBI, Functions, Monetary policy.

UNIT - III **Banking Regulations Act, 1949:** History and Provisions, Banking Companies Acquisition Act 1970, Aquistion & Transfer of undertakings amendment Act 1994, Act applicable to Cooperative Banks and Private Banks.

UNIT - IV **Co-operative Banks and NABARD:** Cooperatives Banks: Meaning, Structure Functions, Evaluation of Cooperative Banking, Urban Cooperative Banks RRB's: Origin, Objectives, Functions and Progress, National Bank of Agriculture & Rural Development.

UNIT - V **Banking Sector Reforms:** Narasimhan Committee Report 1991, Structural changes in Indian Banking, Diversification of Banking, Electronic Banking.

Suggested Readings

1. Basu A.K: Fundamentals of Banking - Theory and Practice; A. Mukherjee and Co., Calcutta.
2. Sayers R.S: Modern Banking; Oxford University Press.
3. Panandikar S.G. and Mithani D.M: Banking in India; Orient longman.
4. Jain & Verma - Money & Financial System, Sahitya Bhawan, Agra.
5. Dekock: Central Banking; Crosby lockwood Staples, london.
6. Paul - Indian Financial System Kalyani Publication, Ludhiana.
7. Khubchandani B.S.: Practice and law of Banking; Macmillan, New Delhi..
8. Shekhar and Shekhar: Banking Theory and Practice; Vikas Publishing House, New Delhi.