

B.Com. Ist Semester

Paper Code

Paper Name

Group I

C-101- Accounting Theory and Practice

C-102- Fundamentals of Business Organization

Group II

C-103- Micro Economics-Concepts, Consumption and Production

C-104- Currency and Foreign Exchange

Group III

C-105- Principles and Practice of Management

C-106- Business Communication

B.COM. C-101

ACCOUNTING THEORY AND PRACTICE

Course Objective: To introduce the basic accounting concept with special emphasis on final accounts and partnership.

UNIT I

Basic Concepts of Book Keeping and Accounting

- Meaning of Accounting
- Objectives of Accounting
- Merits and Limitations of Accounting
- Book Keeping
- Difference between Booking & Accounting
- Branches of Accounting need & Importance of Accounting Information for internal and external users.

Capital & Revenue

- Concepts of Capital , revenue and deferred revenue expenditure
- Concepts of capital and revenue profits

(06 Lectures)

UNIT II

Cash book

Bank Reconciliation Statement

- Meaning and causes of difference in Cash Book and Pass Book balances.
- Problems on reconciliations through Cash Book and Pass Book balances

Final Accounts with adjustments.

(08 Lectures)

UNIT III

Partnership Accounts

Basic concepts relating to fluctuating & fixed capital, interest on capital and interest on drawings.
Admission of a partner and treatment of goodwill on admission.

(08 Lectures)

UNIT IV

Partnership Accounts

- Retirement of a partner
- Dissolution of firm and insolvency of a partner , Garner vs Murray rule.

(08 Lectures)

Suggested Reading :

T S Grewal	:	Introduction to Accountancy
S.M Shukla	:	Advance Accountancy
Shukla & Grewal	:	Advance Accounts
P C Tulsian	:	Financial Accounting
R N Anthony & J S Reece	:	Accounting Principles

B.COM. C-102

FUNDAMENTALS OF BUSINESS ORGANIZATION

Course Objective: The objective of this paper is to acquaint the students about the concept of business organizations.

UNIT I

Business-Meaning, Nature, Scope, Objectives of Business, classification- trade, Industry and Commerce, Social Responsibilities of a Business, Profit Maximization and its arguments, Business & Society,

(06 Lectures)

UNIT II

Factors influencing the choice of a suitable form of Business organization.

Sole Proprietorship-Meaning, Features, Advantages & Disadvantages.

Partnership- Meaning, features, Merits, Demerits, partnership deed, touchstone of partnership. Registration of Partnership firm, Limited Partnership, dissolution of firm.

Company- Definition, characteristics, Merits, Demerits, private co. vs. public co.

Privileges of Pvt. Co.

(08 Lectures)

UNIT III

Size of a business unit- Meaning and factors affecting the size of a business unit.

Optimum size, Location of Business Unit.

Business Combination – Meaning Causes, merits and demerits of business Combinations, types of Business combinations-Horizontal, vertical, diagonal, lateral & Circular combinations.

(08 Lectures)

UNIT IV

Rationalization- Meaning, Objectives, Techniques of rationalization, merits and demerits of Rationalization, Rationalization without tears.

Methods of labour Remuneration- Time, Piece & Incentive plans, Factors affecting wages, Essentials of an ideal or good wage system.

(08 Lectures)

Books Recommended:

Y K Bhushan	:Business Organization and Management
Jagdish Prakash	:Business Organization and Management
M C Shukla	:Business Organization and Management
S C Chatterjee	:Modern Business
Bhatia R.E.	:Business Organization and Management
Sherlekar	:Business Organization and Management
Moshal	:Organization and Management
R C Sharma	:Industrial Organization and Management
C B Gupta	:Industrial Organization and Management

MICRO ECONOMICS-CONCEPT, CONSUMPTION AND PRODUCTION

Course Objective: The course is designed to provide an understanding of exchange and distribution aspect of micro economics.

UNIT I

Definition, Nature & Scope of Economics, Methodology of framing Economics Laws-deductive and Inductive Method, Micro & Macro Economics, Statics and Dynamics Approach to Study of Economics pure and Applied Economics.

(06 Lectures)

UNIT II

Concept of Utility-Measurability of utility-Cardinal & Ordinal Approach-Weak and strong ordering concepts. Indifference Curve Analysis-Concept, Characteristics of Indifference Curves, Consumers' equilibrium, Income, Substitution & Price effect, Decomposition of price effect into income & substitution effect, Consumer Surplus(Cardinal Approach only)

(08 Lectures)

UNIT III

Law of demand and elasticity of demand- concept, point and are elasticity of demand, types of elasticity of demand, degrees of elasticity of demand, measurement and factors affecting elasticity of demand. utility of elasticity of demand. demand forecasting and consumerism.(theoretical only)

(08 Lectures)

UNIT IV

Factors of production, Law of Variable proportions. returns to scale ISO product curves, producers equilibrium, ridge line, cobb-douglas production function only.

(08 Lectures)

Suggested Readings:

Aryasri and Murthy : Business Economics

Deepashree : General Economics

HL Ahuja :Business Economics

KPM Sundaram : Micro Economics

Mithani : Fundamentals of Business Economics

ML Seth : Principles of Economics

Stonier and Hague : A text Book of Economics Theory

KK Dewett : Advance Economics Theory

CURRENCY AND FOREIGN EXCHANGE

Course objective: the objective of this paper is to provide basic understanding about the various aspects of money and foreign exchange.

UNIT I

Definition, Functions of Money (Primary, Secondary, Contingent static and Dynamic Functions), Importance of Money, Evils and Limitations of Money : Economic & Social evils. Difference between Money and Currency, Circular flow of money (in two sector, three sector and four sector) Importance of Circular flow of Money.

(08 Lectures)

UNIT II

Quantity Theory of Money (Fishers and Cambridge Version), Assumptions and Criticisms. Cambridge cash balance approach with limitations : Inflation : Definition. Causes, Demand Pull, Cost push along with effects and measures : Deflation : Definition. Causes and remedies.

