

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)

Core Course (CC-1): Financial Accounting

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

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

CONTENTS**Unit 1. (a) Theoretical Framework****5 Lectures**

- i. Accounting as the language of business and 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 and Accounting Equation.

(b) Accounting Process**12 Lectures**

From recording of business transactions to the preparation of trial balance including adjustments: journal, sub-division of journal, ledger accounts, trial balance

Unit 2. Business Income**10 Lectures**

- i. Measurement of business income-Net income: the accounting period, the continuity doctrine and matching concept. Objectives of measurement and revenue recognition.
- ii. Depreciation Accounting: 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. Salient features of Accounting Standard (AS): 6(ICAI)
- iii. Inventory Accounting: Meaning. Significance of inventory valuation. Inventory Record Systems: periodic and perpetual. Methods: FIFO, LIFO and Weighted Average. Salient features of Accounting Standard (AS): 2 (ICAI)

Unit 3. Final Accounts**12 Lectures**

Capital and revenue expenditures and receipts: general introduction only. Preparation of financial statements of Sole Trade and Partnership Business with adjustments.

Unit 4. Accounting for Hire Purchase and Instalment Systems**10 Lectures**

Concepts of operating and financial lease (theory only) Departmental Accounting and Branch Accounting including foreign branch (Theory and Problem)

Unit 5. Accounting for Partnership Firm**15 Lectures**

Accounting of Admission of partner, Retirement and Death of partner and Dissolution of the Partnership Firm Including Insolvency of partners

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 VivekKuchhal, *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. GoyalBhushan 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: 10

Components 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

B.Com. (Hons.): Semester - III
CC-V -Paper 3.1: BUSINESS MATHEMATICS
Time - 3hrs F.M.: 100 [80 (End sem) +20 (Int)] Credit- 6

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

Unit 1. 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 Cremer's Rule

Unit 2. Calculus I

Lectures

12 Mathematical functions and their types- linear, quadratic, polynomial, exponential, logarithmic and logistic function. Concepts of limit, and continuity of a function. Concept and rules of differentiation, Maxima and Minima involving second or higher order derivatives.

Unit 3. Calculus II

Lectures 13

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, Rate of Sales and the Learning Curve.

Unit 4. Mathematics of Finance

Lectures 10

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*)

Unit 5. Linear Programming

Lectures 17

Formulation of linear programming problems (LPP). Graphical solution to LPPs. Cases of unique and multiple optimal solutions. Unbounded solutions and infeasibility, and redundant constraints. Solution to LPPs using Simplex method – maximization and minimization cases.

Suggested Readings:

1. Anthony, M. and N. Biggs. *Mathematics for Economics and Finance*. Cambridge University Press.
2. Ayres, Frank Jr. *Theory and Problems of Mathematics of Finance*. Schaum's Outlines Series. McGraw Hill Publishing Co.
3. Budnick, P. *Applied Mathematics*. McGraw Hill Publishing Co.
4. Dowling, E.T. *Mathematics for Economics*, Schaum's Outlines Series. McGraw Hill Publishing Co.
5. Mizrahi and John Sullivan. *Mathematics for Business and Social Sciences*. Wiley and Sons.
6. Wikes, F.M. *Mathematics for Business, Finance and Economics*. Thomson Learning.
7. Prasad, Bindra and P.K. Mittal. *Fundamentals of Business Mathematics*. Har-Anand Publications.
8. Thukral, J.K. *Mathematics for Business Studies*. Mayur Publications.
9. Vohra, N.D. *Quantitative Techniques in Management*. Tata McGraw Hill Publishing Company.
10. Soni, R.S. *Business Mathematics*. Pitambar Publishing House.
11. Singh J. K. *Business Mathematics*. Himalaya Publishing House.

B.Com. (Hons.): Semester - III
CC-VI-Paper 3.2: INCOME TAX LAW AND PRACTICE
Time – 3hrs F.M.: 100 [80 (End sem) +20 (Int)] Credit- 6

Objective : To provide basic knowledge and equip students with the application of principles and provisions of Income Tax Act 1961

Unit I:3 Lectures

Basic concept: 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 II: Computation of income under different heads 20 Lectures

- Salaries
- Income from house property

Unit III: Computation of income under different heads 12 Lectures

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

Unit IV: Total income and tax computation 17 Lectures

Income of other persons included in assessee's total income- Aggregation of income and set-off and carry forward of losses Deductions from gross total income, Rebates and reliefs

- Computation of total income of individuals and firms
- Tax liability of an individual and firm
- Five leading cases of Supreme Court

Unit V: Preparation of return of income: 13 Lectures

- Manually On-line filing of Returns of Income & TDS.
- Provision & Procedures of Compulsory On-Line filing of returns for specified assesses.

