

**B.Com III Year – VI Semester**  
**Department of Commerce and Business Management, Kakatiya University, Warangal**  
**BC601: Preparation of Tax Returns**  
**Max. Marks: 40UE+10IA**

**UNIT-I: INTRODUCTION**

E-filing of Income Tax Returns and E-Payment of Income Tax – Application for PAN – Online Registration of PAN Income Tax Returns of Individuals – Utility Available for Preparation of Return – Viewing of Tax Credit Available in Form 26AS – Filing of Various Returns of Income for an individual i.e., ITR-1 to ITR-4 with Digital Signatures and Without Digital Signatures.

**UNIT-II: GST**

Overview of GST Act – Concepts – Dealer Registration Procedure – Filing of Return – Tax calculation and issues involved in standardization of taxes.

**REFERENCE BOOKS**

1. Vinod K Singhania and Dr Kapil Singhania, Direct Taxes Law & Practice, Taxman Publications.
2. Dr Girish Ahuja and Ravi Gupta, Direct Taxes Law & Practice, Bharat Publications.

**B.Com III Year – VI Semester**  
**Department of Commerce and Business Management, Kakatiya University, Warangal**  
**BC602: Advertising**

**Max. Marks: 40UE+10I**

**UNIT- 1 : INTRODUCTION TO ADVERTISING:** Advertising – Definition – Significance – Classification of advertisements – Functions of Advertising – Objectives – Media Planning, Media Selection: Media planning Process-Selection of Media - Factors influencing the Choice of Media- Benefits of Advertising.

**UNIT- II: ADVERTISING & SALES PROMOTION:** Sales Promotion – Definition – Types – Features – Increasing importance – Reasons – Role of Media in Advertising -Types of Media: Print Media, Electronic Media -

**Suggested Books:**

1. Belch & Belch – Advertising & Promotion – Tata McGraw Hill.
2. Advertising – Sontakki – Himalaya Publishing House.
3. Advertising Planning and Implementation – Sharma and Singh – Prentice Hall
4. Advertising Management – Concepts and cases – Mahendra Mohan – Tata McGraw Hill.
5. Burnelt – Promotion Management Tata McGraw Hill. B.Com (Advertising, Sales Promotion & Sales
6. Chunnawala, S.A., Compendium of Brand Management, Himalaya Publications House, 2004.

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**Department of Commerce and Business Management, Kakatiya University, Warangal**  
**BC603: Managerial Accounting**

**Max. Marks: 80UE+20IA**

**UNIT-I: INTRODUCTION:**

Managerial Accounting: Features – Objectives – Scope – Functions – Advantages and Limitations

– Relationship between Cost, Management and Financial Accounting.

**UNIT-II: COST-VOLUME-PROFIT ANALYSIS:**

Introduction – Importance – Techniques: Marginal and Break Even Analysis – Break-Even Analysis: Meaning – Assumptions – Importance- Calculation of BEP - Limitations.

**UNIT-III: MARGINAL COSTING AND DECISION MAKING:**

Marginal Costing: Meaning – Marginal Cost Equation – Difference between Marginal Costing and Absorption Costing – Marginal Costing and Decision Making: Product Decisions – Pricing Decisions - Make or Buy Decisions.

**UNIT-IV: BUDGETARY CONTROL:**

Budget: Meaning – Objectives — Essentials of Budgets - Budgetary Control - Classification of Budgets-Preparation of Budgets - Advantages and Limitations

**UNIT-V: WORKING CAPITAL:**

Working Capital: Meaning – Classification – Importance – Objectives –Estimation of Working Capital Requirements- Management of Current Assets.

**SUGGESTED BOOKS:**

1. Introduction to Management Accounting: Charles T, Horngren et al, Pearson
2. Management Accounting: S.P.Gupta
3. Management Accounting: Manmohan &Goyal
4. Management Accounting: Sharma Shashi K. Gupta, Kalyani Publishers
5. Management Accounting: MN Arora, Himalaya
6. Management Accounting: Khan & Jain, Tata McGraw Hill
7. Accounting for Management: SN Maheshwari, Vikas Publications.

