

# ***NAGALAND UNIVERSITY***

## **B. COM PROGRAMME UNDER CBCS STRUCTURE**



**(Courses effective from Academic Year .....)**

## INTRODUCTION

Commerce has been a versatile subject of study right from its very origin. The commerce discipline is perceived as a good career option and is considered as an enabler in employing the graduates in the business, trade and industrial sectors. The discipline of commerce is facing challenges with the advent of newer and allied courses. The course inputs of commerce needs a periodic revision to meet the challenges in this dynamic business environment. Considering this phenomenon the Degree level Commerce curriculum of Nagaland University is revised periodically. As a result, the commerce graduates are in a position to access better job opportunities.

In this background the course structure of three years B.Com (General) syllabi have been revised in tune with the UGC's CBCS model syllabus 2015. Accordingly, the new course structure comprises of five components viz., Ability Enhancement Compulsory Course (AECC), Skill Enhancement Elective Course (SEC), Core Course, Discipline Specific Elective (DSE), and Generic Elective (GE). There are 2 papers in AECC of four credits each. SEC consists of 4 papers with four credits each. In Core Courses there are 12 papers with six credits each. Similarly, DSE and GE comprise of 4 papers and 2 papers respectively with credit load of six credits for each paper. Thus, in total there are 24 papers of 132 credits.

The three years B.Com program will spread over six semesters. The students failing in any paper(s) in a semester may appear in that paper(s) as a repeater only when the exam for that paper(s) is held next. Similarly, a student opting for improvement in a paper(s) for a particular semester can appear for the exam of that paper only when the examination of that paper(s) takes place. However both these category of students should complete the B.Com program within the maximum period of 10 semesters i.e., 5 academic years.

The papers are of 100 marks each. The examination pattern for the papers comprise of internal assessment and external examination. The internal assessment will be of 30% of the full marks of the paper and remaining 70% for external examination. Detail guidelines relating to the conduct of both internal and external examination for the B.Com program will be notified by the University Authority from time to time.

**B.Com.: Three-Year (6-Semester) CBCS  
Programme  
Basic Structure: Distribution of Courses**

1	<b>Ability Enhancement Compulsory Course (AECC)</b>	2 Papers of 4 Credit Hrs. each (Total Credit Hrs. 2X4)	<b>8</b>
2	<b>Skill Enhancement Elective Course (SEC)</b>	4 Papers of 4 Credit Hrs. each (Total Credit Hrs. 4X4)	<b>16</b>
3	<b>CORE COURSE</b>	12 Papers of 6 Credit Hrs. each (Total Credit Hrs. 12X6) (5 Lectures and 1 Practical/Tutorial)	<b>72</b>
4	<b>Discipline Specific Elective (DSE)</b>	4 Papers of 6 Credit Hrs. each (Total Credit Hrs. 4X6) (5 Lectures and 1 Practical/Tutorial)	<b>24</b>
5	<b>Generic Elective (GE)</b>	2 Papers of 6 Credit Hrs. each (Total Credit Hrs. 2X6) (5 Lectures and 1 Practical/Tutorial)	<b>12</b>
	<b>Total Credit Hrs</b>		<b>132</b>

# B. Com. : Three-Year (6-Semester) CBCS Programme

## Programme Structure

Course No.	Course Title	Course Type
<b>Semester I</b>		
BC 1.1	Environmental Studies	<b>Ability-Enhancement Compulsory Course (AECC)-1</b>
BC 1.2	Financial Accounting	<b>Core Course C-1</b>
BC 1.3	Business Law	<b>Core Course C-2</b>
BC 1.4	English Language	<b>Language-1</b>
<b>Semester II</b>		
BC 2.1	Language: English/Hindi/Modern Indian Language	<b>Ability-Enhancement Compulsory Course (AECC)-2</b>
BC 2.2	Corporate Accounting	<b>Core Course C-3</b>
BC 2.3	Corporate Law	<b>Core Course C-4</b>
BC 2.4	Modern Indian Language	<b>Language-2</b>
<b>Semester III</b>		
BC 3.1	Modern Indian Language	<b>Language-3</b>
BC 3.2	Income Tax Law and Practice	<b>Core Course C-5</b>
BC 3.3	Business Organisation & Management	<b>Core Course C- 6</b>
BC 3.4	E- Commerce	<b>Skill-Enhancement Elective Course (SEC)-1</b>
<b>Semester IV</b>		
BC 4.1	Business Communication (In English)	<b>Language-4</b>
BC 4.2	Cost Accounting	<b>Core Course C- 7</b>
BC 4.3	Business Mathematics & Statistics	<b>Core Course C- 8</b>
BC 4.4	Computer Applications in Business	<b>Skill-Enhancement Elective Course (SEC)-2</b>
<b>Semester V</b>		
BC 5.1	Any one of the following a. Management Accounting b. Principles of Marketing c. Human Resource Management	<b>Discipline Specific Elective (DSE)-1</b>
BC 5.2	Any one of the following a. Fundamentals of Financial Management b. Fundamentals of Insurance c. Banking Theories and Practices	<b>Discipline Specific Elective (DSE)-2</b>
BC 5.3	Office Management and Secretarial Practice	<b>Skill-Enhancement Elective Course (SEC)-3</b>
BC 5.4	Micro Economics	<b>Generic Elective (GE)-1</b>

	<b>Semester VI</b>	
BC 6.1	Any one of the following a. Auditing and Corporate Governance b. Indian Financial System c. Advertising	<b>Discipline Specific Elective (DSE)-3</b>
BC 6.2	Any one of the following a. Indirect Tax Law b. Industrial Relations & Labour Laws c. International Business	<b>Discipline Specific Elective (DSE)-4</b>
BC 6.3	Entrepreneurship	<b>Skill-Enhancement Elective Course (SEC)-4</b>
BC 6.4	Indian Economy	<b>Generic Elective (GE)-2</b>

**Note:**

The Core Course of 12 papers, Discipline Specific Elective (DSE) and Generic Elective (GE) comprising of 4 papers and 2 papers respectively will be of 6 credits. Out of which there shall be 5 lecture hours and 1 hour tutorial. However, papers requiring practical lab will have 5 lecture hours and 1 credit hour (i.e. two Practical Periods of one hour per week) for the lab. Wherever there is a practical there will be no tutorial and vice-versa.

**B.Com: Semester - I**  
**Paper – BC 1.1: Environmental Studies**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 50**

**Objective:** The objective of the paper is to impart students the knowledge of environmental issues in the socio-economic environment.

**CONTENTS**

**Unit 1: Ecosystem and the environment**

**Lecture: 10**

Definition, scope and importance of environmental studies, need for public awareness; Concepts of an ecosystem, structure and functions of an ecosystem; Producers, consumers and decomposers in an ecosystem.

**Unit 2: Natural Resources**

**Lecture: 10**

Renewable and non-renewable resources, role of individual in conservation of natural resources for sustainable life styles; use and over exploitation of forest resources, deforestation, timber extraction, mining, dams and their effects on forest and tribal people; use and over exploitation of surface and ground water resources, floods. Drought, conflicts over water, dams- benefits and problems.

**Unit 3: Biodiversity and its conservation**

**Lecture: 10**

Definition, genetic, species and ecosystem diversity, bio-geographical classification of India; Value of biodiversity- consumptive use, productive use, social, ethical, aesthetic and option values.

**Unit 4: Environmental pollution**

**Lecture: 10**

Definition, causes, effects and control measures of air pollution, water pollution and soil pollution; Causes, effects and control measures of marine pollution, noise pollution, thermal pollution, nuclear hazards.

**Unit 5: Population issues and the environment**

**Lecture: 10**

Population growth, variation among nations, population explosion- family welfare programmes, environment and human health, human rights, value education, HIV/AIDS; Woman and child welfare, role of information technology in environment and human health, case studies.

**Suggested Readings:**

1. Erach Bharucha, *Environmental Studies*, University Press (India) Pvt. Ltd.
2. Erach Bharucha, *The Biodiversity of India*, Mapin Publishing Pvt. Ltd.
3. S.C. Santra, *Environmental Science*, New Central Book Agency.
4. Anubha kaushik and C.P. Kaushik, *Perspectives in Environmental Studies*, New Age International (P) Ltd.
5. Savindra Singh, *Environmental Geography*, Prayag Pustak Bhawan.

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

**B.Com: Semester - I**  
**Paper - BC 1.2: Financial Accounting**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 52, Practical: 26**

**Objective:** 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.

**CONTENTS**

**Unit 1: (a) Theoretical Framework**

**3 Lectures**

- 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. Salient features of First-Time Adoption of Indian Accounting Standard (Ind-AS) 101. International Financial Reporting Standards (IFRS): - Need and procedures.

**(b) Accounting Process**

**2 Lectures**

From recording of a business transaction to preparation of trial balance including adjustments

**(c) Computerised Accounting Systems**

**26 Practical Lab**

Computerised Accounting Systems: Computerized Accounts by using any popular accounting software: Creating a Company; Configure and Features settings; Creating Accounting Ledgers and Groups; Creating Stock Items and Groups; Vouchers Entry.

**Unit 2: (a) Business Income**

**10 Lectures**

- 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.
- iii. 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; Disposal of depreciable assets-change of method.

**(b) Final Accounts**

**7 Lectures**

Capital and revenue expenditures and receipts: general introduction only. Preparation of final accounts of non profit organisations.

**Unit 3: Accounting for Hire Purchase and Installment Systems**

**10 Lectures**

Calculation of interest, partial and full repossession, Hire purchase trading (total cash price basis), stock and debtors system; Concepts of operating and financial lease (theory only)

**Unit 4: Accounting for Inland Branches**

**10 Lectures**

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 and preparation of consolidated profit and loss account and balance sheet.

