

B.Com Syllabus for First Semester

Detailed Course Contents B. Com. First Year (Part - I)

Group-‘A’ Paper Code: 1COMTH1 Financial Accounting-I

- 1) Theoretical Framework: (15 Hours)**
 - a) 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.
 - b) Financial accounting Principles: Meaning, need; Generally Accepted Accounting Principles: entity, money measurement, going concern, cost, revenue recognition, realization, accruals, periodicity, consistency, prudence (conservatism), materiality and full disclosure.
 - c) Accounting standards: Concept, benefits, Process of formulation of Accounting Standards including Ind AS; Application of accounting standards (AS and Ind AS) on various entities in India. International Financial Accounting Standards (IFRS) – meaning, need and scope.
- 2) Royalty Accounts: (15 Hours)**

Basic Terms- Royalty, Dead Rent, Short Working etc., and Entries in the books of Lessee and Lessor.
Numerical Problems.
- 3) Accounts of Branch Organization: (15 Hours)**

Features of Suitable System of Branch Accounts, Accounts Relating to Branches Authorized to Sell Goods Supplied at Cost Price by the Head Office for Cash as well as on Credit, Accounts relating to Branches when Goods Supplied by the Head Office at Marked Price, Accounts Relating to Independent Branches. **Numerical Problems.**

Suggested Readings:

- 1) M.B. Shukla, Hariom Gupta, Financial Accounting, Kitab Mahal
- 2) Jagdish Prakash: Advanced Accountancy; PPB.
- 3) Ramendu Roy: Accounting Principles and Practice; PPB.
- 4) Jain & Narang: Advanced Accountancy; Kalyani Publishers, Ludhiana
- 5) Maheshwari & Maheshwari: Advanced Accountancy; Vikas Publishing House,
- 6) R. K. Singh, P. Saxena & A. Agrawal: Advanced Accountancy, SPB

Group-‘A’
Paper Code: 1COMTH2
Business Law-I

- 1) The Indian Contract Act, 1872:** (15 Hours)
Nature & Essential elements of Valid Contract, Offer & Acceptance, Consideration, Competency of Parties, Free Consent, Void Agreements, Contingent Contract, Quasi Contracts.
- 2) Sale of Goods Act, 1930:** (15 Hours)
Contract of Sale- Essentials of a Contract of Sale, Sale and Agreement to Sell, Types of goods, Conditions and Warranties, Implied Conditions and warranties; Doctrine of Caveat Emptor; Transfer of ownership and title, Performance of contract of sale; Unpaid seller- Rights of unpaid seller; Suit for breach of contract.
- 3) The Limited Liability Partnership Act, 2008:** (15 Hours)
Salient Features, Difference between LLP and Partnership, LLP Agreement, Partners and Designated Partners- Duties and Responsibilities, Incorporation and Registration, Extent of liability of LLP and Partners, Dissolution.

Suggested Readings:

1. Kapoor N.D., Business Law, Sultan Chand & Sons
2. Avtar Singh-Business Law,
3. Mercantile Law -MC Kuchhal, Vikas Publishing House
4. Himanshu Srivastava: Business Law, Sikha Publishers
5. Garg, Saxena, Sharma & Chawla: Mercantile Law; Kalyani Publishers.
6. Shukla & Sahai: Business Law, Sahitya Bhawan Publication.

Group-‘B’
Paper Code-1COMTH3
Business Economics-I

- 1) Introduction:** (09 Hours)
a) Concept, Nature, and Scope of Business Economics.
b) Utility Analysis: Concept and Form of Utility; Laws of Diminishing Marginal Utility and Equi-Marginal Utility.
- 2) Consumer’s Surplus** (Marshallian and Hicksian Approaches). (09 Hours)
- 3) Demand Analysis:** (09 Hours)
a) Concept and Classification of Demand; Determinants of Demand; Law of Demand.
b) Elasticity of Demand: Concept of Elasticity of Price-Demand; Income-Demand, and Cross- Demand; Degree and Measurement, Methods of Elasticity of Price-Demand; Relationship of Elasticity of Price-Demand with Law of Diminishing Marginal Utility.
- 4) Demand Forecasting:** (09 Hours)
Concept, Determinants, Objectives of Demand Forecasting; Methods of Demand Forecasting for Established Products of a Firm. Importance of Demand Forecasting.
- 5) Production Analysis:** (09 Hours)
Concept of Production; Laws of Production/ Variable Proportion and Return to Scale, Economies and Diseconomies of Scale.

Suggested Readings:

1. P. N. Chopra: Business Economics, Kalyani Publishers,
2. H.K.Singh & Meera Singh: Business Economics; Kalyani Publishers,
3. D.D. Chaturvedi, S.L.Gupta & Anand Mittal: Managerial Economics, Brijwasi Book Distributors, Delhi
4. K.K. Dewett: Modern Economic Theory; Shyam Lal Charitable Trust, New Delhi

Group-‘B’
Paper Code-1COMTH4
Business Communication-I

- 1) **Elements of Communication:** (09 Hours)
Concept, process; Forms of Communication: Formal and Informal, vertical, horizontal; Verbal and Non-verbal communication; Communication Channels.
- 2) **Interactive Communication:** (09 Hours)
Meaning and Types of Interviews, Group Discussion, Brain-Storming; Listening skills; Elements of effective communication; Communication barriers.
- 3) **Formal Communication:** (09 Hours)
Business Meetings- physical meetings; online meetings; meeting etiquettes; Notice; Agenda; Minutes; Press Release; Seminars.
- 4) **Letter Writing:** (09 Hours)
Principles and Steps of effective writing; 7 c's of effective letter writing; Format of letter writing along with specimen.
- 5) **Report Writing:** (09 Hours)
Types of Reports; Elements of a Business Report, Inserting visuals such as tables, diagrams and charts in writing report; Citation rules (APA style); Working with the features of word processing software.

Suggested Readings:

- 1) Verma Ekta: *Business Communication*, Shikha Publishers, Prayagraj
- 2) Arthur H., Dayle M.: *Business Communication*, John Wiley & Sons, London
- 3) Bovée Courtland L., & Thill John V.: *Business Communication Today*, Pearson, New Delhi
- 4) Bailey Gerry & Way Steve: *Communication*, Gareth Stevens Pub. New York
- 5) Kumar Dinesh, Yadav B.P., & Goswami Sanjai: *Business Communication and Computer*, Astha Publications,
- 6) Veech Annette M.: *Managerial Communication Strategies*, Prentice Hall, New Delhi

Group-‘C’
Paper Code-1COMTH5
Money, Banking and Foreign Exchange-I

- 1. Money:** (09 Hours)
Definition, Functions, Significance and Classification; Role of Money in Different Economies – Capitalist, Socialist and Mixed.
- 2. Demand for and Supply of Money:** (09 Hours)
Demand for Money: Concept Approaches: Classical, Keynesian, Portfolio Balance and Wealth Adjustment. Supply of Money: Concept, Approaches: Conventional, Chicago, Gurley – Shaw and the RBI Approach.
- 3. Value of Money:** (09 Hours)
Meaning and Determination – Quantity Theory of Money – Cash Transaction Approach; Cash Balance Approach, Real Balance Approach and Income – Expenditure Theory. Measurement of Value of Money – Index Number, Effect of Changes in the Value of Money – Inflation and Deflation.
- 4. Banking:** (09 Hours)
Definition, Functions, Significance, Types of Banks, Banking Operations.
- 5. Credit Creation:** (09 Hours)
Meaning & Types, Process and Limits of Credit Creation.

