

PATNA UNIVERSITY



COURSES OF STUDY

FOR

B. Com. Examination (2015-18)

Three Year Degree Course

Part – I

PATNA UNIVERSITY
COURSES OF STUDY

For 2015-2018 (Three Year Degree Course)

B. Com. (Honrs) Course

PART I

A. Accounts Group:	Maximum marks	Pass mark
(i) Financial Accounting	100	
(ii) Auditing	100	90
Subsidiary papers:		
(i) Business Organisation	100	33
(ii) Principles of Economics	100	33
Language Paper :		

A Candidate shall choose either (a) or (b) for Composition.

(a)Hindi- One Full Paper at 100 marks for each of the Part I and part II Examination. Hindi - 100 33

(b)Hindi (50 marks) and one of the following language (50 marks) for each of the Part I and Part II examination. Maithli, Urdu, Bengali and English or any other language recognised by Academic Council for the purpose.

	Full Marks	Pass Marks	Aggregate Pass Marks
Hindi	50	15	
Other	50	15	33

Provided that a candidate of non-Indian domicile may take a full paper in English (higher standard) in view of (a) or (b) above.

English	100	33
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B. Corporate Administration Group

Honours papers—

(i) Business Organisation	100	
(ii) Company Accounts	100	90
Subsidiary Papers :—		
(i) Financial Accounting	100	33
(ii) Principles of Economics	100	33

Language Paper:

A Candidate shall choose either (a) or (b) for Composition.

(a) Hindi- One Full Paper at 100 marks for each of the Part I and part II Examination. Hindi - 100 33

(b) Hindi (50 marks) and one of the following language (50 marks) for each of the Part I and Part II examination. Maithli, Urdu, Bengali and English or any other language recognised by Academic Council for the purpose.

	Full Marks	Pass Marks	Aggregate Pass Marks
Hindi	50	15	
Other	50	15	33

Provided that a candidate of non-Indian domicile may take a full paper in English (higher standard) in view of (a) or (b) above.

English	100	33
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C. Business Environment Group

Honours Papers :—

(i) Business Organisation	100	
(ii) Socio-Political Environment	100	90
Subsidiary Papers		
(i) Financial Accounting	100	33
(ii) Principles of Economics	100	33

Language Paper :

A Candidate shall choose either (a) or (b) for Composition.

(a) Hindi- One Full Paper at 100 marks for each of the Part I and part II Examination. Hindi - 100 33

(b) Hindi (50 marks) and one of the following language (50 marks) for each of the Part I and Part II examination. Maithli, Urdu, Bengali and English or any other language recognised by Academic Council for the purpose.

	Full Marks	Pass Marks	Aggregate Pass Marks
Hindi	50	15	
Other	50	15	33

Provided that a candidate of non-Indian domicile may take a full paper in English (higher standard) in view of (a) or (b) above.

English 100 33

D. Business Finance Group

Honours Papers :—

(i) Business Organisation 100
(ii) Principles of Business Finance 100 90

Subsidiary papers :—

(i) Financial Accounting 100 33
(ii) Principles of Economics 100 33

Language Paper :

A Candidate shall choose either (a) or (b) for Composition.

(a) Hindi- One Full Paper at 100 marks for each of the Part I and part II Examination. Hindi - 100 33

(b) Hindi (50 marks) and one of the following language (50 marks) for each of the Part I and Part II examination. Maithli, Urdu, Bengali and English or any other language recognised by Academic Council for the purpose.

	Full Marks	Pass Marks	Aggregate Pass Marks
Hindi	50	15	
Other	50	15	33

Provided that a candidate of non-Indian domicile may take a full paper in English (higher standard) in view of (a) or (b) above.

English			100	33
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B. COM. (GENERAL SUBSIDIARY)

PART I

PAPER I. BUSINESS ORGANISATION

Meaning and Difference between Organisation, Management and Administration.

Types of Organisation—Line, Functional and staff.

Characteristics of a business owned by a Single Individual, Partnership and a Joint Stock Company.

Factors affecting the size of a business unit.

Large scale Retailing—Departmental Store, Multiple Shop, Mail Order Business and Super Bazar.

Business combination—causes, Effects, Types and Forms. Scientific Management and Rationalization—Main aspects & merits and demerits.

Methods of Remunerating Labour—Time Rate, Piece Rate and Incentive Plan i.e. Taylor, Emerson, Halsey, Rowan and Gantt.

Sources of Business Finance -Short Term and Long Term.

Stock Exchange and Produce Exchange, Meaning, Functions and Importance—Spot and Future Transactions-Regulation of Stock Exchange in India, Role of SEBI. Listing of securities, online trading.