## **Unit 5: Accounting For Dissolution of the Partnership Firm**

**10 Lectures**

Accounting of Dissolution of the Partnership Firm Including Insolvency of partners, sale to a limited company and piecemeal distribution.

### **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. There shall be 5 Credit Hrs. for Lectures + one Credit hr. (Two Practical Periods per week per batch) for Practical Lab.**
- 4. Examination Scheme for Computerised Accounting Systems – Practical for 20 marks (out of the internal assessment of 30 marks). The practical examination will be for 1 hour.**

### **Suggested Readings:**

1. Robert N Anthony, David Hawkins, Kenneth A. Merchant, *Accounting: Text and Cases*. McGraw-Hill Education, 13<sup>th</sup> Ed. 2013.
2. Charles T. Horngren and Donna Philbrick, *Introduction to Financial Accounting*, Pearson Education.
3. J.R. Monga, *Financial Accounting: Concepts and Applications*. Mayur Paper Backs, New Delhi.
4. M.C.Shukla, T.S. Grewal and S.C.Gupta. *Advanced Accounts. Vol.-I*. S. Chand & Co., New Delhi.
5. S.N. Maheshwari, and. S. K. Maheshwari. *Financial Accounting*. Vikas Publishing House, New Delhi.
6. Deepak Sehgal. *Financial Accounting*. Vikas Publishing H House, New Delhi.
7. Bhushan Kumar Goyal and HN Tiwari, *Financial Accounting*, International Book House
8. Goldwin, Alderman and Sanyal, *Financial Accounting*, Cengage Learning.
9. Tulsian, P.C. *Financial Accounting*, Pearson Education.
10. *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.**



**B.Com: Semester - I**  
**Paper - BC 1.3: Business Law**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

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

**Contents:**

**Unit 1: The Indian Contract Act, 1872**

**13 Lectures**

- a) Contract – meaning, characteristics and kinds
- b) Essentials of a valid contract - Offer and acceptance, consideration, contractual capacity, free consent, legality of objects.
- c) Void agreements
- d) Discharge of a contract – modes of discharge, breach and remedies against breach of contract.
- e) Contingent contracts
- f) Quasi - contracts
- g) Contract of Indemnity and Guarantee
- h) Contract of Bailment
- i) Contract of Agency

**Unit 2: The Sale of Goods Act, 1930**

**13 Lectures**

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

**Unit 3: Partnership Laws**

**13 Lectures**

**A) The Partnership Act, 1932**

- a. Nature and Characteristics of Partnership
- b. Registration of a Partnership Firms
- c. Types of Partners
- d. Rights and Duties of Partners
- e. Implied Authority of a Partner
- f. Incoming and outgoing Partners
- g. Mode of Dissolution of Partnership

**B) The Limited Liability Partnership Act, 2008**

- a) Salient Features of LLP
- b) Differences between LLP and Partnership, LLP and Company
- c) LLP Agreement,
- d) Partners and Designated Partners

**Unit 4: The Negotiable Instruments Act 1881****13 Lectures**

- a) Meaning, Characteristics, and Types of Negotiable Instruments : Promissory Note, Bill of Exchange, Cheque
- b) Holder and Holder in Due Course, Privileges of Holder in Due Course.
- c) Negotiation: Types of Endorsements
- d) Crossing of Cheque
- e) Bouncing of Cheque

**Unit 5: (A) Competition Act, 2002****13 Lectures**

- a) Definitions
- b) Prohibition of certain agreements
- c) Abuse of dominant position and Regulation of combinations
- d) Competition Commission of India
- e) Duties, Powers and Functions of Commission

**(B) Foreign Exchange Management Act, 2000**

- a) Definitions
- b) Regulation and Management of Foreign Exchange
- c) Authorised Person

**Suggested 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. SN Maheshwari and SK Maheshwari, *Business Law*, National Publishing House, New Delhi.
5. Aggarwal S K, *Business Law*, Galgotia Publishers Company, New Delhi.
6. Bhushan Kumar Goyal and Jain Kinneri, *Business Laws*, International Book House
7. Sushma Arora, *Business Laws*, Taxmann Publications.
8. Akhileshwar Pathak, *Legal Aspects of Business*, McGraw Hill Education, 6<sup>th</sup> ed.
9. P C Tulsian and Bharat Tulsian, *Business Law*, McGraw Hill Education
10. Sharma, J.P. and Sunaina Kanojia, *Business Laws*, Ane Books Pvt. Ltd., New Delhi

**Note: Latest edition of text books may be used.**

**B.Com: Semester - II**  
**Paper – BC 2.2: Corporate Accounting**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objectives:** To help the students to acquire the conceptual knowledge of the corporate accounting and to learn the techniques of preparing the financial statements.

**Contents**

**Unit 1. Accounting for Share Capital & Debentures** **12 Lectures**  
Issue, forfeiture and reissue of forfeited shares: concept & process of book building;  
Issue of rights and bonus shares; Buyback of shares; Redemption of preference shares;  
Issue and Redemption of Debentures

**Unit**

**2. (A) Final Accounts** **10 Lectures**  
Preparation of the Statement of Profit and Loss and Balance Sheet of corporate entities  
as per Companies Act, 2013, excluding calculation of managerial remuneration,  
Disposal of company profits

**(B) Valuation of Goodwill and Valuation of Shares** **7 Lectures**  
Concepts and calculation, simple problem only

**Unit**

**3. Amalgamation and Liquidation of Companies** **15 Lectures**  
Concepts and accounting treatment as per Accounting Standard: 14 (ICAI) (excluding  
inter-company holdings). Internal reconstruction: concepts and accounting treatment  
excluding scheme of reconstruction.

Liquidation of companies- meaning of winding up and  
liquidation, mode of winding up, Liquidator's Final  
Statement of Account.

**Unit 4. Accounts of Holding Companies/Parent Companies** **13 Lectures**  
Preparation of consolidated balance sheet with one subsidiary company. Relevant  
provisions of Accounting Standard: 21 (ICAI).

**Unit**

**5. Banking Companies** **8 Lectures**  
Difference between balance sheets of banking and non banking companies; prudential  
norms. Asset structure of a commercial bank. Non-performing assets (NPA).

**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.**

**Suggested Readings:**

1. J.R. Monga, *Fundamentals of Corporate Accounting*. Mayur Paper Backs, New Delhi.
2. M.C. Shukla, T.S. Grewal, and S.C. Gupta. *Advanced Accounts*. Vol.-II. S. Chand & Co., New Delhi.
3. S.N. Maheshwari, and S. K. Maheshwari. *Corporate Accounting*. Vikas Publishing House, New Delhi.
4. Ashok Sehgal, *Fundamentals of Corporate Accounting*. Taxman Publication, New Delhi.
5. V.K. Goyal and Ruchi Goyal, *Corporate Accounting*. PHI Learning.
6. Jain, S.P. and K.L. Narang. *Corporate Accounting*. Kalyani Publishers, New Delhi.
7. Bhushan Kumar Goyal, *Fundamentals of Corporate Accounting*, International Book House
8. P. C. Tulsian and Bharat Tulsian, *Corporate Accounting*, S.Chand
9. Amitabha Mukherjee, Mohammed Hanif, *Corporate Accounting*, McGraw Hill Education
10. *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.**

**B.Com: Semester - II**  
**Paper – BC 2.3: Corporate Law**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objective:** The objective of the course is to impart basic knowledge of the provisions of the Companies Act 2013 and the Depositories Act, 1996. Case studies involving issues in corporate laws are required to be discussed.

**UNIT 1: Introduction**

**15 Lectures**

Administration of Company Law [including National Company Law Tribunal (NCLT), National Company Law Appellate Tribunal (NCLAT), Special Courts]; Characteristics of a company; lifting of corporate veil; types of companies including one person company, small company, and dormant company; association not for profit; illegal association; formation of company, on-line filing of documents, promoters, their legal position, pre-incorporation contract; on-line registration of a company.

**UNIT 2: Documents**

**15 Lectures**

Memorandum of association, Articles of association, Doctrine of constructive notice and indoor management, prospector-shelf and red herring prospectus, misstatement in prospectus, GDR; book-building; issue, allotment and forfeiture of share, transmission of shares, buyback and provisions regarding buyback; issue of bonus shares.

**UNIT 3: Management**

**15 Lectures**

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:* Meetings of shareholders and board of directors; Types of meetings, Convening and conduct of meetings, Requisites of a valid meeting, 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 4:**

**15 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.

**Winding Up:** Concept and modes of Winding Up.

**Insider Trading, Whistle Blowing:** Insider Trading; meaning & legal provisions; Whistle-blowing : Concept and Mechanism.

**UNIT 5: Depositories Law**

**5 Lectures**

The Depositories Act 1996 – Definitions; rights and obligations of depositories; participants issuers and beneficial owners; inquiry and inspections, penalty.