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.
3. Pagare, Dinkar. *Law and Practice of Income Tax*. Sultan Chand and Sons, New Delhi.
4. Lal, B.B. *Income Tax Law and Practice*. Konark Publications, New Delhi.

Journals

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

Software

1. Dr. 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
CC-VII-Paper 3.3: HUMAN RESOURCE MANAGEMENT

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

Unit I: **13**
Lectures
Human Resource Management: Concept and Functions, Role, Status and competencies of HR Manager, HR Policies, Evolution of HRM. Emerging Challenges of Human Resource Management; workforce diversity, empowerment, Downsizing; VRS; Human Resource Information System;

Unit II: **13**
Lectures
Acquisition of Human Resource: 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 induction.

Unit III: **13**
Lectures
Training and Development; 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 IV: **13**
Lectures
Performance appraisal; nature and objectives; Modern Techniques of performance appraisal; potential appraisal and employee counselling; job changes - transfers and promotions. Compensation: concept and policies; job evaluation; methods of wage payments and incentive plans; fringe benefits; performance linked compensation.

Unit V: **13**
Lectures
Maintenance: 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.
2. DeCenzo, D.A. and S.P. Robbins, “*Personnel/Human Resource Management*”, Prentice Hall of India, New Delhi.
3. Bohlander and Snell, Principles of *Human Resource Management*, Cengage Learning
4. Chhabra, T.N. *Essentials of Human Resource Management*. Sun India Publication New Delhi.
5. Ivancevich, John M. *Human Resource Management*. McGraw Hill.
6. Wreather and Davis. *Human Resource Management*. Pearson Education.
7. Robert L. Mathis and John H. Jackson. *Human Resource Management*. Cengage Learning.

SEM-III, DSC2-III IS SAME AS CC-V
SEM-III, DSC3-III IS SAME AS CC-VI

B.Com. (Hons.): Semester - IV
CC-VIII Cost Accounting (CA)

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

Objective

This course exposes the students to the basic concepts and the tools used in cost accounting.

COURSE INPUTS

UNIT I Introduction:

Nature and scope of cost accounting, Cost concepts and classification, Methods and techniques, Installation of costing system.

Accounting of Material: Material control-Concept and techniques Pricing of material issues, Treatment of material losses.

UNIT II Accounting for labour:

Labour cost control procedure, labour turnover, Idle time and overtime. Methods of Wage Payment: Time and price rates, incentive schemes

UNIT III Accounting for overheads:

Classification and departmentalisation Absorption of overheads, Determination of overhead rates, Under the over absorption and its treatment.

UNIT IV Cost Ascertainment:

Unit costing, Job, Batch and Contract Costing. Operating Costing, Process costing including inter process profits.

UNIT V Cost Records: Integral and non-integral system Reconciliation of cost and financial accounts Concept of Cost Audit.

Suggested Readings:

1. Nora M.N. : Cost Accounting - Principles and Practice, Vikas, New Delhi
2. Jain S.P. and Narang K.L. - Cost Accounting, Kalyani, New Delhi
3. Anthony Rebert, Reece et al : Principles of Management Accounting, Richard D Irwin Inc. Illinois.
4. Horngren Charles, Foster and Datar : Cost Accounting -A Management Emphasis, Prentice Hall of India, New Delhi
5. Khan MY and Jain P.K Management Accounting Tata Mc Graw Hill
6. Kaplan R.S. and Atkinson AA : Advanced Management Accounting Prentice India International.
7. Tulsian P.C. : Practical Costing Vikas, New Delhi.
8. Lyengar SP . Cost Accounting: Sultan Chand, New Delhi.

B.Com. (Hons.): Semester - IV
CC-IX-Paper – 4.3: COMPUTER APPLICATIONS IN BUSINESS
Time – 3hrs F.M.: 100 [80 (End sem) +20 (Int)] Credit- 6

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

Unit 1: Word Processing **7 Lectures**

Introduction to word Processing, Word processing concepts, Use of Templates, Working with word document: (Opening an existing document/creating a new document, Saving, Selecting text, Editing text, Finding and replacing text, Closing, Formatting, Checking and correcting spellings) Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, Header and footer, Mail Merge including linking with Access Database, Tables: Formatting the table, Inserting filling and formatting a table Creating Documents in the areas: Mail Merge including linking with Access Database, Handling Tables, Inserting Pictures and Video

Unit 2: Preparing Presentations **:6**

Lectures

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

Unit 3: Spread sheet and its Business Applications **16**

Lectures

Spreadsheet concepts, Creating a work book, Saving a work book, Editing a workbook, Inserting, deleting work sheets, Entering data in a cell, Formula Copying, Moving data from selected cells, Handling operators in formula, Rearranging Worksheet, Project involving multiple spreadsheets, Organizing Charts and graphs, Printing worksheet. Generally used Spread sheet functions: Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and reference, Text functions.

