

SHIVAJI UNIVERSITY, KOLHAPUR.



Revised Draft Syllabus For
M.Com. Part-I
(As per U.G.C. model curriculum)

Introduced from June 2003 and Onwards

(Subject to the modifications will be made from time to time)

**Note : For related ordinances, rules & regulations please
download from the Online Syllabus website viz.
www.unishivaji.ac.in**

Sr. No.	Name of the Subject	Page No.
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11	Gr. i : Paper-I Paper-II	Organised Markets & Transportation- Organised Markets Organised Markets & Transportation- Transport
12	Gr. j : Paper-I Paper-II	Insurance-Fundamentals of Insurance Insurance-Principles & Practice of Life & Health Insurance
13	Gr.k : Paper-I Paper-II	Advanced Statistics-Statistical Models For Business Decisions Advanced Statistics-Design of Experiments And Sampling Techniques

M.Com Part – I and II - Equivalence

Pre-Revised	A)	Revised
I). Compulsory Papers:-		I). Compulsory Papers:-
1. Management Information System 2. Applied Economics & Development 3. Management Accountancy 4. Business Finance		1. Management concepts & organisational Behaviour 2. Managerial Economics 3. Management Accounting 4. Business Finance
II) Optional Papers: I, II, III & IV	To	II) Optional Papers: I, II, III & IV
1. Advanced Accountancy 2. Advanced Cost Accountancy 3. Taxation 4. Human Resource Management 5. Marketing Management 6. Entrepreneurship Development 7. Production & Financial Management 8. International Business 9. Co-operation and Rural Development 10. Industrial Structure and Policy 11. Banking and Finance 12. Labour Economics & Policy 13. Applied Statistics 14. Secretarial Practice & Law 15. Portfolio Management and Environmental 16. Co-operative Structure & Management, Finance & Audit 17. Management of Business Services 18. Tourism & Hotel Management		1. Advanced Accountancy 2. Advanced Costing 3. Taxation 4. Business Administration 5. Organised Markets & Transportation 6. Small Business & Entrepreneurship Management 7. Business Administration 8. Advanced Banking & Financial System 9. Co-operation and Rural Development 10. Advanced Banking & Financial System 11. Advanced Banking & Financial System 12. Advanced Banking & Financial System 13. Applied Statistics 14. Secretarial Practice 15. Business Administration 16. Co-operation & Rural Development 17. Business Administration 18. Business Administration
(N.B.: - Equivalence be considered in respective paper only.)		

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Compulsory Paper

Paper-I

1. MANAGEMENT CONCEPTS AND ORGANISATIONAL BEHAVIOUR

1. **School of Management Thoughts** : Introduction to Scientific process, human behaviour and social system school; Decision theory school, Quantitative and system school; Contingency theory of management.
2. **Managerial Functions** : Planning , Concept, significance and types; Organising- concept, principles, Basis of Organisation structure- Division of work, Hierarchy, co-ordination, Staffing; Directing; and Control- nature, process and techniques.
3. **Organisational Behaviour-** Organisational behaviour- concept and significance, contributing disciplines to OB, Relationship between management and organisational behaviour; Emergence and ethical perspective
4. **Foundation of Individual Behaviour-** Ability, Personality, Learning, Perception, Values , Attitudes, Job satisfaction
5. **Foundation of Group Behaviour** : Group- definition and importance, types of group, group formation, group development, group composition, group performance factors; Principle-centred approach to team development
6. **Motivation** : Process of motivation; Theories of motivation- need hierarchy theory, theory X , theory Y and theory Z, two factor theory, Alderfer's ERG theory, McClelland's learned need theory, Victor Vroom's expectancy theory

7. **Leadership:** Concept; Leadership styles; Theories-trait theory, behavioural theory, Fielder's contingency theory, Harsey and Blanchard's theory; Managerial grid; Likert's four system of leadership.
8. **Organisational Conflict: Dynamics and management;** Sources, patterns, levels, and types of conflict; Traditional and modern approaches to conflict; Functional and dysfunctional organisational conflicts; Resolution of conflict.
9. **Interpersonal and Organisational Communication:** Concept of two-way communication; Communication process; Barriers to effective communication; Types of organisational communication; Improving Communication; Transactional analysis in communication.
10. **Organisational Development :** Concept; Need for change, resistance to change; Theories of planned change; Organisational diagnosis; OD intervention, OD Techniques.

References :

1. Hersey, Paul, Kenneth H. Blanchard and Dewey E. Johnson: Management of Organisational Behaviour- Utilising Human Resources, Prentice Hall, New Delhi
2. Koontz, Harold, Cyril O'Donnell, and Heinz Wehrich : Essentials of Management, Tata McGraw-Hill, New Delhi
3. Luthans, Fred- Organizational Behaviour, McGraw-Hill.
4. Newstrom, John W. and Keith Davis: Organizational Behaviour- Human Behaviour at Work, Tata McGraw-Hill, New Delhi.
5. Robbins, Stephen P. and Mary Coulter: Management, Prentice Hall, New Delhi
6. Robbins, Stephen P. Organisational Behaviour, Prentice Hall, New Delhi.

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Compulsory Paper

Paper - II

2. MANAGERIAL ECONOMICS

	Periods
Unit.1. Introduction to Managerial Economics:	(12)
A. Meaning & Definition – Nature & Scope – Economic Theory & managerial theory – Role and responsibility of Managerial Economists – Managerial Economics & Decision-Making – Objectives of Business Firm.	
B. Fundamental Economic Concepts - Incremental Principle – opportunity cost principle - Discounting principle - equi – marginal principle.	
Unit.2. Demand Analysis:	(16)
Demand function-Law of demand –Elasticity of Demand,- Types of elasticity of Demand-Measurement of price Elasticity of Demand-Using elasticity in managerial decisions.	
Unit.3.Theory of consumer choice.	(16)
Defects in cardinal utility approach-indifference curve Approach - Revealed preference &theory of consumer choice Under risk-Demand forecasting-Methods of demand Forecasting-Demand estimation for consumer durable and Non durable products.	
Unit.4.Production Theory.	(16)
Production function-Production with one and two variable Inputs - The law of Diminishing Returns and business Decisions-Economies of scale-cost concepts-their nature, Shape and interrelationship.	
Unit5. Price Determination under Different Market Conditions.-	(20)
Characteristics of different market structure-price determination and firm's equilibrium in short-run and long-run under Perfect competition–monopolistic competition –oligopoly- And monopoly.	
Unit 6: Pricing Practices:	(14)
Cost plus pricing - multiple pricing - price discrimination - International price discrimination and dumping- Transfer pricing.	
Unit 7:Business cycles:	(16)
Nature and phases of business cycle –Theories of Business Cycle –Hawtery,s –schumpeter's- cobweb- samuelson and Hicks theories.	

Unit 8: Inflation:

(10)

Definition characteristics and types - Inflation in terms of Demand –pull and cost – push factor -effects of inflation- Measures to Control inflation.

