

**DR. HARISINGH GOUR VISHWAVIDYALAYA, SAGAR,(M.P.)
(A Central University)**

SAGAR (M.P.)



DEPARTMENT OF COMMERCE

Syllabus

Of

BACHELOR OF COMMERCE (B.COM.)

Approved by Board of Studies & School Board
w.e.f.

Academic Year 2018-19

DEPARTMENT OF COMMERCE
B.Com. Syllabus
(w.e.f. Academic Session- 2018-19)

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1. PREAMBLE:

The Department of Commerce under School of Commerce and Management is one of the oldest and major departments of this University. Department of Commerce was established on 18th July 1948. The Department is engaged in Under-graduate and Post-graduate teaching and in guiding of research work. In the present time, the Department has total intake of 760 Students at the undergraduate and Post graduate level. By now, more than 240 research scholars have been awarded Ph.D. degree on their research work and at present 14 candidates are exclusively engaged in Department research centre at the Ph.D. level. The Department has now Three Professors, and Eight Assistant Professors.

Bachelor of Commerce (B.Com) is the most exalted two year full time post-graduate programme in commerce. The course provides an extreme and rigorous base for teaching, research and administration. The course serves the needs of academics and prepares students for business and industry sector. The Alumni of this course are well placed in business, academics and administration in the country. In the year 2009, after being upgraded as Central University, CBCS System has been adopted by the University and this course is being changed second time after adopting CBCS System. The UGC has asked for introduction CBCS System in all the Central and State Universities and also proposed a model syllabus of CBCS System in undergraduate programme and it is being introduced in academic year 2016-17.

Thus, in view of widening the scope and depth of the course and inclusion of model syllabus suggested by the UGC, change in overall structure of the course has been proposed. Further, the overall structure has been improved to provide an insight of new changes in commerce and interdisciplinary areas.

The University constituted Board of Studies in Commerce to facilitate the course revision and to resolve other academic matters of the Department. The proposed changes in the structure and content of the syllabi has been discussed and approved in the Departmental Council before placing it in the meeting of the Board of Studies for their valuable inputs and suggestions for drafting the curriculum.

Board of Studies Department of Commerce

Sr. No.	Name	Design	Signature
1	Prof. NVR Jyoti Kumar	External Member	
2	Prof. Umesh Holani	External Member	
3	Prof. Y. S. Thakur	Professor from School & Head	
4	Prof. J. K. Jain	Professor from Department	
5	Prof. G. L. Puntambekar	Professor from Department, Dean	
6	Prof. D. K. Nema	Head & Chairman	
7	Prof. G. M. Dubey	Representative from other school & Head	
8	Dr. Rupali Saini	Assistant Professor from Department	

1. B.Com. Programme Structure:

The B.Com. Programme is divided into three parts as under. Each Part will consist of two semesters.

		Odd Semester	Even Semester
Part - I	First Year	Semester -I	Semester- II
Part – II	Second Year	Semester -III	Semester- IV
Part – III	Third Year	Semester -V	Semester-VI

*** 75 % attendance is mandatory.**

* There will be 5 lecture and 01 tutorial hours of teaching per week for Core Papers.

*Duration of final examination of each paper shall be 3 hours.

*Each paper will be of 100 marks out of which 60 marks shall be allocated for End Semester Examination and 40 marks for internal assessment.

The schedule of papers prescribed for various semesters shall be as follows:
B. Com. Three years (6 Semester) CBCS Programme

Programme	Credits	Total Credits	Minimum Duration	Maximum Duration
B. Com.	AECC-04; CC-48; DSE-24 SEC- 8; GE-12; LN-24	120	03 Years	05 Years

Semester I

Course No.	Course Title	Course Type	L	T	P	Credits
ENV-CC	Environmental Studies	Ability Enhancement Compulsory Course (AECC) -1	2	0	0	2
COM-CC-111	Financial Accounting	Core Course-1	5	1	0	6
COM- CC-112	Business Organization & Management	Core Course-2	5	1	0	6
HIN- LN-111	Hindi	Language Course-1	6	0	0	6
	Total Credit		18	02	0	20

Semester II

Course No.	Course Title	Course Type	L	T	P	Credits
EEL- FC-211	English Communication	Ability Enhancement Compulsory Course (AECC)-2	2	0	0	2
COM-CC-211	Business Mathematics & Statistics	Core Course-3	4	0	2	6
COM-CC-212	Business Law	Core Course-4	5	1	0	6
HIN- LN-211	Hindi	Language Course-2	6	0	0	6
	Total Credit		18	01	2	20

Semester III

Course No.	Course Title	Course Type	L	T	P	Credits
COM-CC-311	Company Law	Core Course-5	5	1	0	6
COM-CC-312	Income Tax Law and Practice	Core Course-6	5	1	0	6
EEL-LN-311	English	Language Course – 3	6	0	0	6
COM-SE-311	Computer Application in Business	Skill Enhancement Elective Course (SEC) – I	1	0	1	2
	Total Credit		17	02	1	20

Semester IV

Course No.	Course Title	Course Type	L	T	P	Credits
EEL- LN-411	English	Language Course – 4	6	0	0	6
COM-CC-411	Corporate Accounts	Core Course-7	5	1	0	6
COM-CC-412	Cost Accounting	Core Course-8	5	1	0	6
COM-SE-411	E- Commerce	Skill Enhancement Elective Course (SEC) – II	1	0	1	2
	Total Credit		17	02	01	20

Semester V

Course No.	Course Title	Course Type	L	T	P	Credits
COM-EC-511-A COM-EC-511-B	Any one of the following: a. Principles of Marketing b. Auditing	Discipline Specific Elective (DSE-) – I	5	1	0	6
COM-EC-512-A COM-EC-512-B	Any one of the following: a. Fundamentals of Financial Management b. Indirect Tax Law	Discipline Specific Elective (DSE-) – II	5	1	0	6
COM- SE-511	Entrepreneurship	Skill Enhancement Elective Course (SEC) –III	2	0	0	2
COM- GE-511	Principles of Micro Economics	Generic Elective (GE) – I	5	1	0	6
	Total Credit		17	03	0	20

Semester VI

Course No.	Course Title	Course Type	L	T	P	Credits
COM-EC-611-A COM-EC-611-B	Any one of the following: a. Banking and Insurance b. Management Accounting	Discipline Specific Elective (DSE-) – III	5	1	0	6
COM-EC-612-A COM-EC-612-B	Any one of the following: a. Fundamentals of Investment b. Corporate Tax Planning	Discipline Specific Elective (DSE-) – IV	5	1	0	6
COM-SE-611	Personal Selling and Salesmanship	Skill Enhancement Elective Course (SEC) – IV	2	0	0	2
COM-GE-611	Indian Economy	Generic Elective (GE) – II	5	1	0	6
	Total Credit					20
	Grant Total of Credit					120

Explanation of Course Character Code:

- First three alphabets stand for Name of the Department of Commerce.
- Middle alphabetical Code stands for Nature of Course.
- First Digit Stands for Concern Semester.
- Second Digit Stands for Level of Course.
- Third Digit Stands for Course Number.

Where,

NATURE OF COURSE	CODE
Ability Enhancement Compulsory Courses (AECC)	FC
Language Course	LN
Core Course (CC)	CC
Discipline Specific Elective (DSE)	EC
Generic Elective Course (GE)	GE
Skill Enhancement Course (SEC)	SE

Credit : Credits of Education/ Skills as a recognized component of learning

L = lecture; T= Tutorial; P= Practical

2. Scheme of Examination

Note: to be appearing in End Semester a student must appear in Mid Semester Examination and Internal Assessment.

Examination	Syllabus Content	Maximum Marks	Mode of Examination
First Mid Semester Exam	50% of Syllabus	20 Marks	Written Exam
Second Mid Semester Exam	75% of Syllabus	20 Marks	Assignment + Presentation *
End Semester Exam	Entire Syllabus	60 Marks	Written Exam

*The marks for attendance shall be awarded as follows:

- (i) 75% and Below : 00 Mark
- (ii) >75% and up to 80% :01 Mark
- (iii) >85% and up to 85% :02 Marks
- (iv) >85% and up to 90% :03 Marks
- (v) >90% and up to 95% :04 Marks
- (vi) >95% :05 Marks

The question paper for the End Semester Examination shall be of 3 (Three) hour's duration and shall be set such as to comprise the following Sections:

- 1. Section A:** Shall have 10 (Ten) Objective Type Questions of 1 (One) Marks each. All Questions in this section shall be compulsory; **(Total 10 Marks).**
- 2. Section B:** Shall have 6 (Six) Short Answer Questions (SAQs) of 5 (Five) Marks each. Out of which the examinee shall be required to attempt any 4 (Four) questions; **(Total 20 Marks).**
- 3. Section C:** Shall have 5 (Five) Essay/Long Answer Questions (LAQs) of 10 (Ten) Marks each. Out of which the examinee shall be required to attempt any 3 (Three) questions; **(Total 30 Marks).**

**DEPARTMENT OF COMMERCE
B.Com. (Semester-I)
(w.e.f. Academic Session- 2018-19)**

Course code	Nomenclature of Paper	Max. Marks	L	T	P	Total Credit
ENV-CC	Environmental Studies	100	2	0	0	2

Common Syllabus to be provided by the respective Department

DEPARTMENT OF COMMERCE
B.Com. (Semester-I)
(w.e.f. Academic Session- 2018-19)

Course code	Nomenclature of Paper	Max. Marks	L	T	P	Total Credit
COM- CC- 111	Financial Accounting	100	5	1	0	6

Objectives: The objective of this paper is to help students to acquire conceptual knowledge of the financial accounting and to impart skills for recording various kinds of business transactions.

SYLLABUS CONTENTS

UNIT – I

(18 Lectures)

(a) Theoretical Framework

- i. **Accounting as an information system:** the users of financial accounting information and their needs. Qualitative characteristics of accounting, information. Functions, advantages and limitations of accounting. Branches of accounting. Bases of accounting; cash basis and accrual basis.
- ii. **The nature of financial accounting principles:** – Basic concepts and conventions: entity, money measurement, going concern, cost, realization, accruals, periodicity, consistency, prudence (conservatism), materiality and full disclosures.
- iii. **Financial accounting standards:** Concept, benefits, procedure for issuing accounting standards in India.

(b) Accounting Process

From recording of a business transaction to preparation of trial balance.

UNIT – II

(18 Lectures)

(a) Business Income

- i. Measurement of business income-Net income: the accounting period, the continuity doctrine and matching concept. Objectives of measurement.
- ii. Revenue recognition: Recognition of expenses.