Suggested Readings:

1. M. L. Seth-Money, Banking, International trade and Public Finance, LNA Publisher
2. D. M. Mithani: Money Banking, International Trade & Public Finance; HPH
3. Hari Gopal Das: Money Banking and Foreign Exchange: Sharda Pustak Bhawan
4. Singh R. K. & Singh Amit: Mudra Banking Aur AntarrastriyaVyapar; Astha Pub.

Group-‘C’
Paper Code-1COMTH6
Business Organisation and Management-I

- 1) Introduction to Organizations and Management: (10 Hours)**
Meaning; Nature, scope of management; Evolution of Management Thought: Classical, Neo-Classical, and Modern Schools; Management as a science and an art; Levels of management; Roles and responsibilities of managers
- 2) Management Theories: (10 Hours)**
Scientific Management: Principles and applications; Administrative Management: Functions of management and principles Behavioural Theory: Hawthorne Studies and the importance of human relations. Contingency theory.
- 3) Functions of Management: Planning (10 Hours)**
Planning: Nature, types, significance, limitations, MBO, Decision-making: Types, process, rationality and limitations. Organizing: Concept, structures (line, functional, matrix), authority/responsibility, delegation, centralization vs. decentralization. Directing: Principles and Techniques.
- 4) Functions of Management :Communication (05 Hours)**
Process, levels, types, barriers and effective strategies. Controlling: Process, methods and techniques. Coordination: Concept, techniques and barriers.
- 5) Organization of Business: (10 Hours)**
Components and objectives of Business Ownership forms- proprietary and corporate; organized business; family business, multinational businesses; Functions of business- production & operations, marketing, accounting, finance and human resource management. Manufacturing, and service sectors: Characteristics and distinctions.

Suggested Readings:

- 1) Drucker, F. Peter -Management-Tasks, Responsibilities & Practices
- 2) Neeru Vasisth - Principles of Management, Taxmann Publications
- 3) Koontz 'O' Donnel, Weihrich - Elements of Management, PHI
- 4) Drucker, F. Peter -The Practice of Management
- 5) P Subbarao –Management-Theory and Practice- HPH
- 6) Stoner and Freeman -Principles of Management, PHI

B.Com Syllabus for Second Semester

Detailed Course Contents

B. Com. First Year (Part - II)

Group-‘A’

Paper Code: 2COMTH1

Financial Accounting-II

- 1) Business Income, Accounting for PPE and Inventory Valuation: (15 Hours)**
Business income: Concept of Revenue and Business Income, Measurement of business income; relevance of accounting period, continuity doctrine and matching concept in the measurement of business income; Objectives of measurement of Business income.
Revenue recognition: Recognition of expenses and income with a reference to AS 9. Accounting for Property, Plant, and Equipment with reference to AS 10. Impact of Depreciation on measurement of business income. **Numerical Problems.** Valuation of Inventory with reference to AS 2. Impact of inventory valuation on measurement of business income by using FIFO, LIFO, Weighted Average Method. **Numerical Problems.**
- 2) Accounts of Installment Retailing: (15 Hours)**
 - a) **Hire Purchase System:** The System and its Operation, Analysis of Installment from Accounting View Point, Entries in Hire Purchasers' Books, Entries in Hire Vendors' Books, **Numerical Problems.**
 - b) **Installment Payment Method:** System and its Operation, Entries in the Books of the Buyer, Entries in the Books of the Seller, Comparison with Hire Purchase System. **Numerical Problems.**
- 3) Accounts of Non-profit Organisations- (15 Hours)**
Receipts and Payments and Income and Expenditure Accounts and Balance Sheet; Accounts of Professionals. **Numerical Problems.**

Suggested Readings:

1. M.B. Shukla, Hariom Gupta, Financial Accounting, Kitab Mahal
2. Jagdish Prakash: Advanced Accountancy; PPB,
3. Ramendu Roy: Accounting Principles and Practice; PPB,
4. Jain & Narang: Advanced Accountancy; Kalyani Publishers, Ludhiana
5. Maheshwari & Maheshwari: Advanced Accountancy; Vikas Publishing House,
6. R. K. Singh, P. Saxena & A. Agrawal: Advanced Accountancy, SPB

Group-‘A’
Paper Code: 2COMTH2
Business Law-II

- 1) Negotiable Instruments Act, 1881: (15 Hours)**
Meaning, Definition, Legal Presumptions, Types of Negotiable Instruments (Promissory Notes, Bills of Exchange, Cheques), Holder and Holder in Due Course, Endorsement, Crossing of Cheques.
- 2) The Information Technology Act, 2000: (15 Hours)**
Definitions under the Act, 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.
- 3) Right to Information Act, 2005: (15 Hours)**
Overview, Objectives, Features, Important Provisions

Suggested Readings:

- 1) Kapoor N.D., Business Law, Sultan Chand & Sons.
- 2) Avtar Singh-Business Law.
- 3) Mercantile Law -MC Kuchhal, Vikas Publishing House.
- 4) Himanshu Srivastava: Business Law, Shikha Publishers.
- 5) Garg, Saxena, Sharma & Chawla: Mercantile Law; Kalyani Publishers.
- 6) Shukla & Sahai: Business Law, Sahitya Bhawan Publication.