(07 Lectures)

UNIT III

Principles and methods of Note Issue : Money and Capital Markets : Meaning characteristics and constituents of money market, Functions of Indian Money Market Major Defects in Indian Money Market and Suggestions : Capital Market : Meaning, Instruments and Importance of capital market.

(08 Lectures)

UNIT IV

Meaning and determination of foreign exchange rate, theories of foreign exchange rate : Mint Parity, Purchasing Power Parity and Balance of Payment : Exchange Control : Meaning, Objectives and Methods of Exchange Control, Floating of Currency.

(07 Lectures)

Suggested Readings:

- | | | |
|--------------|---|--------------------------|
| G Crowther | : | An outline of money |
| S B Gupta | : | Monetary Economics |
| M L Seth | : | Money Banking & Exchange |
| Paul Einging | : | Monetary Economics |
| Halm | : | Monetary Economics |

Principles and practice of management

Course Objective: The course is designed to provide an understanding of various principles in the field of management.

Unit I

- Concept, Definition, Characteristics, scope of management, Management vs. Administration, Functions of Management, Role, Principle of Management-Henry fayol and taylor.
- Functional Foremanship, Limitations of scientific Management, Taylor vs. Fayol.

(07 Lectures)

Unit II

- a. Planning, nature, objectives and scope of planning.
 - Types of Planning
 - Planning process
 - Distinguish Between: (Policies-Procedures-Methods-Rules)
- b. Organising: Concept,nature and process of organising
 - Span of Control and Span of management
 - Factors affecting the span of control
 - V.A. Gracunas Theory
 - Kinds: Direct, Cross, Group Relationship.
 - Formal Organization: features, benefits, limitations
 - Informal Organization(Features, Benefits, Limitations)
 - Differences between Formal and Informal Organising
 - Authority, responsibility relationship-Features, Types of Authority.
 - Differences between Authority and Responsibility
 - Parity between authority and responsibility-Forms of Responsibility
 - Delegation: Features, forms and importance of delegation
 - Process of delegation
 - Elements of delegation
 - Barriers to delegation
 - Decentralization
 - Delegation vs. Decentralization(Advantages, drawback, techniques of Decentralization)

(10 Lectures)

Unit III

- Directing (characteristics, advantages and importance of directing)
- Leadership-Concept, Types, Qualities of a good leader and Traits.
- Motivation – Meaning, Types and Importance, Theories of Motivation, Maslow, Hertzberg, X & Y Theory.

(08 Lectures)

Unit IV

Controlling and Coordination: Meaning and scope, Controlling process, Coordination.

(05 Lectures)

Suggested Readings

Koontz O Dannel and Weirich	: Management
LM Prasad	: Principles of management
RK Chopra	: Principles and practices of management
PC Tripathi & PN Reddy	: Principles and practices of Management
Stoner Freeman & Gilbert Junior	: Management
CB Gupta	: Management Concepts and Practices

BUSINESS COMMUNICATION

Course objective: The objective is to introduce the students to the role and importance of communication in business.

UNIT-I

Introduction to Business Communication. Objectives of communication. Importance of Communication. Process of Communication, 7C's.

(06 Lectures)

UNIT-II

Media of Communication and its forms- Oral and Written Communication, their merits, demerits and essentials of effective oral and Written Communication. Face to Face, Visual, Audio Visual and Computer based Communication. Types of Communication- Formal and Informal Communication- Horizontal, Upward and downward communication. Diagonal communication and Grapevine – features and their demerits and merits. Formal versus Informal Communication. Upward versus Downward Communication, Barriers of Communication.

(08 Lectures)

UNIT-III

Business letters-Meaning, objective, need and importance of Business letters. Essentials of an effective Business letter, layout of a business letter-its components and style.

(08 Lectures)

UNIT-IV

Types of business letter-Specimen of trade enquiry and reply letters, orders and their execution. Letters of complaints, circular letters & Employment Letters. Report Writing – Meaning and types of a Business Reports, Process or steps of preparing a Business Report, Requisites of a Good Business Report.

(08 Lectures)

Suggested Reading:

- Chrissie Wrought : Hand book of Practical Communication Skills
Sinha k k : Business Communication
Robinson David : Business Etiquette
Ray Reuben : Communication today- Understanding Creative Skills

BCOM IIND SEMESTER

Paper Code

Paper Name

Group I

201 ADVANCED ACCOUNTING

202 INDIAN CONTRACT ACT, 1872

Group II

203 MICRO ECONOMICS: EXCHANGE AND DISTRIBUTION

204 CONTEMPORARY BANKING SYSTEM

Group III

205 PRINCIPLES OF PUBLIC FINANCE

206 BUSINESS ENVIRONMENT

B.COM. C-201

ADVANCED ACCOUNTING

Course objective: To make students understand various aspects of accounting

UNIT I

Accounting Concepts, Conventions, Postulates and Accounting Standards.

(04 Lectures)

UNIT II

Company Accounts: Amalgamation and Liquidation of Companies

(10 Lectures)

UNIT III

Branch Accounts: Wholly dependent branch, Wholesale systems, Independent Branch Corporation, Insurance Claims- loss of stock and loss of profit.

(10 Lectures)

UNIT IV

Royalty Accounts: Royalty in connection with mines and copyright royalty: Hire purchase and installment payment system. (Simple problems).

(06 Lectures)

Suggested Readings

R L Gupta and M Radhaswamy

: (a) Advance Accounting

(b) Financial Accounting

Mukherjee and Haneef

: Modern Accountancy

J R Monga, Girish Ahuja And Ashok Sehgal

: Financial Accounting

S N Maheshwari

: Advanced Accountancy Vol. I

B.COM. C-202

INDIAN CONTRACT ACT, 1872

Course Objective: The course aims at providing an understanding of Indian Contract Act

UNIT I

Agreement and Contract- Meaning and types, void, voidable, Illegal, Unenforceable and valid Contract, Essentials of a Valid Contract, Agreements Expressly declared as void

(08 Lectures)

UNIT II

Proposal, Acceptance, Legal rules regarding proposal and acceptance. Communication of offer and acceptance and communication of their revocation. Capacity to make contract- Legal Position of a minor.

(08 Lectures)

UNIT III

Free Consent: Effect of consent not being free – Coercion, Undue influence, Fraud, Misrepresentation and Mistake.