**B.Com III Year – VI Semester**  
**Department of Commerce and Business Management, Kakatiya University, Warangal**  
**BC604: Company Law**

**Max. Marks: 80UE+20IA**

**UNIT-I: INCORPORATION OF COMPANIES:**

Company: Meaning and Definition – Characteristics - Classification – Legislation on Companies – Incorporation - Promotion – Registration - Memorandum of Association – Articles of Association – Certificate of Incorporation - Prospectus – Statement in lieu of Prospectus – Commencement of business.

**UNIT-II: MANAGEMENT OF COMPANIES:**

Director: Qualification - Disqualification - Position - Appointment - Removal – Duties and Liabilities – Loans – Remuneration – Managing Director – Corporate Social Responsibility – Corporate Governance.

**UNIT-III: COMPANY SECRETARY:**

Company Secretary: Definition – Appointment – Duties – Liabilities – Company Secretary in Practice – Secretarial Audit.

**UNIT-IV: COMPANY MEETINGS:**

Meeting: Meaning – Requisites - Notice – Proxy - Agenda – Quorum – Resolutions – Minutes – Kinds – Shareholder Meetings - Statutory Meeting - Annual General Body Meeting – Extraordinary General Body Meeting – Board Meetings.

**UNIT-V: WINDING UP:**

Meaning – Modes of Winding Up –Winding Up by tribunal – Voluntary Winding Up – Compulsory Winding Up – Consequences of Winding Up –Removal of name of the company from Registrar of Companies

**SUGGESTED BOOKS:**

- 1) Company Law: ND Kapoor, Sultan Chand and Co.
- 2) Company Law and Practice: GK Kapoor & Sanjay Dhamija, Taxmann Publication.
- 3) Company Law: Revised as per Companies Act- 2013: KC Garg et al, Kalyani Publication.
- 4) Corporate Law: PPS Gogna, S Chand.
- 5) Company Law: Bagriyal AK: Vikas Publishing House

**B.Com III Year – VI Semester**  
**Department of Commerce and Business Management, Kakatiya University, Warangal**  
**BC605: Financial Institutions & Markets**

**Max. Marks: 80UE+20IA**

**UNIT–I: INTRODUCTION:**

Functions of Financial System – Constituents of Indian Financial System – An Overview of Indian Financial System – Role and Functions of Participants in the Financial Market – Factors.

**UNIT–II: FINANCIAL INSTITUTIONS: ALL INDIA DEVELOPMENT BANKS:**

Role of Financial Institutions in Economic Development – Types of Financial Institutions. All India Development Banks: Industrial Finance Corporation of India (IFCI) – Industrial Development Bank of India (IDBI) – Industrial Investment Bank of India Limited (IIBIL) – Industrial Reconstruction Bank of India (IRBI) – Small Industries Development Bank of India (SIDBI) – Infrastructure Development Finance Company Limited (IDFC) – ICICI.

**UNIT–III: FINANCIAL INSTITUTIONS: STATE LEVEL DEVELOPMENT BANKS:**

State Finance Corporations (SFCs): Objectives and Scope - Management – Financial Resources – Functions – Operations – Performance Appraisal and Problems. State Industrial Development Corporations (SIDCs): Functions – Resources – Operations – Financial Assistance.

**UNIT–IV: MONEY MARKET:**

Money Market: Definition, Features, Objectives, Importance, Compositions. Call Money Market: Operations – Transactions and Participants – Advantages and Drawbacks. Commercial Bills Market: Definition – Types of Bills – Operations in Bill Market– Importance of Bill Market – Discount Market – Acceptance Market – Drawbacks. Treasury - Types of Treasury Bills – Operations and Participants – Money Market Instruments – Structure of Indian Money Market – Recent Development in the Indian Money Market.

**UNIT–V: CAPITAL MARKET:**

Capital Market: Meaning, Objectives, Importance, Functions – Structure of the Indian Capital Market – New Issue Market – Instruments – Security Buyer – Methods of Issu – Intermediaries– Secondary Market – Characteristics and functions of Stock Exchanges – Listing of Securities – Types of Speculators - Stock Exchanges in India – SEBI – Powers and Functions – Primary and Secondary Market Guidelines .

**SUGGESTED BOOKS:**

1. Financial Markets and Services: Gordon and Natarajan, Himalaya.
2. Financial Institutions & Markets: Shashi K Gupta, Nisha Aggarwal and Neeti Gupta, Kalyani
3. Management of Indian Financial Institutions: R.M.Srivastava&Divya Nigam, Himalaya.
4. Financial Services and Markets: Dr.Punithavathy Pandian, Vikas Publishing House Pvt. Ltd.
5. Indian Financial System: Dr. S C Bihari, International Book House Pvt. Ltd.
6. Financial Institutions and Markets: L.M. Bhole, Tata McGraw Hill.

