

NAGALAND UNIVERSITY

B.COM (HONS.) 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 (Hons.) 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 each in AECC and SEC of four credits per paper. In Core Courses there are 14 papers with six credits each. Similarly, DSE and GE comprises of 4 papers each with credit load of six credits for each paper. Thus, in total there are 26 papers of 148 credits.

The three years B.Com (Hons.) 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 (Hons.) program will be notified by the University Authority from time to time.

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

1	Ability Enhancement Compulsory Course (AECC)	2 Papers of 4 Credit Hrs. each (Total Credit Hrs. 2X4)	8
2	Skill Enhancement Elective Course (SEC)	2 Papers of 4 Credit Hrs. each (Total Credit Hrs. 2X4)	8
3	CORE COURSE	14 Papers of 6 Credit Hrs. each (Total Credit Hrs. 14X6) (5 Lectures and 1 Practical/Tutorial)	84
4	Discipline Specific Elective (DSE)	4 Papers of 6 Credit Hrs. each (Total Credit Hrs. 4X6) (5 Lectures and 1 Practical/Tutorial)	24
5	Generic Elective (GE)	4 Papers of 6 Credit Hrs. each (Total Credit Hrs. 4X6) (5 Lectures and 1 Practical/Tutorial)	24
Total Credit Hrs			148

B.Com. (Hons.): Three-Year (6-Semester) CBCS Programme		
	Course Structure	
	Semester I	
BCH-1.1	Environmental Studies	Ability-Enhancement Compulsory Course (AECC)-1
BCH-1.2	Financial Accounting	Core Course C-1
BCH-1.3	Business Law	Core Course C-2
BCH-1.4	Micro Economics	Generic Elective (GE)-1
	Semester II	
BCH-2.1	Business Communication (In English)	Ability-Enhancement Compulsory Course (AECC)-2
BCH-2.2	Corporate Accounting	Core Course C-3
BCH-2.3	Corporate Law	Core Course C-4
BCH-2.4	Macro Economics	Generic Elective (GE)-2
	Semester III	
BCH-3.1	Human Resource Management	Core Course C-5
BCH-3.2	Income Tax Law and Practice	Core Course C-6
BCH-3.3	Management Principles and Applications	Core Course C-7
BCH-3.4	Business Statistics	Generic Elective (GE)-3
BCH-3.5	E-Commerce	Skill-Enhancement Elective Course (SEC)-1
	Semester IV	
BCH-4.1	Cost Accounting	Core Course C-8
BCH-4.2	Business Mathematics	Core Course C-9
BCH-4.3	Computer Applications in Business	Core Course C-10
BCH-4.4	Indian Economy	Generic Elective (GE)-4
BCH-4.5	Entrepreneurship	Skill-Enhancement Elective Course (SEC)-2
	Semester V	
BCH-5.1	Principles of Marketing	Core Course C-11
BCH-5.2	Fundamentals of Financial Management	Core Course C-12
BCH-5.3	DSE-1 (Any one of Group A)*	Discipline Specific Elective (DSE)-1
BCH-5.4	DSE-2 (Any one of Group A)*	Discipline Specific Elective (DSE)-2
	Discipline Specific Elective (DSE) Group A	
	a. Management Accounting	
	b. Indian Financial System	
	c. Advertising	
	d. Fundamentals of Insurance	
	e. Office Management and Secretarial Practice	

	f. Banking Theories and Practices	
	g. Computerised Accounting System	
	Semester VI	
BCH-6.1	Auditing and Corporate Governance	Core Course C-13
BCH-6.2	Indirect Tax Law	Core Course C-14
BCH-6.3	DSE-3 (Any <i>one</i> of Group B)**	Discipline Specific Elective (DSE)-3
BCH-6.4	DSE-4 (Any <i>one</i> of Group B)**	Discipline Specific Elective (DSE)-4
	Discipline Specific Elective (DSE) Group B	
	a. Fundamentals of Investment	
	b. Consumer Affairs and Customer Care	
	c. Financial Services	
	d. International Business	
	e. Industrial Relations and Labour Laws	
	f. Project Planning and Management	
	g. Business Research Methods and Project Work	

Notes:

The Core Course of 14 papers, Discipline Specific Elective (DSE) and Generic Elective (GE) comprising of 4 papers each 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.