References:

1. Baumol, William J: Economic Theory and operations Analysis, prentice Hall, London.
2. Baya,Michael R: Managerial Economics and Business strategy,McGraw Hill Inc. New York.
3. Chopra, O.P: Managerial Economics, Tata McGraw Hill Delhi.
4. Dean Joel: Managerial Economics, Prentice Hall Delhi.
5. Dholakia, R.H. and A.L. Oza: MicroEconomics for management students, Oxford university press, New Delhi.
- 6 Eaton, B. Curtis and Diane facton: Micro Economics, Prentice Hall New Jersey.
7. Gough, J. and S. Hills: Fundamentals of Managerial Economics, MacMillan London.
8. Haynes, W.W.V.L. Mote and S. Paul: Managerial Economics Analysis and Cases, Prentice Hall India, Delhi.
9. Petersen, H. Craig and W. Cris Lewis: Managerial Economics, Prentice Hall Delhi.
10. Salvatore, Dominick: Managerial Economics in a Global Economy, McGraw Hill, NewYork.
11. Varian, H.R. International Microeconomics: A modem Approach, East West Press, New Delhi.
12. Varshney RL and Maheshwari KL: Managerial Economics; Sultan Chand and Sons. New Delhi.
13. Dwivedi D. N: Managerial Economics, Vikas Publishing House, New Delhi.
14. Adhikary M. Business Economics Excel Book New Delhi.
15. Ahuja H.L. Advanced economic Theory.
16. Jhingan M.L.- Economic Theory.
17. Sheth M.L. – Principles of Economics.
18. Metha P.L. – Managerial Economics, S chand and company. New Delhi.
- 19.GopalKrishna D: A study of Managerial Economics, Himalaya Publishing House Bombay.
20. Wali B.M. and et.al – Managerial Economics a basic approach R. chand and company, New Delhi.
21. Hague D.C. –Managerial Economics Analysis for Business Decisions, Longman Group Ltd. ELBS London.

Paper - II
MANAGERIAL ECONOMICS
Nature of Question Paper

Instructions:-

1. Section I is compulsory
2. Attempt any five questions form section II

Section I

1. Problems on cost of production.
Elasticity of demand demands forecasting. 20
- OR
- Problems on cost of production, elasticity of demand,
Demand forecasting. 20

Section -II

2. Broad question 16
3. Broad question 16
4. Broad question 16
5. Broad question 16
6. Broad question 16
7. Broad question 16
8. Broad question 16
9. Short Notes (on any two out of Four) 16

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Special Groups (a to k)

3. Group a : Paper I

ADVANCED ACCOUNTANCY

Objective

The objective of this course is to expose students to advanced accounting issues and practices.

Course Inputs

1. Accounting concepts, conventions, Indian and International accounting standards.
2. Holding company Accounts with one and more than one subsidiaries.
3. Accounting for amalgamation, absorption and reconstruction (internal and external) of limited companies- advanced level.
4. Accounts of Insurance companies.
5. Royalty Accounts.
6. Double Accounting system.
7. Accounts of co-operative Societies.
8. Accounts of professionals.
9. Inflation Accounting.
10. Government System of Accounting.

DISTRIBUTION OF MARKS

Theory 20 Marks

Practical Problems 80 Marks

Reference Books

- | | | |
|---------------------------------|---|--------------------|
| 1. Advanced Accountancy | - | Shukla and Grewal. |
| 2. Advanced Accountancy | - | R.R. Gupta. |
| 3. Steps in Advanced Accounting | - | Maheshwari |
| 4. Advanced Accountancy | - | Jain and Narang |
| 5. Advanced Accountancy | - | H. Chakraborty |
| 6. Advanced Accountancy | - | S.P. Iyengar. |

M.com Part – I
Gr.a - Advanced Accountancy Paper - I

Distribution of Marks

Theory : 20 Marks

Practical Problems : 80 Marks

Nature of Question Paper

Instructions :

1. Question No. 1 is Compulsory
2. Attempt any Four Question from Q. No.2 to 7.

			Marks
Q.No.1 –	A) Choose correct alternative given below.	10	20
	B) Fill in the blanks	5	
	C) True or False	5	
Q.No.2	Problem		20
Q.No.3	Problem		20
Q.No.4	Problem		20
Q.No.5	Problem		20
Q.No.6	Problem		20
Q.No.7	Problem		20

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Group a - Paper-II

ADVANCED ACCOUNTANCY

Objective

To gain working knowledge of generally accepted auditing procedures, techniques and skills.

Course Inputs

1. Meaning, nature, scope; Objectives of auditing, basic principles governing an audit, Types of audit – internal audit and external audit, Auditing and Investigation.
2. Vouching- Meaning, need & importance, vouching of cash transactions and credit transactions. Test checking and Routine checking.
3. Verification and Valuation of Assets and Liabilities.
4. Internal Control- Measures and techniques of internal control, evaluation of internal controls system.
5. Auditor's responsibility with regard to statutory requirements under Companies Act, Statutory Auditors responsibilities with reference to audit of branches, relationship between statutory audit and branch audit.
6. Dividends and divisible profits- Financial, legal and policy considerations.
7. Special problems in Audit of banks and Insurance Companies.
8. Audit reports, qualifications, notes on accounts, distinction between notes and qualifications, distinction between reports and certificates.
9. Significance of events occurring after the balance sheet date but before the certification of accounts by the auditor.
10. Appointments of an auditor of limited company- qualifications dis-qualifications, rights, duties and liabilities, liability to Third Party.
11. Audit of limited companies- statutory requirements under the Companies Act 1956, Audit of branches, joint audits.
12. Different types of audit- Management audit, Cost audit Tax audit, Social audit, Efficiency audit.

N.B. This paper will be set on theory only.

Reference books -

- | | |
|--|--------------------------------|
| 1. Practical Auditing | -Ghatalia, Spicer and Paggler. |
| 2. Practical Auditing | -B.N. Tandon. |
| 3. Principles of auditing | -De Paula |
| 4. Principles and Practice of Auditing | -Saxena. |
| 5. Principles of auditing | -Margs. |

M.Com. Part – I
Gr.a - Advanced Accountancy Paper - II

Distribution of Marks

Theory : 100 Marks

Nature of Question Paper

Instructions :

1. All Question are Compulsory

			Marks
Q.No.1 –	A) Choose correct alternative given below.	10	20
	B) Fill in the blanks	5	
	C) True or False	5	
Q.No.2	Broad Question OR Broad Question		16
Q.No.3	Broad Question OR Broad Question		16
Q.No.4	A) Short Answer Question	8	
	B) Short Answer Question	8	
	OR		
	A) Short Answer Question	8	
	B) Short Answer Question	8	
Q.No.5	Distinguish between the following (Any Two out of Four)		16
Q.No.6	Short Notes (Any Four out of Six)		16

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4. Group - b : Paper - I ADVANCED COSTING

Objective –

To gain the understanding of costing concepts and procedure in cost ascertainment system.

Course Inputs –

1. Meaning, nature need scope and objectives of cost accounting. Difference between Financial Accounting and Cost Accounting.
2. Elements of cost – Classification of cost, cost unit, cost center, Preparation of Cost Sheet.
3. Cost Accounting of Materials – Procurement procedure, store Procedure, Stores accounting and control, Receipts and issues of materials, Different method of pricing and issues of materials, fixation of various stock levels and economic ordering quantity.
4. Cost Accounting of Labour – Recording and analysis of Labour cost, overtime, Idle time, Holiday work, Holiday's with pay, Casual workers, Labour turnover, Time & motion study, Methods of remunerating labours nad Incentive systems.
5. Cost Accounting of overheads – Classification, Allocation and Apportionment, Departmentalisation and Absorption of overheads, Under and over absorption of overheads, Treatment of depreciation, Interest on capital and Research and Development cost.
6. Methods of Costing – Job costing, Process Costing – Equivalent production, Contract costing, Operating Costing. Costing of joint products and by – products.
7. Reconciliation of cost and Financial accounts.
8. Integral systems of Accounting.