**Suggested Readings:**

1. MC Kuchhal, *Modern Indian Company Law*, Shri Mahavir Book Depot (Publishers), Delhi.
2. GK Kapoor and Sanjay Dhamija, *Company Law*, Bharat Law House, Delhi.
3. Anil Kumar, *Corporate Laws*, Indian Book House, Delhi

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

**Note: Latest edition of text books may be used.**

**B.Com: Semester - III**  
**Paper – BC 3.2: Income Tax Law and Practice**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 52, Practical lab 26**

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

**Unit 1: Introduction**

**5 Lectures**

**Basic concepts:** Income, agricultural income, person, assessee, assessment year, previous year, gross total income, total income, maximum marginal rate of tax; Permanent Account Number (PAN)

**Residential status;** Scope of total income on the basis of residential status Exempted income under section 10

**Unit 2: Computation of Income under different heads-1**

**18 Lectures**

Income from Salaries; Income from house property

**Unit 3: Computation of Income under different heads-2**

**14 Lectures**

Profits and gains of business or profession; Capital gains; Income from other sources

**Unit 4: Computation of Total Income and Tax Liability**

**10 Lectures**

Set-off and carry forward of losses; Deductions from gross total income; Rebates and reliefs  
Computation of total income of individuals; Tax liability of an individual.

**Unit 5: Filing of Returns and Appeal**

**5 Lectures & Practical Lab 26**

Filing of returns, E-filing of returns of income and TDS; Appeals and Appellate Authority.

**Note:**

- 1. There shall be a practical examination of 20 Marks (out of the internal assessment of 30 marks) on E-filing of Income Tax Returns using a software utility tool. The student is required to fill appropriate Form and generate the XML file.**
- 2. There shall be 5 Credit Hrs. for Lectures + one Credit hr. (Two Practical Periods per week per batch) for Practical Lab**
- 3. Latest edition of text books and Software may be used.**

**Suggested readings:**

1. Singhanian, Vinod K. and Monica Singhanian. *Students' Guide to Income Tax, University Edition*. Taxmann Publications Pvt. Ltd., New Delhi.
2. Ahuja, Girish and Ravi Gupta. *Systematic Approach to Income Tax*. Bharat Law House, 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 Singhanian, *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](http://incometaxindiaefiling.gov.in)

**B.Com: Semester - III**  
**Paper - BC 3.3: Business Organisation and Management**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

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

**Contents**

**Unit 1: Foundation of Indian Business**

**Lectures: 13**

Manufacturing and service sectors; Small and medium enterprises; Problems and government policy. India's experience of liberalisation and globalisation. Technological innovations and skill development. 'Make in India' Movement. Social responsibility and ethics  
Emerging opportunities in business; Franchising, Outsourcing, and E-commerce.

**Unit 2: Business Enterprises**

**Lectures: 13**

Forms of Business Organisation: Sole Proprietorship, Joint Hindu Family Firm, Partnership firm, Joint Stock Company, Cooperative society; Limited Liability Partnership; Choice of Form of Organisation. Government - Business Interface; Rationale and Forms of Public Enterprises. International Business. Multinational Corporations.

**Unit 3: Management and Organisation**

**Lectures: 13**

The Process of Management: Planning; Decision-making; Strategy Formulation.  
Organizing: Basic Considerations; Departmentation – Functional, Project, Matrix and Network; Delegation and Decentralisation of Authority; Groups and Teams.

**Unit 4: Leadership, Motivation and Control**

**Lectures: 13**

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: Functional Areas of Management**

**Lectures: 13**

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, Role of SEBI.  
Human Resource Management: Concept and Functions; Basic Dynamics of Employer – Employee Relations.

**Suggested 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. Koontz and Wehrich, *Essentials of Management*, McGraw Hill Education.
5. Basu, C. R., *Business Organization and Management*, McGraw Hill Education.
6. Jim, Barry, John Chandler, Heather Clark; *Organisation and Management*, Cengage Learning.
7. B.P. Singh and A.K.Singh, *Essentials of Management*, Excel Books
8. Buskirk, R.H., et al; *Concepts of Business: An Introduction to Business System*, Dryden Press, New York.
9. Burton Gene and Manab Thakur; *Management Today: Principles and Practice*; Tata McGraw Hill, New Delhi.
10. Griffin, *Management Principles and Application*, Cengage Learning

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



**B.Com: Semester - III**  
**Paper – BC 3.4: E-Commerce**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 40, Practical Lab 26**

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

**Contents**

**Unit 1: Introduction:**

**(8 Lectures)**

Meaning, nature, concepts, advantages, disadvantages and reasons for transacting online, types of E-Commerce, e-commerce business models (introduction , key elements of a business model and categorizing major E-commerce business models), forces behind e-commerce.

**Technology used in E-commerce:** The dynamics of world wide web and internet (meaning, evolution and features) ; Designing, building and launching e-commerce website (A systematic approach involving decisions regarding selection of hardware, software, outsourcing vs. in-house development of a website)

**Unit 2: Security and Encryption:**

**(8 Lectures)**

Need and concepts, the e-commerce security environment: (dimension, definition and scope of e-security), security threats in the E-commerce environment (security intrusions and breaches, attacking methods like hacking, sniffing, cyber-vandalism etc.), technology solutions (Encryption, security channels of communication, protecting networks and protecting servers and clients),

**Unit 3: IT Act 2000 and Cyber Crimes**

**(8 Lectures)**

IT Act 2000: Definitions, Digital signature, Electronic governance, Attribution, acknowledgement and dispatch of electronic records, Regulation of certifying authorities, Digital signatures certificates, Duties of subscribers, Penalties and adjudication, Appellate Tribunal, Offences and Cyber-crimes

**Unit 4: E-payment System:**

**(8 Lectures, 13 Practical Lab)**

Models and methods of e-payments (Debit Card, Credit Card, Smart Cards, e-money), digital signatures (procedure, working and legal position), payment gateways, online banking (meaning, concepts, importance, electronic fund transfer, automated clearing house, automated ledger posting), risks involved in e-payments.

**Unit 5: On-line Business Transactions:**

**(8 Lectures, 13 Practical Lab)**

Meaning, purpose, advantages and disadvantages of transacting online, E-commerce applications in various industries like {banking, insurance, payment of utility bills, online marketing, e-tailing (popularity, benefits, problems and features), online services (financial, travel and career), auctions, online portal, online learning, publishing and entertainment} Online shopping (amazon, snapdeal, alibaba, flipkart, etc.)

**Note:**

- 1. There shall be 3 Credit Hrs. for lectures + One Credit hr. (2 Practical periods per week per batch) for Practical Lab.**
- 2. Latest edition of text books may be used.**

## Suggested Readings

1. Kenneth C. Laudon and Carlo Guercio Traver, *E-Commerce*, Pearson Education.
2. David Whiteley, *E-commerce: Strategy, Technology and Applications*, McGraw Hill Education
3. Bharat Bhaskar, *Electronic Commerce: Framework, Technology and Application*, 4<sup>th</sup> Ed., McGraw Hill Education
4. PT Joseph, *E-Commerce: An Indian Perspective*, PHI Learning
5. KK Bajaj and Debjani Nag, *E-commerce*, McGraw Hill Education
6. TN Chhabra, *E-Commerce*, Dhanpat Rai & Co.
7. Sushila Madan, *E-Commerce*, Taxmann
8. TN Chhabra, Hem Chand Jain, and Aruna Jain, *An Introduction to HTML*, Dhanpat Rai & Co.

**B.Com: Semester - IV**  
**Paper – BC 4.1: Business Communication (In English)**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objective:** To equip students of the B.Com course effectively to acquire skills in reading, writing, comprehension and communication, as also to use electronic media for business communication.

**Contents:**

**Unit 1: Introduction:**

**13 Lecture**

Nature of Communication, Process of Communication, Types of Communication (verbal & Non Verbal), Importance of Communication, Different forms of Communication  
Barriers to Communication Causes, Linguistic Barriers, Psychological Barriers, Interpersonal Barriers, Cultural Barriers, Physical Barriers, Organizational Barriers

**Unit 2: Business Correspondence:**

**13 Lecture**

Letter Writing, presentation, Inviting quotations, Sending quotations, Placing orders, Inviting tenders, Sales letters, claim & adjustment letters and social correspondence, Memorandum, Inter - office Memo, Notices, Agenda, Minutes, Job application letter, preparing the Resume.

**Unit 3: Report Writing:**

**13 Lecture**

Business reports, Types, Characteristics, Importance, Elements of structure, Process of writing, Order of writing, the final draft, check lists for reports.

**Unit 4: Modern Forms of Communication:**

**13 Lecture**

E-mail, Video conferencing, International communication, Cultural sensitiveness and cultural context, Writing and presenting in international situations, Inter-cultural factors in interactions, Adapting to global business.

**Unit 5: Oral Presentation:**

**13 Lecture**

Importance, Characteristics, Presentation Plan, Power point presentation, Visual aids.

**Suggested Readings:**

1. Bovee, and Thill, *Business Communication Essentials*, Pearson Education
2. Shirley Taylor, *Communication for Business*, Pearson Education
3. Locker and Kaczmarek, *Business Communication: Building Critical Skills*, McGraw Hill Education
4. Herta A Murphy, Herbert W Hildebrandt, Jane P. Thomas, *Effective Business Communication (SIE)*, McGraw Hill Education
5. Dona Young, *Foundations of Business Communication: An Integrative Approach*, McGraw Hill Education
6. Raymond V. Lesikar, Marie E. Flatley, Kathryn Rentz, Paula Lentz, and Neerja Pande, *Business Communication: Connecting in a Digital World (SIE)*, McGraw Hill Education

**Note: Latest edition of text books may be used.**

**B.Com: Semester - IV**  
**Paper – BC 4.2: Cost Accounting**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

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

**CONTENTS:**

**Unit 1: Introduction**

**(6 Lectures)**

Meaning, objectives and advantages of cost accounting; Difference between cost accounting and financial accounting; Cost concepts and classifications; Elements of cost; Installation of a costing system; Role of a cost accountant in an organisation

**Unit 2: Elements of Cost: Material and Labour**

**(14 Lectures)**

- a. *Materials*: Material/inventory control techniques. Accounting and control of purchases, storage and issue of materials. Methods of pricing of materials issues — FIFO, LIFO, Simple Average, Weighted Average, Replacement, Standard Cost. Treatment of Material Losses
- b. *Labour*: Accounting and Control of labour cost. Time keeping and time booking. Concept and treatment of idle time, over time, labour turnover and fringe benefits. Methods of wage payment and the Incentive schemes- Halsey, Rowan, Taylor's Differential piece wage.