Books Recommended:

1. Dr. Y. P. Verma —Vyavshaya Sanghthan, Prabandh Ewan Prashashan (S. Chand & Co.).
2. Yaducal Bhushan —Business Organisation
3. M. C. Shukla — Business Organisation
4. Ghosh and Om Prakash — Business Organisation
5. Dr. Padma Asthana — Vyavshaya Sanghthan Ewan Prabandh
6. R.K. Sharma, Shashi K. Gupta—Business Organisation

PAPER II—FINANCIAL ACCOUNTING

Basic principles of Accounting:—A brief study about journal, Ledger and Trial balance. Preparation and presentation of Final Account and Financial Statement, Significance and Limitations of Financial Statement.

Dissolution of Firm—Simple Dissolution, Insolvency of Partner—Garner Vs. Murray rule, Sale of business—Conversion into Joint Stock Company.

Single Entry System—Preparation of Statement of Affairs; Conversion from Single Entry to Double Entry.

Accounting for non-trading organisation—Preparation of Receipts and Payments Account, Income and Expenditure A/c & Balance Sheet.

Joint Stock Company—Issue of Shares and Debentures, Forfeiture of Shares, Redemption of shares and Debentures.

Amalgamation and Reconstruction.

Liquidation (Voluntary and Compulsory Liquidation), Royalty Account.

Hire Purchase and Installment payment system.

Insolvency accounts.

Departmental and Branch Accounts (including Foreign Branch).

Accounting for banking company.

Books Recommended:

1. J. R. Batliboi—Advanced Accounts
2. M.C. Shukla and T.S. Grewal—Advanced Accounts
3. S.M. Shukla—Advanced Accounts
4. Basu & Das—Advanced Accounts
5. R.L. Gupta—Advanced Accounts

PAPER III—PRINCIPLES OF ECONOMICS

Nature and scope of Economics :— Marshall and Robbin's Definitions of Economics — Positive and Normative Economics. Nature of Economic Laws. Micro and Macro Economics.

Economic systems and their Basic features, Differences between them. The function of an Economic System, Features, Merits and Demerits of Capitalism, Socialism and Mixed Economy.

Theory and Demand :— Law of Demand, Elasticity of Demand Consumers Surplus, Indifference Curve Analysis.

Production :— Law of Returns, Elementary idea of Production Function and Iso-Product Curve, Nature of Costs : Fixed and variable costs, Total, Average and Marginal Cost.

Theory of Product Pricing:—

(a)Pricing and output under perfect competition—Nature of Perfect competition, Pricing and output in the Market Period, Short period and Long Period. Equilibrium of the Firm under Perfect Competition.

(b)Pricing and output under Monopoly—Meaning of Monopoly, Cost and Revenue Analysis in Monopoly, Short-run and Long-run.

Equilibrium under Monopoly, Price Discrimination under Monopoly.

National Income—Meaning of GNP, NNP, GDP & NDP.

Theory of Distribution or theory of Factor Pricing.

Theories of Rent, Wages, Interest and Profit.

Books Recommended :

1. Dewett K. K.—Adhunik Arth Shastra Ke Sidhant (Modarn Econoinic Theory).
2. Marshall—Principles of Economics.
3. Roy, L. M.—Arthshastra.
4. Sundharam K. P. M. and Vaish M. C.—Principles of Economics.
5. Stonier and Hague -A Text Book of Economic Theory.
6. Jain K. P.—Arthshastra Ke Sidhanta.
7. Ahuja, H. L.—Advanced Economic Theory,
8. Ahuja, H. L.—Uchatar Arthic Sidhanta.

B. COM. (HONOURS) COURSE

ACCOUNTS GROUP

PART I

PAPER I—FINANCIAL ACCOUNTING

Basic Accounting concepts and conventions; Nature and significance of Accounting, types of Accounting. A brief introduction about Journal, Ledger and Trial Balance & Preparation of Final Accounts.

Accounting of non-trading organisations—Preparation of Receipts and payments Account, Income and Expenditure Account and Balance Sheet.

Single Entry System—Preparation of Accounts from incomplete records-conversion of single entry into Double Entry system.

Royalty, Hire Purchase and Installment Payment System, Departmental and Branch Accounts (including foreign branch). Insolvency Accounts, Partnership dissolution—Simple Dissolution , Insolvency of partners, Garner Vs. Murray case; Conversion of a firm into company.