Distribution of Marks –

Theory	:	40 Marks
Practical Problems	:	60 Marks

M.Com Part – I
Gr.b -Advanced Costing - Paper - I

Distribution of Marks

Theory : 40 Marks
 Practical Problems : 60 Marks

Nature of Question Paper

Instructions :

1. Question No. 1 & Q.No.2 are Compulsory
2. Attempt any Three Questions from Q. No.3 to 7.

			Marks
Q.No.1 –	A) Choose correct alternative given below.	10	20
	B) Fill in the blanks	5	
	C) True or False	5	
Q.No.2	A) Broad Question		10
	B) Broad Question		10
	OR		
	Short Notes (Any Four out of Six)		20
Q.No.3	Problem		20
Q.No.4	Problem		20
Q.No.5	Problem		20
Q.No.6	Problem		20
Q.No.7	Problem		20

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Group - b :Paper - II ADVANCED COSTING

Objective –

To gain expert knowledge of use of costing data for decision – making and control.

Course Inputs –

1. Cost concepts in decision – making – Relevant cost, Differential cost, Incremental cost and opportunity cost.
2. Use of cost in pricing decisions, Cost control and cost Reduction.
3. Marginal Costing – Meaning and objectives, Break – even Analysis, Cost – Volume – Profit Analysis, Various decision making problems.
4. Budgetary Control – Organisation for Budgetary control system. Types of Budgets – Preparation of different types of budgets.
5. Standard Costing – Concepts, Types of standards, Setting of Standards for material, labour and overheads, Variance Analysis.
6. Uniform Costing – Meaning, nature, scope and objectives of Uniform costing, Fields covered by Uniform costing, Inter – firm comparison.
7. Reporting to Management – Different levels of Management and reporting, Forms of presentation of information classification of Reports, Forms of Reporting.
8. Productivity Concepts and measurement thereof – overall factorial productivity, Improvement of productivity.

Distribution of Marks –

Theory	:	40 Marks
Practical Problems	:	60 Marks

Reference Books for Paper – I and II –

1. Cost Accounting – Methods and Practice – B. K. Bhar
2. Cost Accounting – Jain and Narang
3. Cost Accounting – Jawahar Lal
4. Cost Accounting – Maheshwari
5. Cost Accounting – Problems and Solutions – Khanna,
Pandey Ahuza.

M.Com. Part – I
Gr.b -Advanced Costing - Paper - II

Distribution of Marks

Theory : 40 Marks
Practical Problems : 60 Marks

Nature of Question Paper

Instructions :

1. Question No. 1 & Q.No.2 are Compulsory
2. Attempt any Three Questions from Q. No.3 to 7.

		Marks
Q.No.1 –	A) Choose correct alternative given below.	10
	D) Fill in the blanks	5
	E) True or False	5
Q.No.2	A) Broad Question	10
	B) Broad Question	10
	OR	
	Short Notes (Any Four out of Six)	20
Q.No.3	Problem	20
Q.No.4	Problem	20
Q.No.5	Problem	20
Q.No.6	Problem	20
Q.No.7	Problem	20

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5. Group : c - Paper-I TAXATION

- 1 Level of Knowledge: Working knowledge.
- 2 Objective: To obtain knowledge of various provisions of The Income Tax Act and their application in Computation of income of individuals under Varian's heads of income.

3. COURSE INPUTS

1. Definitions under the Income Tax Act 1961.
2. Residence and tax liability.
3. Income deemed to be received / deemed to accrue or arise in India.
4. Incomes which do not form part of total income and income forming part of total income but no income tax is payable (Including provisions relating to charitable and Religious Trusts and Institutions).
5. Heads of income and the provisions relating to computation of income under different heads in respect of Individuals.
6. Provisions relating to clubbing of income.
7. Set-off and carry forward of various types of losses.
8. Deductions from gross Total income (chapter VI-A).
9. Scheme of presumptive taxation under the Income Tax Act.
10. Problems on computation of total income and tax payable and rebates and relief's, in respect of Individuals only.

M.com Part – I Gr.c - Taxation - Paper - I

A) Distribution of Marks

Theory : 40 Marks
Practical Problems : 60 Marks

Nature of Question Paper

Instructions :

1. Question No.1 & Q.No.2 are Compulsory
2. Attempt any Three Questions from Q. No.3 to 7.

		Marks
Q.No.1 –	A) Choose correct alternative given below.	10
	B) Fill in the blanks	5
	C) True or False	5

Q.No.2	A) Short Answer Question	10
	B) Short Answer Question	10
	OR	
	Short Notes (Any Four out of Six)	20
Q.No.3	Problem	20
Q.No.4	Problem	20
Q.No.5	Problem	20
Q.No.6	Problem	20
Q.No.7	Problem	20

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Group c: Paper-II
TAXATION

1.Level of knowledge: Working knowledge.

2.Objectives: To obtain knowledge of provisions of Income Tax Act relating to various procedural and administrative matters and of (computation of income under various heads relating to all types of assesses other than individual.

3.Course Inputs

- 1.special provisions relating to the computations of income of companies, firms, A.O.P.'s and H.U.F.
2. Income Tax Authorities and their power's.
- 3.Assessment procedures and provisions relating to payment of Advance- Tax
- 4.Appeals, revisions and rectifications.
- 5 Provisions relating to tax deduction at source, tax collection at source, an other statutory.obligations under the income –Tax Act.
- 6.Collection, recovery, and Refund of Taxes.
7. Interest payable & receivable under the Income Tax Act.

8. Provisions relating to survey & search under the Income Tax Act 1961.
9. Provisions under Income Tax Act 1961 for curbing Tax evasion, & tax avoidance.
10. Penalties and prosecutions under Income Tax Act 1961.
11. Important Legal decisions.
12. Problems on computation of Total Income of various types of assesses soother than individuals under different heads of income including determination of tax liability.

Note and Reference Book for Paper I and II

- Notes: 1. The students are expected to keep abreast of latest relevant Decisions.
2. The Finance Act that is in force at the time of commencement of academic year shall be applicable.
 3. Provisions of the assessment year prevailing at the commencement of the academic year shall be applicable. (for Example- may 2004 Examination, provisions of assessment year 2003-2004 shall be applicable.)
 4. Distribution of Marks
 - a) Theory -40 marks
 - b) Practical Problems - 60 marks.