**Unit 3: Elements of Cost: Overheads**

**(8 Lectures)**

Classification, allocation, apportionment and absorption of overheads; Under- and over-absorption; Capacity Levels and Costs; Treatments of certain items in costing like interest on capital, packing expenses, bad debts, research and development expenses.

**Unit 4: Methods of Costing**

**(28 Lectures)**

Unit costing, Job costing, Batch costing, Process costing (process losses, valuation of work in progress, joint and by-products), Operating costing (only transport costing)

**Unit 5: Contract costing and Reconciliation**

**(9 Lectures)**

Contract costing; Reconciliation of cost and financial accounts.

**Suggested Readings:**

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

**Note: Latest edition of text books may be used.**

**B.Com: Semester - IV**  
**Paper- BC 4.3: Business Mathematics and Statistics**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**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.

**Business Mathematics Lectures: 26**

**Unit 1: Matrices & Differential Calculus**

Definition of a matrix. Types of matrices; Algebra of matrices. Calculation of values of determinants up to third order; Adjoint of a matrix; Finding inverse of a matrix through adjoint; Mathematical functions and their types – linear, quadratic, polynomial; Concepts of limit and continuity of a function; Concept of differentiation; Rules of differentiation – simple standard forms

**Unit 2: Basic Mathematics of Finance**

Simple and compound interest Rates of interest – nominal, effective and continuous – their interrelationships; Compounding and discounting of a sum using different types of rates

**Business Statistics Lectures: 39**

**Unit 3: Uni-variate Analysis**

Measures of central tendency, Relationship between averages; Uses and Limitations of Averages; Measures of Dispersion: absolute and relative measures.

**Unit 4: 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 5: 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.

**Suggested 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. J. K. Singh, *Business Mathematics*, Himalaya Publishing House.
6. J. K. Sharma, *Business Statistics*, Pearson Education.
7. S.C. Gupta, *Fundamentals of Statistics*, Himalaya Publishing House.
8. S.P. Gupta and Archana Gupta, *Elementary Statistics*, Sultan Chand and Sons, New Delhi.
9. Richard Levin and David S. Rubin, *Statistics for Management*, Prentice Hall of India, New Delhi.
10. M.R. Spiegel, *Theory and Problems of Statistics*, Schaum's Outlines Series, McGraw Hill Publishing Co.
11. Paul R., *Statistics for Business*, Amiya Prakashani
12. Paul R., *Business Mathematics*, Amiya Prakashani

**Note: Latest edition of text books may be used.**

**B.Com: Semester - IV**  
**Paper – BC 4.4: Computer Applications in Business**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 52, Practical Lab 26**

**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.

**Unit 1: Word Processing**

**6 Lectures, Practical Lab 4**

Introduction to word Processing, Word processing concepts, Use of Templates, Working with word document: Editing text, Find and replace text, Formatting, spell check, Autocorrect, Autotext; 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 2: Preparing Presentations**

**6 Lectures, Practical Lab 4**

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 3: Spreadsheet and its Business Applications**

**12 Lectures, Practical Lab 6**

**Spreadsheet concepts:** Managing worksheets; Formatting, Entering data, Editing, and Printing a worksheet; Handling operators in formula, Project involving multiple spreadsheets, Organizing Charts and graphs

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

**Unit 4: Creating Business Spreadsheet**

**12 Lectures, Practical Lab 6**

**Creating spreadsheet in the area of:** Loan and Lease statement; Ratio Analysis; Payroll statements; Capital Budgeting; Depreciation Accounting; Graphical representation of data; Frequency distribution and its statistical parameters; Correlation and Regression

**Unit 5: Database Management System**

**16 Lectures, Practical Lab 6**

**Database Designs for Accounting and Business Applications:** Reality- Expressing the Application; Creating Initial design in Entity Relationship(ER) Model; Transforming ER Model to Relational data model concepts; Implementing RDM design using an appropriate DBMS.

**DBMS Software:** Environment; Tables; Forms; Queries; Reports; Modules;

Applying DBMS in the areas of Accounting, Inventory, HRM and its accounting, Managing the data records of Employees, Suppliers and Customers.

**Note:**

- 1. The General Purpose Software referred in this course will be notified by the university/college 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. There shall be 5 Credit Hrs. for Lectures + one Credit hr. (Two Practical Periods per week per batch) for Practical Lab.**
- 3. There shall be a practical examination of 30 Marks which will be part of internal assessment. The duration of Examination shall be 1 Hr.**
- 4. Teaching arrangement need to be made in the computer Lab**

**Suggested Readings:** The suggested readings and guidelines shall be notified by the university/college at least once in three years based on the selected software.

**B.Com: Semester - V**  
**Paper - BC 5.1(a): Management Accounting**

**Duration: 3 hours**

**Marks: 100**

**Lectures: 65**

**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.

**COURSE CONTENTS:**

**Unit 1: Introduction**

**(6 Lectures)**

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

**Unit 2: Budgetary Control**

**(12 Lectures)**

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

**Unit 3: Standard Costing**

**(15 Lectures)**

Standard Costing and Variance Analysis: 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 4: Marginal Costing**

**(12 Lectures)**

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 5: Cash Flow Statement and Ratio Analysis**

**(20 Lectures)**

Cash Flow Statement as per (Ind AS) 7; Ratio Analysis: significance and limitations, classification of ratios according to sources and purposes, computation of ratios.

**Suggested 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. Ronald W. Hilton and David E. Platt. *Managerial Accounting: Creating Value in a Global Business Environment*, Mc Graw Hill Education.
4. Singh, Surender. *Management Accounting*, Scholar Tech Press, New Delhi.
5. Goel, Rajiv, *Management Accounting*. International Book House,
6. Arora, M.N. *Management Accounting*. Vikas Publishing House, New Delhi.
7. Maheshwari, S.N. and S.N. Mittal. *Management Accounting*. Shree Mahavir Book Depot, New Delhi.
8. Singh, S. K. and Gupta Lovleen. *Management Accounting – Theory and Practice*. Pinnacle Publishing House.
9. Khan, M.Y. and Jain, P.K. *Management Accounting*. McGraw Hill Education
10. H.V. Jhamb, *Fundamentals of Management Accounting*, Ane Books Pvt. Ltd.

**Note: Latest edition of text books may be used.**

**B.Com: Semester - V**  
**Paper – BC 5.1(b): Principles of Marketing**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

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

**Contents:**

**Unit 1: Introduction:**

**13 Lectures**

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 2:**

**13 Lectures**

**a. Consumer Behaviour:** Nature and Importance, Consumer buying decision process; Factors influencing consumer buying behaviour.

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

**Unit 3: Product:**

**13 Lectures**

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.

**Unit 4:**

**13 Lectures**

**a. Pricing:** Significance. Factors affecting price of a product. Pricing policies and strategies.

**b. 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.

**Unit 5:**

**13 Lectures**

**a. 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;

**b. Recent developments in marketing:** Social Marketing, Online marketing, Direct marketing, Services marketing, Green marketing, Rural marketing; Consumerism

**Suggested Readings:**

1. Kotler, Philip, Gary Armstrong, Prafulla Agnihotri and Ehsanul Haque. *Principles of Marketing*. 13<sup>th</sup> edition. Pearson Education.
2. Michael, J. Etzel, Bruce J. Walker, William J Stanton and Ajay Pandit. *Marketing: Concepts and Cases*. (Special Indian Edition)., McGraw Hill Education
3. William D. Perreault, and McCarthy, E. Jerome., *Basic Marketing*. Pearson Education.
4. Majaro, Simon. *The Essence of Marketing*. Pearson Education, New Delhi.
5. The Consumer Protection Act 1986.
6. Iacobucci and Kapoor, *Marketing Management: A South Asian Perspective*. Cengage Learning.
7. Dhruv Grewal and Michael Levy, *Marketing*, McGraw Hill Education.
8. Chhabra, T.N., and S. K. Grover. *Marketing Management*. Fourth Edition. Dhanpat Rai & Company.
9. Neeru Kapoor, *Principles of Marketing*, PHI Learning
10. Rajendra Maheshwari, *Principles of Marketing*, International Book House

**Note: Latest edition of text books may be used.**



**B.Com: Semester - V**  
**Paper – BC 5.1(c): Human Resource Management**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objective:** The objective of the course is to acquaint students with the techniques and principles to manage human resource of an organisation.

**Unit 1: Introduction**

**13 Lectures**

Human Resource Management: Concept and Functions, Role, Status and competencies of HR Manager, HR Policies, Evolution of HRM, HRM vs HRD. Emerging Challenges of Human Resource Management; Workforce diversity; Empowerment; Human Resource Information System

**Unit 2: Acquisition of Human Resource**

**13 Lectures**

Human Resource Planning- Quantitative and Qualitative dimensions; Job analysis – job description and job specification; Recruitment – Concept and sources; Selection – Concept and process; test and interview; placement and induction

**Unit 3: Training and Development**

**13 Lectures**

Concept and Importance; Identifying Training and Development Needs; Designing Training Programmes; Role-Specific and Competency-Based Training; Evaluating Training Effectiveness; Training Process Outsourcing; Management Development; Career Development.