Group-‘B’
Paper Code: 2COMTH3
Business Economics-II

- 1) Cost Analysis:** (09 Hours)
Concept and Classification of Cost; Cost-Output Relationship; Significance of Cost Analysis in Business Decision making.
- 2) Revenue Analysis:** (09 Hours)
Concept of Revenue; Classification of Revenue; Revenue Output Relationships.
- 3) Pricing Analysis:** (09 Hours)
Market Competition Forms; Pricing of Output under Perfect Competition; Monopoly; Discriminating Monopoly and Imperfect Competition, Pricing Strategy.
- 4) Theories of Distribution:** (09 Hours)
Rent : Meaning, features ,Ricardian and Modern Theories of Rent
- 5) Theories of Interest & Wages:** (09 Hours)
Keynesian Liquidity Preference and Modern Theories of Interest, Marginal Productivity and Modern Theories of Wage

Suggested Readings:

- 1) P. N. Chopra: Business Economics, Kalyani Publishers.
- 2) H. K. Singh & Meera Singh: Business Economics; Kalyani Publishers.
- 3) D.D. Chaturvedi, S.L. Gupta & Anand Mittal: Managerial Economics, Brijwasi Book Distributors, New Delhi
- 4) K.K. Dewett: Modern Economic Theory; Shyam Lal Charitable Trust, New Delhi

Group-‘B’
Paper Code: 2COMTH4
Business Communication - II

- 1) Business Correspondence: (09 Hours)**
Types of Business letters; Parts of Business Letters, Formats of Business Letters- Full block; Inviting quotations, sending quotations, placing orders, sales letters, claim & adjustment letters.
- 2) Job application letter & Resume Writing: (09 Hours)**
Types of Application Letter- Solicited and Prospective; Specimen of Job application letters. Resume Writing- Physical Appearance, Layout of resume along with specimen.
- 3) Memo Writing: (09 Hours)**
Advantages & Disadvantages; Memo format; How to write an effective memo; Pre Writing, writing, rewriting of memo- stages; specimen of memo writing.
- 4) Presentation Skills: (09 Hours)**
Significance; Power Point Presentation- Presentation Plan, preparing effective slides, inserting videos, tables, graphs and figures in slides, creating hyperlinks.
- 5) Technology in Business Communication: (09 Hours)**
Role and Significance of Technology in Business Communication, E-Mail; Video Conferencing; Using Social Networking platform for business communication; Document sharing and collaborative working; Privacy and data security issues in business communication and documentation.

Suggested Readings:

- 1) Verma Ekta: *Business Communication*, Shikha Publishers, Prayagraj
- 2) Arthur H., Dayle M.: *Business Communication*, John Wiley & Sons, London
- 3) Bovée Courtland L., & Thill John V.: *Business Communication Today*, Pearson, New Delhi
- 4) Bailey Gerry & Way Steve: *Communication*, Gareth Stevens Pub. New York
- 5) Kumar Dinesh, Yadav B.P., & Goswami Sanjai: *Business Communication and Computer*, Astha Publications,
- 6) Veech Annette M.: *Managerial Communication Strategies*, Prentice Hall, New Delhi

Group-‘C’
Paper Code: 2COMTH5
Money, Banking and Foreign Exchange-II

1. **Central Banking:** (09 Hours)
Functions of Central Banking, Objectives and Methods of Credit Control (With special reference to RBI).
2. **Monetary Policy:** (09 Hours)
Meaning, Objectives, Suitable Monetary Policy for a Developing Country like India, Instruments of Monetary Policy.
3. **Banking Reforms:** (09 Hours)
Major banking development and reform, Digital Banking: Meaning, Benefits of digital payments, digital currency, Crypto currency, e-rupi, RTGS, NEFT, ECS-Critical Evaluation. Bharat Interface for money.
4. **Foreign Exchange:** (09 Hours)
Meaning and problem of foreign exchange Determination of Exchange Rate: Mint Parity Theory, Purchasing Power Parity Theory and Balance of Payments Theory; Liberalized Exchange Rate Mechanism (LERM). Inflation and Deflation and its effect on value of money.
5. **I.M.F.:** (09 Hours)
Objectives, Organization and Working. The Problems of International Liquidity. Special Drawing Rights.

Suggested Readings:

1. M. L. Seth-Money, Banking, International trade and Public Finance, LNA Publisher
2. D. M. Mithani: Money Banking, International Trade & Public Finance; HPH
3. Hari Gopal Das: Money Banking and Foreign Exchange: Sharda Pustak Bhawan
4. Singh R. K. & Singh Amit: Mudra Banking Aur Antarrastriya Vyapar; Astha Pub.,

Group-‘C’
Paper Code: 2COMTH6
Business Organisation and Management-II

1. **Leadership:** (08 Hours)
Leadership: Concept and Styles; Trait and Situational Theory of Leadership.
2. **Motivation:** (08 Hours)
Motivation: Concept and Importance; Maslow Need Hierarchy Theory; Herzberg Two Factors Theory.
3. **Locational Planning:** (07 Hours)
Importance of business location decisions, Factors affecting location choice, Weber's Deductive Theory, and Sargent Florence's Inductive Theory.
4. **Business Combinations:** (07 Hours)
Business combinations: Meaning, reasons, types; Forms of combinations: Mergers, acquisitions, joint ventures; Advantages and disadvantages of combinations, Combinations in Indian industries.
5. **Social Responsibility and Ethics, and Emerging Opportunities:** (15 Hours)
Social responsibility of business, Business ethics, and decision-making frameworks, Franchising: Features, advantages, disadvantages, scope, Outsourcing: Concepts, benefits, risks, and best practices, E-Commerce: Models, opportunities, challenges, and growth trends, Strategic considerations.

Suggested Readings:

1. Drucker, F. Peter -Management-Tasks, Responsibilities & Practices
2. Neeru Vasisth - Principles of Management, Taxman Publications
3. Koontz 'O' Donnel, Weihrich - Elements of Management, PHI
4. Drucker, F. Peter -The Practice of Management
5. P Subbarao –Management-Theory and Practice- HPH
6. Stoner and Freeman -Principles of Management, PHI

B.Com Syllabus for Third Semester

Detailed Course Contents

B. Com. Second Year (Part - II)

PAPER NAME: COST ACCOUNTING-I

Paper Code: 3COMTH7

1. Nature, Principles, Objectives, Importance and Limitations of Cost Accounting; Installation of an Ideal Costing System: Steps in installing a Costing System, Difficulties in Installing a Costing System.

2. Material:

a. **Purchase:** Centralized purchasing, Decentralized Purchasing, Purchase Procedure.

b. **Storage of Material:** Stores department, classification and codification, Bin Card, Two Bin System, Stores Ledger Card, Difference between Store ledger and Bin Card, Treatment of Spoilage, Wastage and Scrap of Material.

c. **Issue of Material:** Requisition note, Material returned note, Material transfer note, Methods of pricing of Material issued: Cost price methods, Average cost price methods and Notional price method.

d. **Control:** Need, responsibility, Methods of Inventory Control: ABC Analysis and EOQ concept, perpetual inventory system, periodic stock taking system.

3. **Labour:** Time keeping and Time Booking, Methods of Time Keeping, Methods of Time Booking, Job Card System, Types of Job Card, Methods of Remunerating Labour, Various Incentive Plans, Group Bonus Scheme, Other Incentive Schemes, Labour turnover, Measurement of Labour Turnover.

4. **Overheads:** Classification; Allocation, Apportionment and Re-apportionment, Principles of apportionment, Methods of Re-apportionment, Absorption of Overheads, Methods of Absorption of Overheads.