Reference Books

1. Singhanian v. k. : Student's Guide to Income Tax, Taxman, Delhi.
2. Prasad, Bhagwati : Income Tax Law & Practice , Wiley Publication New Delhi.
3. Mehrotra H.C. : Income Tax Law & Accounts, Sahitya Bhavan Agra
4. Dinker Pagare: Income Tax Law & practice , Sultan chand & Sons New Delhi.
5. Gerish Ahuja and Ravi Gupta: Systematic Approach to Income Tax, sahitya Bhavan , New Delhi
6. Chandra Mahesh and shukla D.C. : Income Tax Law and Practice, pragati Publication, New Delhi

M.com Part – I
Gr.c - Taxation - Paper - II

B) Distribution of Marks

Theory : 40 Marks

Practical Problems : 60 Marks

Nature of Question Paper

Instructions :

3. Question No.1 & Q.No.2 are Compulsory

4. Attempt any Three Questions from Q. No.3 to 7.

			Marks
Q.No.1 –	A) Choose correct alternative given below.	10	20
	D) Fill in the blanks	5	
	E) True or False	5	
Q.No.2	A) Short Answer Question		10
	B) Short Answer Question		10
	OR		
	Short Notes (Any Four out of Six)		20
Q.No.3	Problem		20
Q.No.4	Problem		20
Q.No.5	Problem		20
Q.No.6	Problem		20
Q.No.7	Problem		20

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6. Group d :Paper - I

ADVANCED BANKING AND FINANCIAL SYSTEM.

(Law and Practice of Banking in India)

	Periods
1. Banking Regulation Act, 1949(with upto- date amendments) as related with Licensing of Bank, capital structure. Management, Liquidity –SLR and CRR, submission of Returns – Balance sheet and profit and Loss Account –winding –up- deposit Insurance Corporation.	15
2. The companies Act, 1956- relevant provisions applicable to Banking company and Bank Loans Negotiable Instruments Act.	15
3. Financing to priority sectors- New Concepts and Criteria in Bank Lending – The priority sectors small loans Guarantee scheme, 1971, small –loans (small –scale Industry), Guarantee scheme, 1981.	20
4. Guidelines for financing priority sector- Financing small –scale industries, General considerations-Transport operators, Retails Traders, small Business, professional and self –employed persons, Educational loan, state sponsored bodies for SC and ST, Housing Loan, prime minister’s Rozger Yojana.	20
5. Financing for Agriculture- Direct Finance to farmers for Agricultural purpose, crop Loan, Development Loans, Lending producture, Guidelines for Recovery of Agricultural Advances-crop insurance scheme- latest Trends – indirect Finance-SFDa, Lead Bank scheme, service Area Approach, Farmers services societies.	25
6. Credit policy of R.B.I. – credit Authorisation scheme / Credit Monetary Arrangement – RBI Guidelines for following –up of Bank Credit.	20
7. Export finance- present position-pre shipment and post - shipment credit- Role of Exim Bank.	20

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Group d : Paper II
ADVANCED BANKING AND FINANCIAL SYSTEM
(Bank Management.)

	Periods
1. Banking and economic development – survey of structure and process of Banking in India.	15
2. Organisation of Branch Banks in public sector and private sector – internal Organisation – Liquidity Management – Liquidity Measurement – Determining liquidity Needs – Theories of Bank Liquidity Management – Commercial Loan Theory, shiftability Theory, The anticipated income Theory – Asset –Liability Match. Investment–investment practices such as maturity, yield, safety and diversification.	15
3. Bank Lending- Classification of Bank Lending on the basis of Maturity Method of repayment, securities- Regulation of Bank Credit/ Lending – factors influencing Banks loan policy.	20
4. Analysis of Financial Statements- Banker’s Approach to Analysis – Analysis of Balance sheet, Ratio Analysis, operating ratios, Liquidity Ratios, Leverage Ratio, Analysis of profit and Loss Account.	20
5. Performance of Nationalised Banks Financial sector Reforms –Major Aspects of Banking Reforms adopted after 1992-Narsinham Reform –Varma Panel.	25
6. Financial Markets: The Money Markets – working if money market in India- Recent Trends- Organisation and Trading practices of Indian stock Exchanges- Resent Development in Capital Market- BSE-NSE-OTCEI-Govt. securities market - mutual Funds.	20
7. Financial Institutions- Their Role in Economic Development, UTI, IDBI, IFCI, ICICI and SFC’s.	20

Reference Books:

1. S. Singh, performance Budgeting for commercial Bank, MacMillan Company India.
2. K.K. Panikar, Banking Theory and system, S. Chand and Co. New Delhi.
3. Howard D. Crosse, Management policies for commercial Banks, prentice Hall.

4. Vasant Desai, Indian Banking, Nature and problems, Himalaya Publishing House.
5. S.K.Davar, Law and Practice of Banking.
6. R.B.I. Reports.

Group d : Paper II
 ADVANCED BANKING AND FINANCIAL SYSTEM
 (Bank Management.)

Nature of Question Paper

Q.1.

A) Tick mark ✓ the correct alternative given below:-

10 Sentences – 10 Marks

B) Fill in the blanks with proper words.

5 sentences – 5 Marks.

C) State whether the following statements are true or false:

5 statements – 5 marks.

Instructions:-

1. Answer all questions.
2. Figures to the right indicate full marks.

	Marks
2. Give short answer to the following questions	16
A) _____	08
B) _____	08
OR	
A) _____	08
B) _____	08
3. Write short Note any four out of Six.	16
4. Broad Question	16
OR	
Broad Questions	16
5. Broad Question	16
OR	
Broad Question	16
6. Broad Question	16
OR	
Broad Question	16

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7. Group: e : Paper I

CO- OPERATION AND RURAL DEVELOPMENT (Principles of Co-operation)

	Periods
1. Meaning, Definition and Principle of Co-operation –Role of Co-operation in Economic Development.	10
2. Co-operative movement in India – origin, progress and Development of Co-operation in India.	15
3. Co-operative Legislation: Review of Co-operative Legislation in India- Main Provisions of Maharashtra Co-operative Act. 1960.	15
4. Financial Needs of Co-operatives: Sources of Finance – Allocation of Funds – Credit planning and performance Budgeting.	20
5. Co-operative Credit structure in India: Need, objectives, structure – progress and problems of Co-operatives Credit.	20
6. Agricultural Non-Credit Co-operatives. (a) Co-operative Farming. (b) Dairy Co-operatives. (c) Irrigation Co-operatives. Their progress and problems.	20
7. Community Development and Co-operation: Scope of Co-operation in community Development programmes.	20
8. Institutional support to Co-operatives – NCDC, NABARD,SBI.	15

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Group: e : Paper II
CO-OPERATION AND RURAL DEVELOPMENT
(Rural Economy Of India.)

	Periods
1 Nature and status of Rural Sector:	10
(a) Nature of Rural Economic Sector.	
(b) Problems of Rural Sector.	
(1) Rural Population.	
(2) Agricultural Labour.	
(3) Poverty in Rural India:	
(c) Changing Rural Science.	
2 Rural Resources:	15
Land Resources- Water Resources- Manpower Resources and Forest Resources.	
3 Rural Infrastructure :	15
Rural Banking.	
Rural Marketing.	
Farm Mechanization	
Farm Pricing	
Farm Management.	
4 Rural Indebtedness:	20
Problem of Indebtedness – Composition and Implications of Indebtedness – Removal of Indebtedness.	
5. Rural Development.	20
Role of Rural Development in Economic Development of India.	
6. Multi-dimensional Approaches to Rural Development.	20
(a) Land Reforms	
(b) Community Development	
(c) Panchayat Raj System	
(d) Co-operative Movement	
(e) Voluntary Organisations.	
7. Co-operatives in Maharashtra.	20
(1) Sugar Co-operatives.	
(2) Consumers Co-operatives	
(3) Urban Co-operative Banks.	
8. Rural Development Programms	15
A) IRDP	
B) JRY	
C) EGS	

References Books

1. Principles, Problems and practice of Co-operation, T.N. Hajela, Shiva Lal, Agarwala and company Agra.
2. Theory, History and practice of Co-operation, R.D. Bedi, Loyal Book Depot, Meerut.
3. Co-operation in India, H.R. Mukhi, New Heights Publishers, New Delhi.
4. Agricultural Co-operation in India, John Matthai, Reliance publishing House, New Delhi.
5. Co-operation in India, Dr. B.S.Mathur, Sahitya Bhawan, Agra.
6. A study of Rural Economics, Vasant Desai, Himalaya Publishing House, Bombay.
7. Rural Economic of India, D.P. Sharma, V.V.Desai, Vikas Publishing House Pvt. Ltd., 5, Ansari Raod, New Delhi.
8. Rural Indisutialisation in India, Bepin Behari.
9. Rural Development, Principles, policies and Management, Katar singh, Sage publication, New Delhi.
10. Rural Development,. Vol. I to VI, Vasant Desai, Himalaya Publishing House, Bombay.

