

Syllabus and Scheme of Examination

for

B.Com. (Honours)

& B.Com.



Fakir Mohan University, Balasore

Under

Choice Based Credit System (CBCS)

(Applicable from the Academic Session 2016-17 onwards)

Suggested Readings:

1. Anthony, R.N. Hawkins, and Merchant, *Accounting: Text and Cases*. McGraw-Hill Education.
2. Horngren, *Introduction to Financial Accounting*, Pearson Education.
3. Monga, J.R. *Financial Accounting: Concepts and Applications*. Mayoor Paper Backs, New Delhi.
4. Shukla, M.C., T.S. Grewal and S.C.Gupta. *Advanced Accounts. Vol.-I*. S. Chand & Co., New Delhi.
5. Maheshwari, S.N. and S. K. Maheshwari. *Financial Accounting*. Vikas Publishing House, New Delhi.
6. Sehgal, Ashok, and Deepak Sehgal. *Advanced Accounting. Part –I*.Taxmann Applied Services, 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.
8. Jain, S.P. and K.L. Narang. *Financial Accounting*, Kalyani Publishers, New Delhi
9. Gupta, Nirmal. *Financial Accounting*, Sahitya Bhawan, Agra.
10. *Compendium of Statements and Standards of Accounting*. The Institute of Chartered Accountants of India, New Delhi

B.Com. (Hons.) : Semester - I

Core Course (CC-II) : BUSINESS LAW

Time – 3hrs F.M.: 100 [80 (End sem) +20 (Int)] Credit- 6 Lectures: 65

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

Contents:

Unit I: The Indian Contract Act, 1872: General Principle of Law of Contract

13 Lectures

- a) Contract – meaning, characteristics and kinds
- b) Essentials of valid contract - Offer and acceptance, consideration, contractual capacity, free consent, legality of objects.
- c) Void agreements
- d) Discharge of contract – modes of discharge including breach and its remedies.
- e) Contingent contracts
- f) Quasi - contracts

Unit II: The Indian Contract Act, 1872: Specific Contracts

13 Lectures

- a) Contract of Indemnity and Guarantee
- b) Contract of Bailment
- c) Contract of Agency

Unit III: 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 non-owners
- d) Performance of contract of sale
- e) Unpaid seller – meaning and rights of an unpaid seller against the goods and the buyer.

Unit IV: Partnership Laws**13 Lectures****The Partnership Act, 1932**

- a. Nature and Characteristics of Partnership
- b. Registration of 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

Unit V: The Negotiable Instruments Act 1881 13 Lectures

- a) Meaning and Characteristics 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 Cheques

Suggested Readings:

1. Kuchhal, M.C. and Vivek Kuchhal, *Business Law*, Vikas Publishing House, New Delhi.
2. Singh, Avtar, *Business Law*, Eastern Book Company, Lucknow.
3. Maheshwari & Maheshwari, *Business Law*, National Publishing House, New Delhi.
4. Chadha, P. R., *Business Law* Galgotia Publishing Company, New Delhi.
5. Aggarwal S K, *Business Law*, Galgotia Publishers Company, New Delhi.
6. Goyal Bhushan Kumar and Jain Kinneri, *Business Laws*, International Book House
7. Ravinder Kumar, *Legal Aspects of Business*, Cengage Learning

B.Com. (Hons.): Semester – I (Interdisciplinary):**GE-1 : LANGUAGE (English)****Time – 3hrs F.M.: 100 [80 (End sem) +20 (Int)] Credit- 6 Lectures: 65****B.Com. (Hons.): Semester - II****Core Course , CC-III - BUSINESS ORGANIZATION AND MANAGEMENT****Time – 3hrs F.M.: 100 [80 (End sem) +20 (Int)] Credit- 6 Lectures: 65**

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

Contents**Unit I - Foundation of Indian Business: Lectures: 13**

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

Unit II - Business Enterprises**Lectures: 13**

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

Unit III Management and Organisation**Lectures: 13**

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

Unit IV: Leadership, Motivation and Control Lectures: 13

Leadership: Concept and Styles; Trait and Situational Theory of Leadership. Motivation: Concept and Importance; Maslow's Need Hierarchy Theory; Herzberg Two Factors Theory. Communication: Process and Barriers; Control: Concept and Process.

Unit IV: Functional Areas of Management Lectures: 13

Marketing Management: Marketing Concept; Marketing Mix; Product Life Cycle; Pricing Policies and Practices. Financial Management: Concept and Objectives; Sources of Funds – Equity Shares, Debentures, Human Resource Management: Concept and Functions; Basic Dynamics of Employer - Employee Relations.

Suggested Readings:

- a) Kaul, V.K., *Business Organisation and Management*, Pearson Education, New Delhi
- b) Chhabra, T.N., *Business Organisation and Management*, Sun India Publications, New Delhi
- c) Robert; Lawrence, *Modern Business Organization*, Macmillan India.
- d) Koontz and Wehrich, *Essentials of Management*, McGraw Hill Education.
- e) Basu, C. R., *Business Organization and Management*, McGraw Hill Education.
- f) Jim, Barry, John Chandler, Heather Clark; *Organisation and Management*, Cengage Learning.
- g) Buskirk, R.H., et al; *Concepts of Business: An Introduction to Business System*, Dryden Press, New York.
- h) Allen, L.A., *Management and Organisation*; McGraw Hill, New York.
- i) Burton Gene and Manab Thakur; *Management Today: Principles and Practice*; Tata McGraw Hill, New Delhi.
- j) Griffin, *Management Principles and Application*, Cengage Learning