5. **Single Unit or Output Costing:** Cost-sheet, Production Account. **Practical Problems.**

6. Calculation of Tender Price / Quotation Price. **Practical Problems.**

7. **Contract Costing – Practical Problems.**

Suggested Readings:

1. Ajai Kumar Singhal: Cost Accounting – A Multidimensional Approach, PPB, Alld.
2. S. P. Jain & K. L. Narang: Cost Accounting: Principles and Practice; Kalyani Publishers, Ludhiana
3. Jagdish Prakash & Devesh Prakash: Cost Accounting; PPB, Allahabad
4. M. C. Shukla, T. S. Grewal & M. P. Gupta: Cost Accounting: Text and Problems; S. Chand & Company, New Delhi
5. Singh, R. K. & Shiv Shanker Shukla: Lagat Lekhankan; Kitab Mahal, Allahabad (Hindi & English)
6. A.K.Garg: Cost Accounting: An Analytical Study, Swati Prakashan, Meerut, 250001

PAPER NAME: BUSINESS STATISTICS-I

PAPER CODE: 3COMTH8

1. **Introduction:** Meaning, Importance and Limitation; Collection, Classification, Tabulation and Presentation of Data.
2. **Measures of Central Tendency:** Mean, Median, Mode, Geometric Mean, Harmonic Mean, Relation between averages.
3. **Measures of Dispersion:** Range Method, Mean Deviation, Standard Deviation, Coefficient of Variation, Quartile Deviation.
4. **Measures of Skewness:** Karl Pearson's Coefficient of Skewness, Bowley's Coefficient of Skewness.
5. **Correlation:** Graphic and Scatter diagram method, Karl Pearson's Coefficient of Correlation, Spearman's rank Correlation Coefficient.

Suggested Readings:

1. Ramendu Roy: Principles of Statistics; PPB, Allahabad (Hindi & English)
2. K. L. Gupta: Business Statistics; Navyug Shahitya Sadan, Agra
3. D. N. Elhance: Fundamentals of Statistics; Kitab Mahal, Allahabad
4. S. P. Gupta: Statistical Methods; S. Chand & Sons, New Delhi
5. R. K. Singh & D. K. Verma: Advanced Statistics (Uchchatar Sannakhikiya); PPB, Allahabad (Hindi)

PAPER NAME: AUDITING-I

Paper code: 3COMTH9

1. **Introduction:** Meaning, Scope, Objective and Limitation of Auditing, Audit Process, Classification of Audit – Interim, Final and Continuous Audit, Internal and External Audit, Audit Standards and Audit Guidelines, Commencement and Conducting an Audit, Audit Programme, Test Checking and Routine Checking, Difference between Audit and Investigation.

2. **Internal Check:** Meaning, Objective, Implications, Distinction with Internal Control and Internal Audit, Essentials of a Sound System of Internal Check, Internal Check System with regard to specific areas – Purchase and Trade Creditors, Sales and Trade Debtors, Stock and Work-in-Progress, Wages and Salaries, Reliance of Auditor on Internal Check System.

3. **Vouching of Transactions:** Meaning, Objective, Significance and General Principles of Vouching, Vouchers and Their Reliability, Vouching of Specialised Transactions, Vouching of Trading Transaction, Vouching of Cash Transactions.

4. **Verification and Valuation:** Meaning, Objective and Principles of Verification and Valuation, General Considerations for Valuation of Assets, Guidelines on Verification of Assets issued by Institute of Chartered Accounts of India, Verification and Valuation of various Assets and Liabilities.

Suggested Readings:

1. Jagdish Prakash: Auditing – Principles, Practices & Problems; Kalyani Publishers, Ludhiana (Hindi & English)
2. G. D. Verma, Pradeep Kumar, Baldev Sachdeva & Singh: Auditing – Theory and Practice; Kalyani Publishers, Ludhiana

PAPER NAME: COMPANY LAW -I

PAPER CODE: - 3COMTH10

1. **Introduction:** Characteristics; 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; Promoters, their Legal position.

2. **Documents:** Memorandum of Association, Article of Association; Doctrine of Constructive Notice and Indoor Management, Prospectus- Shelf and Red Herring Prospectus, Misstatement in Prospectus, Book building Issue.

3. **Shares and Debentures:** Issue, Allotment, Call and Forfeiture of Share; Buyback of Share, Issue of Sweat Equity Share, ESOP, Bonus Issue, Right Issue and Redemption of Debentures.

4. **Management:** Classification of Directors, Women Directors, Independent Directors, Small Share Holder's Directors; Disqualification, Director Identity Number (DIN); Appointment Removal of Director; Key Managerial Personnel, Managerial Remuneration, Company Secretary- Qualification, Appointment and Status.

Suggested Readings:

1. G.K. Kapoor: Corporate Laws & Secretarial Practices; Premier Book Company, New Delhi
2. Avtar Singh: Company Law; Eastern Book Company, Lucknow
3. Garg, Chawla & Gupta: Company Law; Kalyani Publishers, Ludhiana (Hindi & English)
4. M.C.Kuchhal: Modern Company Law: Shree Mahavir Book Depot, New Delhi
5. Himanshu Srivastava, Mohit Bahal: Company Law; Shuchita Prakashan, Allahabad

PAPER NAME: FINANCIAL MANAGEMENT-I

PAPER CODE: - 3COMTH11

1. **Financial Management:** Nature, scope and objectives and functions.
2. **Financial decision making:** Relevance and objectives- Wealth maximization vs. Profit maximization, Basic dimensions of financial decisions- Risk and Return.
3. **Financial Planning;** Concept, Process, characteristics of Sound Financial Plans; Factors Affecting Financial Plan.
4. **Concepts in Financial Planning:** Trading on Equity, Capital Gearing, Sources of capital; Long term capital, Short term capital.
5. **Financial Reporting as the basis of Financial Management:** Structure of Financial Statements: Statement of Financial Position (Balance Sheet), Statement of Earnings (Income Statement).
6. **Statement of Cash Flows and Funds Flow:** Concept, Process and Relevance.
7. **Capitalisation:** Theories of Capitalisation, Causes, Consequences and Remedies of over & under capitalization.

Suggested Readings:

1. Rustagi, R.P. Fundamentals of Financial Management, Taxmann, 13th Ed..
2. Khan, M.Y & Jain, P.K.: Financial Management; Tata McGraw Hill, New Delhi.
3. Pandey, I. M.: Financial Management; Vikas Publishing House, New Delhi.
4. Chandra, Prasana: Financial Management; Tata McGraw Hill, New Delhi, 2008.
5. H.K Singh & Sankalp Srivastava: Business Finance; PPB, Allahabad (Hindi & English)

PAPER NAME: BUSINESS ENVIRONMENT-I

PAPER CODE: 3COMTH12

1. **Business Environment:** Concept, Components, Features, Scope of Business Environment, Interaction between Business and Environment, Fundamental Rights and Directive Principles of the State.
2. **Economic System:** Nature, Determinants of Economic system- Capitalistic, Socialistic, Mixed.
3. **Policies:** New Industrial Policy, Foreign Trade Policy- Export Promotion and Import Substitution, Fiscal Policy, Fiscal Deficit, Deficit Financing.
4. **Regional Imbalance and Social Injustice:** Nature, Objective, Scope, Causes and Suggestions.
5. **Consumer Protection:** Rights, Need, Awareness, Salient Features of Consumer Protection Act, 1986.