Group: e : Paper II

CO-OPERATION AND RURAL DEVELOPMENT

(Rural Economy Of India.)

Nature of Question Paper

Q.1.

A) Tick mark ✓ the correct alternative given below:-

10 Sentences – 10 Marks

B) Fill in the blanks with appropriate words.

5 sentences – 5 Marks.

C) State whether the following statements are true or false:

5 statements – 5 marks.

Instructions:-

1. Answer all questions.
2. Figures to the right indicate full marks.

	Marks
2. Give short answer to the following questions	16
B)	08
C)	08
OR	
A)	08
B)	08
3. Write short Notes (on any four out of six)	16
4. Broad Question	16
OR	
Broad Question	16

5. Broad Question	16
OR	
Broad Question	16
6. Broad Question	16
OR	
Broad Question	16

★★★★★ B+

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8. Group :f : Paper - I

BUSINESS ADMINISTRATION

(Introduction to Business Administration)

1. Business- Concept, Characteristics and Scope. Challenges before business to day, e- Business - Strategic business units.
2. Business Environment- Concept, macro and micro environment - environmental analysis - Industry analysis - situation analysis - SWOT analysis
3. Government and business - changing role of government in business - public, private and joint sectors - disinvestment policy - privatisation of business.
4. Business Ethics - Concept, importance and scope - social audit.
5. Corporate governance - Concept, importance and role of board of directors, auditors and shareholders in corporate governance - corporate governance in India measures to improve corporate governance.
6. Restructures' of Business - Concept and importance mergers, amalgamation and takeovers - turnaround management.
7. Strategic management - Concept, importance and scope, strategic management process - competitive advantage.
8. Comparative Management - Concept and importance - comparison between American, Japanese and Indian Management.

References :

1. Knootz Weiandrich, Essentials of Management, McGraw Hill International.
2. Kazmi, Business Policy, Tata McGraw Hill, Mumbai.
3. Tripathi Reddey, Principles of Management, Tata McGraw Hill, Mumbai.

4. Francis Cherunilam, Business Environment, Himalaya Publishing House, Mumbai.
5. Balsubramanian, Corporate Governance.
6. Aswathappa, K., Legal Environment of Business, Himalaya Publ. House, Delhi.
7. Trivedi M. L., Government and Business, Bombay Multitech.
8. Amarchand D., Government and Business, Tata McGraw Hill, Mumbai.
9. Glueck William, F., Strategic Management and Business Policy, New York, McGraw Hill.

8. Group f : Paper - I

BUSINESS ADMINISTRATION

Nature of Question Paper - I

	Marks
Q.1 Objective Type question	20
A) Multiple choice --- 10 Marks	
B) Fill in the blanks --- 5 Marks	
C) True or False --- 5 Marks	
Q.2 Short Answer (2, out of 3)	16
Q.3 Essay Type question	16
OR	
Essay Type question	
Q.4 Essay Type question	16
OR	
Essay Type question	
Q.5 Essay Type question	16
OR	
Essay Type question	
Q.6 Short Notes (4, out of 6)	16
Total	100

★★★★★ B+

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Group f : Paper II

BUSINESS ADMINISTRATION

(Functional Areas of Management.)

1. Human resources management - concept, scope and importance, Human Resource development, performance appraisal quality of work life
2. Recent trends in HRM - Effects of globalisation on HRM, Management of international human resources - global recruitment and selection and training - changing industrial relations - voluntary retirement schemes - employee for lease - dual career group - flexitime and flexiwork - future of HRM.
3. Operations management - concept, scope and importance - plant location - plant layout - materials - factory building - production planning and control - Total quality management handling.
4. Recent trends in operations management - Automation - Advantages and disadvantages of automation - issues in automation - level of technologies, building manufacturing flexibility management - justifying automation projects - deciding among automation alternatives - managing technological change factories of the future - logistics - maintenance management
5. Marketing Management - Concept, scope and importance 4 P's of marketing - marketing environment - market segmentation - market mix - marketing resource
6. Issues and development in marketing - social ethical and legal aspects of marketing - marketing of services cyber marketing, relationship marketing logistics and supply chain management
7. Financial Management - concept, scope and importance of finance function - financial planning working capital management, capital budgeting - dividend policies.
8. Issues and developments in financial management financial services - credit rating, - project finance, factoring, forfaitives marketing of financial services.

References :

1. Bhatia and Batra Management of Financial Services, Deep and Deep Publication, Delhi.
2. Vanhorne, Fundamentals of Financial Management, Prentice Hall, India Delhi.
3. I. M. Pandey, Financial Management, Vikas Publications House, New Delhi.
4. P. Subba Rao, Human Resource Management, Himalaya Publishing Company, Mumbai.
5. Beach Dale S., Personel Management.

6. Philip Kotler, Marketing Management, Prentice Hall, India, New Delhi.
7. William Stanton, Fundamentals of Marketing.
8. K. Aswathappa, Production and Operations Management, Himalaya Pub. House, Mumbai.
9. Chandra Prasanna, Financial Management, Tata McGraw Hill, Delhi.

8. Group :f : Paper - II

BUSINESS ADMINISTRATION

Nature of Question Paper

	Marks
Q.1 Objective Type question	20
A) Multiple choice	--- 10 Marks
B) Fill in the blanks	--- 5 Marks
C) True or False	--- 5 Marks
Q.2 Short Answer (2, out of 3)	16
Q.3 Essay Type question	16
OR	
Essay Type question	
Q.4 Essay Type question	16
OR	
Essay Type question	
Q.5 Essay Type question	16
OR	
Essay Type question	
Q.6 Short Notes (4, out of 6)	16
Total	100

★★★★★ B+

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9. Group g : Paper - I

SECRETARIAL PRACTICE

1. Definition of Secretary, qualities of a good secretary - Types of secretaries - personal secretary, company secretary, secretary of co-operative society and a local body.
2. Company Secretary - Qualifications, appointment, dismissal, duties, rights and liabilities of company secretary, changing role of company secretary.
3. Company Secretary in whole-time practice - provisions relating to certificate of practice. Qualifications for practice, areas of practice and future scope.
4. Joint Stock Company - Definition and characteristics, kinds of companies, formation of company - conversion of a partnership firm into a company, secretarial work in connection with formation of a company.
5. Memorandum of Association, Articles of Association, prospectus, issue and listing of securities.
6. Dividend and Interest - Definition, Kinds of dividend - Legal provisions relating to dividends - unpaid or unclaimed dividend - Secretarial procedure regarding payment of dividend - Interim dividend - Loss of dividend Warrant - Interest on debentures - procedure of paying interest on debentures.
7. Membership of company - Methods of acquiring membership, termination of membership, rights and liabilities of members.