Books Recommended :

1. J. R. Batliboi —Advanced Accounts
2. M. C. Shukla —Advanced Accounts
3. S. M. Shukla —Advanced Accounts
4. Pickles —Advanced Accounts
5. N. K. Jha —Basic Financial Accounting
6. S. K. Singh & R.U. Singh —Financial Accounting

PAPER- II—AUDITING

Definition of Auditing, objects, classes. Auditing as distinct from book-keeping and Accountancy—Qualities of an Auditor, Advantages of auditing.

Internal Check— meaning and objects—internal check in different departments of a business organisation.

Vouching—meaning and importance—Vouching of different books of original entry.

Audit Note Book and Audit Programme—Main contents & their importance.

Revenue and Capital Expenditure—Distinction, Different types of reserves, Methods of charging depreciation.

Verification and Valuation of Assests.

Audit of a company Accounts—Appointment, remuneration, duties, liabilities and rights of company auditor, important case-laws on the topic.

Audit of Final accounts of a company—Divisible profits—capital profits.

Investigation—Investigation of accounts under different situations—investigator's report.

Audit of other institutions such as Banks, insurance companies, Educational Institutions, Clubs, Cinema Houses etc.

Audit Reports—Clean and qualified.

A brief study about Audit Standards (AS) and latest development in the area of auditing of MNCs.

Books Recommended :

- 1 N. L. Nadda —Ankekshan
- 2 Spicer and Pagler — Practical Auditing
- 3 De Paula — The Principles of Auditing
- 4 T. R. Sharma — Auditing:
- 5 R. R. Gupta —Text Book of Auditing
- 6 B. N. Tandon —Auditing

SUBSIDIARY:**PAPER I—BUSINESS ORGANISATION**

Syllabus as given in B.Com. (General Subsidiary) Paper-I

PAPER II—PRINCIPLES OF ECONOMICS

Syllabus as given in B.Com. (General Subsidiary) Paper-III

LANGUAGE PAPER :

Syllabus of language paper will be the same as framed for B.A. (Hons.)/B.Sc. (Hons.) for Part-I by Faculty of Humanities, Patna University.

CORPORATE ADMINISTRATION GROUP

PART I

PAPER I—BUSINESS ORGANISATION

Forms of Organisation—Sole trading Partnership including Registration and Dissolution.

Joint Stock Companies—Types of Companies—their promotion Financing of Joint Stock Companies—Capitalisation and Capital Structure—Patterns of Capital Structure—Economic Features of different classes of shares.

Management of Joint Stock Companies—Distribution of power between shareholders and Directors, Appointment, rights, duties and liabilities of Directors—Meeting—Types of meeting, Resolutions, Drafting of reports, agenda and minutes.

Business combination—Causes, types, forms, merits & demerits—Combination in Indian industries.

Public Corporation—meaning, difference between public corporation and other forms of organisation.

Scientific Management—Meaning, Elements of Scientific Management, Merits-Demerits.

Rationalization—meaning and scope of rationalization—difference between scientific management and rationalization in Indian industries.

Methods of wage payment—factors determining wages—Fair wages Living wages and Minimum wage-Time and piece rate systems of wage payment—Incentive plans e.g. Halsey, Rowan, Taylor and Gantt systems of wage payment, Profit Sharing method of wage payment

Organised Market—Stock Exchange—Terms used in Stock

Exchange. A brief history of stock exchange in India—Organisation and working of Stock; Exchanges in India. Regulation of Stock Exchanges in India, Online trading in stock exchange.

Produce Exchange—A brief history of produce exchanges in India working of Produce Exchange, Spot and Future dealings, Advantages of future dealings.

Organisation of trade—Home trade, Wholesale, Retail Business, Multiple shop system, Departmental Stores and Chain Stores.

Organisation of Import trade—Terms used in the import trade, organisation of export trade and procedure followed in export trade.

Brief introduction to the computers, Origin and growth, Advantages, Applications in Business and Kinds of computer.

Books recommended :

1. Dr. Y P Verma —Vyavshaya Sangathan Prahandh Ewam Prashashan (S Chand and Co.)
2. Yadukul Bhushan—Business Organisation
3. M C Shukla—Business Organisation
4. Ghosh and Om Prakash — Business Organisation
5. Dr. Padamakar Asthana—Vyavshay Sangathan Ewam Prabandh

PAPER II—COMPANY ACCOUNTS

Accounting for Share Capital transactions—Issue of shares, forfeiture and re-issue of shares, redemption of preference shares, statutory requirements.

Issue of debentures—Accounting treatment and methods of redemption.

Preparation and presentation of Final Accounts of Joint Stock Companies as per company's Act 2013. Accounting treatment of amalgamation and re-construction of companies.