Suggested Readings:

1. Rosy Joshi & Sangam Kapoor: Business Environment; Kalyani Publishers, Ludhiana
2. A. K. Malviya: Business Environment; PPB, Allahabad (Hindi)
3. Singh, R. K. & Sudhir Sinha: Business Environment; Astha Publication, Allahabad
4. Singh R. K. & Amit Singh: Vyavashayik Paryavaran; Astha Pub., Allahabad

B.Com Syllabus for fourth Semester

PAPER NAME: COST ACCOUNTING-II

Paper Code: 4COMTH7

1. Job and Batch Costing - Practical Problems.

2. Process Costing: Simple Process Cost Account, Transfer to Warehouse, Abnormal wastage and abnormal efficiency, Normal wastage account, Joint products and By-products; Oil crushing, Refining and Finishing processes, Transfer price – Inter process. **Practical Problems.**

3. Reconciliation of Cost and Financial Accounts – Practical Problems.

4. Operating Costing (only transport and hotel) – Practical Problems.

5. Standard Costing and Variance Analysis (Material and Labour only) – Practical Problems.

6. Budgetary Control, Performance Budgeting and Zero Base Budgeting.

Suggested Readings:

1. Ajai Kumar Singhal: Cost Accounting – A Multidimensional Approach, PPB, Alld.
2. S. P. Jain & K. L. Narang: Cost Accounting: Principles and Practice; Kalyani Publishers, Ludhiana
3. Jagdish Prakash & Devesh Prakash: Cost Accounting; PPB, Allahabad
4. M. C. Shukla, T. S. Grewal & M. P. Gupta: Cost Accounting: Text and Problems; S. Chand & Company, New Delhi
5. Singh, R. K. & Shiv Shanker Shukla: Lagat Lekhankan; Kitab Mahal, Allahabad (Hindi & English)
6. A.K.Garg: Cost Accounting: An Analytical Study, Swati Prakashan, Meerut, 250001

PAPER NAME: BUSINESS STATISTICS-II

PAPER CODE: 4COMTH8

- 1. Analysis of Time Series:** Moving average method, Least Square Method, Seasonal Variations, Irregular Fluctuations.
- 2. Index Number:** Un-weighted Index number, Changing and Shifting of Base, Weighted Index number, Cost of living Index Number, Fisher's Ideal Index Number, Reversibility Tests.
- 3. Interpolation:** Parabolic Curve method, Newton's method, Binomial expansion method, Lagrange's method.
- 4. Probability:** Classical and Axiomatic definitions, Addition theorem, Multiplication theorem (elementary problems only).
- 5. Statistical Organisation in India - CSO and NSSO**

Suggested Readings:

1. Ramendu Roy: Principles of Statistics; PPB, Allahabad (Hindi & English)
2. K. L. Gupta: Business Statistics; Navyug Shahitya Sadan, Agra
3. D. N. Elhance: Fundamentals of Statistics; Kitab Mahal, Allahabad
4. S. P. Gupta: Statistical Methods; S. Chand & Sons, New Delhi
5. R. K. Singh & D. K. Verma: Advanced Statistics (Uchchatar Sannkhikiya); PPB, Allahabad (Hindi)
6. Singh R. K. & S. Shankar; Business Statistics; Kitab Mahal, Allahabad

PAPER NAME: AUDITING –II

PAPER CODE: 4COMTH9

- 1. Company Auditor:** Appointment, Rotation, Qualifications, Disqualifications, Remuneration, Removal, Rights, Duties, Powers and Liabilities of Company Auditor.
- 2. Auditor's Report:** Scope, Contents, Qualified, Modified and Unqualified Audit Report, Consideration for making Qualifications in Audit Reports, Specimen of Audit Reports.
- 3. Audit of Banking and Insurance Companies:** Features and special points relating to Audit of Banking Company and Insurance Company.

4. Cost Audit and Management Audit: Meaning, Objectives, Significance and Process of Cost Audit and Management Audit, Professional Misconduct in Cost Accountants Act, Distinction between Management Audit and Cost Audit.

5. Tax Audit and Secretarial Audit: Meaning, Objectives, Process.

Suggested Readings:

1. Jagdish Prakash: Auditing – Principles, Practices & Problems; Kalyani Publishers, Ludhiana (Hindi & English)
2. G. D. Verma, Pradeep Kumar, Baldev Sachdeva & Singh: Auditing – Theory and Practice; Kalyani Publishers, Ludhiana

PAPER NAME: COMPANY LAW-II

PAPER CODE: - 4COMTH10

1. **Meeting:** Meeting of Shareholder and Board; Types of Meeting, Convening and Conduct of Meeting, Postal Ballot, e-Voting, Quorum, Proxy, Minute.
2. **Distribution of Profits:** Profit and Ascertainment of Divisible Profits; Declaration and Payment of Dividend; Unpaid Dividend Account; Investor Education and Protection Fund
3. **Corporate Social Responsibility (CSR):** Applicability of CSR; Types of CSR Activities; CSR Committee and Expenditure; Net Profit for CSR; Reporting Requirements.
4. **Winding Up:** Concept and Modes of Winding Up; National Company Law Tribunal (NCLT); Special Courts.

5. **E-Governance, XBRL:** Features of e-Governance, Benefits of MCA 21, Digital Signature, XBRL Filing, Benefits of XBRL.

Suggested Readings:

1. G.K. Kapoor: Corporate Laws & Secretarial Practices; Premier Book Company, New Delhi
2. Avtar Singh: Company Law; Eastern Book Company, Lucknow
3. Garg, Chawla & Gupta: Company Law; Kalyani Publishers, Ludhiana (Hindi & English)
4. M.C.Kuchhal: Modern Company Law: Shree Mahavir Book Depot, New Delhi
5. Himanshu Srivastava, Mohit Bahal: Company Law; Shuchita Prakashan, Allahabad

PAPER NAME: FINANCIAL MANAGEMENT-II

PAPER CODE: - 4COMTH11

1. **Long term investment decisions:** Capital Budgeting Process- Features, Significance, Types of capital budgeting decisions, Accounting Profit vs. Cash Flows.
2. **Techniques of Capital Budgeting:** Payback Period Method, Accounting Rate of Return, Net Present Value (NPV), Internal Rate of Return (IRR), and Profitability Index.
3. **Cost of Capital:** Concept, importance, components: Cost of Equity, Cost of Retained Earnings, Cost of Debt and Cost of Preference Capital, Weighted Average Cost of Capital (WACC).
4. **Leverage Analysis:** Concept of leverages, Operating and Financial leverages: Importance; Combined leverage.
5. **Dividends:** Kinds & determinants; Cash and stock dividends. Dividend policy and retained earnings, Walter Formula.
6. **Concept of Working Capital:** Operating cycle, Net and gross working capital, Factors affecting working capital requirements.
7. **Components of Working Capital:** Current assets financing, Need for adequate working capital, Liquidity vs. profitability.