Books Recommended

1. Secretarial Practice, M.C., Kuchhal, Vikas Publishing House, Bombay.
2. Company Secretarial Practice, S.A. Sherekar, Kitab Mahal, Delhi.
3. Text-Book of Company Secretarial Practice, P. K. Ghosh, Sultan Chand and Sons, New Delhi.
4. Company Law and Secretarial Practice, Nafees Baig, Sterling Publishers, Delhi.
5. Company Law, N. D. Kapoor, Sultan Chand & Sons, New Delhi.
6. Manual of Secretarial Practice, B. N. Tandon, S. Chand & Company, New Delhi.
7. Guide to Companies Act, A. Ramaia.

9. Group: g Paper - I

SECRETARIAL PRACTICE

Nature of Question Paper

	Marks
Q.1 Objective Type question	20
A) Multiple choice	--- 10 Marks
B) Fill in the blanks	--- 5 Marks
C) True or False	--- 5 Marks
Q.2 Short Answer (2, out of 3)	16
Q.3 Essay Type question	16
OR	
Essay Type question	
Q.4 Essay Type question	16
OR	
Essay Type question	
Q.5 Essay Type question	16
OR	
Essay Type question	
Q.6 Short Notes (4, out of 6)	16
Total	100

★★★★★ B+

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Group: g : Paper - II

SECRETARIAL PRACTICE

(Business Correspondence)

1. Business Correspondence - Importance, characteristics of a good Business letter - Layout of a business letter.
2. Company Correspondence and Reports - Correspondence with shareholders, directors, general public, Registrar of Companies and Company Law Board.

3. Secretarial Work in Connection with Company Meetings -Types of meetings, Notice, Agenda, Resolutions, Minutes of Meetings, Quorum, Proxy, Chairman, Methods of Voting.
4. Statutory books to be maintained by companies.
5. Correspondence relating to inquiries - Quotations and offers, orders and acknowledgements, execution of orders, cancellation of orders, trade reference and status enquiries.
6. Correspondence relating to complaints and their adjustments.
7. Agency correspondence - Application for agency, Franchise, Letters of offering agency.

Books Recommended

1. Pitmans Business Correspondence, Geoffery Whitehead, David H. Whitehead, Wheeler Publishing, Allahabad.
2. Modern Business Correspondence, S. M. Nagamia & J. C. Bahl, Hind Kitabas Ltd., Bombay.
3. Communication through Letters and Reports, H. Menning, Illinois Richard D. Irwin.
4. Business Communication, U.S. Rai & S.M. Rai, Himalaya Publishing House, Mumbai.
5. Business Communication, Homai Pradhan, D.S. Bhende and Vijaya Thakur, Himalaya Publishing House, Mumbai.
6. Commercial Correspondence, P. K. Ghosh and Y.K. Bhushan.
7. Company Law and Secretarial Practice, Nafees Baig, Sterling Publishers, New Delhi.
8. Handbook of Business Letters, L.E. Frailey, Super Book House, Bombay.
9. Corporate Law and Secretarial Practice, N.D. Kapoor, Sultan Chand and Sons, New Delhi.

9. Group g : Paper - I

SECRETARIAL PRACTICE

Nature of Question Paper

		Marks
Q.1	Objective Type question	20
	A) Multiple choice	--- 10 Marks
	B) Fill in the blanks	--- 5 Marks
	C) True or False	--- 5 Marks
Q.2	Short Answer (2, out of 3)	16

Q.3 Essay Type question OR Essay Type question	16
Q.4 Essay Type question OR Essay Type question	16
Q.5 Essay Type question OR Essay Type question	16
Q.6 Short Notes (4, out of 6)	16
Total	<u>100</u>

★★★★★ B+

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10. Group: h : Paper -I

SMALL BUSINESS AND ENTREPRENEURSHIP MANAGEMENT (Entrepreneurship Management)

- 1 Introduction to Entrepreneurship :** Definition - Concept - Theories of entrepreneurship - Classification and types of entrepreneurs - Entrepreneurial traits Entrepreneurial Motivation.
- 2 Entrepreneurship Environment :** Social - Cultural - Political - Natural - Geographic - Tchnological - Economic - Environment and its impact on Entrepreneurship.
- 3 Entrepreneurial Development :** Role of EDP in promoting entrepreneurship in India - Objectives of the programme - Contents of entrepreneurship development programmes, Methods of training, Evaluation of Training.
- 4 Institutions in aid of entrepreneurs :** Entrepreneurship Training Institutions. Managemnt Development Institutes - National Institute of Entrepreneurship and Small Business Development, Entrepreneurship Development Institute of India. Institutes of Entrepreneurship Development.

- 5 **Problems of Entrepreneurship** : Problems of Entrepreneurship, Globalisation and challenges before the Indian Entrepreneurs, Steps to face global challenges. Environment and responsibility of Entrepreneurs.
- 6 **India's most renowned entrepreneurs** :
Walchand Hirachand, J.R.D. Tata., Laxmanrao Kirloskar, Dhirubhai Ambani, Aditya Birla.
Childhood and family Background, Entry as a Entrepreneur, achievements as a entrepreneur, lessons for future entrepreneurs.
Rural Entrepreneurship, Women Entrepreneurs in India.

Reference Books :

- 1 Dynamics of Entrepreneurial Development and Management - Vasant Desai
- 2 Project Management and Entrepreneurship - Vasant Desai
- 3 Entrepreneurial Development in India - Dr. C.B. Gupta & Dr. N.P. Srinivasan
- 4 Entrepreneurship and Small Business Management - Dr. C.B.Gupta & Dr. Khanna
- 5 Developing Entrepreneurship - Udai Pareek and T.V. Rao
- 6 Entrepreneurship Development - Bhanushali

★★★★★ B+

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Group h : Paper - II

SMALL BUSINESS AND ENTREPRENEURSHIP MANAGEMENT

(Management Of Small Scale Industry)

- 1 **Small scale Industry** : Review of definitions since independence, importance of SSI. Industrial Policy of Government of India towards to SSI since independence. Role of small scale industry in the economic development of India. Small Scale Industry in Japan, China, Africa, South East Asia.
- 2 **Location and ownership of an Enterprise** : Introduction - Need and importance of enterprise location - Steps in enterprise location - selection of region, selection of community - optimum selection of site, selection of ownership, Organisation structure for SSI.