(b) The nature of depreciation. The accounting concept of depreciation. Factors in the measurement of depreciation. Methods of computing depreciation: straight line method and diminishing balance method

(c) Final Accounts

Capital and revenue expenditures and receipts: general introduction only.

UNIT – III

(18 Lectures)

Accounting for Hire-Purchase and Installment Systems, Consignment, and Joint Venture

- i) **Accounting for Hire-Purchase** Transactions, Journal entries and ledger accounts in the books of Hire Vendors and Hire purchaser.
- ii) **Consignment:** Features, Accounting treatment in the books of the consignor and consignee.
- iii) **Joint Venture:** Accounting procedures: Joint Bank Account, Records Maintained by Co-venturer.

UNIT – IV

(18 Lectures)

Accounting for Inland Branches

Concept of dependent branches; accounting aspects; debtors system, stock and debtors system, branch final accounts system and whole sale basis system. Independent branches: concept-accounting treatment: important adjustment entries.

UNIT – V

(18 Lectures)

Reconstitution of a partnership firm: Accounting for Dissolution of Partnership Firm, Accounting of Dissolution of the Partnership Firm Including Insolvency of partners, Amalgamation of Partnership Firms.

Note:

1. The relevant Indian Accounting Standards in line with the IFRS for all the above topics should be covered.
2. Any revision of relevant Indian Accounting Standard would become applicable immediately.
3. Current issues and developments are to be discussed.

ESSENTIALS READINGS:

1. J.R. Monga, *Financial Accounting: Concepts and Applications*. Mayur Paper Backs, New Delhi.
2. M.C.Shukla, T.S. Grewal and S.C.Gupta. *Advanced Accounts. Vol.-I*. S. Chand & Co., New Delhi.
3. S.N. Maheshwari, and. S. K. Maheshwari. *Financial Accounting*. Vikas Publishing House, New Delhi.
4. Deepak Sehgal. *Financial Accounting*. Vikas Publishing H House, New Delhi.

SUGGESTED /RECOMMENDED READINGS:

1. Robert N Anthony, David Hawkins, Kenneth A. Merchant, *Accounting: Text and Cases*. McGraw-Hill Education, 13th Ed. 2013.
2. Charles T. Horngren and Donna Philbrick, *Introduction to Financial Accounting*, Pearson Education.
3. Bhushan Kumar Goyal and HN Tiwari, *Financial Accounting*, International Book House
4. Goldwin, Alderman and Sanyal, *Financial Accounting*, Cengage Learning.
5. Tulsian, P.C. *Financial Accounting*, Pearson Education.
6. *Compendium of Statements and Standards of Accounting*. The Institute of Chartered Accountants of India, New Delhi

Note: Latest edition of the text books should be used.

DEPARTMENT OF COMMERCE
B.Com. (Semester-I)
(w.e.f. Academic Session- 2018-19)

Course code	Nomenclature of Paper	Max. Marks	L	T	P	Total Credit
COM- CC-112	Business Organization & Management	100	5	1	0	6

Objective: The course aims to provide basic knowledge to the students about the organization and management of a business enterprise.

SYLLABUS CONTENTS

UNIT – I **(18 Lectures)**

Foundation of Indian Business

Manufacturing and service sectors; Small and medium enterprises; India's experience of liberalization and globalization. Social responsibility and ethics. Franchising, Outsourcing and E-commerce.

UNIT – II **(18 Lectures)**

Business Enterprises

Forms of Business Organization: Sole Proprietorship, Joint Hindu Family Firm, Partnership firm, Joint Stock Company, Cooperative society; Limited Liability Partnership; Choice of Form of Organization. International Business. Multinational Corporations.

UNIT – III **(18 Lectures)**

Management and Organization

Introduction, Concepts, Objectives, Nature Scope and significance of management Evolution of management thought-Contribution Taylor, Weber and Fayol management.

The Process of Management: Planning; Decision-making;

Delegation and Decentralization of Authority; Groups and Teams.

UNIT - IV **(18 Lectures)**

Leadership, Motivation and Control

Leadership: Concept and Styles; Trait and Situational Theory of Leadership.

Motivation: Concept and Importance; Maslow Need Hierarchy Theory; Herzberg Two Factors Theory.

Communication: Process and Barriers; Control: Concept and Process.

UNIT - V **(18 Lectures)**

Functional Areas of Management:

Marketing Management: Marketing Concept; Marketing Mix; Product Life Cycle; Pricing Policies and Practices

Financial Management: Concept and Objectives; Sources of Funds – Equity Shares, Debentures, Venture Capital and Lease Finance. Securities Market.

Human Resource Management: Concept and Functions; Basic Dynamics of Employer - Employee Relations.

Note: Current issues and developments are to be discussed.

ESSENTIALS READINGS:

1. Kaul, V.K., *Business Organisation and Management*, Pearson Education, New Delhi
2. Chhabra, T.N., *Business Organisation and Management*, Sun India Publications, New Delhi,
3. Gupta CB, *Modern Business Organisation*, Mayur Paperbacks, New Delhi
4. Basu, C. R., *Business Organization and Management*, McGraw Hill Education.
5. B.P. Singh and A.K.Singh, *Essentials of Management*, Excel Books

SUGGESTED /RECOMMENDED READINGS:

1. Koontz and Weihrich, *Essentials of Management*, McGraw Hill Education.
2. Jim, Barry, John Chandler, Heather Clark; *Organisation and Management*, Cengage Learning.
3. Buskirk, R.H., et al; *Concepts of Business: An Introduction to Business System*, Dryden Press, New York.
4. Burton Gene and Manab Thakur; *Management Today: Principles and Practice*; Tata McGraw Hill, New Delhi.
5. Griffin, *Management Principles and Application*, Cengage Learning
6. Bhattacharya, *Principles of Management*, Pearson Publication;
7. Pillai & Bhagwati, *Marketing Management*, S. Chand Publication, New Delhi
8. Rastogi, *Financial Management*, Taxman Publication, New Delhi

(Note: Latest Editions of the above books may be used.)

DEPARTMENT OF COMMERCE
B.Com. (Semester-I)
(w.e.f. Academic Session- 2018-19)

Course code	Nomenclature of Paper	Max. Marks	L	T	P	Total Credit
HIN- LN-111	Hindi	100	6	0	0	6

Common Syllabus to be provided by the respective Department

DEPARTMENT OF COMMERCE
B.Com. (Semester-II)
(w.e.f. Academic Session- 2018-19)

Course code	Nomenclature of Paper	Max. Marks	L	T	P	Total Credit
EEL- FC-211	English Communication	100	2	0	0	2

Common Syllabus, to be provided by the respective Department.

DEPARTMENT OF COMMERCE
B.Com. (Semester-II)
(w.e.f. Academic Session- 2018-19)

Course code	Nomenclature of Paper	Max. Marks	L	T	P	Total Credit
COM- CC-211	Business Mathematics & Statistics	100	4	0	2	6

Objective: The objective of this course is to familiarize students with the applications of mathematics and statistical techniques in business decision-making.

Notes:

1. Use of simple calculator is allowed.
2. Proofs of theorems / formulae are not required.
3. Trigonometric functions are not to be covered.

SYLLABUS CONTENTS

Unit I **(18 Lectures)**

Matrices

Definition of a matrix. Types of matrices; Algebra of matrices. Calculation of values of determinants up to second order; Adjoint of a matrix; Finding inverse of a matrix through adjoint;

Differential Calculus

Calculus (except problems and theorems involving trigonometrically ratios) Differentiations: Partial Derivatives up to second order. Homogeneity of functions, total differentials, Differentiation of implicit function with the help of total differentials.

Unit II **(18 Lectures)**

Basic Mathematics of Finance

Simple interest: Notations and calculation of interest, principal, rate, Time and amount. And compound interest when number of periods is integer or not integers.

Profit and loss : Meaning, concept of purchase price and sales price. Calculate percentage of profit & loss on the bases of cost price & selling price.

Unit III **(18 Lectures)**

Uni- variate Analysis

Measures of Central Tendency including arithmetic mean, geometric mean and harmonic mean: properties and applications; mode and median. Partition values - quartiles, deciles, and percentiles.

Measures of Variation: absolute and relative. Range, quartile deviation and mean deviation; Variance and Standard deviation: calculation and properties.

Unit IV **(18 Lectures)**

Bi-variate Analysis

Simple Linear Correlation Analysis: Meaning, and measurement. Karl Pearson's co-efficient and Spearman's rank correlation

Simple Linear Regression Analysis: Regression equations and estimation. Relationship between correlation and regression coefficients

Unit V

(18 Lectures)

Time-based Data: Index Numbers and Time-Series Analysis

Meaning and uses of index numbers; Construction of index numbers: Aggregative and average of relatives – simple and weighted, Tests of adequacy of index numbers, Construction of consumer price indices. Components of time series; additive and multiplicative models; Trend analysis: Finding trend by moving average method and Fitting of linear trend line using principle of least squares.

ESSENTIALS READINGS:

1. J. K. Singh, *Business Mathematics*, Himalaya Publishing House.
2. J. K. Sharma, *Business Statistics*, Pearson Education.
3. S.C. Gupta, *Fundamentals of Statistics*, Himalaya Publishing House.
4. S.P. Gupta and Archana Gupta, *Elementary Statistics*, Sultan Chand and Sons, New Delhi.
5. Business Mathematics, S.P.Gupta, S.M.Shukla, Sahitya Bhawan Publications.
6. Business Mathematics, Ramesh Mangal, Satish Printers and publishers.

SUGGESTED /RECOMMENDED READINGS:

1. Mizrahi and John Sullivan. *Mathematics for Business and Social Sciences*. Wiley and Sons.
2. Budnick, P. *Applied Mathematics*. McGraw Hill Publishing Co.
3. N. D. Vohra, *Business Mathematics and Statistics*, McGraw Hill Education (India) Pvt Ltd
4. J.K. Thukral, *Mathematics for Business Studies*, Mayur Publications
5. Richard Levin and David S. Rubin, *Statistics for Management*, Prentice Hall of India, New Delhi.
6. M.R. Spiegel, *Theory and Problems of Statistics*, Schaum's Outlines Series, McGraw Hill Publishing Co.
7. Business Mathematics, S.P.Gupta, S.M.Shukla, Sahitya Bhawan Publications

Note: Latest edition of text books may be used.

DEPARTMENT OF COMMERCE
B.Com. (Semester-II)
(w.e.f. Academic Session- 2018-19)

Course code	Nomenclature of Paper	Max. Marks	L	T	P	Total Credit
COM- CC-212	Business Law	100	5	1	0	6

Objective: The objective of the course is to impart basic knowledge of the important business legislation along with relevant case law.