Suggested Readings:

1. Rustagi, R.P. Fundamentals of Financial Management, Taxmann, 13th Ed..
2. Khan, M.Y & Jain, P.K.: Financial Management; Tata McGraw Hill, New Delhi.
3. Pandey, I. M.: Financial Management; Vikas Publishing House, New Delhi.
4. Chandra, Prasana: Financial Management; Tata McGraw Hill, New Delhi, 2008.
5. H.K Singh & Sankalp Srivastava: Business Finance; PPB, Allahabad (Hindi & English)

PAPER NAME: BUSINESS ENVIRONMENT-II

PAPER CODE: 4COMTH12

1. **Competition:** Meaning, Salient Features of Competition Act, 2002, CCI- Competition Commission of India, CAT- Competition Appellate Tribunal.
2. **Legal Environment:** Regulatory Authorities and their functions, Telecom Regulatory Authority of India (TRAI), Insurance Regulatory and Development Authority (IRDA), Food Safety and Standards Authority of India (FSSAI).
3. **International Environment of Business:** Multinational Corporation, Foreign Collaboration, Joint Venture, Foreign Direct Investment (FDI), Implication of WTO.
4. **Environment Protection:** Need for Sustainable Development, Components of Environment, Salient Features of Environment Protection Act, 1986, National Green Tribunal.

Suggested Readings:

1. Rosy Joshi & Sangam Kapoor: Business Environment; Kalyani Publishers, Ludhiana
2. A. K. Malviya: Business Environment; PPB, Allahabad (Hindi)
3. Singh, R. K. & Sudhir Sinha: Business Environment; Astha Publication, Allahabad
4. Singh R. K. & Amit Singh: Vyavashayik Paryavaran; Astha Pub., Allahabad

B.Com Syllabus for Fifth Semester

Detailed Course Contents

B. Com. Third Year (Part -III)

Paper name: INCOME TAX LAW AND ACCOUNTS-I

Paper Code: 5COMTH13

1. (A). Basic Concept: Assesse, Types of Assesses, Assessment Year, Previous, Year, Gross Total Income, Total Income, Tax Evasion and Tax Avoidance. (b). Residential Status and Tax Incidence, Tax liability,. (C). Exempted Incomes under Section 10. (d). Agricultural Incomes; Meaning, Types, Integration of Agriculture Income with Non-agricultural Incomes.
2. Computation of Income under Salaries Head
3. Computation of Income under Income from House Property Head
4. Computation of Income under Profit and gains of Business or Profession Head
5. Set off Carry forward of Losses.

NOTE: The course contents shall be modified by the Head of the Department as applicable on 1st July of each Academic Year according to the prevailing tax laws.

Suggested Readings:

1. V. P. Gaur & D. B. Narang: Income Tax – Law & Practice; Kalyani Publishres, Ludhiana
2. Ahuja, Girish & Ravi Gupta: Systematic Approach to Income Tax; Bharat Law House, New Delhi
3. H. C. Mehrotra: Income Tax Law; Sahitya Bhawan, Agra
4. V. K. Singhania: Students' Guide to Income Tax, Taxman Publications (P) Ltd. Delhi

PAPER NAME: GOODS AND SERVICES TAX-I

PAPER CODE: 5COMTH14

1. **Basic Concepts:** Taxable person, Assesse, Types of Assesses, Meaning of Goods and Services, Difference between CGST, SGST, IGST, UTGST, Input Service, Input Tax, Output, Output Tax, place of business, place of supply, reverse charge, exempted goods, various rate of taxes, benefits of GST.

2. **Registration:** Procedure of registration, compulsory registration, Deemed registration, cancellation and revocation of registration.

3. **Composition Levy:** Meaning, specified rates, persons not eligible for composition scheme, person eligible to opt composition scheme with drawl of composition scheme, payment of tax, returns, penalty and fines.

Note: The course contents shall be modified by the Head of the Department as applicable on 1st July of each academic year according to the Prevailing Tax Laws.

Suggested Readings:

1. Himanshu Srivastava, Mohit Bahal: GST; Shuchita Prakashan , Allahabad
2. Ekta Verma, Prabhat Agarwal: Goods & Services Tax, Shikha Publications, Allahabad
3. Dr. Vinod K. Singhania: Students' Guide To GST & Customs Law, Taxmann Publications Pvt. Ltd., New Delhi

**PAPER NAME: ENTREPRENEURSHIP AND
SMALL BUSINESS-I
PAPER CODE: 5COMTH15**

1. **Entrepreneurship:** Concept; Functions; Elements; Quality of a Successful Entrepreneur; Theories of Entrepreneurship; Role of Entrepreneur in Economic Development.
2. **Dimensions of Entrepreneurship:** Intrapreneurship, Technopreneurship; Cultural Entrepreneurship; International Entrepreneurship; Netpreneurship; Ecopreneurship and Social Entrepreneurship.
3. **Entrepreneurship Development:** Environmental Factors Affecting Entrepreneurial Development, Entrepreneur Development Programmes and their Critical Evaluation; Government Policies and their Effects, Role of Government and Other Institutions.
4. **Entrepreneurial Sustainability:** Public and Private System of Stimulation, Support and Sustainability of Entrepreneurship. Requirement Availability and Access to Finance Marketing Assistant, Technology and Industrial Accommodation.
5. **Business Plan Preparation:** 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, Operations, Planning and Control; Preparation of Project Report.

Suggested Readings:

1. Vasant Desai: Dynamics of Entrepreneurial Development and Management, HPH
2. S.B. Srivastava: A Practical Guide to Industrial Entrepreneurs, S. Chand & Sons
3. S.S.Khanka: Entrepreneurship and Small Business Management, S. Chand & Sons
4. K Ramchandran, Entrepreneurial Development, McGraw Hill Education
5. Singh, Nagendra P. Emerging Trends in Entrepreneurial Development, New Delhi; ASEED

PAPER NAME: INTERNATIONAL TRADE AND TARIFFS-I

PAPER CODE: 5COMTH16

1. International Trade: nature, Scope, Objectives, International Vs Domestic Trade, Strategies of International Trade.

2. Institutional Environment: Nature, Scope, Objective and functioning of GATT, WTO, UNCTAD, World Bank, IMF.

3. Theories of International Trade: Classical Theory, Ricardian Theory, Haberler's Theory, Hecksher-Ohlin Theory.

4. Anti-Dumping Duties: Meaning, Principles, Agreement, Determination of Normal Value and Export Price, Institutional Agreement and Procedure in India.