Unit 4: Creating spreadsheet in the following areas: **16**

Lectures

- Loan & 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 **20**

Lectures

Creating Data Tables, Editing a Database using Forms, Performing queries, Generating Reports Creating DBMS in the areas of Accounting, Employees, Suppliers and Customer

Suggested Readings:

1. V.K. Jain, 'O' level module 2 personal computer Software Part- II (MS- Word + Excel), BPB Publication, New Delhi
2. R. Elmasri and S. B. Navathe, "Fundamentals of database System", Pearson Publication 2004

N.B

- In addition to normal class room teaching, the responsibility of the class teacher is to make the students acquainted with computer skill for business operation
- Unlike other core courses, in this paper the internal examination of 20 marks will be conducted at computer laboratory through IT tools.

B.Com. (Hons.): Semester - IV
CC-X-Paper 4.1: INDIRECT TAXES
Time – 3hrs F.M.: 100 [80 (End sem) +20 (Int)] Credit- 6

Objective: To provide basic knowledge and equip students with application of principles and provisions of Service Tax, VAT, Central Excise, and Customs Laws.

Contents:

Unit 1: Service tax (40 Lectures)

Service tax – concepts and general principles, Charge of service tax and taxable services, Valuation of taxable services, Payment of service tax and filing of returns, Penalties, CENVAT Credit.

Unit 2: VAT (5 Lectures)

VAT – concepts and general principles, Calculation of VAT Liability including input Tax Credits, Small Dealers and Composition Scheme, VAT Procedures

Unit 3: Central Excise (10 Lectures)

Central Excise Law in brief – Goods, Excisable goods, Manufacture and Manufacturer, Valuation, CENVAT, Basic procedures, Export, SSI, Job Work

Unit 4: Customs laws (10 Lectures)

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

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, Latest edition.
3. Sanjeev Kumar. *Systematic Approach to Indirect Taxes*, Latest edition.
4. S. S. Gupta. *Service Tax -How to meet your obligation* Taxmann Publications Pvt. Ltd., Delhi, Latest edition.
5. Grish Ahuja & Dr. Ravi Gupta, *Indirect Taxes*, Flair Publication Pvt. Ltd.

Skills Enhancement Course (SEC)

SEC – II Semester - IV

Time - 2 hrs. F.M. - 50 [40 (Sem.) + 10 (Int.)] Credit - 2 Lectures - 30

OFFICE MANAGEMENT

Semester-	IV-	SEC-2 for Hons. Commerce	University Exam -40
Semester –	V-	SEC-3 for Pass Commerce	Practical Exam - 10

Objective:

This course enables the student to develop specific skill and ability for effective office system.

COURSE CONTENTS: [20Marks]

UNIT -I Modern Office, Office Management- Administrative and record Management

Office and its modern form, activities of modern office. Importance of an office in a business enterprise. Scientific office management, Administrative functions office management, types of organization, Delegation and its process, decentralization of authority. Indexing, filling.

UNIT- II Forms of Management and Control: [20 Marks]

Office forms, types of forms and forms control, types of stationery, office equipments, furniture and machineries- Its basic principles and selection of different furniture equipments and machines.

UNITE- III Office reports, Computer and data processing. (PRACTICAL) [10 Marks]

- (PRACTICAL)
1. Types of reports its presentation and style of reports, report writing.
 2. Data processing.
 3. Postal service as aid to office communication

Suggested Readings

1. Office management by Prasanta K. Ghosh – Sultan Chand
2. Office management by R.K. Sharma- Kalyani Publication

SEM-IV Com.DSC2-IV(for Gen) IS SAME AS CC-VIII

SEM-IV Com. DSC3-IV(for Gen) IS SAME AS CC-IX

GENERIC ELECTIVE; SEMESTER- III .(Inter-disciplinary)
B.Com. (Hons.): Semester - III
GE2-I - Paper 3.4: 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 I

5 Lectures

Introduction – concepts and variables of macroeconomics, income, expenditure and the circular flow, components of expenditure. Static macro economic analysis_ short and the long run – determination of supply, determination of demand, and conditions of equilibrium.

Unit II

20 Lectures

Economy in the short run – 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 III

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. The trade-off between inflation and unemployment

Unit IV

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 V

7 Lectures

Behavioural 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 elasticity of demand for real balances, Supply of money.