* A student has to choose two papers out of DSE Group A in semester V.

** A student has to choose two papers out of DSE Group B in semester VI.

B.Com (Hons.): Semester - I
Paper – BCH 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 (Hons.): Semester - I
Paper - BCH 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, 13th 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 (Hons.): Semester - I
Paper - BCH 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, 6th 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 (Hons.): Semester - I
Paper – BCH 1.4: 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 (Hons.): Semester - II
Paper – BCH 2.1: Business Communication (In English)

Duration: 3 hrs.

Marks: 100

Lectures: 50

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

Contents:

Unit 1: Introduction:

Lectures: 10

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:

Lectures: 10

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:

Lectures: 10

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:

Lectures: 10

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:

Lectures: 10

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 (Hons.): Semester - II
Paper – BCH 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 (Hons.): Semester - II
Paper – BCH 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 (Hons.): Semester - II
Paper – BCH 2.4: Macro Economics

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objectives: The course aims at providing the student with knowledge of basic concepts of the macro economics. The modern tools of macro-economic analysis are discussed and the policy framework is elaborated, including the open economy.

Contents

Unit 1: Introduction

10 Lectures

Concepts and variables of macroeconomics, income, expenditure and the circular flow, components of expenditure. Static macroeconomic analysis short and the long run determination of supply, determination of demand, and conditions of equilibrium

Unit 2: Economy in the short run

15 Lectures

IS–LM framework, fiscal and monetary policy, determination of aggregate demand, shifts in aggregate demand, aggregate supply in the short and long run, and aggregate demand-aggregate supply analysis.

Unit 3: Inflation, Unemployment and Labour market

20 Lectures

Inflation: Causes of rising and falling inflation, inflation and interest rates, social costs of inflation; Unemployment – natural rate of unemployment, frictional and wait unemployment. Labour market and its interaction with production system; Phillips curve, the trade-off between inflation and unemployment, sacrifice ratio, role of expectations adaptive and rational

Unit 4: Open economy

13 Lectures

Open economy – flows of goods and capital, saving and investment in a small and a large open economy, exchange rates, Mundell – Fleming model with fixed and flexible prices in a small open economy with fixed and with flexible exchange rates, interest-rate differentials case of a large economy.

Unit 5:

7 Lectures

Behavioral Foundations- Investment –determinants of business fixed investment, effect of tax, determinants of residential investment and inventory investment. Demand for Money – Portfolio and transactions theories of demand for real balances, interest and income elasticities of demand for real balances. Supply of money

Suggested Readings

1. Mankiw, N. Gregory. Principles of *Macroeconomics*. Cengage Learning
2. Robert J Gordon, *Macroeconomics*, Pearson Education
3. Branson, William H. *Macroeconomic Theory and Policy*. HarperCollins India Pvt. Ltd.
4. Rudiger Dornbusch and Stanley Fischer, *Macroeconomics*. McGraw-Hill Education.
5. Rudiger Dornbusch, Stanley Fischer, and Richard Startz, *Macroeconomics*. McGraw-Hill Education
6. Oliver J. Blanchard, *Macroeconomics*, Pearson Education
7. G. S. Gupta, *Macroeconomics: Theory and Applications*, McGraw-Hill Education
8. Shapiro, *Macroeconomic Analysis*,
9. Paul A Samuelson, William D Nordhaus, and Sudip Chaudhuri, *Macroeconomic*, McGraw-Hill Education
10. Pradip Chakraborty, *Macroeconomics*, Amiya Prakashani

Note: Latest edition of text books may be used.