Syllabus Contents

UNIT – I **(18 Lectures)**

The Indian Contract Act, 1872: General Principles of Contract

Contract – meaning, characteristics and kinds. Essentials of a valid contract - Offer and acceptance, consideration, contractual capacity, free consent, legality of objects. Void agreements

UNIT-II **(18 Lectures)**

Discharge of a contract – modes of discharge, breach and remedies against breach of contract.

Contingent contracts. Quasi - contracts

UNIT-III **(18 Lectures)**

The Indian Contract Act, 1872: Specific Contracts

Contract of Indemnity and Guarantee, Contract of Bailment, Contract of Agency.

UNIT – IV **(18 Lectures)**

The Limited Liability Partnership (LLP) Act, 2008

Definition, Salient Features, Agreement, Foreign Direct Investment in LLPs, Taxation of Limited Liability Partnership

The Sale of Goods Act, 1930

Contract of sale, meaning and difference between sale and agreement to sell. Conditions and warranties. Transfer of ownership in goods including sale by a non-owner. Performance of contract of sale. Unpaid seller – meaning, rights of an unpaid seller against the goods and the buyer.

UNIT - V **(18 Lectures)**

The Negotiable Instruments Act 1881

Meaning, Characteristics, and Types of Negotiable Instruments : Promissory Note, Bill of Exchange, Cheque. Holder and Holder in Due Course, Privileges of Holder in Due Course. Negotiation: Types of Endorsements. Crossing of Cheque. Bouncing of Cheque.

ESSENTIALS READINGS:

1. SN Maheshwari and SK Maheshwari, *Business Law*, National Publishing House, New Delhi.
2. Aggarwal S K, *Business Law*, Galgotia Publishers Company, New Delhi.
3. P C Tulsian and Bharat Tulsian, *Business Law*, McGraw Hill Education.
4. Sharma, J.P. and Sunaina Kanojia, *Business Laws*, Ane Books Pvt. Ltd., New Delhi.

SUGGESTED /RECOMMENDED READINGS:

1. M.C. Kuchhal, and Vivek Kuchhal, *Business Law*, Vikas Publishing House, New Delhi.
2. Avtar Singh, *Business Law*, Eastern Book Company, Lucknow.
3. Ravinder Kumar, *Legal Aspects of Business*, Cengage Learning
4. Bhushan Kumar Goyal and Jain Kinneri, *Business Laws*, International Book House
5. Sushma Arora, *Business Laws*, Taxmann Publications.
6. Akhileshwar Pathak, *Legal Aspects of Business*, McGraw Hill Education, 6th ed.

Note: Latest edition of text books may be used.

DEPARTMENT OF COMMERCE
B.Com. (Semester-II)
(w.e.f. Academic Session- 2018-19)

Course code	Nomenclature of Paper	Max. Marks	L	T	P	Total Credit
HIN- LN-211	Hindi	100	6	0	0	6

Common Syllabus to be provided by the respective Department

DEPARTMENT OF COMMERCE
B.Com. (Semester-III)
(w.e.f. Academic Session- 2018-19)

Course code	Nomenclature of Paper	Max. Marks	L	T	P	Total Credit
COM- CC-311	Company Law	100	5	1	0	6

Objective: The objective of the course is to impart basic knowledge of the provisions of the Companies Act 2013. Case studies involving issues in company law are required to be discussed.

Syllabus Contents

UNIT – I (18 Lectures)

Introduction: Administration of Company Law [including National Company Law Tribunal (NCLT), National Company Law Appellate Tribunal (NCLAT), Characteristics of a company; types of companies including one-person company, small company and dormant company; association not for profit; illegal association; formation of company, promoters, their legal position, pre-incorporation contract.

UNIT – II (18 Lectures)

Incorporation of Company's Documents: Memorandum of Association, Articles of Association, Doctrine of constructive notice and indoor management.

Shares' Documentation: prospectus-shelf and red herring prospectus, Mis-statement in prospectus; GDR; Book building; Issue, allotment and forfeiture of share, Transmission of shares, Buyback and provisions regarding buyback; Issue of bonus shares.

UNIT – III (18 Lectures)

Management: Classification of directors, women directors, independent director, small shareholder's director; Disqualifications, director identity number (DIN); Appointment; Legal positions, powers and duties; removal of directors; Key managerial personnel, managing director, manager;

Meetings & Committees: Meetings of shareholders and board; Types of meeting, convening and conduct of meetings, postal ballot, meeting through video conferencing, e-voting; Committees of Board of Directors - Audit Committee, Nomination and Remuneration Committee, Stakeholders Relationship Committee, Corporate Social Responsibility Committee.

UNIT – IV (18 Lectures)

Dividends, Accounts, Audit: Provisions relating to payment of Dividend, Provisions relating to Books of Account, Provisions relating to Audit, Auditors' Appointment, Rotation of Auditors, Auditors' Report, Secretarial Audit.

Majority Rule and Minority Rights: Law relating to Majority Powers and Minority Rights.

UNIT – V (18 Lectures)

Winding Up: Concept and different methods of Winding Up of companies.

Company secretary: Definition, appointment, qualification, legal position, rights, duties liabilities and removal of company secretary. Whole-time and part-time secretary, director as secretary, Professionalization of company secretaryship in India. Function of company secretary in regard to company formation, issue and forfeiture of share, dividends and meetings.

Note: Current issues and developments are to be discussed.

ESSENTIALS READINGS:

1. Sharma, J.P., *An Easy Approach to Corporate Laws*, Ane Books Pvt. Ltd., New Delhi
2. MC Kuchhal, *Modern Indian Company Law*, Shri Mahaveer Book Depot (Publishers), Delhi.
3. GK Kapoor and Sanjay Dhamija, *Company Law*, Bharat Law House, Delhi.
4. Anil Kumar, *Corporate Laws*, Indian Book House, Delhi
5. Reena Chadha and Sumant Chadha, *Corporate Laws*, Scholar Tech Press, Delhi.

SUGGESTED /RECOMMENDED READINGS:

1. Avtar Singh, *Introduction to Company Law*, Eastern Book Company
2. Ramaiya, *A Guide to Companies Act*, LexisNexis, Wadhwa and Buttersworth.
3. *Manual of Companies Act, Corporate Laws and SEBI Guideline*, Bharat Law House, New Delhi,.
4. *A Compendium of Companies Act 2013, along with Rules*, by Taxmann Publications.
5. Gower and Davies, *Principles of Modern Company Law*, Sweet & Maxwell
6. Sharma, J.P., *An Easy Approach to Corporate Laws*, Ane Books Pvt. Ltd., New Delhi

Note: Latest edition of text books may be used.

DEPARTMENT OF COMMERCE
B.Com. (Semester-III)
(w.e.f. Academic Session- 2018-19)

Course code	Nomenclature of Paper	Max. Marks	L	T	P	Total Credit
COM- CC-312	Income Tax Law and Practice	100	5	1	0	6

Objective: To provide basic knowledge and equip students with application of principles and provisions of Income-tax Act, 1961 and the relevant Rules.

Syllabus Contents

UNIT – I **(18 Lectures)**

Introduction: Basic concepts, Income, agricultural income, person, assesses, assessment year, previous year, gross total income, total income, maximum marginal rate of tax; Permanent Account Number (PAN)/ Tax Deduction and Collection Account Number (TAN).

Residential status and Tax Liability: Residential Status of Individual, firms and Company Scope of total income on the basis of residential status.

UNIT – II **(18 Lectures)**

Exempted income under section 10.

Computation of Income from Salary.

UNIT – III **(18 Lectures)**

Computation of Income from House Property.

Computation of Income from business & profession (Including provisions regarding Depreciation).

UNIT – IV **(18 Lectures)**

Computation of Income from Capital Gains.

Income from other sources.

UNIT – V **(18 Lectures)**

Computation of total income & Tax liability of an individual's: Income of other persons included in assessee's total income; Aggregation of income and set-off and carry forward of losses; Deductions from gross total income; Rebates and reliefs; Computation of total income & Tax liability of individuals; Five leading cases decided by the Supreme Court.

Preparation of Return of Income: Filing of returns: Manually, On-line filing of Returns of Income & TDS; Provision & Procedures of Compulsory On-Line filing of returns for specified assesses (Theory Only).

Note:

1. Latest edition of text books and Software may be used.
2. Current issues and developments are to be discussed.

ESSENTIALS READINGS:

1. Dr. S.P Goyal Dr. H.C Mehrotra, Income Tax Sahitya Bhawan Publications
2. Shri S. Sachlekha, Income Tax, Satish Printer and Publication, Indore M.P.
3. Singhania, Vinod K. and Monica Singhania. *Students' Guide to Income Tax, University Edition.* Taxmann Publications Pvt. Ltd., New Delhi.
4. Jagdish Prasad, Income Tax, New Delhi

SUGGESTED /RECOMMENDED READINGS:

1. Ahuja, Girish and Ravi Gupta. *Systematic Approach to Income Tax*. Bharat Law House, Delhi.
2. Shah S. Pradeep, Kadakia S. Rajesh, *Income tax Act*, Taxman Himalaya publication New Delhi 26th Edition.
3. Rajaratnam S., Venkataramaiah, *Tax Planning Issues idea innovations*, Jain book depot, Nabhi publication New Delhi.
4. *Income tax Law, Part I and II*, Jain book depot, Nabhi publication New Delhi.

Journals

1. *Income Tax Reports*. Company Law Institute of India Pvt. Ltd., Chennai.
2. *Taxman*. Taxman Allied Services Pvt. Ltd., New Delhi.
3. *Current Tax Reporter*. Current Tax Reporter, Jodhpur.

Software

1. Vinod Kumar Singhania, *e-filing of Income Tax Returns and Computation of Tax*, Taxmann Publication Pvt. Ltd, New Delhi. Latest version
2. 'Excel Utility' available at incometaxindiaefiling.gov.in and Latest software recommended by Direct Tax Board of India.

DEPARTMENT OF COMMERCE
B.Com. (Semester-III)
(w.e.f. Academic Session- 2018-19)

Course code	Nomenclature of Paper	Max. Marks	L	T	P	Total Credit
EEL-LN-311	English	100	6	0	0	6

Common Syllabus to be provided by the respective Department

DEPARTMENT OF COMMERCE
B.Com. (Semester-III)
(w.e.f. Academic Session- 2018-19)

Course code	Nomenclature of Paper	Max. Marks	L	T	P	Total Credit
COM- SE-311	Computer Application in Business	100	1	0	1	2

Objectives: To provide computer skills and knowledge for commerce students and to enhance the student understands of usefulness of information technology tools for business operations.