Suggested Readings

1. Mankiw, N. Gregory. *Principles Macroeconomics*. Cengage Learning
2. Dornbusch, Rudiger, and Stanley. Fischer, *Macroeconomics*. McGraw-Hill.
3. Dornbusch, Rudiger., Stanley. Fischer and Richard Startz, *Macroeconomics*. Irwin/McGraw-Hill.
4. Deepashree, *Macro Economics*, Scholar Tech. New Delhi.
5. Barro, Robert, J. *Macroeconomics*, MIT Press, Cambridge MA.
6. Burda, Michael, and Wyplosz. *Macroeconomics A European Text*. Oxford University Press, Oxford.
7. Salvatore, Dominick. *International Economics*. John Wiley & Sons Singapore.
8. Branson, William H. *Macroeconomic Theory and Policy*. HarperCollins India Pvt. Ltd.

GENERIC ELECTIVE; SEMESTER- IV .(Inter-disciplinary)
B.Com. (Hons.): Semester - IV
GE₂-II -Paper 4.4: INDIAN ECONOMY – PERFORMANCE AND POLICIES

Duration: 3 hrs.

Marks: 100

Lectures: 65

Unit 1: Basic Issues in Economic Development: Concept and Measures of Development and underdevelopment; Human Development.

Unit 2: Basic Features of the Indian Economy at Independence: Composition of national income and occupational structure, the agrarian scene and industrial structure.

Unit 3: Policy Regimes:

- a) The evolution of planning and import substituting industrialization.
- b) Economic reform and liberalization.

Unit 4: Growth, Development and Structural Change:

- 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:

- a) Agriculture: 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.
- b) Industry and Services: Phases of Industrializations – 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.
- c) The Financial Sector: Structure, Performance and Reforms. Foreign Trade and balance of Payments: Structural Changes and Performance of India's Foreign Trade and Balance of Payments; Trade Policy Debate; Export policies and performance; Macro Economic Stabilization and Structural Adjustment; India and the WTO.

Readings:

1. Mishra and Puri, *Indian Economics*, Himalaya Publishing House
2. Gaurav Dutt and KPM Sundarum, *Indian Economy*, S. Chand & Company.
3. Deepashree, "*Indian Economy, Performance and Policies*", Scholar Tech. New Delhi
4. Bettelheim, Charles *India Independent*. Chapters 1, 2 and 3.
5. Bhagwati, J. and Desai, P. *India: Planning for industrialization*, OUP, Ch 2.
6. Patnaik, Prabhat. *Some Indian Debates on Planning*. T. J. Byres (ed.). The Indian Economy: Major Debates since Independence, OUP.

7. 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.
8. Nagaraj, R. *Indian Economy since 1980: Vitrious Growth or Polarisation?* *Economic and Political Weekly*. pp. 2831-39.
9. Ray, S. K. *Land Systems and its Reforms In India. Sections II & III*, *Indian Journal of Agricultural Economics*. Vol. 51. Nos. 1 & 2.
10. Visaria, Pravin. *Demographic Aspects of Development: The Indian Experience*. *Indian Journal of Social Sciences*. Vol. 6.No. 3.
11. Dreze, Jean and Amartya Sen. *Economic Development and Social Opportunity*. Ch. 2. OUP.
12. Vaidyanathan, A. *India's Agricultural Development Policy*. *Economic and Political Weekly*.
13. Sawant, S. D. and C. V. Achuthan. *Agricultural Growth Across Crops and Regions: Emerging Trends and Patterns*. *Economic and Political Weekly*. Vol. 30 A2-A13.
14. Krishnaji, N. *Agricultural Price Policy: A Survey with Reference to Indian Foodgrain Economy*. *Economic and Political Weekly*. Vol. 25. No. 26.
15. Chaudhuri, Sudip. *Debates on Industrialisation*. in T.J. Byres (ed.). *The Indian Economy: Major Debates since Independence*, OUP.
16. Chandra, Nirmal K. *Growth of Foreign Capital and its Importance in Indian Manufacturing*. *Economic and Political Weekly*. Vol. 26. No. 11.
17. Khanna, Sushil. *Financial Reforms and Industrial Sector in India*. *Economic and Political Weekly*. Vol. 34. No. 45.
18. Vaidyanathan, A. *Poverty and Development Policy*. *Economic and Political Weekly*.
19. Deaton, A and Jean Dreze. *Poverty and Inequality in India*. *Economic and Political Weekly*.
20. Planning Commission, *Task Force on Employment Opportunities*. Ch 1 and 2
21. Uma Kapila (ed), "*Indian Economy since Independence*", Relevant articles.
22. Rangarajan, C. and N. Jadhav. *Issues in Financial Sector Reform*. Bimal Jalan. (ed). *The Indian Economy*. Oxford University Press, New Delhi.
23. Chakravarty, Sukhamoy. *Development Planning – The Indian Experience*. Oxford University Press, Delhi.