Consideration: Contracts without consideration, inadequate consideration, illegal consideration.

(06 Lectures)

UNIT IV

Performance of a Contract, Remedies for breach of contract, Discharge of a Contract.

(08 Lectures)

Suggested Readings

Avatar singh	: Principles of Mercantile Law
N D Kapoor	: Commercial Law
M C Kuchhal	: Business Law
Tejpal Sheth	: Bussiness Law
S N Maheshwari	: Bussiness Law
S S Gulshan	: Bussiness Law

B.COM. C-203

MICRO ECONOMICS: EXCHANGE AND DISTRIBUTION

Course objective: The course is designed to provide an understanding of exchange and distribution aspects of micro-economics.

UNIT-I

Concept of cost & Revenue- Fixed & variable Cost, opportunity Cost Short Run and Long Run Average and Marginal Cost and their utility in Managerial decisions. Marginal Cost and Decision making.

(07 Lectures)

UNIT-II

Market Structures- Perfect and Imperfect Competition, Forms of Imperfect Competition: concept of Monopoly, Duopoly, Oligopoly, Monopolistic Competition, Bilateral Monopoly and Monopsony, Equilibrium of a firm and industry under perfect & imperfect competition. Price Discrimination under monopoly.

(10 Lectures)

UNIT-III

Time element in price determination. Linear Programming- Diagrammatic presentation of profit maximization of a firm.

(06 Lectures)

UNIT-IV

Modern Concept of Rent, Quasi rent, interest, wages and profit, Theories of Profit- Schumpeter and Knight.

(07 Lectures)

Suggested Reading:

Aryasri and Murthy	: Business Economics
Deeparshee	: General Economics
H L Ahuja	: Business Economics
K P M Sundaram	: Micro Economics
Mithani	: Fundamentals of Business Economics.
M L Seth	: Principles of Economics.
Stonier and Hague	: A text Book of Economic Theory
K K Dewett	: Advance Economic Theory

B.COM. C-204

CONTEMPORARY BANKING SYSTEM

Course objective: The course facilitates the students to learn the new trends in contemporary banking system.

UNIT I

Meaning and Types of banks - Schedule and non Schedule. Private and public. Cooperative Bank, industrial, agricultural and Foreign Exchange Banks. Unit and Branch banking, functions of modern Commercial Bank and its role in Economic development, Principles of Banking.

(08 Lectures)

UNIT II

Credit and Credit Creation by Banks, Effect of Credit Creation on the Economy, Objectives and Method of Credit exercised by the Central bank-Qualitative and Quantitative methods.

(07 Lectures)

UNIT III

Central Banking-Meaning, Principles, Functions of Central Bank, Central Bank and Economic growth.

(08 Lectures)

UNIT IV

Method of opening and operating a deposit Account in Commercial Bank. New trends in Banking: Universal banking and Globalization of Banking, Electronic Banking –objective, Impact of IT on banking, ATMs Mobile Banking, Telebanking, Internet Banking. Electronic Fund transfer and clearing system.

(07 Lectures)

Suggested Readings:

G Crowther	: An Outline of Money
S.B.Gupta	: Monetary Economics
M.L.Seth	: Money Banking & Exchange
Poul Einging	: Monetary Economics
Halm	: Monetary Economics

PRINCIPLES OF PUBLIC FINANCE

Course Objective: The course facilitates the students to learn the basic principles of public finance.

UNIT I

Definition, Nature, role/importance and scope of Public finance, Private Vs Public Finance, significance of public finance in relation to other sciences, Law of Maximum Social Advantage- Dalton's & Musgrave's view.

(07 Lectures)

UNIT II

Taxation: Meaning, Characteristics, Canons, elements of good tax, Types of Taxes: (i) Single and multiple taxes (ii) Direct and Indirect taxes (iii) Ad-valorem and specific taxes (iv) Proportional, Progressive, Regressive, Degressive taxes, Impact, Incidence and shifting of Tax.

(08 Lectures)

UNIT III

Public Expenditure, meaning, characteristics of public expenditure, canons of public expenditure, Effect of public expenditure, Causes of growth of public expenditure in modern time.

(07 Lectures)

UNIT IV

Public debt – Classification ,objectives, Difference between Tax and Public Debt, Methods of redemption of public debt. Deficit financing – Definition, Objectives, inflationary effect of deficit financing, types of deficit financing.

(08 Lectures)

Suggested reading:

Richard A Musgrave	: Principles of Public Finance
B P Tyagi	: Public Finance
Ursala Hicks	: Fundamentals of Public Finance
J E Varshney	: Public Finance

B.COM. C-206

BUSINESS ENVIRONMENT

Course Objective: This is designed to enable the students to understand the forces of business environment.

Unit I

An overview of business Environment - meaning & Components of Environment, environment analysis and strategic management. Economic System – Capitalism, Socialism and mixed economy.

(06 Lectures)

Unit II

Policy Environment – policy of Control-IDRA & Licensing, policy of Liberalization, Privatization & Globalization.

(12 Lectures)

Unit III

Consumerism – Main provisions of Consumer Protection Act. Consumer Forum-Organization, objectives and function.

(06 Lectures)

Unit IV

Global Environment – Concept of Multinational Corporations, International Investments, FDIs, Corporate Governance-Concept & Importance.

(06 Lectures)

Suggested readings :

Francis Cherunilam	: Business Environment
Michael Porter	: Competitive Strategy
Steiver & Steiver	: Business Government & Society
Suresh Bedi	: Business Environment
V Neelamegam	: Business Environment

B.Com IIIrd Semester

Paper Code

Paper Name

Group I

C-301 -

Cost Accounting

C-302 -

Fundamentals of HRM

Group II

C-303 -

Company Law

C-304 -

Salesmanship

Group III

C-3015 -

Statistical Methods

C-306 -

Indian Public Finance

COST ACCOUNTING

Course objective: The objective of this paper is to help the student to acquire fundamental knowledge of cost accounting and their application.