Syllabus Contents

UNIT – I

(6 Lectures)

Word Processing: Introduction to word Processing, Word processing concepts, Use of Templates, Working with word document: Editing text, Find and replace text, Formatting, spell check, Auto-correct, Auto-text; Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, Header and footer, Tables: Inserting, filling and formatting a table; Inserting Pictures and Video; Mail Merge: including linking with Database; Printing documents.

Creating Business Documents using the above facilities.

UNIT – II

(6 Lectures)

Preparing Presentations: Basics of presentations: Slides, Fonts, Drawing, Editing; Inserting: Tables, Images, texts, Symbols, Media; Design; Transition; Animation; and Slideshow.

Creating Business Presentations using above facilities.

UNIT – III

(6 Lectures)

Spreadsheet and its Business Applications: Spreadsheet concepts, managing of worksheets; Formatting, Entering data, Editing, and Printing worksheet; Handling operators in formula.

Project, Charts & Graphs: Preparing chart & graph for business reporting.

UNIT – IV

(6 Lectures)

Generally used Spreadsheet functions: Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and reference, Database, and Text functions.

Creating Business Spreadsheet for an organization; like payroll and tax statements.

UNIT – V

Use of Accounting Software

(6 Lectures)

Tally: Tally – Introduction, Tally Installation & Language Setup; Introduction to Tally; Accounting Information in Tally; Vouchers in Tally; Inventory Information ; Pure Inventory Vouchers in Tally; Purchase/Sales Orders and Invoices in Tally.

ERP: ERP & its basic concepts.

Note:

1. The General Purpose Software referred in this course will be notified by the University Departments every three years. If the specific features, referred in the detailed course above, is not available in that software, to that extent it will be deemed to have been modified.
2. Teaching arrangement need to be made in the computer Lab

Note: Current issues and developments are to be discussed.

ESSENTIALS READINGS:

1. Singh Janardan, Computer Application in Business, Anmol Publication Delhi.
2. Parameswaran R. Computer Application in Business, S. Chand Publication New Delhi.
3. Sudalaimuthu S. Computer Application in Business, Himalaya Publication New Delhi.

SUGGESTED /RECOMMENDED READINGS:

The suggested readings and guidelines shall be notified by the university department at least once in three years based on the selected software.

1. Saha R.G.. Computer Applications in Business, Himalaya Publication New Delhi.
2. Siddiqui Ahmad Tasnim, Computer Application in Management, Himalaya Publication New Delhi.
3. Saha R.G. Computer Fundamentals, Himalaya Publication New Delhi.

DEPARTMENT OF COMMERCE
B.Com. (Semester-IV)
(w.e.f. Academic Session- 2018-19)

Course code	Nomenclature of Paper	Max. Marks	L	T	P	Total Credit
EEL- LN-411	English	100	6	0	0	6

Common Syllabus to be provided by the respective Department

B.Com. (Semester-IV)
(w.e.f. Academic Session- 2018-19)

Course code	Nomenclature of Paper	Max. Marks	L	T	P	Total Credit
COM- CC-411	Corporate Accounting	Core Course	5	1	0	6

Objectives: To enable the students to acquire the basic knowledge of the corporate accounting and to learn the techniques of preparing the financial statements.

SYLLABUS CONTENTS

UNIT – I (18 Lectures)

Accounting for Share Capital: Issue, forfeiture and reissue of forfeited shares: IPO (Initial Public Offer), FPO (Follow on Public Offer), Sweat Equity Shares, Shares issued otherwise than for cash; concept & process of book building; Issue of rights and bonus shares; Employees Stock Option Plan (ESOP), Employees Stock Option Scheme (ESOS); Buy back of shares; Alteration of share capital, Conversion of fully paid shares into stock and stock into shares.

Redemption of preference shares

Accounting for Debentures: Issue and Redemption of Debentures.

UNIT – II (18 Lectures)

Final Accounts: Conceptual Framework, Preparation and Presentation of Financial Statements (profit and loss account and balance sheet of corporate entities) [*excluding calculation of managerial remuneration*], Disposal of company profits.

Valuation of Goodwill and Valuation of Shares: Concepts and calculation: simple problem only.

UNIT – III (18 Lectures)

Accounting for business acquisition, Profits and Losses prior to Incorporation (Simple problems).

Amalgamation of Companies: Concepts and accounting treatment as per Accounting Standard: 14 (ICAI) & Ind AS 103 – Business Combinations (*excluding inter-company holdings*); Internal reconstruction- concepts and accounting treatment excluding scheme of reconstruction.

UNIT – IV (18 Lectures)

Accounts of Holding Companies/Parent Company: Preparation of consolidated balance sheet with one subsidiary company; Relevant provisions of Accounting Standard: 21 & Ind AS 27 (ICAI).

UNIT – V (18 Lectures)

Cash Flow Statement: Concept of funds, Preparation of cash flow as per Indian Accounting Standard-3 & Ind-AS-7.

Developments in Financial Reporting: Value Added Statement; Statement of changes in Equity and Explanatory Notes.

Note:

- The relevant Indian Accounting Standards in line with the IFRS for all the above topics should be covered.
- Any revision of relevant Indian Accounting Standard would become applicable immediately.

Note: Current issues and developments are to be discussed.

ESSENTIALS READINGS:

1. Corporate Accounting, S.M. Shukla, K.L. Gupta, Sahitya Bhawan Publications.
2. J.R. Monga, *Fundamentals of Corporate Accounting*. Mayur Paper Backs, New Delhi.
3. M.C. Shukla, T.S. Grewal, and S.C. Gupta. *Advanced Accounts*. Vol.-II. S. Chand & Co., New Delhi.
4. S.N. Maheshwari, and S. K. Maheshwari. *Corporate Accounting*. Vikas Publishing House, New Delhi.
5. P. C. Tulsian and Bharat Tulsian, Corporate Accounting, S.Chand

SUGGESTED /RECOMMENDED READINGS:

1. Ashok Sehgal, *Fundamentals of Corporate Accounting*. Taxman Publication, New Delhi.
2. V.K. Goyal and Ruchi Goyal, *Corporate Accounting*. PHI Learning.
3. Jain, S.P. and K.L. Narang. *Corporate Accounting*. Kalyani Publishers, New Delhi.
4. Bhushan Kumar Goyal, *Fundamentals of Corporate Accounting*, International Book House
5. Amitabha Mukherjee, Mohammed Hanif, *Corporate Accounting*, McGraw Hill Education
6. Compendium of Statements and Standards of Accounting. The Institute of Chartered Accountants of India, New Delhi.

Note: Latest edition of text books may be used.

DEPARTMENT OF COMMERCE
B.Com. (Semester-IV)
(w.e.f. Academic Session- 2018-19)

Course code	Nomenclature of Paper	Max. Marks	L	T	P	Total Credit
COM- CC-412	Cost Accounting	100	5	1	0	6

Objective: To acquaint the students with basic concepts used in cost accounting, various methods involved in cost ascertainment and cost accounting book keeping systems.

SYLLABUS CONTENTS

UNIT – I **(18 Lectures)**

Introduction: Meaning, objectives and advantages of cost accounting; Difference between cost accounting, financial accounting, Cost concepts and classifications; Elements of cost; Installation of a costing system; Role of a cost accountant in an organization. Cost centers and Cost units.

UNIT – II **(18 Lectures)**

Elements of Cost: Material and Labour:

Materials: Material/inventory control techniques of fixing of minimum, maximum, reorder, average and danger levels, Economic Order Quantity, ABC classification; VED Analysis; storage and issue of materials. Methods of pricing of materials issues. Treatment of Material Losses.

Labour: Accounting and Control of labour cost. Time keeping and time booking. Concept and treatment of idle time, over time, labour turnover. Methods of wage payment and the Incentive schemes- Halsey, Rowan, Taylor's Differential piece wage.

UNIT – III **(18 Lectures)**

Elements of Cost: Overheads: Classification, allocation, apportionment and absorption of overheads; Under- and over-absorption.

Activity Based Costing (ABC Costing).

UNIT – IV **(18 Lectures)**

Methods of Costing: Single or Unit or Output costing, Job costing, Tender and Quotation Price.

Contract costing: Complete & Incomplete Contract.

UNIT – V **(18 Lectures)**

Process costing: Process losses, Inter-Process Profit, valuation of work in progress, joint and by-products.

Operating Costing: Service costing (only transport).

Integral and non-integral systems.

Note: Current issues and developments are to be discussed.

ESSENTIALS READINGS:

1. Jawahar Lal, *Cost Accounting*. McGraw Hill Education
2. Arora, M.N. *Cost Accounting – Principles and Practice*. Vikas Publishing House, New Delhi.
3. Tulsian Dr. P.C., S. Chand Publication, New Delhi.
4. B.K.Meta, *Cost Accounting*, SBPD Publication Agra.

SUGGESTED /RECOMMENDED READINGS:

1. Charles T. Horngren, Srikant M. Datar, Madhav V. Rajan , ***Cost Accounting: A Managerial Emphasis, Pearson Education.***
2. Nigam, B.M. Lall and I.C. Jain. *Cost Accounting: Principles and Practice*. PHI Learning
3. Rajiv Goel, *Cost Accounting*. International Book House
4. Singh, Surender. *Cost Accounting*, Scholar Tech Press, New Delhi.
5. Jain, S.P. and K.L. Narang. *Cost Accounting: Principles and Methods*. Kalyani Publishers
6. Maheshwari, S.N. and S.N. Mittal. *Cost Accounting: Theory and Problems*. Shri Mahavir Book Depot, New Delhi.
7. Iyengar, S.P. *Cost Accounting*. Sultan Chand & Sons
8. H.V. Jhamb, *Fundamentals of Cost Accounting*, Ane Books Pvt. Ltd.
9. Tulsian Dr. P.C., S. Chand Publication, New Delhi.

Note: Latest edition of text books may be used.

DEPARTMENT OF COMMERCE
B.Com. (Semester-IV)
(w.e.f. Academic Session- 2018-19)

Course code	Nomenclature of Paper	Max. Marks	L	T	P	Total Credit
COM- SE-411	E- Commerce	100	1	0	1	2

Objectives: To enable the student to become familiar with the mechanism for conducting business transactions through electronic means.

SYLLABUS CONTENTS

UNIT – I **(06 Lectures)**

Introduction: Meaning, nature, concepts, advantages, disadvantages and reasons for transacting online, types of E-Commerce, e-commerce business models, forces behind e-commerce. Applications of e-Commerce, opportunities and benefits of e-retail in India-Challenges and Problems and future of e-retailing.

UNIT – II **(06 Lectures)**

IT Act 2000 and Cyber Crimes: IT Act 2000: Need to Regulate the Internet, Country Specific Cyber Laws, The Indian Information Technology Act-2000, Salient Features of the IT Act 2000, Legal Recognition of Electronic Records, Legal Recognition of Digital Signatures, Measures to Adapt Electronic Governance, Computer Virus, Inadequacies in the IT Act 2000.