**Unit 4: Performance Appraisal**

**13 Lectures**

Nature, objectives and importance; Modern techniques of performance appraisal; potential appraisal and employee counseling; job changes - transfers and promotions; Compensation: concept and policies; job evaluation; methods of wage payments and incentive plans; fringe benefits; performance linked compensation.

**Unit 5: Maintenance**

**13 Lectures**

Employee health and safety; employee welfare; social security; Employer-Employee relations- an overview; grievance-handling and redressal; Industrial Disputes: causes and settlement machinery

**Suggested Readings:**

1. Gary Dessler. *A Framework for Human Resource Management*. Pearson Education.
2. DeCenzo, D.A. and S.P. Robbins, *Personnel/Human Resource Management*, Pearson Education.
3. Bohlendar and Snell, *Principles of Human Resource Management*, Cengage Learning
4. Ivancevich, John M. *Human Resource Management*. McGraw Hill.
5. Wreather and Davis. *Human Resource Management*. Pearson Education.
6. Robert L. Mathis and John H. Jackson. *Human Resource Management*. Cengage Learning.
7. TN Chhabra, *Human Resource Management*, Dhanpat Rai & Co., Delhi
8. Biswajeet Pattanayak, *Human Resource Management*, PHI Learning

**Note: Latest edition of text books may be used.**

**B.Com: Semester - V**  
**Paper – BC 5.2(a): Fundamentals of Financial Management**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 52, Practical Lab 26**

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

**Unit 1: Introduction**

**(8 Lectures)**

Nature, scope and objective of Financial Management, Time value of money, Risk and return (including Capital Asset Pricing Model), Valuation of securities – Bonds and Equities

**Unit 2: Investment Decisions**

**(12 Lectures, 16 Practical Lab)**

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), Profitability Index.

**Unit 3: Financing Decisions**

**(12 Lectures, 10 Practical Lab)**

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. Capital structure –Theories of Capital Structure (Net Income, Net Operating Income, MM Hypothesis, Traditional Approach). Operating and financial leverages; Determinants of capital structure.

**Unit 4: Working Capital Decisions**

**(12 Lectures)**

Concepts of working capital, the risk-return trade off, sources of short-term finance, working capital estimation, cash management, receivables management, inventory management and payables management.

**Unit 5: Dividend Decisions**

**(8 Lectures)**

Theories for Relevance and irrelevance of dividend decision for corporate valuation; Cash and stock dividends; Determinants of dividend decision.

**Note:**

1. **In addition the students will work on Spreadsheet for doing basic calculations in finance (Unit 2 and 3 above) and hence can be used for giving students subject related assignments for their internal assessment.**
2. **There shall be 5 Credit Hrs. for Lectures + one Credit hr. (Two Practical Periods per week per batch) for Practical Lab.**
3. **Latest edition of text books may be used.**

**Suggested Readings**

1. James C. Van Horne and Sanjay Dhamija, *Financial Management and Policy*, Pearson Education
2. Levy H. and M. Sarnat . *Principles of Financial Management*. Pearson Education
3. Brigham and Houston, *Fundamentals of Financial Management*, Cengage Learning
4. Khan and Jain. *Basic Financial Management*, McGraw Hill Education
5. Prasanna Chandra, *Fundamentals of Financial Management*. McGraw Hill Education
6. Singh, J.K. *Financial Management- text and Problems*. Dhanpat Rai and Company, Delhi.
7. Rustagi, R.P. *Fundamentals of Financial Management*. Taxmann Publication Pvt. Ltd.

8. Singh, Surender and Kaur, Rajeev. *Fundamentals of Financial Management*. Mayur Paperback, New Delhi.
9. Pandey, I.M. *Financial Management*. Vikas Publications.
10. Bhabatosh Banerjee, *Fundamentals of Financial Management*, PHI Learning

**B.Com: Semester - V**  
**Paper - BC 5.2(b): Fundamentals of Insurance**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objective:** This course enables the students to know the fundamentals of insurance.

**Unit 1: Introduction:**

**13 Lectures**

Definition & nature of insurance; origin & development of insurance; history of insurance in India; insurance as a social security tool; kinds of insurance; principles of insurance; importance of insurance; insurance and wagering agreement.

**Unit 2: Life Insurance**

**13 Lectures**

Definition of life insurance; features and benefits of life insurance; procedure for taking life insurance; kinds of life insurance policy; insurable interest; nomination, assignment and surrender value; revival of lapsed policy; settlement of claims at death and maturity.

**Unit 3: General Insurance**

**13 Lectures**

Principles and Practice of General insurance: function, role, benefit scope and limitations; Development of general insurance in India; Fire insurance- need, procedure of taking fire insurance policy, procedure of settlement of claims under fire insurance, double insurance, re-insurance; marine insurance- types of marine insurance policy, settlement of claims in marine insurance; miscellaneous insurance- motor insurance, personal accident insurance, livestock insurance, crop insurance, public liability insurance, burglary insurance, professional liability insurance; Detarrification in non-life insurance introduced since 2007.

**Unit 4: Insurance organisations and Regulatory Authority**

**13 Lectures**

Organizational structure- public sector insurance organizations in India; LICI- objectives and achievements, GIC- mission, organization, functions; private sector insurance organizations in India; IRDAI; Insurance Ombudsman (IO).

**Unit 5: Insurance Intermediaries**

**13 Lectures**

Distribution channels; Insurance Agent- meaning, procedure for becoming an insurance agent, functions of an insurance agent, rights of an insurance agent, termination of an insurance agent; essentials for successful insurance salesman; Surveyors and loss assessors; brokers; third party administrators; bankassurance; Corporate agents.

**Suggested readings:**

1. Insurance and Risk Management; Gupta P.K.; Himalaya Publishing House.
2. Insurance: Principles and Practice; Mishra M.N. and Mishra S.B., S. Chand.
3. Insurance: Principles and Practice; Katyal R., Gupta N and Arora S; Kalyani Publishers.
4. Fundamentals of Insurance; Crews; Cengage Learning India Pvt Ltd, New Delhi.
5. IRDAI Act, 1999 including latest amendments.

**Note: Latest edition of text books may be used.**

**B.Com: Semester - V**  
**Paper - BC 5.2(c): Banking Theories and Practices**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objective:** This course acquaints the students with the theories and practice of banking business.

**Unit 1: Banker - Customer Relations**

**(15 Lectures)**

Legal relationship between the Banker and the Customer; Multifarious transactions between them; Rights and duties of the parties springing out of such relationship; Nature of banking business; Special categories of customers- Corporations, Partnership Firms, Hindu Joint Families, Unincorporated Bodies, Trusts, Joint Account Holders, Minors, Nominee Accounts, Liquidator, Mercantile Agents, Non-Resident Indians, Foreigners; Legal incidence of each different type of Accounts- Current Accounts, Savings Bank Account and Fixed Deposits; Other transactions between banker and customer such as Safe Deposit Vaults, Financial Advice, Letters of Introduction and Other Services rendered by Banks; Special features of the relationship between banker and customer, their mutual rights and duties, lien; Power to combine different accounts, Secrecy of account.

**Unit 2: Banking Operations**

**(15 Lectures)**

Collecting Banker: Meaning, duties & responsibilities of collecting banker; Holder for value, Holder in due course; Statutory protection to collecting banker; Paying banker: Meaning, precautions; Statutory protection to the paying banker; Dishonor of cheques, Grounds of dishonor; Consequences of wrongful dishonor of cheque; Lending banker: Principles of bank lending; Kinds of lending facilities such as loans, cash credit, overdraft, Bills discounting, Letters of credit; Non-Performing Assets: meaning, circumstances & impact; Regulations of priority lending for commercial banks.

**Unit 3: Loans and Advances**

**(12 Lectures)**

Law practice and policies governing the employment of the funds in the hands of the banker with special reference to the lending banker; State policy on loans and advances- priority sector advances and socio-economic policies; Financial inclusion; Self-employment schemes; Women entrepreneurs; Small scale industries; Agricultural finance; Export finance, etc.; Micro finance; Loans and advances, Overdrafts; Legal control over bank's deployment of funds.

**Unit 4: Securities for Banker's Loans**

**(8 Lectures)**

Legal issues involved in and the practice governing the different kinds of securities for banker's advances and loans; Guarantees, Pledge, Lien, Mortgage, Charge: Subject matters of collateral security; Corporate securities; Documents of title to goods; Land and Buildings; Book debts; Life Policies; Factoring; Bill Discounting; Bank Guarantees; Letters of Credit; Commercial Papers.

**Unit 5: IT Enabled Banking Operations**

**(15 Lectures)**

Era of internet banking and its benefits; Home banking; Mobile banking; Virtual banking; Electronic Clearing System; E-payments, Plastic money; Electronic Fund Transfer; E-money: electronic purse, digital cash; Safeguards for internet banking; Comparison between traditional banking and e-banking.

**Suggested Readings:**

1. Banking Law and Practice in India; Tannan M.L; Lexisnexis Butterworths Wadhwa Nagpur.
2. The Practice and Law of Banking; Sheldon H.P and Drover C.B.; Macdonald and Evans.
3. Banking Law and Practice; Maheshwari and Maheshwari; Kalyani Publishers.
4. Banking Theory and Practice; Shekar. K.C.; Vikas Publishing House Pvt Ltd.
5. Banking Law And Practice; Natarajan, Kanasamy and Parameswaran; S.Chand Publishing.
6. Banking Theory & Practice; Srivastava; Himalaya Publishing House Pvt Ltd.
7. Banking Theory: Law and Practice; Gurusamy; Tata McGraw - Hill Education.