B.Com (Hons.): Semester - III
Paper – BCH 3.1: 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. Bohlander 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 (Hons.): Semester - III
Paper – BCH 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

B.Com (Hons.): Semester - III
Paper – BCH 3.3: Management Principles and Applications

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objective: The objective of the course is to provide the student with an understanding of basic management concepts, principles and practices.

Unit 1: Introduction

Lectures: 13

Definition, nature, importance, scope, principles, process, and functions of management; Management as a science and an art, management as a profession; Management thoughts and theories- Classical approach: Taylor, Fayol, Neo classical, Human relations approach: Hawthorne experiments, Behavioural approach, Systems approach, Contingency approach.

Unit 2: Planning

Lectures: 13

Concept, importance, types, premises, steps; Planning failures, planning mistakes, limits to plan; Decision-making: meaning, importance, steps; Forecasting: Meaning, definition, features, process, elements, importance, areas of forecasting, techniques/methods, advantages, limitations, differences between forecasting and planning; Management by Objectives (MBO): meaning, features, objectives, steps, benefits, weaknesses.

Unit 3: Organising

Lectures: 13

Concept, importance, principles; Design, structure, process; Departmentation: need, principles, basis, types – advantages, disadvantages; Delegation of Authority: elements, steps, barriers; Centralisation of Authority and Decentralization of Authority: meaning; Span of Management: Introduction, meaning, factors, Graicunas theory.

Unit 4: Staffing and Directing

Lectures: 13

Staffing: Definition, importance, elements, features, functions; Manpower Planning; Recruitment and Selection; Placement; Training and Development; Motivation: Concept, definition, need, importance, Theories of motivation- Maslow, McGregor, Herzberg and Ouchi; Leadership: Concept, meaning, importance; Elements of effective leadership; Theories of leadership- Trait theory, Behavioural theory, Situational theory; Transformational leadership v/s Transactional leadership; Communication: Definition, importance, elements, types, principles, process; Barriers to communication and remedial measures.

Unit 5: Coordinating and Control

Lectures: 13

Coordinating: Concept, importance, principles; Major co-ordination techniques; Controlling: Concept, definition, features, types, steps; Major techniques of control- Ratio analysis, Budgetary control, EVA, MVA, PERT and CPM; Essential of an effective control system.

Suggested Readings:

1. Essentials of Management; Koontz, Tata McGraw Hill, New Delhi.
2. Management Challenges for the 21st Century; Drucker, P F; A Butterworth-Heinemann Title.
3. Organizational Behavior; Luthans, F.; McGraw Hill New York.
4. Management; Stoner, Freeman and Gilbert; PHI, New Delhi.
5. Management; Griffin, R W.; Cengage Learning.
6. Principles of Management; Tripathy, P C, Reddy, P N; Tata McGraw Hill, New Delhi.
7. Principles and Practice of Management; Prasad, L.M; Sultan Chand & Sons, New Delhi.

Note: Latest edition of text books may be used.

B.Com (Hons.): Semester - III
Paper – BCH 3.4: Business Statistics

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objective: The objective of this course is to familiarise students with the basic statistical tools used for managerial decision-making.

Unit 1: Introduction

Lectures: 13

Statistics- Meaning, Scope, Importance and limitations; Statistical Investigation- Census and Sampling Methods, Collection of Primary and Secondary Data, Classification of Data, Formation of Frequency Distribution, Data Representation- Diagrammatic representation, Types of Diagrams; Graphic Representation- Techniques of construction of Graphs, Histograms; Limitations of Diagrams and Graphs.

Unit 2: Univariate Analysis

Lectures: 13

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

Unit 3: Bivariate Analysis

Lectures: 13

Correlation Analysis: Meaning of Correlation: simple, multiple and partial; linear and non-linear, Correlation and Causation, Pearson's co-efficient of correlation; calculation and properties; Rank Correlation; Regression Analysis: Principle of least squares and regression lines, Regression equations; Standard Error of Estimate; Relationship between Correlation and Regression coefficients.