B.Com. (Hons.): Semester - II**Core Course CC-IV- CORPORATE LAWS****Time – 3hrs F.M.: 100 [80 (End sem) +20 (Int)] Credit- 6 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 I - 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; types of companies including one person company, small company, dormant company and producer company; association not for profit; formation of company, on-line filing of documents, promoters, their legal position. (As per companies Act, 2013)

UNIT II - Documents 15 Lectures

Memorandum of association, articles of association, GDR; book building; issue, allotment and forfeiture of share, transmission of shares, buyback and provisions regarding buyback; issue of bonus shares. (As per companies Act, 2013)

UNIT III - Management 15 Lectures

Classification of directors, women directors, independent director, disqualifications, director identity number (DIN); appointment; Legal positions, powers and duties; removal of directors; managing director, meetings of shareholders and board; types of meeting, meeting through video conferencing, e-voting. Audit Committee, Nomination and Remuneration Committee, Stakeholders Relationship Committee, Corporate Social Responsibility Committee. (As per companies Act, 2013)

UNIT IV - Dividends, Accounts, Audit 15 Lectures

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

Winding Up - Concept and modes of Winding Up.

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

UNIT V - 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 *Corporate Laws*, Shri Mahaveer Book Depot. (Publishers).
2. GK Kapoor & Sanjay Dhamija, *Company Law*, Bharat Law House.
3. Reena Chadha and Sumant Chadha, *Corporate Laws*, Scholar Tech Press.
4. Gowar, LCB, *Principles of Modern company Law*, Stevens & Sons, London.
5. Ramaiya, *A Guide to Companies Act*, LexisNexis, Wadhwa and Buttersworth.
6. *A Compendium of Companies Act 2013, along with Rules*, by Taxmann Publications.
7. Avtar Singh, *Introduction to company Law*, Eastern Book Company

B.Com. (Hons.): Semester – II (Interdisciplinary): GE-II : BUSINESS STATISTICS

Time – 3hrs F.M.: 100 [80 (End sem) +20 (Int)] Credit- 6 Lectures: 65

Objective: The objective of this course is to familiarize students with the basic statistical tools used to summarize and analyse quantitative information for decision making.

Expected Learning Outcomes: The students are expected to be equipped with the tools of processing and description of statistical data. In addition, the student would develop competence to use computer for statistical calculations especially for comparatively large-

sized problems.

Unit 1 -Statistical Data and Descriptive Statistics Lectures: 15

Nature and Classification of data: univariate, bivariate and multivariate data; time-series and cross-sectional data

Measures of Central Tendency

- a) Mathematical averages including arithmetic mean, geometric mean and harmonic mean. Properties and applications.
- b) Positional Averages
Mode and Median (and other partition values including quartiles, deciles, and percentiles) (including graphic determination)

Unit 2- Lectures: 14

Measures of Variation: absolute and relative. Range, quartile deviation, mean deviation, standard deviation, and their coefficients, Properties of standard deviation/variance

Skewness: Meaning, Measurement using Karl Pearson and Bowley's measures; Concept of Kurtosis

Probability and Probability Distributions

Theory of Probability. Approaches to the calculation of probability Calculation of event probabilities. Addition and multiplication laws of probability (Proof not required) Conditional probability and Bayes' Theorem (Proof not required)

Unit 3 -Simple Correlation and Regression Analysis Lectures: 10

Correlation Analysis. Meaning of Correlation: simple, multiple and partial; linear and non-linear, Correlation and Causation, Scatter diagram, Pearson's co-efficient of correlation; calculation and properties (proofs not required). Correlation and Probable error; Rank Correlation

Regression Analysis. Principle of least squares and regression lines, Regression equations and estimation; Properties of regression coefficients; Relationship between Correlation and Regression coefficients; Standard Error of Estimate

Unit 4 -Index Numbers

Lectures: 10

Meaning and uses of index numbers. Construction of index numbers: fixed and chain base: univariate and composite. Aggregative and average of relatives – simple and weighted

Tests of adequacy of index numbers, Base shifting, splicing and deflating. Problems in the construction of index numbers

Construction of consumer price indices. Important share price indices

Unit 5- Time Series Analysis

Lectures:

10Components of time series. Additive and multiplicative models Trend analysis. Fitting of trend line using principle of least squares – linear, second degree parabola and exponential. Conversion of annual linear trend equation to quarterly/monthly basis and vice-versa; Moving averages Seasonal variations- Calculation of Seasonal Indices using Simple averages, Ratio-to-trend, and Ratio-to-moving averages methods. Uses of Seasonal Indices

Suggested Readings:

1. Levin, Richard, David S. Rubin, Rastogi, and Siddiqui. *Statistics for Management*. 7th Edition. Pearson Education.

2. Berenson and Levine. *Basic Business Statistics: Concepts and Applications*. Pearson Education.
3. Siegel Andrew F. *Practical Business Statistics*. McGraw Hill.
4. Vohra N. D., *Business Statistics*, McGraw Hill.
5. Spiegel M.D. *Theory and Problems of Statistics*. Schaum's Outlines Series. McGraw Hill Publishing Co.
6. Gupta, S.P., and Archana Gupta. *Statistical Methods*. Sultan Chand and Sons, New Delhi.
7. Gupta, S.C. *Fundamentals of Statistics*. Himalaya Publishing House.
8. Anderson Sweeney and William, *Statistics for Students of Economics and Business*, Cengage Learning.
9. Thukral J. K., *Business Statistics*.

SEM-I B.COM, DSC-A-I IS SAME AS CC-I OF B.COM HONS

SEM-I B.COM, DSC-B-I IS SAME AS CC-II OF B.COM HONS

SEM-II B.COM, DSC-A-II IS SAME AS CC-III OF B.COM HONS

SEM-II B.COM, DSC-B-II IS SAME AS CC-IV OF B.COM HONS