UNIT – III **(06 Lectures)**

Security and Encryption: Cyber Security, Cyber Security Goals, Cyber Security Threats and Attacks, Basic Mechanisms used for Cyber Security, Security Solutions for Specific Purposes, Sound Practices for Cyber Security.

UNIT – IV **(06 Lectures)**

E-payment System: Introduction, Electronic Payment System, Electronic Payment Speedometers, Electronic Payment Processes, Electronic Payment Gateways, How Payment Gateways Work, What is required for Payment Gateways ?, Component of effective Electronic Payment System, Smart Card, Credit Card and Debit Card.

Digital Signatures: Signatures in Paper-based Society, Transfer of Computer-based Documents, Digital Signatures, Cryptography, Use of Hash Function, Digital Signature Generation/ Verification, Certification of Public-Keys, Certification Authority, Issues in Asymmetric Cryptography, Steganography.

UNIT – V **(06 Lectures)**

Technology used in E-commerce: The world wide web and internet Designing, building and launching e-commerce website

Website designing: Introduction, Documents Created by HTML, Types of HTML: Elements, Tag, Attributes, Headings, Paragraphs, Formatting, Link, Images, Syntax, Tables, Lists, Form, Frames.

Note: Current issues and developments are to be discussed.

ESSENTIALS READINGS:

1. Dr. R.K. Tewari, Shastri, Ravi Kumar, Computer Crime & Computer Forensics, Selective & Scientific Books, New Delhi
2. Dr. Sandeep Shrivastava, Er. Meera Goyal, E-Commerce, SBPD Publications, Agra
3. P.K.Sinha, Priti Sinha, Information Technology – Theory & Practice, PHI Publications, New Delhi
4. Kenneth C. Laudon and Carlo Guercio Traver, *E-Commerce*, Pearson Education.
5. David Whiteley, *E-commerce: Strategy, Technology and Applications*, McGraw Hill Education
6. Bharat Bhaskar, *Electronic Commerce: Framework, Technology and Application*, 4th Ed., McGraw Hill Education
7. PT Joseph, *E-Commerce: An Indian Perspective*, PHI Learning
8. KK Bajaj and Debjani Nag, *E-commerce*, McGraw Hill Education
9. TN Chhabra, *E-Commerce*, Dhanpat Rai & Co.
10. Sushila Madan, *E-Commerce*, Taxmann

SUGGESTED /RECOMMENDED READINGS:

1. TN Chhabra, Hem Chand Jain, and Aruna Jain, *An Introduction to HTML*, Dhanpat Rai & Co.
2. Zaveri Nikhil, Shah Kamini, Trivedi Sarvesh, *Era of commerce and E- Commerce*, Oxford book co. NewDelhi.
3. Fazal Ahmad, *Essentials of E- Commerce*, Anmol Publication, Daryaganj NewDelhi.
4. Arora Neha , *E- Commerce concepts, models and strategies* Random Publication, New Delhi.
5. Rayudu C.S. *E-Commerce and E-Business* Himalaya Publication New Delhi.
6. Murthy C.S.V. *E- Commerce concepts, models and strategies*, Himalaya Publication, New Delhi.

DEPARTMENT OF COMMERCE
B.Com. (Semester-V)
(w.e.f. Academic Session- 2018-19)

Course code	Nomenclature of Paper	Max. Marks	L	T	P	Total Credit
COM- EC-511- A	Principles of Marketing	100	5	1	0	6

Objective: The objective of this course is to provide basic knowledge of concepts, principles, tools and techniques of marketing.

SYLLABUS CONTENTS

UNIT – I **(18 Lectures)**

Introduction: Nature, scope and importance of marketing; Evolution of marketing; Selling vs. Marketing; Marketing mix.

Marketing environment: Concept, importance, and components (Economic, Demographic, Technological, Natural, Socio-Cultural and Legal).

UNIT – II **(18 Lectures)**

Consumer Behavior: Nature and Importance, Consumer buying decision process; Factors influencing consumer buying behavior.

Market segmentation: Concept, importance and bases; Target market selection; Positioning concept, importance and bases; Product differentiation vs. market segmentation.

UNIT – III **(18 Lectures)**

Product: Concept and importance, Product classifications; Concept of product mix; Branding, packaging and labeling; Product-Support Services; Product life-cycle; New Product Development Process; Consumer adoption process.

Pricing Strategy: Significance. Factors affecting price of a product. Pricing policies and strategies. One price Vs Variable Price.

UNIT – IV **(18 Lectures)**

Distribution Channels and Physical Distribution: Channels of distribution - meaning and importance; Types of distribution channels; Functions of middle man; Factors affecting choice of distribution channel; Wholesaling and retailing; Types of Retailers; e-tailing, Physical Distribution.

Promotion: Nature and importance of promotion; Communication process; Types of promotion: advertising, personal selling, public relations & sales promotion, and their distinctive characteristics; Promotion mix and factors affecting promotion mix decisions.

UNIT – V **(18 Lectures)**

Advertising: Advertisement and publicity, PLC and advertising, Scientific Advertising, Cause of failure of advertising. Advertisement budget, Advertisement Mix.

Recent developments in marketing: Social Marketing, online marketing, direct marketing, services marketing, green marketing, Rural marketing; Consumerism.

Note: Current issues and developments are to be discussed.

ESSENTIALS READINGS:

1. Kotler, Philip, Gary Armstrong, Prafulla Agnihotri and Ehsanul Haque. *Principles of Marketing*. 13th edition. Pearson Education.
2. Chunawalla S.A., *Marketing Principles and Practice*, Himalaya Publication New Delhi.
3. Nair N.G., *Sales and Distribution Management*, Himalaya Publication New Delhi.
4. Shajahan S. *Services Management*, Himalaya Publication New Delhi.

SUGGESTED /RECOMMENDED READINGS:

1. Michael, J. Etzel, Bruce J. Walker, William J Stanton and Ajay Pandit. *Marketing: Concepts and Cases*. (Special Indian Edition), McGraw Hill Education
2. William D. Perreault, and McCarthy, E. Jerome., *Basic Marketing*. Pearson Education.
3. Majaro, Simon. *The Essence of Marketing*. Pearson Education, New Delhi.
4. The Consumer Protection Act 1986.
5. Iacobucci and Kapoor, *Marketing Management: A South Asian Perspective*. Cengage Learning.
6. Dhruv Grewal, Michael Levy, *Marketing*, McGraw Hill Education.
7. Chhabra, T.N., and S. K. Grover. *Marketing Management*. Fourth Edition. Dhanpat Rai & Company.
8. Neeru Kapoor, *Principles of Marketing*, PHI Learning
9. Rajendra Maheshwari, *Principles of Marketing*, International Book House.
10. Appannaiah and Others, *Sales and Distribution Management*, Himalaya Publication New Delhi.
11. Appannaiah and Others, *Product and Salesman*, Himalaya Publication New Delhi.
12. Keskar, Anil, Abhyankar S. *Basic of Marketing*, Himalaya Publication New Delhi.

DEPARTMENT OF COMMERCE
B.Com. (Semester-V)
(w.e.f. Academic Session- 2018-19)

Course code	Nomenclature of Paper	Max. Marks	L	T	P	Total Credit
COM- EC-511- B	Auditing	100	5	1	0	6

Objective: To provide knowledge of auditing principles, procedures and techniques in accordance with current legal requirements and professional standards.

SYLLABUS CONTENTS

UNIT – I **(18 Lectures)**

Introduction of Auditing: Meaning, Objectives, Advantages & Disadvantages, Limitations, Scope, Basic Principles and Techniques.

Types of Audit, Planning and procedure of audit; Audit Programmes.

Audit Procedure: Vouching, Meaning, objects & importance.

UNIT – II **(18 Lectures)**

Test checking, Routine checking, Internal Control v/s Internal Check.

Auditor's working papers, verification of Assets & Liabilities.

Company Auditor- Qualifications, Appointment, Rotation, Removal, Remuneration, Rights and Duties.

UNIT –III **(18 Lectures)**

Auditor's Report: Contents and Types.

Investigation: Meaning, Definition, Auditing v/s investigating, Objects, Co-Operative Auditing.

Accounting Standards & Auditing.

UNIT – IV **(18 Lectures)**

Special Areas of Audit: Types of Audit Special features of Cost audit, Tax audit, and Management audit.

Special audit: Audit of banking companies, educational institutions. Insurance companies & non-profit organizations.

UNIT – V **(18 Lectures)**

Professional ethics and code of conduct.

Uses of computer in Auditing.

Note: Current issues and developments are to be discussed.

ESSENTIALS READINGS:

1. Ravinder Kumar and Virender Sharma, Auditing Principles and Practice, PHI Learning
2. ArunaJha, Auditing. Taxmann Publication.
3. A. K. Singh, and Gupta Lovleen. Auditing Theory and Practice. Galgotia Publishing Company.

SUGGESTED /RECOMMENDED READINGS:

1. Gupta Kamal: Contemporary Auditing; Tata McGraw-Hill, New Delhi.
2. Tandon B.N: Principles of Auditing; S. Chand & Co., New Delhi.
3. PagareDinkar: Principles and Practice of Auditing; Sultan Chand, New Delhi.
4. Sharma T.R: Auditing Principles and Problems; Sahitya Bhawan, Agra.

Note: Latest edition of text books may be used.

DEPARTMENT OF COMMERCE
B.Com. (Semester-V)
(w.e.f. Academic Session- 2018-19)

Course code	Nomenclature of Paper	Max. Marks	L	T	P	Total Credit
COM- EC-512-A	Fundamentals of Financial Management	100	5	1	0	6

Objective: To familiarize the students with the principles and practices of financial management.

SYLLABUS CONTENTS

UNIT – I **(18 Lectures)**

Introduction: Nature, scope and objective of Financial Management, Time value of money.

Investment Decision: The Capital Budgeting Process, Cash flow Estimation, Payback Period Method, Accounting Rate of Return, Net Present Value (NPV), Net Terminal Value, Internal Rate of Return (IRR), Modified Internal Rate of Return, Profitability Index, Capital budgeting under Risk – Certainty Equivalent Approach and Risk- Adjusted Discount Rate.

UNIT – II **(18 Lectures)**

Capital Rationing: Ranking of competing projects, Ranking of projects with unequal lives.

Cost of Capital and Financing Decision: Sources of long -term financing Estimation of components of cost of capital. Methods for Calculating cost of equity capital, Cost of Retained Earnings, Cost of Debt and Cost of Preference Capital, Weighted Average cost of capital (WACC) and Marginal cost of capital.