Unit 4: Index Number & Time Series Analysis

Lectures: 13

Index Numbers: Definition, Characteristics, Uses, Types, Problems related to Index Numbers, Methods of Constructing Index Numbers, Simple average method, Weighted Index numbers, Laspeyre's method, Paasche's method, Marshall-Edgeworth method and Fisher's Ideal Index; Time Series Analysis: Definition, Utility, Components, Measurement of trend line using principle of least squares and moving averages.

Unit 5: Probability

Lectures: 13

Probability: Meaning and Importance; Mathematical Preliminaries- Set theory, Permutations, Combination; Calculation of event probabilities; Addition and multiplication laws of probability; Conditional probability and Bayes' Theorem.

Suggested Readings:

1. Levin, Richard, David S. Rubin, Sanjay Rastogi, and HM Siddiqui. *Statistics for Management*. 7th ed., Pearson Education.
2. David M. Levine, Mark L. Berenson, Timothy C. Krehbiel, P. K. Viswanathan, *Business Statistics: A First Course*, Pearson Education.
3. Siegel Andrew F. *Practical Business Statistics*. McGraw Hill Education.
4. Gupta, S.P., and Archana Agarwal. *Business Statistics*, Sultan Chand and Sons, New Delhi.
5. Vohra N. D., *Business Statistics*, McGraw Hill Education.
6. Murray R Spiegel, Larry J. Stephens, Narinder Kumar. *Statistics (Schaum's Outline Series)*, McGraw Hill Education.
7. Gupta, S.C. *Fundamentals of Statistics*. Himalaya Publishing House.
8. Anderson, Sweeney, and Williams, *Statistics for Students of Economics and Business*, Cengage Learning.
9. Paul R., *Statistics for Business*, Amiya Prakashani

Note: Latest edition of text books may be used.

B.Com (Hons.): Semester - III
Paper – BCH 3.5: 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*, 4th 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 (Hons.): Semester - IV
Paper – BCH 4.1: 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 (Hons.): Semester - IV
Paper – BCH 4.2: Business Mathematics

Duration: 3 hrs.

Marks: 100

Lectures: 59, Practical Lab: 12

Objective: The objective of this course is to familiarize the students with the basic mathematical tools, with an emphasis on applications to business and economic situations.

Unit 1: Functions, Limit and Continuity

Lectures 12

Definition of functions, classification of functions, different types of functions (excluding trigonometrical functions), bounded functions, monotonic functions, even and odd functions, parametric form of a function, composite functions, graphical representation of functions; Elementary ideas of limit; Continuity through the use of simple algebraic functions.

Unit 2: Matrices and Determinants

Lectures 12

Algebra of matrices, inverse of a matrix, matrix Operation – business application, Solution of system of linear equations (having unique solution and involving not more than three variables) using matrix inversion method and Cramer's Rule.

Unit 3: Calculus I

Lectures 12

Concept and rules of differentiation, Maxima and Minima involving second or higher order derivatives; concept of marginal analysis, concept of elasticity, applied maximum and minimum problems including effect of tax on Monopolist's optimum price and quantity, Economic Order Quantity.

Unit 4: Calculus II

Lectures 15

Partial Differentiation: partial derivatives up to second order; Total differentials, Differentiation of implicit functions with the help of total differentials; Maxima and Minima: Cases of two variables involving not more than one constraint including the use of the Lagrangian multiplier; Integration: standard forms, methods of integration – by substitution, by parts, and by use of partial fractions, definite integration, finding areas in simple cases, application of integration to marginal analysis. Consumer's and Producer's Surplus.

Unit 5: Mathematics of Finance

Lectures 8, Practical Lab 12

Rates of interest- nominal, effective- and their inter-relationships in different compounding situations; Compounding and discounting of a sum using different types of rates; Types of annuities, like ordinary, due, deferred, continuous, perpetual, and their future and present values using different types of rates of interest; Depreciation of Assets.