**Note: Latest edition of text books may be used.**

**B.Com: Semester – V**  
**Paper - BC 5.3: Office Management and Secretarial Practice**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objectives:** The purpose of this course is to familiarize the students with the activities in a modern office. Smooth functioning of any organization depends upon the way various activities are organized, facilities provided to the staff working in the office, the working environment and the tools and equipments used in office.

**Unit-1:**

**Office and Office Management:** Meaning of office; functions of office – primary and administrative management functions, importance of office, duties of the office manager, his qualities and essential qualifications. **(7 Lectures)**

**Filing and Indexing:** Filing and Indexing – Its meaning and importance, essentials of good filing, centralized vs. decentralized filing, system of classification, methods of filing and filing equipment, Weeding of old records, meaning and need for indexing, various types of indexing. **(7 Lectures)**

**Unit-2:**

**Mail and Mailing Procedures:** Mailing Procedures – meaning and importance of mail, centralization of mail handling work, its advantages, room equipment and accessories, sorting tables and rack, letter opener, time and date stamps, postal franking machine, addressing machine, mailing scales, mailing through post, courier, email, appending files with email; inward and outward mail – receiving, sorting, opening, recording, making, distributing, folding of letters sent, maintenance of peon book, dispatching, courier services, central receipt and dispatch. **(8 Lectures)**

**Forms and Stationery:** Office Forms – introduction, meaning, importance of forms, advantages of using forms, disadvantages of using forms, type of forms, factors affecting forms design, principles of form design, form control. Stationery – introduction, types of stationery used in offices, importance of managing stationery, selection of stationery, essential requirements for a good system of dealing with stationery, purchasing principles, purchase procedure, standardization of stationery. **(5 Lectures)**

**Unit-3:**

**Modern Office Equipments:** Modern Office Equipment – introduction, meaning and Importance of office automation, objectives of office mechanization, advantages, disadvantages, factors determining office mechanization. Kind of office machines: personal computers, photocopier, fax, telephone, telephone answering machine, dictating machines, Audio Visual Aids. **(5 Lectures)**

**Budget:** Budget - Annual, revised and estimated. Recurring and non-recurring heads of expenditure **(5 Lectures)**

**Audit:** Audit process- Vouching, verification and valuation (in brief). Consumables/ Stock register and Asset register; procedure for disposal of records and assets. **(5 Lectures)**

**Unit-4:**

**Banking facilities:** Types of accounts, passbook and cheque book; other forms used in banks; ATM and money transfer. **(5 Lectures)**

**Abbreviations/Terms used in Offices:** Explanation of abbreviations/terms used in offices in day-to-day work; Modes of Payment- Types of payments handled such as postal orders, Cheque (crossed/uncrossed), post-dated and pre-dated Cheques, stale Cheque, dishonoured Cheque.

**(5 Lectures)**

**Unit-5:**

**Role of Secretary:** Definition; Appointment; Duties and Responsibilities of a Personal Secretary; Qualifications for appointment as Personal Secretary; modern technology and office communication, email, voice mail, internet, multimedia, scanner, video-conferencing, web-casting; Agenda and Minutes of Meeting. Drafting, fax-messages, email; maintenance of appointment diary. **(13 Lectures)**

**Suggested Readings**

1. Bhatia, R.C. Principles of Office Management, Lotus Press, New Delhi..
2. Leffingwell and Robbinson: Text book of Office Management, Tata McGraw-Hill.
3. Terry, George R: Office Management and Control.
4. Ghosh, Evam Aggarwal: Karyalaya Prabandh, Sultan Chand & Sons.
5. Duggal, B: Office Management and Commercial Correspondence, Kitab Mahal.

**Note: Latest edition of text books may be used.**

**B.Com: Semester - V**  
**Paper – BC 5.4: Micro Economics**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objective:** The objective of the course is to acquaint the students with the concepts of microeconomics dealing with consumer behavior. The course also makes the student understand the supply side of the market through the production and cost behavior of firms.

**CONTENTS**

**Unit 1: Demand and Consumer Behaviour**

**13 lectures**

Concepts of revenue: Marginal and Average: Revenue under conditions of Perfect and imperfect competition Elasticity of demand: price, income and cross.

Consumer Behaviour: Indifference curve analysis of consumer behavior; Consumer's equilibrium (necessary and sufficient conditions). Price elasticity and price consumption curve, income consumption curve and Engel curve, price change and income and substitution effects. Indifference curves as an analytical tool (cash subsidy v/s. kind subsidy). Revealed Preference Theory.

**Unit 2: Production and Cost**

**13 lectures**

Production isoquants, marginal rate of technical substitution, economic region of production, optimal combination of resources, the expansion path, isoclines, returns to scale using isoquants.

Cost of Production: Social and private costs of production, long run and short run costs of production. Economies and diseconomies of scale and the shape to the long run average cost. Learning curve and economies of scope.

**Unit 3: Perfect Competition**

**13 lectures**

Perfect competition: Assumptions. Equilibrium of the firm and the industry in the short and the long runs, including industry's long run supply curve. Measuring producer surplus under perfect competition. Stability Analysis – Walrasian and Marshallian. Demand - supply analysis including impact of taxes and subsidy.

**Unit 4: Monopoly**

**10 lectures**

Monopoly: Monopoly short run and long run equilibrium. Shifts in demand curve and the absence of the supply curve. Measurement of monopoly power and the rule of thumb for pricing. Horizontal and vertical integration of firms. The social costs of monopoly power including deadweight loss. Degrees of price discrimination.

**Unit 5: Imperfect Competition**

**16 lectures**

Monopolistic Competition and Oligopoly: Monopolistic competition price and output decision-equilibrium. Monopolistic Competition and economic efficiency Oligopoly and Interdependence – Cournot's duopoly model, Stackelberg model, Kinked demand model. Prisoner's dilemma, collusive oligopoly – price-leadership model – dominant firm, cartels, sales maximization, Contestable markets theory. Pricing Public Utilities.



**Suggested 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.
5. Case and Fair, *Principles of Micro Economics*, Pearson Education
6. Koutsiyannis, *Modern Micro Economic Theory*.
7. C Snyder, *Microeconomic Theory: Basic Principles and Extensions*, Cengage Learning
8. Bilas, Richard A., *Microeconomics Theory: A Graphical Analysis*, McGraw-Hill Education.
9. Paul A Samuelson, William D Nordhaus, *Microeconomics*, McGraw-Hill Education.
10. Amit Sachdeva, *Micro Economics*, Kusum Lata Publishers
11. Pradip Chakraborty, *Microeconomics*, Amiya Prakashani

**Note: Latest edition of text books shall be used.**

**B.Com: Semester - VI**  
**Paper – BC 6.1(a): Auditing and Corporate Governance**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objective:** To provide knowledge of auditing principles, procedures and techniques in accordance with current legal requirements and professional standards and to give an overview of the principles of Corporate Governance and Corporate Social Responsibility

**Contents:**

**Unit 1: Introduction**

**(13 Lectures)**

Auditing- meaning and principles governing auditing, errors and frauds, classification of auditing; Audit procedures and techniques- engagement, planning, programme, note book, memorandum, audit file, audit working paper and evidence; Audit sampling and procedures, analytical procedure.

**Unit 2: Internal Control and Internal Audit**

**(14 Lectures)**

Internal check- meaning, preparation of check-lists, liability of the statutory auditor and internal check system for some transactions; Internal control- meaning and comparison between internal control and internal check; Internal audit- differences and comparison between internal control, internal audit and internal check, legal requirement of internal audit.

**Unit 3: Vouching, Verification and Valuation**

**(14 Lectures)**

Vouching- meaning, definition, features, objectives, importance and techniques, vouching and routine checking, concept, features and types of voucher, duties of an auditor for missing vouchers, vouching of different items; Verification- meaning, difference between vouching and verification; Valuation of assets and liabilities, difference between verification and valuation, verification and valuation of assets and liabilities.

**Unit 4: Company Audit**

**(13 Lectures)**

Company Auditor- qualifications and disqualifications, Appointment, Rotation, Removal, Remuneration, Rights and Duties; Audit Report- introduction and Auditor's Report, contents of audit report (as per Companies Act and Standards on Auditing); Auditor's Certificate, Companies (Auditor's Report) Order 2015, true and fair view and materiality.

**Unit 5: Corporate Governance**

**(11 Lectures)**

Conceptual framework of Corporate Governance: Theories & Models, Broad Committees; Corporate Governance Reforms. Major Corporate Scandals in India and Abroad: Common Governance Problems noticed in various Corporate Failures. Codes & Standards on Corporate Governance

**Suggested Readings:**

1. Ashish Kumar Sana, Swapan Sarkar, Bappaditya Biswas and Samyabrata Das, Auditing Principles and Practices, McGraw Hill Education.
2. Ravinder Kumar and Virender Sharma, *Auditing Principles and Practice*, PHI Learning.
3. Aruna Jha, *Auditing*. Taxmann Publication.
4. A. K. Singh, and Gupta Lovleen. *Auditing Theory and Practice*. Galgotia Publishing Company.
5. Relevant Publications of ICAI on *Auditing (CARO)*.
6. Anil Kumar, *Corporate Governance: Theory and Practice*, Indian Book House, New Delhi.
7. B. N. Ghosh, *Business Ethics and Corporate Governance*, McGraw Hill Education.
8. S. K. Mandal, *Ethics in Business and Corporate Governance*, McGraw Hill Education.
9. J. P. Sharma, *Corporate Governance, Business Ethics, and CSR*, Ane Books Pvt Ltd, New Delhi.