UNIT I

Introduction: Meaning, nature and Scope of Cost Accounting, Objectives and Importance of Cost Accounting, Method of Costing, Elements of Costs and its Classification, Difference between Cost Accounting and Financial Accounting, Cost Center and Cost Unit.

(07 Lectures)

UNIT II

Unit or Operating Costing, Cost Sheet and Statement of Cost, Computation of Tender Price.

(08 Lectures)

UNIT III

Operating Costing relating to transport, Machine hour rate, Process Costing, Joint and By Product.

(07 Lectures)

UNIT IV

Reconciliation of Cost Account and Financial Accounts, Concept of Cost control and Cost Reduction.

(08 Lectures)

Suggested Readings:

M.L. Agarwal
Saxena and Vashishth
M.C. Shukla
M.N. Arora
Hingorani
Ravi M.Kishor

Cost Accounting
Cost Accounting
Cost Accounting
Cost Accounting
Cost Accounting
Cost Accounting

B.COM. C-302

FUNDAMENTAL OF HRM

Course Objective: The course aims at providing fundamental knowledge and exposure of HRM.

UNIT I:

Personnel Management –Meaning, features, functions, type of Personnel policies and its advantages, characteristic of sound Personnel Policies, formulation of Personnel Policies, roles of Personnel manager.

(08 Lectures)

UNIT II:

Job Designing-Job analysis, Process, Job Description, Job Specification, Job Evaluation,
Recruitment: Concept, Sources of Man Power Supply, Selection Process, Placement and Induction.

(07 Lectures)

UNIT III:

Training and Development: Concept and Role of training and development, training methodology, transactional analysis, benefits and uses of transactional analysis, training Effectiveness.

(07 Lectures)

UNIT IV:

Performed appraisal: Concept, Objective, Methods and Techniques of Performance appraisal, barrier to effective appraisal and overcoming these barriers.

(08 Lectures)

Suggested Readings :

VSP Rao

HRM

C B Memoria

Personnel Management

K.Aswhathappa

Human Resources and Personnel Management

C S Venkataratnam

Personnel Management and Human Resources

K.S Menon

Human Resource Management and Organization Behavior

B.COM. C-303
COMPANY LAWS

Course Objective: To make students understand the various concepts of company law and their relevance in business

UNIT-I

Definition of company, characteristics of company, Formation of a company: Promotion, Incorporation, Capital subscription, Commencement of business, lifting of corporate veil

(07 Lectures)

UNIT-II

Memorandum of association – Main document of company, contents or clauses, Doctrine of Ultra Vires Article of association- Table 'A', legal effect of Memorandum of Association and Article of Association, Doctrine of Constructive Notice and Doctrine of Indoor Management, Memorandum of Association VERSUS Article of Association

(07 Lectures)

UNIT-III

Prospectus- Meaning and Definition, Contents of Prospectus, deemed prospectus, abridged prospectus, shelf prospectus, information memorandum, statement in lieu of prospectus, Misstatement in Prospectus and consequences of misstatement

(08 Lectures)

UNIT-IV

Shares- Definition, share vs. stock, Types of Shares, capital, Issues of share, sweat equity share, Right issue, ESOP, Buyback, Bonus share, Share certificates VS share warrant.

(08 Lectures)

Suggested Readings

M.C.Kuchhal	Company Law
N.D.Kapoor	Company Law
Avtaar Singh	Company Law
S.M.Shukla	Company Law

B.COM. C-304
SALESMANSHIP

Course Objective: To introduce the concept of salesmanship and its importance in modern marketing.

UNIT I

Salesmanship- Meaning, Definition and Characteristics of Salesmanship, Scope Importance and limitations, Advertising Vs Salesmanship, Selling Process.

(07 Lectures)

UNIT II

Types and Traits of salesman, Duties, Responsibilities and procedure for Recruitment and selection of salesman

(06 Lectures)

UNIT III

Salesman training: Meaning, importance, methods of training, essentials of sound training programme, Remuneration of salesman- objectives and method of remuneration.

(08 Lectures)

UNIT IV

Sale force incentive- types of incentives, needs and financial and non financial motivators.

(09 Lectures)

Suggested Readings:

Rustom S.Davar Sorab and Davar Nusli

Salesmanship and Publicity

C.N.Sontaki, R G Deshpandey

Salesmanship and Advertisement

STATISTICAL METHODS

Courses objective: The course aims at introducing the fundamental knowledge of statistics.

UNIT I

Definition, importance and limitations of statistics. Primary and secondary data, census and sample enquiry, schedule and questionnaire, law of statistical regularity and law of Inertia of large numbers.

(07 Lectures)

UNIT II

Central tendency and dispersion: Mean, Media, Mode, Geometric and harmonic mean And their relative merits. Quartile deviation, Mean, Standard deviation, Coefficient of variation, Lorenz Curve

(08 Lectures)

UNIT III

Coefficient of Skewness and types of skewness;
Measurement of skewness-Bowleys and Karl Pearson's Method
Standar and Probable error

(08 Lectures)

UNIT IV

Regression analysis: Simple linear regression equations
Regression analysis in Business Forecasting

(07 Lectures)

Suggested Reading:

D.N. Elhance	Fundamental of statistics
S.P.Gupta	Statistical Analysis
Shukla and Sahai	Statistical Methods
Proxter and Cowden	Statistical Methods

B.COM. C-306

INDIAN PUBLIC FINANCE

Courses Objective: To facilitate the students to understand the public finance in the context of the Indian economy.

UNIT I

Financial Administration:

Budget-Meaning, Elements, Objectives, Kinds, Canons, Characteristics of an ideal Public Budget, Principles of Budgeting, structure of Budget, Preparation, Presentation and Passing of Budget(Budget Procedure), agencies involved in administration of finance.

(07 Lectures)

UNIT II

Trends in Revenue and expenditure of Central Government, State Government and finances of local bodies.

(08 Lectures)

UNIT III

Concepts of Deficit - its meaning and kinds, objectives of deficit finance. Fiscal Policy

-Origin, meaning, modern concept of fiscal policy (functional finance), role of fiscal instruments in developed economics.