- 3 **Steps for starting a small industry** : Basic Objectives - steps in starting small scale industry - planning stage - implementation stage - maintenance stage.
- 4 **Financial Assistance to SSI** : Sources of fixed capital, State Financial Corporations, Banks. Refinance from Apex Body for financing fixed capital, Working capital management in SSI and various sources. Financial problems of SSI.
- 5 **Marketing and SSI** : Markets for SSI, Distribution, Pricing, Promotion and products of SSI. Marketing Assistance from various agencies. Effect of globalization on marketing of SSI, Marketing problems of SSI.
- 6 **Production and SSI** : Planning size of plant, production mix, production facilities and its utilisation, procurement of raw materials, quality control in SSI, Research and Development in SSI, Production Problems of SSI.
- 7 **Manpower and SSI** : Sources of Manpower recruitment, Training of Manpower, Institutions involved in training of manpower of SSI, labour turnover and absenteeism in SSI, statutory and non-statutory welfare facilities in SSI, Manpower problems in SSI.
- 8 **DIC** : Objectives, structure of DIC, functions of DIC, Critical evaluation of working of DIC. Government Support to small scale industry - Central and State Government schemes for promotion of Small Scale Industries.
- 9 **Small Scale industry exports** : Small scale sector - and India's export thrust areas - export promotion measures - problem and prospects - export management.
- 10 **Sickness in SSI** : Concept of Sickness, reasons of sickness, an overview of sickness in SSI in India, rehabilitation of sick units.

Reference Books :

- 1 Management of Small Scale Industries - Vasant Desai
- 2 Management of Small Scale Industries - R.R. Khan
- 3 Sickness in Small Scale Industry - Reddy and Reddy
- 4 Scientific Management of Small Scale Industries - N.Singh
- 5 How to succeed in Small Scale Industry - Ram K. Vepa
- 6 Government publications on SSI

★★★★★ B+

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11. Group: I : Paper I

ORGANIZED MARKETS & TRANSPORTATION

(Organised Markets)

1. **Marketing:** – Meaning – Significance – Scope – evolution of Marketing – Condition prior to Industrial Revolution. Modern Industrial And commercial developments .Changes in Marketing organization and Methods.
2. **Market:--** Meaning –Features – classification of market – classification of goods.
3. **Marketing Mix:-** Meaning – Definition-Elements- Problems – Marketing system- Meaning – Marketing Process-Concentration – Dispersion – Equalisation.
4. **Marketing and Competition:** – Entry of Electronic communication – contribution of personal Computers – onset of E-Marketing – Internet usage – Concern of abuse of internet browsing -online household by region – Thinking of on line business of Japan – China and India.
5. **Functions of Marketing:** – Buying – Selling – Standardisation – Grading – Transportation – Storage – Trade Marks – Risk bearing – Market Information and Research.
6. **Marketing Institutions:**– Wholesale and Retail Distribution – Departmental Stores – Multiple shops – Mail order – Business – Co-Operative Stores – Super Markets.
7. **Marketing of agricultural goods:--** Defects of Agricultural Marketing – Marketing of agricultural products with reference to Wheat–Rice–Jawar–Sugarcane–Oil eeds–Cotton-Jute and Jaggery .
8. **Produce exchanges:--** Regulated Markets – Features of Regulated Markets – Kinds and Techniques of transaction of organized Markets – Spot Trade-Future Trade – Options

Reference: Books

1. Principal and Practice of Marketing in India- C.B.Mamoriaand Joshi
2. Marketing in India – C.B. Mamoria & Satish Mamoria
3. Agricultural Marketing in India – K.R.Kulkarni
4. Marketing in India – P.Kumar Srivastava (National Publication House)
5. Modern Marketing – R.S.N.Pillai
Principles and Practices – Bagarathi (S.Chand & co)
6. Electronic Marketing in 21st Century - D.Gopalkrishna (Himalaya Publication House)

Group: I : Paper I
ORGANIZED MARKETS & TRANSPORTATION
(Organised Markets)

Nature of Question Paper

	Marks
Q1 . Objective Types --	20
Other Four Question of 20 Marks each having internal options of descriptive Nature	80

Total =	100

Allotment of periods

Topic No	Periods Allotted
1	06
2	09
3	09
4	05
5	08
6	07
7	05
8	10

★★★★★ B+

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Group : I ; Paper - II

ORGANISED MARKETS & TRANSPORTATION
(Transport)

1.Introduction:-

Transport – Meaning and classification – advantages and features of each means of transport. Functions of transport – Economics political and social significance of transport Other significance of transport-Competition between different means of transport and their Co-Ordination. (10 Periods)

2. Railway Transport:-

Nature of railway undertaking – railways and laws of returns – Determination of Railway rates and fares ; Cost of service principle – Cost of value principle-principle of differential charges . History and present position and role fixing followed by railways – classification of goods – types of freight rates – Regulation of rates and fare – Present position and features – Problems of Indian Railways – Accidents – Ticket less passengers – Fuel problems – Diselisation and Electrification. Amenities to passengers – Staff welfare.
(10 Period)

3. Road Transport:-

Nature- characteristics and significance of Road Transport – Road finance – Construction and maintenance of roads- Theories of rates and fares . Taxation of motor vehicles-Rail-road problems-Competition and co-ordination-Schemes of nationalisation of passenger transport – Problem of nationalization of goods transport : Present position of road transport – Future of road transport –with special reference to Maharashtra Economics of organizing an efficient city transportation.
(10 periods)

4. Water Transport:-

Inland water transport , Limitations and growth of navigation in India. Present position of inland navigation – Recent development in inland water transport – Element of shipping economics, Competition and shipping conferences – Indian shipping since independence .

5. Air Transport:-

Development and element of Air transport Economics of Air transport, Nationalisation of Civil aviation and recent development
(10 periods)

6. Developments in different means of transport in 21st Century:– Use of electronics medias in transport. (10 periods)

Recommended Books

1. Economics of Transport – J.K.Jain
2. Transport Development in India – S.K.Shrivastava
3. Transport in Modern India – Bhatnagar
4. Lectures on Transport – S.K. Choudhari
5. Economics of shipping – Haji
6. Economics of Road Transport – Fehlan K.G.
7. Indian Regulation Freight and Regulation – Mehta.
8. Transport – Pavaskar Mathoo.

Nature of Question Paper – For Paper I & II

1. Question No. 1 : Objective Type :	20 Marks
2. Other Four Questions of 20 Marks each having internal options of descriptive nature Total: 80 Marks	80 Marks
Total =	100

★★★★★ B+

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12. Group : j : Paper I

INSURANCE

(Fundamentals of Insurance)

1. Insurance – Meaning, definition, nature, need and types – Insurance as a social security tool, Insurance and economic development, significance of insurance, history of Insurance.
2. Principles of Insurance – Insurable interest, principles of utmost good faith, principle of indemnity etc. – meaning and application. Theory of probability.
3. Insurance contract – meaning, features, factors affecting the contract, essentials of valid contract, types of insurance contract, defective contracts. Insurance and wager.
4. Fundamentals of agency laws – definition of an agent, agents regulation, Insurance and intermediaries, agents compensation, procedure of becoming an agent. Agency licenses – pre-requisites for obtaining license, license duration, cancellation, termination. Code of conduct, unfair practices.
5. Functions of an agent – proposal form and other forms of grant of cover, nomination and assignment.
Company profile – organizational setup, promotion strategy, market share etc.
6. Insurance legislative framework - main features of Insurance Act 1938, L.I.C. Act 1956, Insurance Regulatory and Development Authority Act 1999.
7. Privatization of Insurance – its progress and implications on Indian economy.

8. Insurance Marketing – the concept, users of Insurance services, the behavior of users, insurance product, production planning and development, market segmentation in insurance services, Significance of segmentation in insurance services, formation of marketing mix for services, formulation of product mix, pricing decisions. Designing of promotional strategies, MIS in insurance, insurance marketing in Indian environment.