(General annuities to be excluded).

Note:

- 1. In addition the students will work on software packages (Spreadsheet, Mathematica, etc) for solving topics listed in Unit 5 above and analyze the results obtained there from. This will be done through internal assessment.**
- 2. There shall be 5 Credit Hrs. for Lectures + one Credit hr. (Two Practical Periods per week per batch) for Practical Lab.**

Suggested Readings:

1. Mizrahi and Sullivan. *Mathematics for Business and Social Sciences*. Wiley and Sons.
2. Budnick, P. *Applied Mathematics*. McGraw Hill Education.
3. R.G.D. Allen, *Mathematical Analysis For Economists*
4. Ayres, Frank Jr. *Schaum's Outlines Series: Theory and Problems of Mathematics of Finance*. McGraw Hill Education.
5. Dowling, E.T., *Mathematics for Economics*, Schaum's Outlines Series. McGraw Hill Education.
6. Wikes, F.M., *Mathematics for Business, Finance and Economics*. Thomson Learning.
7. Thukral, J.K., *Mathematics for Business Studies*.
8. Vohra, N.D., *Quantitative Techniques in Management*. McGraw Hill Education.
9. Soni, R.S., *Business Mathematics*. Ane Books, New Delhi.
10. Singh J. K., *Business Mathematics*. Himalaya Publishing House.
11. Paul R., *Business Mathematics*, Amiya Prakashani

Note: Latest edition of text books may be used.

B.Com (Hons.): Semester - IV
Paper – BCH 4.3: 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 (Hons.): Semester - IV
Paper – BCH 4.4: 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 Sundaram, *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.

B.Com (Hons.): Semester - IV
Paper – BCH 4.5: 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' 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 (Hons.): Semester - V
Paper – BCH 5.1: 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*. 13th 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 (Hons.): Semester - V
Paper – BCH 5.2: 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 (Hons.): Semester - V
Paper – BCH-DSE Group A(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 (Hons.): Semester - V
Paper - BCH-DSE Group A(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 (Hons.): Semester - V
Paper - BCH-DSE Group A(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*. 5th 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 (Hons.): Semester - V
Paper - BCH-DSE Group A(d): 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 (Hons.): Semester - V
Paper - BCH-DSE Group A(e): 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 (Hons.): Semester - V
Paper - BCH-DSE Group A(f): 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 (Hons.): Semester - V
Paper - BCH-DSE Group A(g): Computerised Accounting System

Duration: 3 hrs.

Marks: 100

Lectures: 52, Practical Lab: 52

Objectives: This course seeks to enhance the skills needed for computerized accounting system and to enable the students to develop simple accounting applications.

Unit-1: Computerized Accounting: Using Generic Software (12 Lectures, 12 Practical Lab)

Taxation: TDS, VAT and Service Tax; Auditing in Computerized Accounting system: Statutory Audit, Voucher verification, Verification of related party transaction, CAAT: Various Tools

Unit-2: Designing Computerised Accounting System-I (10 Lectures, 10 Practical Lab)

Designing Computerised Accounting System using a DBMS Package; Creating a voucher entry Form

Unit-3: Designing Accounting Support System-II (10 Lectures, 10 Practical Lab)

Preparing ledgers with SQL, Form and Report; Preparing Trial Balance with SQL and Report

Unit-4: Designing Accounting Support System-I (10 Lectures, 10 Practical Lab)

Designing Supplier and customers System for Accounting using Form, Query, Module, and Report

Unit-5: Designing Accounting Support System-II (10 Lectures, 10 Practical Lab)

Designing Payroll System for Accounting using Form, Query, Module, and Report

Note:

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

2. There shall be a practical examination of 100 Marks (Practical- 80 Marks, Viva- 10 Marks and Work Book- 10 Marks) and duration of Examination shall be 3 Hrs.