(06 Lectures)

UNIT IV

Federal finance-Principles of federal finance, financial relationship between Central and

State Government, Finance Commission- Constitution of Finance Commission,

functions, role of Finance Commission, Recommendations of 12th and 13th finance commissions.

(09 Lectures)

Suggested Readings:

J C Varshney
Dr. B.P. Tyagi
P K Bhargava
H L Bhatia
D.N. Maithani

Public Finance
Public Finance
Financial Crises in India
Public Finance
Principles of Public Finance and fiscal Policy

BCOM IV SEMESTER

Paper Code

Paper Name

Group I

401 COMMERCIAL LAW

**402 EXPORT IMPORT PROCEDURES AND
DOCUMENTATION**

Group II

403 SECRETARIAL PRATICE

404 FUNDAMENTAL OF ENTREPRENEURSHIP

Group III

405 INDIAN ECONOMIC STRUCTURE

406 MARKET PROMOTION TECHNIQUES

B.COM. C-401

COMMERCIAL LAW

Course objective: To appraise the student with the basic commercial law prevailing in the country.

UNIT 1

Law relating to agency: Definition of Agent and principal, Types of Agent, Modes of creating an agency, Scope of Agents Authority; Sub Agent and substituted agent, Duties and Rights of Agent and Principal , Personal liability of an agent to third parties, irrevocable agency, termination of agency.

(08 Lectures)

UNIT II

Sale of Goods Act 1930: Contract of sale of goods and its essentials, types of goods , difference between sale and agreement to sell, conditions and warranties, doctrine of caveat emptor , transfer of title on sale, rules relating to delivery of goods , unpaid seller, auction sale.

(08 Lectures)

UNIT III

Partnership Act 1932: Rights and Duties of partners, formation of partnership, implied authority of partners , liability of partners to third parties. Legal position of partners, Dissolution of firms.

(07 Lectures)

UNIT IV

Law of carriage of goods:

Carriage of goods by land-Meaning, classification of carriers, duties, rights and liabilities of common carrier, private carrier versus common carrier.

Carriage of goods by sea-meaning, charter party, clauses of charter party, bill of lading, Bill of lading versus charter party.

(07Lectures)

Suggested Readings:

M.C.Kuchhal	: Business law
N.D.Kapoor	: Business law
Porwal and Kumar	: Business law
Avtaar Singh	: Mercantile law
S.K.Tutuja	: Problems in Mercantile law

B.COM. C-402

EXPORT-IMPORT PROCEDURE AND DOCUMENTATION

Course Objective: To familiarize the students and understand the procedures of Export and Import.

UNIT I

Nature of Export Sales Contract , form of contract ,International contract terms ,general condition in export contracts ,provisions for settlement of disputes.

(07 Lectures)

UNIT II

Terms of payment:- factors, methods of receiving payment- payment in advance, documentary bills, documentary credit under the letter of credit, open account with periodic settlement, shipment on consignment basis. Exchange control, Export Credit Guarantee Corporation.

(08 Lectures)

UNIT III

Preparing for shipment-Packing of goods, liner shipping and tramp shipping service, chartering practices-voyage charter, time charter, bare boat charter. Air freighting, quality inspection: ISO 9000

(07 Lectures)

UNIT IV

Procedure for claims-Procedure for claiming export incentives, duty drawback scheme, refund of central excise, duty exemption scheme.

(08 Lectures)

Suggested Readings:

- | | |
|---|--|
| C Ramagopal | : Export Import Procedures, Documentation and Logistics |
| N Janardhan | : Electronic Commerce, Indian Institute of Foreign Trade |
| Nabhi Publication | : Nabhis exporter Manual and documentation |
| Ram Paras Central Excise Rules,
Government of India,New Delhi | : Export-what, where, How |
| Francis Cherunilam Export Import Policy,
Ministry of Commerce, New Delhi | : Business Environment |

B.COM. C-403

SECRETARIAL PRACTICE

Course Objective: The Objective of this course is to induct the students with the knowledge of secretarial practice in the organizations.

UNIT I

Company secretary: Definition, appointment of CS, Rights, duties and liabilities of CS. Qualifications for appointment as secretary.

Formats of: Certificate of Incorporation, Certificate of commencement of business, Share Certificate, Share Warrant, Notice of Board Meeting, Notice of Statutory Meeting, Agenda, Proxy, Demat of Shares.

(07 Lectures)

UNIT II

Company meetings-Meaning, Types of General meetings, statutory Meeting- Statutory Report and Its Contents, annual general meeting, extra ordinary general meeting and class meeting, Requisites of a valid meeting, Chairman of meeting, voting, proxy, agenda, resolutions and adjournment.

(08 Lectures)

UNIT III

Board meetings-legal provisions

Majority powers and minority rights- principle of Majority rule, Prevention of Oppression and Mismanagement.

(07 Lectures)

UNIT IV

Transfer and transmission of shares- Procedure, Shares Vs. Debentures.

Depository System- Concepts, features of depository System, advantages of Depository System.

(08 Lectures)

Suggested Readings:

S.M.Shukla	: Company Law and Secretarial Practice
N.D.Kapoor	: Elements of Company Law
L.M.Porwal and Sanjeev Kumar	: Company Law
Avtaar singh	: Company Law:
M.C. Kuchhal	: Secretarial Practice:
O.P. Singh	: Company Law and Secretarial Practice:

FUNDAMENTAL OF ENTREPRENEURSHIP

Course Objective: The course aims at imparting and inculcating the students with an understanding of entrepreneurial skills.

UNIT 1

Evolution, Definition, need , benefits and characteristics of Entrepreneurship, Entrepreneurship Process, Approaches of Entrepreneurship, Nature and role of Entrepreneurship, Qualities and Profile of Entrepreneur, Functions of Entrepreneur, Basic Causes of failure, types of Entrepreneur, Responsibilities of an Entrepreneur.

(08 Lectures)

UNIT II

EDP Programmes: Needs, Role, Phases, Institutional Efforts, Problems and Suggestion, Opportunities and challenges, Personal ethics and business ethics- nature, importance, Factors influencing business ethics.

(07 Lectures)

UNIT III

Environment of Entrepreneurship, Size of Business Unit, Optimum Size of Business Unit, Factors determining the size of Business Unit, Location and Plant layout, Combination.