12. Group : j : Paper I

INSURANCE

Nature of Question Paper

	Marks
Q.1 Objective Type question	20
A) Multiple choice	--- 10 Marks
B) Fill in the blanks	--- 5 Marks
C) True or False	--- 5 Marks
Q.2 Short Answer (2, out of 3)	16
Q.3 Essay Type question	16
OR	
Essay Type question	
Q.4 Essay Type question	16
OR	
Essay Type question	
Q.5 Essay Type question	16
OR	
Essay Type question	
Q.6 Short Notes (4, out of 6)	16
Total	100

★★★★★ B+

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Group : j - Paper II

INSURANCE

(Principles and Practice of Life and Health Insurance.)

1. Life Insurance – Meaning, features, significance, elements of protection and investment. difference between life insurance and other forms of insurance
2. Principles of life insurance and its application - physical and moral hazards in life insurance, occupational risks, selection of risks.
3. Kinds of life insurance – whole life, endowment and term insurance, life annuities, group insurance.
4. Life Insurance contract – policy condition, procedure of taking life policy, settlement of life insurance claims, division of surplus, bonus, classification of bonus.
5. Pricing of life products – theory of probability, mortality tables, types of mortality tables, premium computation methods
6. Reserves – valuation, methods of calculation of reserves, investment of funds and principles involved in it.
7. Life Insurance Corporation of India – Capital structure, organization, performance and progress. Its competitors and their progress.
8. Personal Accident And Sickness Insurance – nature, principles, selection of risks, policy covers and it's settlement.

Reference Books:

1. M. N. Mishra – Insurance Principles and Practice – S. Chand & Company, New Delhi.
2. Insurance Regulatory Development Act. 1999.
3. Life Insurance Corporation Act 1956.
4. Insurance Act. 1938.
5. Gupta O.S.: Life insurance - Frank Brothers - New Delhi.
6. Vinayakam N. Radhaswamy and Vasudevan S.V.: Insurance – Principles and Practice - S. Chand & Com, New Delhi.
7. Mishra M. N. : Life Insurance Corporation of India. Vol. I, II, III. - Raj Books Jaipur.

12. Group : j : Paper II

INSURANCE

Nature of Question Paper

	Marks
Q.1 Objective Type question	20
A) Multiple choice	--- 10 Marks
B) Fill in the blanks	--- 5 Marks
C) True or False	--- 5 Marks
Q.2 Short Answer (2, out of 3)	16
Q.3 Essay Type question	16
OR	
Essay Type question	
Q.4 Essay Type question	16
OR	
Essay Type question	
Q.5 Essay Type question	16
OR	
Essay Type question	
Q.6 Short Notes (4, out of 6)	16
Total	100

★★★★★ B+

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13. Group : k : Paper I

ADVANCED STATISTICS

(Statistical Models For Business Decisions)

Unit-1: Matrix Algebra :- Defination of a matrix, types of matrices, addition, (15)

substraction, multiplication of matrices, inverse of matrix. Rank of Matrix, Determinant. Finding value of determinant. Solving the linear homogeneous and non- homogeneous system of equations by matrix method. Cramer's rule (for not more than three variables)

Unit-2: Introduction to Operations Research (O.R.): Origin, development (15)
 definitions and applications of O.R. phases of O.R. Mathematical
 formulation of L.P.P., Solution by Graphical Method.

Unit-3: Linear Programming Problems : Definitions of slack surplus variables.
 (20)

L.P.P. in general form, canonical form and Standard form, definitions of
 solution, feasible solution, basic feasible solution, optimal solution,
 degenerate and non-degenerate solution. Simplex Algorithm and example
 of '<' type of constraints.

Unit-4: Assignment Problem : Definition of A.P., Mathematical formulation of
 (15)

A.P., Reduction Theorem, Assignment algorithm, Unbalanced
 Assignment
 Problems, examples on it.

Unit-5: Transportation Problem (T.P.) : Definition of T.P. mathematical
 (20)

formulation, methods of finding IBFS, Testing IBFS for the Optimality,
 Unbalanced T.P. Relation between Assignment problem and
 Transportation problem.

Unit-6: Project Scheduling by CPM/PERT. : C P M - Definitions of (i) Event
 (20)

(ii) Activity (iii) Critical Path (iv) Critical Activity (v) Network.
 Construction of Network, Calculations of ES, LS, EF, LF and project
 duration. PERT : Definitions of (i) Pessimistic (ii) Most likely
 (iii) Optimistic time estimates. Calculations of expected time duration and
 s.d. of it.

Unit-7: Replacement: Introduction of replacement problem, types of
 replacement problems, replacement policy for items whose maintenance cost
 increases with time when money value is fixed and money value changes with
 constant rate, worked examples, replacement of items that fail completely.
 (15)

Reference Books :

- 1 Shantinayakan : Text Book of Matrices
- 2 S.D. Sharma : Text Book of Linear Programming Problem
- 3 S.D.Sharma : Operations Research
- 4 R.K. Gupta : Text Book of Linear Programming
- 5 Kantiswarup, Gupta Man-Mohan : Operations Research
- 6 Goel And Mithal : Operations Research

★★★★★ B+

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Group : k Paper - II

ADVANCED STATISTICS

(Design of Experiments and sampling Techniques)

- Unit-1:** Introduction to the basic terms of designs of Experiments : (10)
Experimental Units, Treatments, Randomisation, Replications, Local Control, choice of size and shape of plot for uniformity trials.
- Unit-2:** Analysis of variance :Analysis of variance for one - way (10)
classification : Mathematical model, assumptions basic hypothesis and ANOVA table. Analysis of variance for two - way classification : mathematical model, assumptions basic hypothesis, ANOVA table.
- Unit-3:** Completely Randomized Design (CRD) : Description, layout, (15)
mathematical model and its analysis of variance test of equality of two treatment effects.
- Unit-4:** Randomized Block Design (RBD) : Description, layout, (15)
mathematical model and its analysis of variance test too equality of two treatment effects.
- Unit-5:**Latin square Design (LSD) : Description, layout, Mathematical (15)
model and its analysis of variance.
- Unit-6 :** Introduction to sampling : Concept of population, sample, (10)
sampling error,advantages of sampling and principal steps in sampling.
- Unit 7 :** Simple Random Sampling (SRS):- S.R.S. with and without (15)
replacement, properties of the estimates (estimation of population mean and population variance).
- Unit 8 :**Stratified sampling : Description of stratified sampling method, (15)
unbased estimator for population mean and population total, standard error of estimates, problem of allocation; Proportional allocation, optimum allocation.
- Unit 9 :**Systematic Sampling : Situations where systematic sampling is (15)
appropriate, Technique of drawing, Sample using systematic sampling, estimation of Population mean and population total, standard error of these estimates.

Reference Books:

1	Gupta and Kapoor	:	Applied Statistics
2	Goon, Gupta & Dasgupta	:	Fundamentals of Statistics (Vol. I & II)
3	Cochran & Cox	:	Experimental designs
4	Feherer	:	Experimental Designs
5	Cochran W	:	Sampling Techniques
6	Des Raj	:	Sampling theory
7	Daroga & Singg	:	Sampling Techniques
8	Sukhatme & Sukhatme	:	Theory of sampling.

★★★★★ B+

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SSP- BOS

BIRJE SR/JC

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www.unishivaji.ac.in**