UNIT – III **(18 Lectures)**

Capital structure: Theories of Capital Structure (Net Income, Net Operating Income, MM Hypothesis, Traditional Approach). Operating and financial leverage. Determinants of capital structure. Risk and return (Including Capital Asset Pricing Model), Valuation of securities – Bonds and Equities.

Dividend Decisions: Theories for Relevance and irrelevance of dividend decision for corporate valuation; Cash and stock dividends; Dividend policies in practice.

UNIT – IV **(18 Lectures)**

Introduction of Working Capital: Managing, Concept & Components of Working Capital; Factors Affecting the Need for Working Capital; Objectives of Working Capital Management. Computing of operating cycle and working capital.

Financing Working Capital: Sources of Working Capital Finance – A Brief Overview of Long-term and Short-term Sources of Finance, Financing Policies-Maturity Matching Policy, Aggressive Policy and Conservative Policy; Working Capital Finance from Banks [MPBF by tondan committee]. Computing the requirement of working capital under Cash Cost Basis and Total Cost Basis.

Management of Cash and marketable securities: Motives for Holding Cash; Need for and Objectives of Cash Management; Cash Forecasting and Cash Budgets; Cash Cycle, Determining the Optimum Level of Cash Balances. Baumol Model, Miller-Orr Model.

UNIT – V

(18 Lectures)

Management of Receivables: Concept and Nature of Receivables; Purpose of Receivables; Costs and Benefits of Receivables; Factors Affecting Size of Receivables; Managing Receivables – The Profit Decision and Optimum Size Determination; Sound Credit Policy – Credit Standard and Credit Limit, Credit Period, Cash Discounts and Collections.

Management of Inventory: Concept, Nature, and Components of Inventory; Benefits of Holding Inventory; Risks and Costs of Inventory; Managing Inventory – Minimizing Costs and Optimum Size.

Management of Payables: Cost and Benefits of Trade Credit, Computation of Cost of Payables.

Note: Current issues and developments are to be discussed.

ESSENTIALS READINGS:

1. Singh, J.K. *Financial Management- text and Problems*. 2nd Ed. Dhanpat Rai and Company, Delhi.
2. Pandey, I.M. *Financial Management*. Vikas Publications New Delhi.
3. Shrivastava R.M. *Financial Management*, Himalaya Publication New Delhi.
4. Tulsian Dr. P.C., S. Chand Publication, New Delhi.
5. Kulkarni P.V. *Financial Management*, Himalaya Publication New Delhi.

SUGGESTED /RECOMMENDED READINGS:

1. Rustagi, R.P. *Fundamentals of Financial Management*. Taxmann Publication Pvt. Ltd. New Delhi.
2. Singh, Surender and Kaur, Rajeev. *Fundamentals of Financial Management*. Mayur Paperback, New Delhi.
3. James C. Van Horne and Sanjay Dhamija, *Financial Management and Policy*, Pearson Education
4. Levy H. and M. Sarnat . *Principles of Financial Management*. Pearson Education
5. Joy, O.M. *Introduction to Financial Management*. Mc Graw Hill Education.
6. Bhabatosh Banerjee, *Fundamentals of Financial Management*, PHI Learning Delhi.
7. Avadhani V.A. *Investment and securities markets in India*, Himalaya Publication New Delhi.
8. Roy Suwendu Narayan, *Financial Management with New Approach*, Himalaya Publication New Delhi.
9. Inamdar M. Satish, *Basic Financial Management*, Himalaya Publication New Delhi.
10. Babu Ramesh G. *Indian Financial System*, Himalaya Publication New Delhi.
11. M. Satish, *Basic Financial Management*, Himalaya Publication New Delhi.
12. Reddy Sudarsana G, *Financial Management Principles and Practice*, Himalaya Publication New Delhi.
13. Brigham and Houston, *Fundamentals of Financial Management*, Cengage Learning
14. Khan and Jain. *Basic Financial Management*, McGraw Hill Education
15. Chandra, P. *Fundamentals of Financial Management*. McGraw Hill Education

Note: Latest edition of text books may be used.

DEPARTMENT OF COMMERCE
B.Com. (Semester-V)
(w.e.f. Academic Session- 2018-19)

Course code	Nomenclature of Paper	Max. Marks	L	T	P	Total Credit
COM- EC-512-B	Indirect Tax Law	100	5	1	0	6

Objective: To provide basic knowledge and equip students with application of principles and provisions of Goods ,service tax and Customs Laws.

SYLLABUS CONTENTS

UNIT – I **(18 Lectures)**

Meaning and Features of Goods and Services Tax. Background necessity and implementation of GST in India. Favorable effects and difficulties of GST. Important terms and definitions - Goods, Services, Business, Person, Supplier, Inward supply and outward supply, place of Business, Job work. Types of GST - Central GST, State GST, Integrated GST.

UNIT – II **(18 Lectures)**

Meaning of supply of goods and Services, Types of supply - Taxable supply, Non-taxable supply, Joint supply, Mixed supply. Place and Time of supply. Provision and process relating to registration under GST. Amendment and cancellation of Registration. Levy and Collection of Tax and Taxable event.

UNIT – III(18 Lectures)

Schedules of Exempted Goods and Services Provisions and Process regarding determination of Taxable Value. Practical Problems relating to computation of Taxable value. Items to be included in taxable value and deduction. Calculation of GST Payable.

UNIT – IV **(18 Lectures)**

Preparation of Tax Invoice - Rules, Performa and Practical Problems. Debit note and Credit note. Composition levy-persons eligible for composition, provisions and tax rates in case of composition. GST rates schedules for important goods and services.

UNIT – V **(18 Lectures)**

Customs laws: Basic concepts of customs law, Territorial waters, high seas, Types of custom duties – Basic, Countervailing & Anti- Dumping Duty, Safeguard Duty, Valuation, Customs Procedures, Import and Export Procedures, Baggage, Exemptions.

Note: Current issues and developments are to be discussed.

ESSENTIALS READINGS:

1. Singhanian Vinod K. and Monica Singhanian, *Students' Guide to Indirect Taxes*, Taxmann Publications Pvt. Ltd., Delhi.
2. Goods and Service Taxes (English Edition) Saklecha & Saklecha Publishers – Satish Printers and Publishers
3. Goods and Service Tax – Mahajan Motwani
4. V.S. Datey. *Indirect Tax Law and practice*, Taxman Publications Pvt. Ltd., Delhi, Latest edition.
5. Sanjeev Kumar. *Systematic Approach to Indirect Taxes*, Latest edition.
6. S. S. Gupta. *Service Tax -How to meet your obligation* Taxmann Publications Pvt. Ltd., Delhi, Latest edition.
7. GST (Hindi and English Combined Edition) - Commercial's Publication

SUGGESTED /RECOMMENDED READINGS:

1. Grish Ahuja and Ravi Gupta, *Indirect Taxes*, Flair Publication Pvt. Ltd.
2. Bare Act : Wealth Tax Act, 1957 Central Sales Tax Act 1956 U.P. Trade Tax Act, 1948 Central Excise Act, 1944 Customs Act, 1962

Note:

1. Latest edition of text books may be used.

DEPARTMENT OF COMMERCE
B.Com. (Semester-V)
(w.e.f. Academic Session- 2018-19)

Course code	Nomenclature of Paper	Max. Marks	L	T	P	Total Credit
COM- SE-511	Entrepreneurship	100	2	0	0	2

Objective: The purpose of the paper is to orient the learner toward entrepreneurship as a career option and creative thinking and behavior.

SYLLABUS CONTENTS

UNIT – I **(06 Lectures)**

Introduction: Meaning, elements, determinants and importance of entrepreneurship. **Dimensions of entrepreneurship:** netpreneurship, ecopreneurship, women entrepreneurs & its limitations.

UNIT – II **(06 Lectures)**

Entrepreneurship and Micro, Small and Medium Enterprises: Concept of business groups.
The contemporary role models in Indian business: their values, Conflict in family business and its resolution.

UNIT – III **(06 Lectures)**

Entrepreneurship System and Finance: Public and private system of stimulation, support and sustainability of entrepreneurship. Requirement, availability and access to finance, marketing assistance, technology, and industrial accommodation.

UNIT – IV **(06 Lectures)**

Sources of business ideas and tests of feasibility: Significance of writing the business plan/ project proposal. Designing business processes, location, layout, operation, planning & control.

UNIT – V **(06 Lectures)**

Mobilizing Resources: Mobilizing resources for start-up. Accommodation and utilities; Preliminary contracts with the vendors, suppliers, bankers, principal customers.

Note: Current issues and developments are to be discussed.

ESSENTIALS READINGS:

1. SS Khanka, *Entrepreneurial Development*, S. Chand & Co, Delhi.
2. Desai Vasant. *Entrepreneurship Development*, Himalaya Publishing House New Dehli.
3. Kuratko and Rao, *Entrepreneurship: A South Asian Perspective*, Cengage Learning.
4. Robert Hisrich, Michael Peters, Dean Shepherd, *Entrepreneurship*, McGraw-Hill Education
5. Desai, Vasant. *Dynamics of Entrepreneurial Development and Management*. Mumbai, Himalaya Publishing House.
6. Dollinger, Mare J. *Entrepreneurship: Strategies and Resources*. Illinois, Irwin.

SUGGESTED /RECOMMENDED READINGS:

1. Holt, David H. *Entrepreneurship: New Venture Creation*. Prentice-Hall of India, New Delhi.
2. Plsek, Paul E. *Creativity, Innovation and Quality*. (Eastern Economic Edition), New Delhi: Prentice-Hall of India. ISBN-81-203-1690-8.
3. Singh, Nagendra P. *Emerging Trends in Entrepreneurship Development*. New Delhi: ASEED.
4. K Ramachandran, *Entrepreneurship Development*, McGraw-Hill Education
5. SIDBI Reports on Small Scale Industries Sector.
6. Uike Dipesh D. *Entrepreneurship Development*, Himalaya Publishing House New Dehli.
7. Patra K.K. *Fundamentals of Entrepreneurship*, Himalaya Publishing House New Dehli.
8. Pednekar Achut P. *Entrepreneurship*, Himalaya Publishing House New Dehli.

Note: Latest edition of text books may be used.

DEPARTMENT OF COMMERCE
B.Com. (Semester-V)
(w.e.f. Academic Session- 2018-19)

Course code	Nomenclature of Paper	Max. Marks	L	T	P	Total Credit
COM- GE-511	Principles of Micro Economics	100	5	1	0	6

SYLLABUS CONTENTS

UNIT – I Introduction (18 Lectures)

- a) **Demand and Supply:** Determinants of demand, movements vs. shift in demand curve, Determinants of Supply, Movement along a supply curve vs. shift in supply curve.
- b) Elasticity of demand and supply.
- c) Law of demand and supply.