**Note: Latest edition of text books may be used.**

**B.Com: Semester - VI**  
**Paper - BC 6.1(b): Indian Financial System**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objective:** This course enables the students to know the working of the Indian Financial System.

**Unit 1: Financial System**

**12 Lectures**

Concept of finance, savings and investment; Meaning and significance of finance in economy; Components (instruments, markets, etc.); Kinds of finance: Rudimentary finance, Direct and Indirect finance; Role of financial intermediaries; The structure of Indian Financial System; Recent developments in the Indian Financial system.

**Unit 2: Money and Indian Banking System**

**15 Lectures**

Role and Functions of banks; Commercial Banks: Importance and functions; Structure of commercial banking system in India, distinction between commercial and central bank; Credit creation process of commercial banks; High powered money: meaning and uses; Concept of Money Multiplier; The Reserve Bank of India: Functions; Instruments of monetary and credit control; Concept of development bank and their needs in Indian financial system: difference with commercial banks; Major development banks and their functions- IFCI, IDBI, EXIM Bank, SIDBI, SFCs, NABARD, NHB; Retail banking: approach, products, marketing.

**Unit 3: Financial Markets**

**12 Lectures**

Financial markets; classification of financial markets, money market- its constitutions, functions of money market, money market institutions; Call money market- players, utility, money market Instruments: Commercial Paper, Certificates of Deposits, Bills of Exchange, Treasury Bills (T-Bills); Bill Discounting; Factoring, Letter of Credit, Money Market Mutual Funds; Capital market- primary market, secondary market, functions of capital market, methods of issue of stock in primary market.

**Unit 4: Non-Banking Financial Companies**

**12 Lectures**

Meaning, types of NBFCs, growth of NBFCs in India, regulation of NBFCs, statutory provisions of RBI.

**Unit 5: Regulatory Framework**

**14 Lectures**

Regulatory framework; overview of regulatory framework of financial system, RBI Act, 1949; SEBI – objectives, scope of Securities Contract (Regulation) Act 1956; Provisions of Companies Act, 2013 relating to securities market.

**Suggested Readings:**

1. Indian Financial System-Theory and Practice; Khan, M. Y.; Tata McGraw Hill.
2. Indian Financial System: Markets, Institutions and Services; Pathak, B. V., Pearson.
3. Financial Markets and Institutions; Bhole, L. M.; Tata McGraw Hill.
4. Financial Markets and Institutions; Gurusamy; Tata McGraw Hill.
5. Financial Markets and Institutions; Saunders; Tata McGraw Hill
6. Financial Institutions management; Saunders; Tata McGraw Hill
7. Financial Services; Khan, M. Y.; Tata McGraw Hill
8. Financial Services; Gurusamy; Tata McGraw Hill
9. Bank Management & Financial Services; Rose; Tata McGraw Hill.
10. The Companies Act, 2013 including latest amendments.

**Note: Latest edition of text books may be used.**

**B.Com: Semester - VI**  
**Paper - BC 6.1(c): Advertising**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objective:** The objective of this course is to familiarize the students with the basic concepts, tools and techniques of advertising used in marketing.

- Unit 1: Introduction:** **10 lectures**  
Communication Process; Advertising as a tool of communication; Meaning, nature and importance of advertising; Types of advertising; Advertising objectives. Audience analysis; Setting of advertising budget: Determinants and major methods.
- Unit 2: Media Decisions:** **15 lectures**  
Major media types - their characteristics, internet as an advertising media, merits and demerits; Factors influencing media choice; media selection, media scheduling, Advertising through the Internet-media devices
- Unit 3: Message Development:** **15 lectures**  
Advertising appeals, Advertising copy and elements, Preparing ads for different media
- Unit 4: Measuring Advertising Effectiveness:** **15 lectures**  
Evaluating communication and sales effects; Pre and Post testing techniques.
- Unit 5:** **10 lectures**  
a) Advertising Agency: Role, types and selection of advertising agency.  
b) Social, ethical and legal aspects of advertising in India.

**Suggested Readings:**

1. George E Belch, Michael A Belch, Keyoor Purani, *Advertising and Promotion : An Integrated Marketing Communications Perspective (SIE)*, McGraw Hill Education
2. S. Wats Dunn, and Arnold M. Barban. *Advertising: Its Role in Marketing*. Dryden Press
3. Burnett, Wells, and Moriatty. *Advertising: Principles and Practice*. 5<sup>th</sup> ed. Prentice Hall of India, New Delhi.
4. Batra, Myers and Aakers. *Advertising Management*. PHI Learning.
5. Terence A. Shimp. *Advertising and Promotion: An IMC Approach*. Cengage Learning.
6. Sharma, Kavita. *Advertising: Planning and Decision Making*, Taxmann Publications
7. Jaishree Jethwaney and Shruti Jain, *Advertising Management*, Oxford University Press, 2012
8. Chunawala and Sethia, *Advertising*, Himalaya Publishing House
9. Ruchi Gupta, *Advertising*, S. Chand & Co.
10. O'Guinn, *Advertising and Promotion: An Integrated Brand Approach*, Cengage Learning.

**Note: Latest edition of text books may be used.**

**B.Com: Semester - VI**  
**Paper – BC 6.2(a): Indirect Tax Law**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objective:** This course aims imparting basic knowledge about indirect taxes in India.

**Contents:**

**Unit 1: Introduction**

**(12 Lectures)**

Basis for taxation; Direct taxes and indirect taxes; Features of indirect tax; Difference between direct taxes & indirect taxes; Advantages and disadvantages of direct taxes and indirect taxes; Constitutional validity; Administration and relevant procedures- Union list, State list and Concurrent list.

**Unit 2: Customs Act, 1962** (including latest amendments)

**(15 Lectures)**

Definitions; Power to prohibit importation or exportation of goods; Levy of and exemption from customs duties- dutiable goods, duty on pilfered goods, valuation of goods for purposes of assessment, date for determination of rate of duty and tariff valuation of imported goods, date for determination of rate of duty and tariff valuation of export goods, power to grant exemption from duty.

**Unit 3: The Goods and Services Tax, 2017** (including latest amendments to the GST Act)

**(12 Lectures)**

Preliminary; Administration; Levy and collection of tax; Taxes under GST- CGST, SGST, IGST, UTGST.

**Unit 4: The Goods and Services Tax, 2017** (including latest amendments to the GST Act)

**(13 Lectures)**

Registration; Input tax credit; Accounts and records; Returns.

**Unit 5: The Goods and Services Tax, 2017** (including latest amendments to the GST Act)

**(13 Lectures)**

Payment of tax; Refunds; Assessment; Audit; Appeals and revision.

**Suggested Readings:**

1. Singhanian Vinod K. and Monica Singhanian, *Students' Guide to Indirect Taxes*, Taxmann Publications Pvt. Ltd., Delhi.
2. V.S. Datey. *Indirect Tax Law and practice*, Taxmann Publications Pvt. Ltd., Delhi,
3. Sanjeev Kumar. *Systematic Approach to Indirect Taxes*,
4. S. S. Gupta. *Service Tax -How to meet your obligation* Taxmann Publications Pvt. Ltd., Delhi,
5. Grish Ahuja and Ravi Gupta, *Indirect Taxes*, Flair Publication Pvt Ltd
6. Indirect Taxation study notes (Intermediate), The Institute of Cost Accountants of India.
7. Customs Act, 1962
8. The Central Goods and Services Tax Act, 2017, The Gazette of India, Ministry of Law and Justice (Legislative Department)

**Latest edition of text books may be used.**

**B.Com: Semester - VI**  
**Paper - BC 6.2(b): Industrial Relations and Labour Laws**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objective:** To enable the students to learn the concepts of industrial relations including trade unions, collective bargaining, discipline and various labour enactments.

**Contents:**

**Unit 1: Industrial Relations (IR)**

**13 Lectures**

Concept of Industrial Relations; Nature of Industrial Relations; Objectives of IR; Factors affecting IR in changing Environment, Evolution of IR in India; Role of State; Trade Union; Employers' Organisation; Human Resource Management and IR Role of ILO in Industrial Relations, International Dimensions of IR

**Unit 2: Trade Union**

**13 Lectures**

Trade Union: Origin and growth, unions after Independence, unions in the era of liberalisation; Factors Affecting Growth of Trade Unions in India, Multiplicity & Recognition of Trade Unions; Major Provisions of Trade Union Act 1926

**Unit 3: Collective Bargaining and Workers' Participation in Management**

**13 Lectures**

a) Collective Bargaining: Meaning, Nature, Types, Process and Importance of Collective Bargaining, pre-requisites, issues involved; Status of Collective Bargaining in India, Functions and role of Trade Unions in collective bargaining

b) Workers' Participation in Management: Concept, practices in India, Works Committees, Joint management councils; Participative Management and co-ownership; Productive Bargaining and Gain Sharing

**Unit 4: Discipline and Grievance Redressal**

**13 Lectures**

Discipline: Causes of indiscipline, Maintenance of discipline and misconduct; Highlights of domestic enquiries; Principle of Natural Justice; Labour turnover; Absenteeism; Grievance: Meaning of Grievance, Grievance redressal machinery in India, Grievance handling procedure; salient features of Industrial Employment (Standing orders) Act 1946

**Unit 5:**

**13 Lectures**

a) **The Industrial Disputes Act, 1947:** Definitions of Industry, workman, and Industrial Dispute; Authorities under the Act: Procedure, Powers and Duties of Authorities; Strikes and Lock outs: Lay-off and Retrenchment: Provisions relating to Layoff, Retrenchment, and closure

b) **The Factories Act, 1948:** Provisions relating to Health, Safety, Welfare facilities, working hours, Employment of young persons, Annual Leave with wages

**Suggested Readings:**

1. PK Padhi, *Industrial Relations and Labour Law*, PHI Learning
2. Arun Monappa, *Industrial Relations and Labour Law*, McGraw Hill Education
3. SC Srivastav, *Industrial Relations and Labour Law*, Vikas Publishing House
4. C.S Venkata Ratnam, *Industrial Relations*, Oxford University Press
5. P.L. Malik's *Handbook of Labour and Industrial Law, Vol 1 and 2*, Eastern Book Company
6. JP Sharma, *Simplified Approach to Labour Laws*, Bharat Law House (P) Ltd

**Note: Latest edition of text books may be used.**

**B.Com: Semester - VI**  
**Paper - BC 6.2(c): International Business**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objective:** The objective of the course is to familiarise the students with the concepts, importance and dynamics of international business and India's involvement with global business. The course also seeks to provide theoretical foundations of international business to the extent these are relevant to the global business operations and developments.