(07 Lectures)

UNIT IV

Project Management: Project Selection, Project Report, Project Evolution, Project Execution.

(08 Lectures)

Suggested Readings:

P. Chandra.	: Project Management
M.B. Shukla	: Entrepreneurial Development & Small Scale management
Madhurima Lal	: Entrepreneurship
Vasant Desai	: Entrepreneurship & Small Scale Entrepreneurial Development
Badi & Badi	: Entrepreneurship
G.S Sudha	: Vyanvasayik Uddyamita Ka Vikas(Hindi)

INDIAN ECONOMICS STRUCTURE

Course Objective: The course aims at providing exposure to the population, Unemployment, agriculture, small scale cottage industries in the Indian economy.

UNIT I

India as a developing economy –chief characteristics, key problems of the economy Population: causes for growth of population, problem of population on the growth factors and remedies. Unemployment: types of unemployment- Structural, Disguised, Partial, problems of unemployment, causes and remedies, government policies –JRY, SJRY, NREGA, Poverty: Concept , impact of Poverty, causes of Poverty.

(07 Lectures)

UNIT II

Agriculture Sector - Chief Characteristics, causes of backwardness and remedial measures in recent past – Green Revolution, white revolution and Yellow revolution, new agriculture policy.

(08 Lectures)

UNIT III

Small and cottage Industries – need, reasons for their slow process, comparison with large scale industries, Industrial finance and Industrial sickness.

(07 Lectures)

UNIT IV

Monetary and Fiscal policy followed by government of India, New Economic Policy – LPG

(08 Lectures)

Suggested Readings:

Memoria and Jain	: Indian Economy
A N Agarwal	: Indian Economy
Dutta and Sundaram	: Indian Economy
Dewett and Verma	: Indian Economy

MARKET PROMOTION TECHNIQUES

Course objective: The course aims at developing ability to understand various market promotion techniques in modern business environment.

UNIT I

Meaning, objective, method of marketing promotion, importance of sales promotion, limitation of sales promotion, optimum promotion mix.

(07 Lectures)

UNIT II

Elements of advertising nature , scope and objectives of advertising , functions of advertising , methods of advertisements , role and importance of advertisement , advertising vs publicity.

(08 Lectures)

UNIT III

Channel of distribution-characteristics and factors determining choices of channel of distribution , Main channel of distribution , Role and importance of channel of distribution, services of whole seller and retailer

(07 Lectures)

UNIT IV

Formulation of sale policy, after sale services, personal selling public relation

(08 Lectures)

Suggested Readings:

SHH Khazmi & Satish K.Batra	: Advertising and sale promotion:
A Managerial Approach, DJ Mccathy	: Basic Marketing:
Analysis, planning and control, Philip Kotler	: Marketing management:
Davar	: Marketing management:
SC Jain	: Viparan prabandh:
V S Ramaswami and Namakumari	: Marketing Management:
Saxena and Ranjan	: Marketing Management:

B.Com Vth SEMESTER

Paper Code

Paper Name

Group I

501 Income Tax Assessment of Individual

502 Contemporary Auditing

Group II

503 Macro Essentials

504 International Trade

Group III

505 Indian Finance System

506 Marketing Management

B.COM. C-501

INCOME TAX: ASSESSMENT OF INDIVIDUAL

Course Objective: The course aims at providing a conceptual of Income Tax Law and assessment of individuals.

Unit-I

Basic Concepts-Assessment Year, Previous Year, Assessee's Income, Agricultural Income, Person, Residential Status and tax Liability theoretical aspect only ,Exempted incomes,and Deemed Income.

(07 Lectures)

Unit-II

Income from Salary: Basic, Bonus, Commission, HRA, RFA, Perks: Car (for Personal and official use) Servants, Gardner, watchmen and cook, Pension, Gratuity, Commuted Pension, Leave encashment House Property: Rented Property, Self Occupied Property, Party Rented & Partly Self Occupied, GAV, Annual Value, Deductions u/s 24 (i) and 24 (ii)

(06 Lectures)

Unit-III

Profits and Gains from Business and Profession (Theoretical aspects only), Capital Gains: Deduction u/s 54, 54EC, 54F ,Income from Other Sources ,Carry forward and Set-off of losses(Theoretical aspects only)

(08 Lectures)

Unit-IV

Assessment of Individuals: Deduction u/s 80C, 80CCG,80D, 80DD, 80DDB, 80E, 80G & 80U,80GG,80GGA,80TTA. Computation of Total Income of Individuals.

(09 Lectures)

Suggested Readings:

H C Malhotra	Income Tax Law and Accounts
V K Singhania	Income tax
G K Ahuja	Income Tax Laws
B K Aggarwal	Income tax

CONTEMPORARY AUDITING

Course Objective: The course aims at familiarization the students with the various principles of Auditing.

UNIT-I

Introduction: Meaning, Objective, Nature, Scope, Advantages and Limitations of Auditing, Types of Audit, Preparatory Steps before Conducting an audit, Audit Programme, Procedure of Audit, Routine Checking, Test Checking, Internal Control: Characteristics, Divisions and Methods, Internal Check: Meaning, Features, Merits and Demerits.

(07 Lectures)

UNIT-II

Vouching: Meaning, Objective, Importance, Types of Vouchers, Vouching of Cash Receipts and Cash Payments, Verification: Definition, Objectives, Vouching Vs Verification of Assets.

(08 Lectures)

UNIT-III

Copy Auditor-Qualifications and appointment of company auditor, power, duties and Liabilities, Removal of Company Auditor, Auditors Report-Characteristics and types of Audit reports.

(07 Lectures)

UNIT-IV

Special Audits- Audit of Education Institutions, Audit of Cooperative Society, Audit of Insurance Companies, Audit of Banking Companies, Cost Audit, Cost Audit Vs Financial Audit, Tax Audit.

(08 Lectures)

Suggested Readings:

O P Gupta	Auditing
T R Sharma	Auditing
Gupta and Arora	Fundamentals of Auditing
Kamal Gupta	Contemporary Audit
R C Bhatia	Auditing

B.COM. C-503

MACRO ECONOMICS

Course Objective: To acquaint the students with the concepts of macro economics with special reference to consumption, investment and employment.