UNIT – II Consumer Theory (18 Lectures)

Ordinal Utility theory: (Indifference curve approach): Consumer's preferences; Interference curves; Budget line; Consumer's equilibrium;

UNIT – III Production and Cost (18 Lectures)

- a) **Production:** Firm as an agent of production. Concepts of Production function. Law of variable proportions; Return to scale. , Economies and Diseconomies of scale.
- b) **Costs:** Costs in the short run. Costs in the long run, the very long run.

UNIT – IV Market Structure (18 Lectures)

- a) **Perfect Competition:** Assumption; Theory of a firm under perfect competition; Demand and Revenue; Equilibrium of the firm in the short run and long run.
- b) **Monopoly:** Short-run and long-run equilibrium of monopoly firm; Concept of supply curve under monopoly; Allocation inefficiency and dead-weight loss monopoly; Price discrimination.
- c) **Imperfect Competition:** Difference between perfect competitions, monopoly and imperfect competition;
 - I. **Monopolistic Competition:** Assumption; Short – run Equilibrium; Long run Equilibrium; Product Differentiation.
 - II. **Oligopoly:** Causes for the existence of oligopolistic firms in the market rather than perfect Competition.

UNIT – V Income Distribution and Factor Pricing: (18 Lectures)

Demand for factors. Supply of factor, backward bending supply curve for labor concepts of economic rent; Functional Distribution of Income. Rent, Interest, Wages and Profit- Concept and Theories.

ESSENTIALS READINGS:

1. Pindyck, R.S., D. L. Rubinfeld and P. L. Mehta; *Microeconomics*, Pearson Education.
2. N. Gregory Mankiw, *Principles of Micro Economics*, Cengage Learning
3. Maddala G.S. and E. Miller; *Microeconomics: Theory and Applications*, McGraw-Hill Education.
4. Salvatore, D. *Schaum's Outline: Microeconomic Theory*, McGraw-Hill, Education.

SUGGESTED /RECOMMENDED READINGS:

1. Case and Fair, *Principles of Micro Economics*, Pearson Education
2. Koutsiyannis, *Modern Micro Economic Theory*.
3. C Snyder, *Microeconomic Theory: Basic Principles and Extensions*, Cengage Learning
4. Bilas, Richard A., *Microeconomics Theory: A Graphical Analysis*, McGraw-Hill Education.
5. Paul A Samuelson, William D Nordhaus, *Microeconomics*, McGraw-Hill Education.
6. Amit Sachdeva, *Micro Economics*, Kusum Lata Publishers.
7. Kennedy M. John, *Micro Economics*, Himalaya Publication New Delhi.
8. Reddy P.N.and Others, *Economics for Business*, Himalaya Publication New Delhi.
9. Bose D. & Marimuthu, *An Introduction of Micro Economics*, Himalaya Publication New Delhi.
10. Ramanath H.R. & Shanthi S. *Managerial Economics*, Himalaya Publication New Delhi.
11. Reddy P.N.and Appanmaiah H.R, *Essentials of Managerial Economics*, Himalaya Publication New Delhi.

Note: Latest edition of text books shall be used.

DEPARTMENT OF COMMERCE
B.Com. (Semester-VI)
(W.e.f. Academic Session- 2018-19)

Course code	Nomenclature of Paper	Max. Marks	L	T	P	Total Credit
COM- EC-611-A	Banking and Insurance	100	5	1	0	6

Objective: To impart knowledge about the basic principles of the banking and insurance

SYLLABUS CONTENTS

UNIT – I (18 Lectures)

Introduction: Origin of banking system; Origin and growth of commercial banks in India- definition, functions and importance of banking in Indian economy, banker and customer relationship in current scenario, General and special types of customers.

Types of banks: Schedule and non-schedule banks; Regional rural banks; Cooperative banking in India. Development Banks.

UNIT – II (18 Lectures)

Financial Services offered by banks: Types of deposits and types of advances; Principles of sound lending,

Types of advances: Secured vs. unsecured advances, Advances against various securities.

UNIT – III

Cheques and Paying Banker : (18 Lectures)

Crossing and endorsement: meaning, definitions, types and rules of crossing.

Duties, Statutory protection in due course, collecting bankers: duties, statutory protection for holder in due course, Concept of negligence.

UNIT – IV (18 Lectures)

The Reserve Bank of India: Functions as central bank; Instruments of monetary and credit control. Interest Rates; Various rates in India (viz. bond rate, bill rate, deposit rates, etc.)

Internet Banking: Meaning, Benefits, Mobile banking, Virtual banking, E-payments, ATM Card/ Biometric card, Debit/Credit card, Smart card, NEFT, RTGS, ECS (credit/debit), E-money, Electronic purse, Digital cash.

UNIT – V (18 Lectures)

Insurance: Basic concept of risk, Types of risk, Basic principles of utmost good faith, Economic function, Types of insurance: Life and Non-life, Re-insurance.

IRDA: Power, functions and Role; Online Insurance.

Note: Current issues and developments are to be discussed.

ESSENTIALS READINGS:

1. Agarwal, O.P., *Banking and Insurance*, Himalaya Publishing House
2. Satyadevi, C., *Financial Services Banking and Insurance*, S.Chand
3. Suneja, H.R., *Practical and Law of Banking*, Himalaya Publishing House
4. Chabra, T.N., *Elements of Banking Law*, Dhanpat Rai and Sons

SUGGESTED /RECOMMENDED READINGS:

1. Arthur, C. and C. William Jr., *Risk Management and Insurance*, McGraw Hill
2. Saxena, G.S; *Legal Aspects of Banking Operations*, Sultan Chand and Sons
3. Varshney, P.N., *Banking Law and Practice*, Sultan Chand and Sons
4. Jyotsna Sethi and Nishwan Bhatia, *Elements of Banking and Insurance*, PHI Learning

DEPARTMENT OF COMMERCE
B.Com. (Semester-VI)
(w.e.f. Academic Session- 2018-19)

Course code	Nomenclature of Paper	Max. Marks	L	T	P	Total Credit
COM- EC-611-B	Management Accounting	100	5	1	0	6

Objective: To impart the students, knowledge about the use of financial, cost and other data for the purpose of managerial planning, control and decision making.

SYLLABUS CONTENTS

UNIT – I **(18 Lectures)**

Introduction: Meaning, Objectives, Nature and Scope of management accounting, Difference between cost accounting and management accounting, Cost control and Cost reduction, Cost management.

Budgetary Control: Budgeting and Budgetary Control: Concept of budget, budgeting and budgetary control, objectives, merits, and limitations. Budget administration. Functional budgets. Fixed and flexible budgets. Zerobase budgeting. Programme and performance budgeting.

UNIT – II **(18 Lectures)**

Standard Costing: Meaning of standard cost and standard costing, advantages, limitations and applications.

Variance Analysis: material, labour, overheads and sales variances. Disposition of Variances, Control Ratios.

UNIT – III **(18 Lectures)**

Marginal Costing: Absorption versus Variable Costing: Distinctive features and income determination. Cost-Volume-Profit Analysis, Profit / Volume ratio.

Break-even analysis: Algebraic and graphic methods. Angle of incidence, margin of safety, Key factor, determination of cost indifference point.

UNIT – IV **(18 Lectures)**

Decision Making: Steps in Decision Making Process, Concept of Relevant Costs and Benefits.

Various short term decision making situations: profitable product mix, Acceptance or Rejection of special/ export offers, Make or buy, Addition or Elimination of a product line, sell or process further, operate or shut down.

Pricing Decisions: Major factors influencing pricing decisions, various methods of pricing.

UNIT – V **(18 Lectures)**

Responsibility Accounting: Concept, Significance, Different Responsibility Centers, Divisional.

Performance Measurement: Financial and Non-Financial measures. Transfer Pricing.

Neo Concepts for Decision Making: Activity Based Costing, Cost Management, Value Chain Analysis, Target Costing & Life Cycle Costing.

Note: Current issues and developments are to be discussed.

ESSENTIALS READINGS:

1. Arora, M.N. Management Accounting. Vikas Publishing House, New Delhi.
2. Jawahar Lal, Management Accounting, Himalaya Publishing House, New Delhi.
3. Arora M.N. Management Accounting, Himalaya Publishing House, New Delhi.

SUGGESTED /RECOMMENDED READINGS:

1. Charles T. Horngren, Gary L. Sundem, Dave Burgstahler, Jeff O. Schatzberg. *Introduction to Management Accounting*, Pearson Education.
2. Anthony A. Atkinson, Robert S. Kaplan, Ella Mae Matsumura, S. Mark Young. *Management Accounting*. Dorling Kindersley(India) Pvt. Ltd.
3. Singh, Surender. *Management Accounting*, Scholar Tech Press, New Delhi.
4. Garrison H., Ray and Eric W. Noreen. *Managerial Accounting*. McGraw Hill.
5. Goel, Rajiv, *Management Accounting*. International Book House,
6. Maheshwari, S.N. and S.N. Mittal. *Management Accounting*. Shree Mahavir Book Depot, New Delhi.
7. Singh, S. K. and Gupta Lovleen. *Management Accounting – Theory and Practice*. Pinnacle Publishing House.
8. Khan, M.Y. and Jain, P.K. *Management Accounting*. McGraw Hill Education
9. H.V. Jhamb, *Fundamentals of Management Accounting*, Ane Books Pvt. Ltd.
10. Wilson M. *Management Accounting*, Himalaya Publishing House, New Delhi.
11. Jayachandran R. *Management Accounting*, Himalaya Publishing House, New Delhi.
12. Muniraju M. *Management Accounting*, Himalaya Publishing House, New Delhi.

Note: Latest edition of text books may be used.

DEPARTMENT OF COMMERCE
B.Com. (Semester-VI)
(w.e.f. Academic Session- 2018-19)

Course code	Nomenclature of Paper	Max. Marks	L	T	P	Total Credit
COM-EC-612- A	Fundamentals of Investment	100	5	1	0	6

Objective: To familiarize the students with different investment alternatives, introduce them to the framework of their analysis and valuation and highlight the role of investor protection.

SYLLABUS CONTENTS

UNIT – I **(18 Lectures)**

The Investment Environment: The investment decision process, Types of Investments – Commodities, Real Estate and Financial Assets, the Indian securities market, the market participants and trading of securities.

Security market indices: Sources of financial information, Concept of return and risk, Impact of Taxes and Inflation on return.

UNIT – II **(18 Lectures)**

Fixed Income Securities: Bond features, types of bonds, estimating bond yields.

Bond Valuation: Types of bond risks, default risk and credit rating.