3. Teaching arrangements need to be made in the computer Lab.

4. There shall be Four Lectures per class and 4 Practical periods per batch to be taught in computer Lab.

Suggested Readings:

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

B.Com (Hons.): Semester - VI
Paper – BCH 6.1: 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.

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 (Hons.): Semester - VI
Paper – BCH 6.2: 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. Singhania Vinod K. and Monica Singhania, *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 (Hons.): Semester - VI
Paper - BCH-DSE Group B(a): Fundamentals of Investment

Duration: 3 hrs.

Marks: 100

Lectures: 65

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

Contents

Unit 1: The Investment Environment (10 Lectures)

The investment decision process, Types of Investments – Commodities, Real Estate and Financial Assets, the Indian securities market, the market participants and trading of securities, security market indices, sources of financial information, Concept of return and risk, Impact of Taxes and Inflation on return.

Unit 2: Fixed Income Securities (15 Lectures)

Bond features, types of bonds, estimating bond yields, Bond Valuation types of bond risks, default risk and credit rating.

Unit 3: Approaches to Equity Analysis (15 Lectures)

Introductions to Fundamental Analysis, Technical Analysis and Efficient Market Hypothesis, dividend capitalisation models, and price-earnings multiple approach to equity valuation.

Unit 4: Portfolio Analysis and Financial Derivatives (15 Lectures)

Portfolio and Diversification, Portfolio Risk and Return; Mutual Funds; Introduction to Financial Derivatives; Financial Derivatives Markets in India

Unit 5: Investor Protection (10 Lectures)

Role of SEBI and stock exchanges in investor protection; Investor grievances and their redressal system, insider trading, investors' awareness and activism

Suggested Readings

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

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

B.Com (Hons.): Semester - VI
Paper - BCH-DSE Group B(b): Consumer Affairs and Customer Care

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objective: This paper seeks to familiarise the students with of their rights as a consumer, the social framework of consumer rights and legal framework of protecting consumer rights. It also provides an understanding of the procedure of redress of consumer complaints, and the role of different agencies in establishing product and service standards. The student should be able to comprehend the business firms' interface with consumers and the consumer related regulatory and business environment.

Unit 1: Conceptual Framework

13 Lectures

Consumer and Markets: Concept of Consumer, Nature of markets, Concept of Price in Retail and Wholesale, Maximum Retail Price (MRP) and Local Taxes, Fair Price, labeling and packaging

Experiencing and Voicing Dissatisfaction: Consumer Satisfaction/dissatisfaction-Grievances-complaint, Consumer Complaining Behaviour: Alternatives available to Dissatisfied Consumers; Internal and External Complaint handling: Corporate Redress Systems and Public Redress Systems

Unit 2: The Consumer Protection Act, 1986 (CPA)

13 Lectures

Objectives and Basic Concepts: Consumer, goods, service, defect in goods, deficiency in service, spurious goods and services, unfair trade practice, restrictive trade practice.

Unit 3: Organizational set-up under the Consumer Protection Act

13 Lectures

Advisory Bodies: Consumer Protection Councils at the Central, State and District Levels, Basic Consumer Rights; **Adjudicatory Bodies:** District Forums, State Commissions, National Commission: Their Composition, Powers, and Jurisdiction (Pecuniary and Territorial), Role of Supreme Court under the CPA.

Unit 4: Grievance Redress Mechanism under the Consumer Protection Act, 1986

13 lectures

Who can file a complaint? Grounds of filing a complaint; Limitation period; Procedure for filing and hearing of a complaint; Disposal of cases, Relief/Remedy to be provided; Temporary Injunction, Enforcement of order, Appeal, frivolous and vexatious complaints; Offences and penalties.

Unit 5: Consumer Protection in India

13 Lectures

Consumer Movement in India: Evolution of Consumer Movement in India. Formation of consumer organizations and their role in consumer protection, Recent developments in Consumer Protection in India, National Consumer Helpline, Citizens Charter, Product testing.