**B.Com III Year – VI Semester**  
**Department of Commerce and Business Management, Kakatiya University, Warangal**  
**BC606: Commerce Lab**

**Max. Marks: 60UE+20IE+20LAB**

**UNIT-I: BASIC BUSINESS DOCUMENTS:**

Trade license under Shops and Establishments Act - Labor license from Department of labor - Partnership Deed - Pollution, Health licenses – Quotation - Invoice form and preparation - Computation of simple interest, compound interest and EMI - Way bill used during transport - Debit Note and Credit Note - Audit Report.

**UNIT-II: FINANCE, BANKING AND INSURANCE DOCUMENTS:**

Promissory Note - Bill of exchange – Cheque - Pay in slip - Withdrawal form - Account opening and Nomination form - Deposit form and Deposit Receipts - Loan application form - Insurance Proposal form and Insurance Policy - ATM Card Application form - Credit appraisal report - Insurance agency application procedure - ESI / PF membership form.

**UNIT-III: BUSINESS LEGAL DOCUMENTS:**

Memorandum of Association - Articles of Association - Certificate of Incorporation – Prospectus - Certificate of Commencement of Business - Annual Report – Chairman's Speech - Model bye-laws of some society - Society/ Trust registration form - Complaint in a Consumer forum - Complaint under Right to Information Act.

**UNIT-IV: DOCUMENTS OF TAXATION:**

PAN application under Income Tax Act - TAN application under Income Tax Act - Form:16 to be issued by Employer - TDS and its certificate u/s15 - Income Tax payment challans and Refund Order - Income Tax Returns including TDS Return - Notices under Income Tax Act - Assessment Order - VAT/TOT Dealer-Application and License - Registration under Service Tax.

**UNIT-V: BUSINESS CHARTS:**

Elements of business - Forms of business organizations - Procedure of incorporation of companies - Classification of partners with salient features of each of them - International, National, State level and Regional entrepreneurs - Hierarchy of Banking business in India - Tax administration in India - Various taxes imposed in India - Export and import procedure - Purpose and powers of authorities like RBI, SEBI, IRDA, ROC.

**COMMERCE LAB FACILITIES:**

- i) Colleges are required to provide a commerce lab containing all the documents related to commerce and facilities as, computer, printer, OHP, LCD Projector with sufficient furniture.
- ii) Teachers should practically explain the documents and help in filling the same in the simulated environment.
- iii) Students are required to do the above personally and gain the knowledge of filling the above documents and the same are to be kept in a portfolio.

**COMMERCE LAB – PROCEDURE AND EVALUATION:**

- 1) Every student should maintain a record of his experiment/ presentation / demo /field study by participating in the class room at the rate of 3 hours per week under the guidance of the faculty.
- 2) Their internal assessment examination for 20 marks based on his participation and practice in the lab sessions.
- 3) All the lab records shall be sent to the examination branch for evaluation for 80 marks by the external examination during the spot valuation like any other answer paper. 20 Exercises/ Demo presentations/ Analysis reports in brief are to be recorded during the lab sessions throughout the year. All the 20 exercises have to be evaluated which carry 4 marks each. (i.e.,  $20 \times 4 = 80$  marks).

**B.Com III Year – VI Semester (General)**  
**Department of Commerce and Business Management, Kakatiya University, Warangal**  
**BC607: HUMAN RESOURCE MANAGEMENT**

Max. Marks: 80UE+20IA

**UNIT- I: INTRODUCTION:**

HRM: Meaning - Importance - Objectives - Evolution - Elton Mayo's Human Relations Theory-

HRM in India: Introduction - Human Relation Movement - Scope of HR in India – Recent trends in HR in India.

**UNIT-II: HR PLANNING:**

Introduction - Need - Process - System – Responsibilities - Methods.

**UNIT-III: RECRUITMENT AND SELECTION:**

Introduction - Concept of Recruitment - Factors affecting Recruitment - Sources of Recruitment - Traditional and Modern methods - Recruitment and Selection Policies - Recruitment Practices in India - Private and Public Sector - Concept of Selection – Selection Process.