UNIT – III **(18 Lectures)**

Approaches to Equity Analysis – 1: Introductions to Fundamental Analysis,

Approaches to Equity Analysis – 2: Technical Analysis and Efficient Market Hypothesis, dividend capitalization models, and price-earnings multiple approach to equity valuation.

UNIT – IV **(18 Lectures)**

Portfolio Analysis: Portfolio and Diversification, Portfolio Risk and Return; Mutual Funds.

Financial Derivatives: Introduction to Financial Derivatives; Financial Derivatives Markets in India.

UNIT – V **(18 Lectures)**

Investor Protection: Role of SEBI and stock exchanges in investor protection; Investor grievances and their redressal system.

Insider-Trading, Whistle-Blowing: Insider-Trading – meaning and legal provisions; Whistle-blowing: Concept and Mechanism; investors' awareness and activism.

Note: Current issues and developments are to be discussed.

ESSENTIALS READINGS:

1. C.P. Jones, *Investments Analysis and Management*, Wiley, 8th ed.
2. Prasanna Chandra, *Investment Analysis and Portfolio Management*, McGraw Hill Education
3. R.P. Rustogi, *Fundamentals of Investment*, Sultan Chand & Sons, New Delhi.
4. N.D. Vohra and B.R. Bagri, *Futures and Options*, McGraw Hill Education

SUGGESTED /RECOMMENDED READINGS:

Mayo, *An Introduction to Investment*, Cengage Learning.

DEPARTMENT OF COMMERCE
B.Com. (Semester-VI)
(w.e.f. Academic Session- 2018-19)

Course code	Nomenclature of Paper	Max. Marks	L	T	P	Total Credit
COM- EC-612-B	Corporate Tax Planning	100	5	1	0	6

Objective: To provide Basic knowledge of corporate tax planning and its impact on decision-making.

SYLLABUS CONTENTS

UNIT – I **(18 Lectures)**

Introduction: Tax planning, tax management, tax evasion, tax avoidance; Corporate tax in India; Types of companies; Residential status of companies and tax incidence; Tax liability and minimum alternate tax; Tax on distributed profits.

Computation: Computation of taxable income and assessment of tax liability considering special provisions relating to companies.

UNIT – II Tax planning-1 **(18 Lectures)**

Tax planning with reference to setting up of a new business: Locational aspect, nature of business, form of organization;

Tax planning with reference to financial management decision: Capital structure, dividend including deemed dividend and bonus shares; Tax planning with reference to sale of scientific research assets.

UNIT – III Tax planning-2 **(18 Lectures)**

Tax planning with reference to specific management decisions - Make or buy; own or lease; repair or replace; borrowing or investment decisions;

Tax planning with reference to employees' remuneration;

Tax planning with reference to distribution of assets at the time of liquidation.

UNIT – IV **(18 Lectures)**

Income Computation and Disclosure Standards: A brief introduction of All 'Income Computation and Disclosure Standards'.

Special provisions relating to non-residents: Double taxation relief; Provisions regulating transfer pricing; Advance rulings; Advance pricing agreement.

UNIT – V **(18 Lectures)**

Tax planning with reference to business restructuring – 1: Amalgamation, Demerger, Slump sale, Conversion of sole proprietary concern/partnership firm into company, Conversion of company into Limited Liability Partnership (LLP)

Tax planning with reference to business restructuring – 2: Transfer of assets between holding and subsidiary companies.

Note: Current issues and developments are to be discussed.

ESSENTIALS READINGS:

1. Vinod K. Singhania and Monica Singhania, *Corporate Tax Planning*. Taxmann Publications Pvt. Ltd., New Delhi.
2. Girish Ahuja and Ravi Gupta. *Corporate Tax Planning and Management*. Bharat Law House, Delhi.
3. Shuklendra Acharya and M.G. Gurha. *Tax Planning under Direct Taxes*. Modern Law Publication, Allahabad.

SUGGESTED /RECOMMENDED READINGS:

1. D.P. Mittal, *Law of Transfer Pricing*. Taxmann Publications Pvt. Ltd., New Delhi.
2. IAS – 12 and AS – 22.
3. T.P. Ghosh, *IFRS*, Taxmann Publications Pvt. Ltd. New Delhi.

Journals

1. *Income Tax Reports*, Company Law Institute of India Pvt. Ltd., Chennai.
2. *Taxman*, Taxmann Allied Services Pvt. Ltd., New Delhi.
3. *Current Tax Reporter*, Current Tax Reporter, Jodhpur

Note: Latest edition of text books may be used.

DEPARTMENT OF COMMERCE
B.Com. (Semester-VI)
(w.e.f. Academic Session- 2018-19)

Course code	Nomenclature of Paper	Max. Marks	L	T	P	Total Credit
COM-SE-611	Personal Selling and Salesmanship	100	2	0	0	2

Objective: The purpose of this course is to familiarize the students with the fundamentals of personal selling and the selling process. They will be able to understand selling as a career and what it takes to be a successful salesman.

SYLLABUS CONTENTS

UNIT – I **(06 Lectures)**

Introduction to Personal Selling: Nature and importance of personal selling, Difference between Personal Selling, Salesmanship and Sales Management, Characteristics of a good salesman, types of selling situations, types of salespersons, and limitations of Salesmanship.

UNIT – II **(06 Lectures)**

Motivation: Concept of motivation, Maslow's theory of need hierarchy; Dynamic nature of motivation.

Buying Motives: Buying motives and their uses in personal selling.

UNIT – III **(06 Lectures)**

Sales Force Management: Importance of selection of salesman, Recruitment and selection of salesman, Selection process of salesman.

UNIT – IV **(06 Lectures)**

Selling Process – 1: Prospecting and qualifying; Pre-approach; Approach; Presentation and demonstration.

Selling Process – 2: Handling of objections; Closing the sale; Post sales activities.

UNIT – V **(06 Lectures)**

Sales Reports: Reports and documents; sales manual, Order Book, Cash Memo; Tour Diary, Daily and Periodical Reports.

Ethical aspects of Selling.

Note: Current issues and developments are to be discussed.

ESSENTIALS READINGS:

1. Chunawalla S.A. Sales and Distribution Management, Himalaya Publication House New Delhi.
2. Kapoor Neeru, Advertising and personal Selling, Pinnacle, New Delhi.
3. Pillai & Bhagwati, Modern Marketing, S.Chand, NewDelhi

SUGGESTED /RECOMMENDED READINGS:

1. *Spiro, Stanton, and Rich, Management of the Sales force*, McGraw Hill.
2. Russell, F. A. Beach and Richard H. Buskirk, *Selling: Principles and Practices*, McGraw Hill
3. Futrell, Charles, *Sales Management: Behaviour, Practices and Cases*, The Dryden Press.
4. Still, Richard R., Edward W. Cundiff and Norman A. P. Govoni, *Sales Management: Decision Strategies and Cases*, Prentice Hall of India Ltd., New Delhi,
5. Johnson, Kurtz and Schueing, *Sales Management*, McGraw Hill
6. Pedesson, Charles A. Wright, Milburn d. And Weitz, Barton A., *Selling: Principles and Methods*, Richard, Irvin
7. Ghosh P.K. Sales Management, Himalaya Publication House New Delhi.
8. Dutta & Girish. Salesmanship, Himalaya Publication House New Delhi.
9. Cherunilam Francis, Industrial Marketing, Himalaya Publication House New Delhi.

DEPARTMENT OF COMMERCE
B.Com. (Semester-VI)
(w.e.f. Academic Session- 2018-19)

Course code	Nomenclature of Paper	Max. Marks	L	T	P	Total Credit
COM-GE-611	Indian Economy	100	5	1	0	6

Objectives: This course seeks to enable the student to grasp the major economic problems in India and **their** solutions. It also seeks to provide an understanding of modern tools of macro-economic analysis and policy framework.

SYLLABUS CONTENTS

UNIT – I **(18 Lectures)**

Basic Issues and features of Indian Economy: Concept and Measures of Development and Underdevelopment; Human Development; Population and its Impact on Indian Economy.

Unemployment: Types and Problems of Unemployment, Causes and Remedies;

Regional Imbalance & Poverty in India

National Income: Concept, Domestic Savings and Capital Formation; Composition of national income and occupational structure.

UNIT – II Policy Regimes: **(18 Lectures)**

Economic Reforms since 1991.

Monetary and Fiscal policies with their implications on economy.

UNIT – III Growth, Development and Structural Change: **(18 Lectures)**

The experience of Growth, Development and Structural Change in different phases of growth and policy regimes across sectors and regions.

Demographic Constraints: Interaction between population change and economic development.

UNIT – IV Sectoral Trends and Issues: **(18 Lectures)**

Agriculture Sector: Factors influencing productivity and growth; the role of technology and institutions; price policy, the public distribution system and food security.

Industry and Services Sector: Phases of Industrialization; Public sector – its role, performance and reforms; the small scale sector; Role of Foreign capital.

UNIT – V Inflation and Labour market: **(18 Lectures)**

Inflation: Causes of rising and falling inflation, inflation and interest rates, social costs of inflation.

Labour market: Labour market and its interaction with production system; Phillips curve, the trade-off between inflation and unemployment, sacrifice ratio, role of expectations adaptive and rational.

Note: Current issues and developments are to be discussed.

ESSENTIALS READINGS:

1. Mishra and Puri, *Indian Economy*, Himalaya Publishing House
2. IC Dhingra, *Indian Economy*, Sultan Chand & Sons
3. Gaurav Dutt and KPM Sundarum, *Indian Economy*, S. Chand & Company.
4. Uma Kapila (ed), "*Indian Economy since Independence*", Relevant articles.

SUGGESTED /RECOMMENDED READINGS:

1. Bhagwati, J. and Desai, P. *India: Planning for industrialization*, OUP, Ch 2.
2. Patnaik, Prabhat. *Some Indian Debates on Planning*. T. J. Byres (ed.). *The Indian Economy: Major Debates since Independence*, OUP.
3. Ahluwalia, Montek S. *State-level Performance under Economic Reforms in India* in A. O. Krueger. (ed.). *Economic Policy Reforms and the Indian Economy*, The University of Chicago Press.
4. Mankiw, N. Gregory. *Principles of Macroeconomics*. Cengage Learning
5. Rudiger Dornbusch, Stanley Fischer, and Richard Startz, *Macroeconomics*. McGraw-Hill Education
6. Oliver J. Blanchard, *Macroeconomics*, Pearson Education
7. G. S. Gupta, *Macroeconomics: Theory and Applications*, McGraw-Hill Education
8. Paul A Samuelson, William D Nordhaus, Sudip Chaudhuri, *Macroeconomic*, McGraw-Hill Education

Note: Latest edition of text books may be used.