Unit-I

Definition, Nature and scope of Macro Economics, Micro v/s Macro Economics, Circular flow of Income, National Income: Concept Methods of Measurement, Difficulties in Measurement and calculation based on consumption, investment, Government (Autonomous consumption and induced consumption, Marginal Propensity to consume, Marginal Propensity to save, Investment Extra.)

(07 Lectures)

Unit-II

Keynesian theory of Employment , Multiplier, Accelerator, Consumption and Investment function (Autonomous and Induced), I S and L M Curves, and Modern Theory of Interest.

(08 Lectures)

Unit-III

Keynesian theory of Employment function, Absolute income hypothesis, Relative income hypothesis, Life cycle hypothesis, and permanent income hypothesis.

(07 Lectures)

Unit-IV

Theories of Population, Malthusian and Optimum Theory and their Relevance Under Contemporary Conditions, Theories of Trade cycle: Concepts and Theories given by Hicks, Hawtrey and Keynes.

(08 Lectures)

Suggested Readings:

M L Jhingan

Macro Economics

M L Seth

Macro Economics

B.COM. C-504

INTERNATIONAL TRADE

Course Objective: To facilitate the student to learn the principles and practice of trade.

Unit-1

Concept of trade – Home Trade & International trade, Differences between domestic trade & International Trade, Terms of trade-The concept use to express terms of trade :Net barter ,gross barter ,income , single and double Factorial, real cost and utility terms of trade, factors influencing terms of trade ,Gains from Trade –Meaning & Nature of Gains from Trade ,factors Determining the gains from trade.

(07 Lectures)

Unit –II

Basis of trade- Adam Smith's Theory of absolute advantages ,Ricardo's Theory of comparative costs ,Habeler and Ohlin's Opportunity cost theory , Free Trade vs Protection-Free trade ,Arguments for and against Free trade, Protection, Arguments for and against protections.

(08 Lectures)

Unit-III

STC, MMTC and ECGC- Origin and Objectives ,

(07 Lectures)

Unit-IV

Composition of Trade of India –Main items of exports and imports ,Direction Of trade both Import and Exports with reference to India's Trade with US , European Union and Japan, WTO-objectives and relations with India.

(08 Lectures)

Suggested Readings:

Maithini	International Trade
M L Jhingan	Money, Banking, International Trade & Public Finance
Mishra & Puri	International Trade and Marketing
Ruderdatt ,Sunderam	International Trade
Singh	International Trade

B.COM. C-505

INDIAN FINANCIAL SYSTEM

Course objective: To facilitate the student to learn the principles and practice of Indian Financial System.

Unit –I

Financial System and Money Market-Definition Significance and its relationship with economic development. An Overview of Indian financial system.

(07 Lectures)

Unit-II

The Constitutions of financial system market, financial market as a part of financial system, its various components Example-Call money, treasury bill, Commercial Papers , Commercial bill, Financial Guarantee , Discount market etc, Present Position of Indian Money Market.

(08 Lectures)

Unit-III

R.B.I. , Commercial Bank & Development Bank , Objective functions and present position.

(07 Lectures)

Unit-IV

Non Banking Financial Institutions-Investment institutions, Like – LIC , GIC, ICICI, UTI , IDBI & Their role in economic development.

(08 Lectures)

Suggested Readings:

Vasant Desai : Indian Financial System

H.R. Maachiraju : Indian Financial System

H.R. Appanraian, P. N. Reddy : Indian Financial System

MARKETING MANAGEMENT

Courses Objective: The objectives of this paper is to do develop marketing abilities of the student.

Unit-I

Meaning, nature and scope of Marketing, importance of marketing in modern

Business environment, Marketing concepts-traditional and modern , selling Vs marketing ,Marketing Mix-4p's of Marketing.

(07 Lectures)

Unit-II

Meaning & significance of consumer behavior, Determinates of consumer Behavior, buying motives &its Classification, Stages in buying Decision making process, market segmentation-Meaning, Benefits & its basis.

Market Research.

(08 Lectures)

Unit-III

Product Planning, Product Life Cycle, New Product Development, Product Mix & Product Identification-Branding, Trade Mark, Packaging & Labeling.

(07Lectures)

Unit-IV

Pricing of a product, pricing and its nature, scope, objectives of pricing, factors

Affecting price of a product/services, methods of pricing, importance of pricing in modern marketing.

(08Lectures)

Suggested Readings:

Pillai : Marketing management

Karunakaran : Marketing management

Sonfakki : Marketing management

S.P. Jain : Vipran prabandak

R.C. Agarwal : Vipran prabandak

B.Com VIth SEMESTER

Paper Code

Paper Name

Group I

- 601 INCOME TAX: ASSESSMENTS OF FIRMS &
COMPANIES**
- 602 INSURANCE**

Group II

- 603 MANAGEMENT ACCOUNTING**
- 604 PROJECT MANAGEMENT**

Group III

- 605 ADVANCE BUSINESS STATISTICS**
- 606 ECONOMICS OF DEVELOPMENT**

B.COM. C-601

INCOME TAX : ASSESSMENTS OF FIRMS & COMPANIES

Courses objective: The purpose of this course to understand assessment of firm and company under Income Tax Act

Unit-I

Assessment of firm –computation of book profit, Business Income, total Income of the firm .Allocation amongst Partners.

(07 Lectures)

Unit-II

Computation of Tax Liability of firm; Tax planning in respect of firm; individual Vs Firm , Firm Vs Company.

(08 Lectures)

Unit-III

Computation of Tax Liability of Company under Statutory Provisions and MAT.

(07 Lectures)

Unit-IV

Filing of Returns in Respect of Companies. Mode of Filing Returns , Penalties and Prosecutions. Provision in respect of set off and carry forward of losses.

(08 Lectures)

Suggested Readings :

Girish Ahuja	: Income Tax
Singhania	: Income Tax
S P Goyal	: Income Tax
H C Mehrotra and S.C. Gupta	: Aykar Vidhan Evam Lekhe

B.COM. C-602

INSURANCE

Course Objective: To acquaint the students with the basic principles of Insurance with special emphasis on Life, Marine and Fire.