Quality and Standardization: Voluntary and Mandatory standards; Role of BIS, Indian Standards Mark (ISI), Ag-mark, Hallmarking, Licensing and Surveillance; ISO: An overview

Suggested Readings:

1. Khanna, Sri Ram, Savita Hanspal, Sheetal Kapoor, and H.K. Awasthi. *Consumer Affairs* (2007) Delhi University Publication. 334 pp.
2. Aggarwal, V. K. (2003). *Consumer Protection: Law and Practice*. 5th ed. Bharat Law House, Delhi, or latest edition.

3. Girimaji, Pushpa (2002). *Consumer Right for Everyone* Penguin Books.
4. Nader, Ralph (1973). *The Consumer and Corporate Accountability*. USA, Harcourt Brace Jovanovich, Inc.
5. Sharma, Deepa (2011). *Consumer Protection and Grievance-Redress in India: A Study of Insurance Industry* (LAP LAMBERT Academic Publishing GmbH & Co.KG, Saarbrucken, Germany. 263 pp.
6. Empowering Consumers e-book, www.consumeraffairs.nic.in
7. ebook, www.bis.org
8. *The Consumer Protection Act, 1986*

Articles

1. Verma, D. P. S. (2002). Developments in Consumer Protection in India. *Journal of Consumer Policy*. Vol. 25. No. pp 107 –123.
2. Verma, D.P.S. (2002). Regulating Misleading Advertisements, Legal Provisions and Institutional Framework. *Vikalpa*. Vol. 26. No. 2. pp. 51-57.
3. Ralph L. Day and Laird E. Landon, Jr. (1997). Towards a Theory of Consumer Complaining Behaviour. Ag Woodside, et al. (eds.). *Consumer and Industrial Buying Behaviour*. New York; North Holland pp. 425-37.
4. George, S. Day and A. Aaker (1970). A Guide to consumerism. *Journal of Marketing*. Vol. 34. pp 12-19.
5. Sharma, Deepa (2003). New measures for Consumer Protection in India. *The Indian Journal of Commerce*. Vol.56. No.4. pp. 96-106
6. Sharma, Deepa (2011). Consumer Grievance Redress by Insurance Ombudsman. *BIMAQUEST*. Vol.11. pp.29-47.

Periodicals

1. Consumer Protection Judgments (CPJ) (Relevant cases reported in various issues)
2. Recent issues of magazines: *Insight*, published by CERC, Ahmedabad ‘*Consumer Voice*’, Published by VOICE Society , New Delhi.
3. *Upbhokta Jagran*, Ministry of Consumer Affairs, Govt, of India. New Delhi.

Note: The Latest edition of text books and Acts should be used.

B.Com (Hons.): Semester - VI
Paper - BCH-DSE Group B(c): Financial Services

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objective: To acquaint students with the knowledge of financial services.

Unit 1: Introduction

10 Lectures

Meaning, nature, features, evolution, providers and users of financial services;
Classification: fund based financial services and non-fund based financial services.

Unit 2: Leasing and Hire Purchase

20 Lectures

a. Leasing: Introduction to Lease Financing- leasing and economic growth, leasing in India; Lease structure- rights, obligations and responsibilities of the lessor and lessee; types of leases- financial, operating, leverage and sale and lease back; advantages and disadvantages; accounting for lease in the books of lessee and lessor.

b. Hire Purchase: Essentials, difference between lease and hire purchase, accounting for hire purchase.

c. Instalment purchase: Meaning, difference between instalment purchase and hire purchase.

Unit 3: Issue Management: Intermediaries

15 Lectures

Introduction, Merchant Bankers/Lead Managers, Underwriters, Bankers to an Issue, Brokers to the Issue, Registrars to an Issue and Share Transfer Agents, Debenture Trustees, Portfolio Managers, SEBI (Merchant Bankers) Regulations, 1992 (including latest amendments).

Unit 4: Stock Broking, Depositories and Custodial Services

10 Lectures

Introduction, Stock Broking; Custodial Services; Depository System.