5. Subsidies and Countervailing Duties: Meaning, Dumping Vs Subsidy, WTO Provisions, Agreements Categories of Subsidies, Countervailing Measures.

Suggested Readings:

1. Bhalla, V.K. Srivaramn: International Business, S.Chand Publishing, New Delhi
2. Subbarao, P: International Business, Himalaya Publishing House, New Delhi
3. Charles, W.L. Hill, and Jain, Arun Kumar: International Business, New Delhi: Tata McGraw Hill
4. Justin, Paul: International Business: Text and Cases. Prentice Hall of India, Ltd

SEMESTER V

OPTIONAL GROUPS (any ONE of them)

Group-‘I’: Financial Services

PAPER NAME: Insurance and Risk Management-I

PAPER CODE: 5COMTH17FS

1. **Principles of Insurance:** Principle of Cooperation, Insurable Interest, Utmost Good Faith, Indemnity, Subrogation, Causa-Proxima, Over and Under Insurance, Contribution, Pro-Rata Clause, Paid-Up Value, Re-Insurance.
2. **Life Insurance:** Procedure for effecting Life Insurance , Kinds of Life Insurance Policies, Whole Life, Endowment and Term Policies, Group Insurance, Policy Conditions, Nomination and Assignment, Claims Settlement.
3. **Life Insurance Premium:** Factors affecting premium of Life Insurance Policies, Methods of Premium Computation, Importance of Mortality Tables in Premium Computation.
4. **Valuation, Surplus and Bonus:** Objects of Valuation, Sources of Surplus, Bonus.

Suggested Readings:

1. M.Motihar: ‘Principles and Practice of Insurance’; Sharda Pustak Bhavan, Allahabad
2. M.N. Mishra: ‘Insurance Principles and Practice’; S.Chand & Co. Ltd, New Delhi
3. M. Arif Khan: ‘Theory and Practice of Insurance’, Educational Book House, Aligarh
4. Michael Crouchy, Dan Galai, Robert Mark: ‘The Essentials of Risk Management’; McGraw Hill Professional , New York.

PAPER NAME: Banking Law and Practices-I

PAPER CODE: 5COMTH18FS

1. **Bank-Customer Relationship:** Definition of Customer, Bank Customer Relationship and its special features, Termination of the relationship, Bank Pass Book.
2. **Customer Accounts:** Opening of Account, Operation of Account, Special Customers of a Bank-Minor, Married Women, Lunatic, Drunkard, Joint Accounts, Partnership Firms, Joint Stock Company and Trustees.
3. **Employments of Bank Funds:** Cash Reserve and other Non-Earning Assets, Earning Assets: Money at Call and Short Notice, Investment, Loans and Advances, Discounting of Bill.
4. **Modes of Securing Advances:** Personal Security, Guarantee and indemnity and Collateral Securities: Lien, Pledge, Mortgage and Hypothecation.

5. Securities of Advances: General Principles for secured advances, Types of Collateral Securities – Stock Exchange Securities, Goods, Documents of Title of Goods, Life Insurance Policies, Immovable Property, Fixed Deposit Receipt, Book Debts.

6. Banking Regulation Act: Bank License – Issue, Suspension and Revocation, Inspection of Bank Offices, Branch Expansion, Bank Books, Records and Returns, Bank Accounts and Audit.

Suggested Readings:

1. S. N. Maheshwari: Banking Law and Practice; Kalyani Publishers, Ludhiana
2. G. K. Varshney: Law & Practice of Banking; Sahitya Bhawan Publications, Agra
3. Gordon & Natarajan: Banking Theory, Law and Practice; HPH, Delhi
4. B. M. L. Nigam: Law and Practice of Banking, Vikas Publication, New Delhi

Group-‘J’: Financial Market Analysis

PAPER NAME: Stock Market Operations-I

PAPER CODE: 5COMTH17B

1. **Stock Exchanges:** Meaning, Functions, Significance, Development of Stock Market in India and Overseas Stock Exchanges.
2. **Stock Exchanges in India:** BSE and NSE and MCX; Functions, Recent Development in Stock Exchanges.
3. **Secondary Market Players:** Role and Functions of Brokers, Sub- Brokers, FIIs and DIIs, Depository Participants and Custodians.
4. **Depositories** – Need, Functions, operations and services (NDSL, CDSL).
5. **Stock Market Trading Mechanism:** Buying and selling of stocks: using brokerage and analysts’ recommendations; Stop loss, Open order, limit order, and market order.
6. **Screen Based Tradings** – BOLT, NEAT, long and short position, Short Selling, Demat trading, Stock Market Clearing House – Functions and Importance.

Suggested Readings:

1. Preeti Singh: Investment Management Security Analysis & Portfolio Management, HPH, New Delhi.
2. V. A. Avadhani: Investment and Securities Market in India; HPH, New Delhi.
3. Bhole, L. M. Financial Markets and Institutions, Tata McGraw Hill, Delhi.
4. H. R. Machirajn: Indian Financial System; Vikas Publications.

PAPER NAME: Capital and Security Market-I

PAPER CODE: 5COMTH18B

1. **Indian Financial System** – Introduction, Indian Financial system with understanding of different markets- Money Market vs. Capital Market.
2. **Capital Market:** Meaning and features, Role in capital formation, Link between Primary Market and Secondary Market.
3. **Capital Market Intermediaries:** Merchant Bankers, Underwriters, sub-underwriters Portfolio Managers, Brokers, Sub-brokers, Registrar and transfer agents.
4. **Primary Market/ New Issue Market** - Methods of Issuing New Securities (Primary market), IPO, FPO, Offer for Sale, Private Placement, Rights Issue, Bonus Issue.
5. **Book Building Method:** Role of Lead manager/Merchant bankers in issue, Red - Herring Prospectus, ASBA, Green Shoe option - Sweat equity, ESOPs, Listing of securities.
6. **Debt market Instruments** : Government Securities: bonds- Zero Coupon Bonds, Deep Discount Bonds, Convertible bonds, Commodity bonds, Floating rates bonds.

Suggested Readings:

1. V. A. Avadhani: Investment and Securities Market in India; HPH, New Delhi
2. Bhole, L. M. Financial Markets and Institutions, Tata McGraw Hill, Delhi.

3. H. R. Machirajn: Indian Financial System; Vikas Publications.
4. Gordon and Narrajan, Financial Markets and Services, Himalaya Publishing House, New Delhi.

Group-‘K’: Functional Management

PAPER NAME: Human Resource Management-I

PAPER CODE: 5COMTH17FM

1. **Introduction:** Evolution of Human Resource Management (HRM); Concept, Objectives and Functions of HRM; HRM in the Indian Scenario.
2. **Human Resource Planning:** Concept; Process and Need.
3. **Job Analysis:** Concept and Process.
4. **Recruitment and Selection:** Concept and Process.
5. **Human Resource Development:** Concept, HRD Matrix.
6. **Training and Development:** Concept, Need and Methods.