**UNIT-IV:HUMAN RESOURCE DEVELOPMENT:**

Training & Development: Introduction - Meaning of training - Importance of training - Training Needs Identification - Types and Techniques of Training - Need and Importance of Management Development - Training Evaluation.

**UNIT-V: PERFORMANCE APPRAISAL:**

Concept and Need of employee review - Concept of Employee Appraisal - Types of Appraisal Method – Individual Evaluation Methods - Multiple Person Evaluation Methods - 360 Degree Appraisal - MBO.

**SUGGESTED READING:**

1. Essentials of HRM and Industrial Relations: P. Subba Rao, Himalaya.
2. Human resource Management: Text & Cases: K. Aswathappa, MC-Graw Hill Foundation
3. HRM with Case Study: Shashi K. Gupta, Rosy Joshi, Kalyani Publishers.
4. Personal Management: C. B. Mamoria, Himalaya Publishing House.
5. Human Resource Management: S. S. Khanka, S. Chand



**B.Com III Year – VI Semester (General)**

**Department of Commerce and Business Management, Kakatiya University, Warangal**

**BC608: TAX PLANNING & MANAGEMENT**

Max. Marks: 80UE+20IA

**UNIT-I: INTRODUCTION TO TAX PLANNING:**

Meaning of Tax Planning – Tax Avoidance – Tax Evasion – Scope of Tax Planning – Methods of Tax Planning – Tax Management: Meaning – Scope of Tax Management: Under the various heads of Salaries - House Property - Profits and Gains of Business or Profession - Capital Gains.

**UNIT-II: TAX PLANNING FOR SALARIES & INCOME FROM HOUSE PROPERTY:**

Salaries: Advance of Salary – Commutation of Pension – Change of employment before 5 years service under Recognised Provident Fund – Conversion of unrecognised fund into recognised fund– Tax incidence of Perquisite/allowance – Leave travel concession vs. Leave travel allowance – Gratuity –Savings and Investments – D.A. or D.P. be paid as part of salary – Salary earned outside India – Relief under sec.89 – Repayment of interest on educational Loan – Contribution under Pension Scheme – Medical Expenditure. House Property: Concessional treatment with respect to one self-occupied house – Availing self-occupancy concession for more than one house – Acquisition of house out of own capital vs. Borrowed capital – Acquisition of Self-occupied House out of Borrowed Capital – Deduction of Municipal taxes on Payment basis – Purchasing of House Property in the Name of Spouse having no income or negligible income – Choosing the best option where more than one House is under Self-occupancy.

**UNIT-III: TAX PLANNING FOR PROFIT AND GAINS OF BUSINESS OR PROFESSION AND CAPITAL GAINS:**

Business: Business Premises - Own or Lease – Depreciation – Expenditure on Scientific Research – Amortisation of certain preliminary expenses – Expenditure on Advertisement – Investment in capital assets – Compensation for breach of an agreement relating to the purchase of an asset – Expenses on borrowing – Tax audit – Compulsory maintenance of accounts – Payment exceeding Rs. 20,000 to be made by Account Payee Cheque. Capital Gains: Consideration to be realised before transfer – Transfer of capital asset at a suitable time – Fair Market Value as on 1<sup>st</sup> April- 1981 to be opted as the cost of acquisition – Concessional Rate of tax – Specific exemption – Forfeiture of exemption – Choice of investment – Sale timings of an asset- held by a minor child – Avoidance of capital gain on the sale of depreciable asset.

**UNIT-IV: TAX PLANNING FOR NEW INDUSTRIAL ESTABLISHMENTS AND INVESTMENTS:**

Tax planning with reference to New Industrial Establishment – Location - Form - Nature and Capital Structure - Short term loans - Term loans - Public Deposits - Bonus Issues – Dividend.

**UNIT-V: TAX PLANNING FOR MANAGERIAL DECISIONS:**

Tax considerations arising with regard to specific management decisions: Make/buy - Own/lease - Installment/hire purchase - Retain/replace - Export/local sale - Shut Down/continue Expand/ Contract - Merger and Amalgamations.

**SUGGESTED READINGS:**

- 1) Corporate Tax Planning and Management: V.P.Gaur, D.B. Narang & Rajeev Puri, Kalyani.
- 2) Corporate Tax Planning & Business Tax Procedures: Vinod K. Singania & Monica Singhanian, Taxmann.