Unit 5: Mutual Funds: Services and Products

10 Lectures

Introduction, Operations of Mutual Funds: Regulatory Mechanism, Mutual Fund Schemes/Products

Suggested Readings:

1. Indian Financial System: Markets, Institutions and Services; Pathak, B. V., Pearson.
2. Financial Services; Khan, M. Y.; Tata McGraw Hill
3. Financial Services; Gurusamy; Tata McGraw Hill
4. Bank Management & Financial Services; Rose; Tata McGraw Hill.

Note: Latest edition of text books may be used.

B.Com (Hons.): Semester - VI
Paper - BCH-DSE Group B(d): 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 (Hons.): Semester - VI
Paper - BCH- DSE Group B(e): 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 (Hons.): Semester - VI
Paper - BCH- DSE Group B(f): Project Planning and Management

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objective: The objective of this course is to enable students learn the process and issues relating to preparation, appraisal, review and monitoring of projects.

Unit I: Identification of investment opportunities **13 Lectures**
Project ideas, screening of ideas, environmental scanning and opportunity analysis, government regulatory framework.

Unit II: Market and Demand Analysis **13 Lectures**
Information required for market and demand analysis, sources of information- primary and secondary, demand forecasting.

Unit III: Technical Analysis **13 Lectures**
Materials and inputs, production technology, product mix, plant location and layout, selection of plant and equipment.

Unit IV: Cost of Project and Means of Financing **13 Lectures**
Major cost components, means of financing, planning capital structure, various financing schemes of financial institutions.

Unit V: Profitability, Financial Projections and Tax Considerations **13 Lectures**
Cost of production, Break-Even Analysis, Projected balance sheet, profit and loss account and cash flow statement, provisions and considerations for computing taxable income.

Suggested Readings:

1. Chandra, Prasanna: *Project preparation, Appraisal and Implementation*, McGraw Hill, New Delhi.
2. Pitale, R.L: *Project Appraisal Techniques*, Oxford and IBH.
3. Chaudhary, S: *Project Management*, McGraw Hill, New Delhi.

Note: Latest edition of text books may be used.

B.Com (Hons.): Semester - VI
Paper - BCH- DSE Group B(g): Business Research Methods and Project Work

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objective: This course aims at providing the general understanding of business research and the methods of business research. The course will impart learning about how to collect, analyze, present and interpret data.

Section A: Business Research Methods

70 Marks

Unit 1: Introduction

10 Lectures

Meaning of research; Scope of Business Research; Purpose of Research – Exploration, Description, Explanation; Unit of Analysis – Individual, Organization, Groups, and Data Series; Conception, Construct, Attributes, Variables, and Hypotheses.

Unit 2: Research Process

10 Lectures

An Overview; Problem Identification and Definition; Selection of Basic Research Methods- Field Study, Laboratory Study, Survey Method, Observational Method, Existing Data Based Research, Longitudinal Studies, Panel Studies.

Unit 3: Measurement

15 Lectures

Definition; Designing and writing items; Uni-dimensional and Multi-dimensional scales; Measurement Scales- Nominal, Ordinal, Interval, Ratio; Ratings and Ranking Scale, Thurstone, Likert and Semantic Differential scaling, Paired Comparison; Sampling –Steps, Types, Sample Size Decision; Secondary data sources.

Unit 4: Hypothesis Testing

15 Lectures

Hypothesis- concepts and classifications, testing of hypothesis- t-test, F-test and chi-square test.

Unit 5: Report Preparation

15 Lectures

Meaning, types and layout of research report; Steps in report writing; Citations, Bibliography and Annexure in report; JEL Classification

Section B: Project Report

30 Marks

Note:

The student will write a project report under the supervision of a faculty member assigned by the college/institution based on field work. The Project Report carries 30 Marks out of which 20 marks for project report and 10 marks for vive-voce. The project report will be evaluated by University appointed examiners.