Methods of valuation of Goodwill and Shares. Holding company and its Subsidiary : Preparation of consolidated Balance-sheet. Liquidation of companies (Voluntary & compulsory liquidation).

Accounting standards—relevance and significance. A brief introduction about IFRS.

Books recommended :

1. M C Shukla and T S Grewal —Advanced Accounts
2. S. M. Shukla —Advanced Accounts
3. Pickles —Accountancy
4. R. L. Gupta —Accountancy
5. J. R. Batliboi —Advanced Accounts
6. S. K. Singh & R.U. Singh —Financial Accounting

SUBSIDIARY:

PAPER I—FINANCIAL ACCOUNTING

Syllabus as given in B.Com. (General Subsidiary) Paper-II

PAPER II—PRINCIPLES OF ECONOMICS

Syllabus as given in B.Com. (General Subsidiary) Paper-III

LANGUAGE PAPER :

Syllabus of language paper will be the same as framed for B.A. (Hons.)/B.Sc. (Hons.) for Part-I by Faculty of Humanities, Patna University.

BUSINESS ENVIRONMENT GROUP

PART I

PAPER I—BUSINESS ORGANISATION

The course for this paper shall be the same as of Paper I of Part I of Corporate Administration Group.

PAPER II—SOCIO POLITICAL ENVIRONMENT

Social Structure and institutions—family, Caste, religion and culture; their influence on industrial life and business community.

Political Environment— Political systems and organisation political organisation in the Country, Features of Indian constitution with reference to Fundamental rights and directive principles. The Financial relationship between the Central Government and the State Government in India. Recommendations of the Finance Commission for allocation of revenue among states.

Books recommended :

1. John —Indian Constitution
2. Johnson —Sociology
3. M. M.Srivastava —Caste in Modern India
4. Fraucies Cherumlam —Business Environment

SUBSIDIARY:

PAPER I—FINANCIAL ACCOUNTING

Syllabus as given in B.Com. (General Subsidiary) Paper-II

PAPER II—PRINCIPLES OF ECONOMICS

Syllabus as given in B.Com. (General Subsidiary) Paper-III

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BUSINESS FINANCE GROUP

PART I

PAPER I—Business Organisation

The Course for this paper shall be the same as of Business Organisation Paper I of Corporate Administration Group Part I.

PAPER II—Principles of Business Finance

Meaning and concept, Nature and scope of Business Finance, Finance function in business. The traditional and modern views of Finance. The objectives of Financial Management—Profit Maximisation Vs. Wealth Maximisation. The Rationale of Wealth Maximisation. Financial factors governing the choice of form of organisation.

Planning for Funds—Financial Plan—Meaning and basic considerations, Quantum of funds requirements. Factors determining fixed and working capital requirements. Estimating the need for Cash, Receivables and Inventories. Capitalisation—Cost and Earning theories, Over-capitalisation and Under-capitalisation—their cause, effects and remedies. Capital Structure — the problem of debt equity mix, Trading on Equity—concept and limitations, Factors governing methods of financing—Risk, Income, Control and Future Financing.

Raising of Funds—Sources and forms of external financing with special reference to India. Raising long-term funds. Promotion—steps and importance of promotion; types of promoters, company promotion in India. Underwriting of capital issues—trends in and broad features of underwriting in India. Functions and organisation of stock exchanges in India. Special Financial Institutions and industrial financing and overall view, Raising medium-term and short-term funds, Commercial banks and industrial finance. Broad features and trends in bank financing of industries.

Management of Funds—Meaning and significance of capital budgeting.

Evaluation Criteria for Investment—Payback Period, Accounting Rate of Return. Net Present Value. Cost of Capital—Cost of equity, preference capital and of borrowings, combined cost of capital.

Management of Income—Accounting and economic concept of income. Internal financing—determinants and dangers. Dividend policy—Basic issues, regularity and forms of dividend payments, factors determining the quantum of dividend payments, stock dividend and their purpose.

Books Recommended :

1. H. Dalton—Public Finance
2. U. K. Hicks—Public Finance
3. Antonic Daviti De Marco—First Principles of Public Finance
4. Guthman and Dougali—Corporate Financial Policy
5. Flink and Gruneward—Managerial Finance
6. Gerstenburg C.W. —Financial Organisation and Management of Business
7. Weston and Brigham—Financial Management
8. Johnson B. W. —Financial Management
9. S. C. Kuchhal—Corporation Finance
10. Hunt—Basic Business Finance
11. Annual Reports on Currency and Finance Banking Statistics—Reserve Bank of India.

SUBSIDIARY:

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PAPER II—PRINCIPLES OF ECONOMICS

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