Unit-I

Definitions, functions and importance of insurance, Kinds of Insurance, insurance and assurance, principles of insurance and insurance contracts, insurance and gambling, double insurance, over-insurance, under-insurance and re-insurance.

(10 Lectures)

Unit-II

Life Insurance Contracts-Types of Life Insurance policies, Whole life, Endowment and Term policies, Nomination and assignment, annuity, mortality table.

(08 Lectures)

Unit-III

Marine Insurance - General principles of marine insurance contract, marine losses, Motor Insurance -Types of policies.

(06 Lectures)

Unit-IV

Fire insurance- Basic principles of fire insurance contracts, insurance intermediaries-agents, procedures of becoming agent, pre-requisites of obtaining a license and code of conduct.

(06 Lectures)

Suggested Readings:

Arif Khan	: Insurance Principles and Practice
M N Mishra	: Insurance Principles and Practice
Kothari and Bahal	: Insurance
Balchand Srivastava	: Beema Ka Tatva
Sharma and Jain	: Principles of Insurance

B.COM. C-603

MANAGEMENT ACCOUNTING

Course Objective: To acquaint the students with the basic principles of Management Accounting

Unit-I

Introduction : Concept, Nature, Scope of Management Accounting, its importance and limitations, Management Accounting and decision making, Distinguishing features of Management accounting, cost accounting and financial accounting, Role and responsibilities of Management accountant. Tool and techniques of Management accounting

(06 Lectures)

Unit-II

Analysis and interpretation of Financial Statements: Meaning , Objectives, procedure and types, its significance and limitations, Comparative statements, Common size statements and ratio Analysis, Techniques of analysis and interpretation of Financial statements

(06 Lectures)

Unit-III

Marginal Costing: Meaning , concept and basic characteristics of marginal costing, its utility and limitations, marginal costing vs. absorption costing, Marginal approach to profit determination, cost – volume- profit analysis.

(09 Lectures)

Unit-IV

Budgetary Control, Fixed and flexible budgeting, Standard costing and variance analysis, determination of material cost variance (MCV), Zero based budgeting.

(09 Lectures)

Suggested Readings

S P Gupta	: Management Accounting
I M Pandey	: Management Accounting
K L Gupta	: Management Accounting
M L Agarwal	: Cost Accounting
S P Gupta	: Prabandhkiya Lekhankan

B.COM. C-604

PROJECT MANAGEMENT

Course Objective: The objective of this paper is to introduce the students with the concepts, techniques and management of projects.

Unit-I

Basic Concept; Concept of a Project, categories of projects, project development cycle. The concept of project management, tools and techniques of project management, forms of project organization.

(07 Lectures)

Unit-II

Project formulation; Project Identification and Preparation, Market and Demand Estimate, Market Survey, Demand Forecasting, Cost of Projects, Means of Financing, Estimate of Cost, Financial Projection.

(08 Lectures)

Unit-III

Process of Project appraisal, technical, economical, financial, legal and social appraisal of the industries projects.

(07 Lectures)

Unit-IV

Implementation, monitoring and control of projects, Project scheduling, network techniques for resources project management teams and coordination...Monitoring and post implementation, evaluation of the Projects

(08 Lectures)

Suggested Readings:

Prasanna Chandra	: Projects
P.K. Matto	: Project Formulation in Developing Countries
Chitale	: Project Viability in Inflationary Condition
M Mojsin	: Project Planning and Control
D K Jain	: Project Planning and Appraisal in Planned Economy

B.COM. C-605

ADVANCE BUSINESS STATISTICS

Course Objective: The objective of this paper is to impart the conceptual understanding of the advanced statistical techniques among the students.

Unit-I

Role of Statistics in Business, Agencies Involved in Collection of Statistics in India-CSO, NSSO, Agricultural Statistical in India, population statistics in India, population census, problem of Indian statistics.

(06 Lectures)

Unit-II

Vital statistics – death rate, birth rate, fertility rate & reproductivity rate, index number: fixed base and chain base index, conversion on fixed base into chain base & vice versa, Splicing of index number, consumer price index: Laspyre’s index Parche’s index & Fisher’s idle index, time reversal & Factor reversal test & circular test.

(10 Lectures)

Unit-III

Analysis of Time Series- Methods of moving averages, methods of Least square of second orders, short term oscillations-seasonal indices..

(07 Lectures)

Unit-IV

Statistics of Quality Control: Quality Control of Attributes, Variable Lorenz Curve, Philip Curve, Business Forecasting-Importance and Methods

(07 Lectures)

Suggested Readings:

D N Elhance	: Fundamentals of Statistics
S P Gupta	: Statistical Methods
C B Gupta	: Statistics
Shukla & Sahay	: Sankhyaki Ke Siddhaant

B.COM. C-606

ECONOMICS OF DEVELOPMENT

Course objective: To update the students with latest developments in the subject.

Unit-I

Economic Development: Concepts & measurement. Economic Development Vs Economic growth, Human Development Indices: Physical Quality of life index & Human Development Index. Sustained Economic Development:-concept and importance, Sustained economic in India. Environmental problem and causes of environmental degradation , policies for sustainable development.

(06 Lectures)

Unit-II

Characteristics of an underdeveloped economy, obstacles to development, Economic development and Inequality of Income: Millennium Development goals, MDG & India. Problem of Stagflation in developing economies.

(08 Lectures)

Unit- III

Marx's stages of Economic growth, Rostow's stages of Economic growth, Marx Vs Rostow's view, Doctrine of balanced growth and unbalanced growth .Concept of Dualism :- Economic, social & Political dualism.

(08 Lectures)

Unit-IV

Measures of economic development:- Commercial, Monetary & Fiscal Policy, Foreign capital & aid, Foreign direct investment and foreign indirect investments , role of multinationals in economic development.

(08 Lectures)

Suggested Readings:

H.L. Ahuja	: Economic development & Planning
Rudra Dutt and Sundram	: Indian Economy
M.L. Jhingan	: Development & Planning