**Unit - I: Introduction and Overview**

**13 Lectures**

Globalisation- meaning and its importance in world economy; Impact of globalization; International business vs. Domestic business- Complexities of international business; Modes of entry into international business; Ethics in International Business. Theories of International Trade- Classical Theories, Product Life Cycle theory, Theory of National Competitive Advantage.

**Unit –II: Environment for International Business**

**13 Lectures**

International Business Environment- National and foreign environments and their Components. International Financial Environment- International financial system and institutions (IMF and World Bank – Objectives and Functions); Foreign exchange markets and risk management; Foreign investments - types and flows; Foreign investment in Indian perspective.

**Unit –III: International Organisation and Regional Economic Co-operation**

**13 Lectures**

WTO – Its objectives, principles, organizational structure and functioning; an overview of other organizations – UNCTAD; Commodity and other trading agreements (OPEC). Forms of regional groupings; Integration efforts among countries in Europe, North America and Asia (NAFTA, EU, ASEAN and SAARC).

**Unit –IV: Structure and Strategy for Business operations**

**13 Lectures**

Organisational structure for international business operations; International business negotiations. Developments and Issues in International Business: Outsourcing and its potentials for India; Role of IT in international business; International business and ecological considerations.

**Unit –V: Foreign Trade Promotion in India**

**13 Lectures**

Foreign Trade Promotion Measures and Organizations in India; Special economic zones (SEZs) and export oriented units (EOUs); Measures for promoting foreign investments into and from India; Indian joint ventures and acquisitions abroad. Financing of foreign trade and payment terms – sources of trade finance (Banks, factoring, forfaiting, Banker's Acceptance and Corporate Guarantee) and forms of payment (Cash in advance, Letter of Credit, Documentary Collection, Open Account).

**Suggested Readings:**

1. Charles W.L. Hill and Arun Kumar Jain, *International Business*. New Delhi: McGraw Hill Education
2. Daniels John, D. Lee H. Radenbaugh and David P. Sullivan. *International Business*. Pearson Education
3. Johnson, Derbe., and Colin Turner. *International Business - Themes & Issues in the Modern Global Economy*. London: Roulledge.
4. Sumati Varma, *International Business*, Pearson Education.
5. Cherunilam, Francis. *International Business: Text and Cases*. PHI Learning
6. Michael R. Czinkota. et al. *International Business*. Fortforth: The Dryden Press.
7. Bennett, Roger. *International Business*. Pearson Education.
8. Peng and Srivastav, *Global Business*, Cengage Learning

**Note: Latest edition of text books may be used.**



**B.Com: Semester - VI**  
**Paper – BC 6.3: Entrepreneurship**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 50**

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

**Contents:**

**Unit 1: Introduction**

Meaning, elements, determinants and importance of entrepreneurship and creative behavior; Entrepreneurship and creative response to the society's problems and at work; Dimensions of entrepreneurship: intrapreneurship, technopreneurship, cultural entrepreneurship, international entrepreneurship, netpreneurship, ecopreneurship, and social entrepreneurship (10 Lectures)

**Unit 2: Entrepreneurship and Micro, Small and Medium Enterprises**

Concept of business groups and role of business houses and family business in India; The contemporary role models in Indian business: their values, business philosophy and behavioural orientations; Conflict in family business and its resolution (10 Lectures)

**Unit 3: Financing of enterprise and institutional arrangements**

Meaning and need for financial planning; sources of finance- internal and external; capital structure; capitalisation; term loans; sources of short term finance; venture capital; export finance; institutional arrangements- SIDBI, NABARD, KVIC, commercial banks.

(10 Lectures)

**Unit 4: Sources of business ideas and tests of feasibility**

Significance of writing the business plan/ project proposal; Contents of business plan/ project proposal; Designing business processes, location, layout, operation, planning & control; preparation of project report (various aspects of the project report such as size of investment, nature of product, market potential may be covered); Project submission/ presentation and appraisal thereof by external agencies, such as financial/non-financial institutions. (10 Lectures)

**Unit 5: Rural and Tourism Entrepreneurship**

**a.** Rural entrepreneurship: meaning, need and problems of rural entrepreneurship, government measures, ways to develop rural entrepreneurship, role of NGOs.

**b.** Tourism entrepreneurship: meaning of tourism enterprise, entrepreneur and entrepreneurship, policy measures for promotion of tourism entrepreneurship in India, Eco-tourism/nature tourism, rural tourism and rural tourism entrepreneurship. (10 Lectures)

**Suggested Readings:**

1. Kuratko and Rao, *Entrepreneurship: A South Asian Perspective*, Cengage Learning.
2. Robert Hisrich, Michael Peters, Dean Shepherd, *Entrepreneurship*, McGraw-Hill Education
3. Desai, Vasant. *Dynamics of Entrepreneurial Development and Management*. Mumbai, Himalaya Publishing House.
4. Dollinger, Mare J. *Entrepreneurship: Strategies and Resources*. Illinois, Irwin.
5. Holt, David H. *Entrepreneurship: New Venture Creation*. Prentice-Hall of India, New Delhi.
6. Plsek, Paul E. *Creativity, Innovation and Quality*. (Eastern Economic Edition), New Delhi: Prentice-Hall of India. ISBN-81-203-1690-8.
7. Singh, Nagendra P. *Emerging Trends in Entrepreneurship Development*. New Delhi: ASEED.
8. Khanka, S.S., *Entrepreneurial Development*, S. Chand & Co, Delhi.
9. K Ramachandran, *Entrepreneurship Development*, McGraw-Hill Education
10. SIDBI Reports on Small Scale Industries Sector.

**Note: Latest edition of text books may be used.**

**B.Com: Semester - VI**  
**Paper – BC 6.4: Indian Economy**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objective:** This course seeks to enable the student to grasp the major economic problems in India and their solution.

**Unit 1: Basic Issues in Economic Development (10 Lectures)**

Concept and Measures of Development and Underdevelopment; Human Development

**Unit 2: Basic Features of the Indian Economy at Independence (10 Lectures)**

Composition of national income and occupational structure, the agrarian scene and industrial structure

**Unit 3: Policy Regimes (15 Lectures)**

- a) The evolution of planning and import substituting industrialization.
- b) Economic Reforms since 1991.
- c) Monetary, Fiscal and EXIM policies with their implications on economy

**Unit 4: Growth, Development and Structural Change (15 Lectures)**

- a) The experience of Growth, Development and Structural Change in different phases of growth and policy regimes across sectors and regions.
- b) The Institutional Framework: Patterns of assets ownership in agriculture and industry; Policies for restructuring agrarian relations and for regulating concentration of economic power;
- c) Changes in policy perspectives on the role of institutional framework after 1991.
- d) Growth and Distribution; Unemployment and Poverty; Human Development; Environmental concerns.
- e) Demographic Constraints: Interaction between population change and economic development.

**Unit 5: Sectoral Trends and Issues (15 Lectures)**

*Agriculture Sector:* Agrarian growth and performance in different phases of policy regimes i.e. pre green revolution and the two phases of green revolution; 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 Industrialisation – the rate and pattern of industrial growth across alternative policy regimes; Public sector – its role, performance and reforms; The small scale sector; Role of Foreign capital.

**Suggested Readings:**

1. Mishra and Puri, *Indian Economy*, Himalaya Publishing House
2. IC Dhingra, *Indian Economics*, Sultan Chand & Sons
3. Gaurav Dutt and KPM Sundarum, *Indian Economy*, S. Chand & Company.
4. Bhagwati, J. and Desai, P. *India: Planning for industrialization*, OUP, Ch 2.

5. Patnaik, Prabhat. *Some Indian Debates on Planning*. T. J. Byres (ed.). The Indian Economy: Major Debates since Independence, OUP.
6. 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.
7. Dreze, Jean and Amartya Sen. *Economic Development and Social Opportunity*. Ch. 2. OUP.
8. Khanna, Sushil. *Financial Reforms and Industrial Sector in India*. Economic and Political Weekly. Vol. 34. No. 45.
9. Uma Kapila (ed), "*Indian Economy since Independence*", Relevant articles.
10. Rangarajan, C. and N. Jadhav. *Issues in Financial Sector Reform*. Bimal Jalan. (ed). *The Indian Economy*. Oxford University Press, New Delhi.
11. Pradip Chakraborty, *Indian Economy*, Amiya Prakashani

**Note: Latest edition of text books may be used.**