Suggested Readings:

1. V. A. Avadhani: Investment and Securities Market in India; HPH, New Delhi
2. Bhole, L. M. Financial Markets and Institutions, Tata McGraw Hill, Delhi.
3. H. R. Machirajn: Indian Financial System; Vikas Publications.
4. Gordon and Narrajan, Financial Markets and Services, Himalaya Publishing House, New Delhi.

B.Com Syllabus for Sixth Semester

Detailed Course Contents

B. Com. Third Year (Part -III)

Paper name –INCOME TAX LAW AND ACCOUNTS -II

Paper Code: 6COMTH13

1. Assessment of Capital Gains **Practical Problems**
2. Income from Other Sources. **Practical Problems**
3. (a). Deductions from Gross Total Income (b). Assessment of Individual, HUF and Firm.
Practical Problems
4. (a). Filing of Returns (b). Permanent Account Number (c). Rebates and Reliefs.
5. (a). Income of other Persons included in assessee's Income (b). Advance Payment of Tax (c). Powers of Central Board of Direct Taxes (CBDT) and Assessing Officer (d). Tax Planning for an Individual, (e). Types of Assessment, (f). Tax Deduction at Source (TDS).

NOTE: The course contents shall be modified by the Head of the Department as applicable on 1st July of each Academic Year according to the prevailing tax laws.

Suggested Readings:

1. V. P. Gaur & D. B. Narang: Income Tax – Law & Practice; Kalyani Publishres, Ludhiana
2. Ahuja, Girish & Ravi Gupta: Systematic Approach to Income Tax; Bharat Law House, New Delhi
3. H. C. Mehrotra: Income Tax Law; Sahitya Bhawan, Agra
4. V. K. Singhania: Students' Guide to Income Tax, Taxman Publications (P) Ltd. Delhi

PAPER NAME : GOODS AND SERVICES TAX-II

PAPER CODE: 6COMTH14

1. **Input Tax Credit:** Meaning, Eligibility and Conditions for taking input tax credit, situation in which ITC not allowed, Reversal of ITC, availability of credit in special circumstances.
2. **Returns:** Procedure of filling returns, periodicity of returns, various forms for filling of returns, final return, notice to return defaulters, levy of late fee.
3. **Assessment and Refund:** Self-Assessment, Provisional Assessment, Scrutiny of Returns, Assessment of Unregistered Persons, Summary Assessment, Refund.

Note: The course contents shall be modified by the Head of the Department as applicable on 1st July of each academic year according to the Prevailing Tax Laws.

Suggested Readings:

1. Himanshu Srivastava, Mohit Bahal: GST; Shuchita Prakashan , Allahabad
2. Ekta Verma, Prabhat Agarwal: Goods & Services Tax, Shikha Publications, Allahabad
3. Dr. Vinod K. Singhania: Students' Guide To GST & Customs Law, Taxmann Publications Pvt. Ltd., New Delhi

PAPER NAME: ENTREPRENEURSHIP AND SMALL BUSINESS-II

PAPER CODE: 6COMTH15

1. **Creativity:** Nature, Constituents, Types; Techniques of Creative Thinking- Focus Groups, Brainstorming, Attitude Analysis, Synectics; Innovation- Types and Phases. Knowledge Management and its role in Innovation.

2. **Rural Entrepreneurship:** Definition, Meaning, Need, Approaches, Opportunities and Challenges; Rural Entrepreneurship and Rural Development; Growth of Rural Entrepreneurship in India.

3. **Start- Up:** Mobilising Resources for Start-Up, Accommodation and Utilities, Preliminary Contracts with the vendors, suppliers, bankers, principal customers; Contract Management; Basic Start-Up problem, Ease of Doing Business, Make in India.

4. **Sustaining Employee Interest:** Main Provisions of Minimum Wage Act, 1948 and Employee Provident Fund Act, 1952.

Suggested Readings:

1. Vasant Desai: Dynamics of Entrepreneurial Development and Management, HPH
2. S.B. Srivastava: A Practical Guide To Industrial Entrepreneurs, S. Chand & Sons
3. S.S.Khanka: Entrepreneurship and Small Business Management, S. Chand & Sons
4. K Ramchandran, Entrepreneurial Development, McGraw Hill Education
5. Singh, Nagendra P. Emerging Trends in Entrepreneurial Development, New Delhi; ASEED

PAPER NAME: INTERNATIONAL TRADE AND TARIFFS-II

PAPER CODE: 6COMTH16

1. **Exchange Control:** Meaning, Characteristics, Objectives, Techniques, Exchange Control in India.

2. **Foreign Exchange market:** Features, Participants, Operations, Spot and Forward Market.

3. **Devaluation and Depreciation of Currencies:** Meaning, Objective, Scope, Reasons and Effects, Devaluation Vs Depreciation of Currencies.

4. Foreign Trade Promotion Measures: Special Economic Zones (SEZs) and 100% Export Oriented Units (EOUs); Measures for Promoting Foreign Investments into and from India.

5. Import and Custom Duties: Tariff and Non-Tariff measures; Nature, Objects, Types of Custom Duty, Role of Customs in International Trade.

Suggested Readings:

1. Bhalla, V.K. Srivaramn: International Business, S.Chand Publishing, New Delhi
2. Subbarao, P: International Business, Himalaya Publishing House, New Delhi
3. Charles, W.L. Hill, and Jain, Arun Kumar: International Business, New Delhi: Tata McGraw Hill
4. Justin, Paul: International Business: Text and Cases. Prentice Hall of India, Ltd

SEMESTER VI

OPTIONAL GROUPS (any ONE of them)

Group-‘I’: Financial Services

PAPER NAME: Insurance and Risk Management-II

PAPER CODE: 6COMTH17A

1. **Fire Insurance:** Fire Insurance Contract Principles, Types of Fire Insurance Policies, Fire Policy Conditions, Claims Settlement.
2. **Marine Insurance:** Marine Insurance Contract, Express and Implied Warranties under Marine Insurance, Types of Marine Policies, Policy Conditions/ Clauses, Claims Settlement.
3. **Risk Management:** Objectives and Scope of Risk Management, Classification of Risks, Risk Management Process: Risk Analysis, Risk Control, Risk Financing, Risk Manager’s Role and Responsibilities.
4. **Risk Management Strategies:** Risk Avoidance, Risk Reduction, Risk Retention, Risk Combination, Risk Transfer, Risk Sharing, Risk Hedging, Insurance as a Risk Management Tool.

Suggested Readings:

1. M.Motihar: 'Principles and Practice of Insurance'; Sharda Pustak Bhavan, Allahabad
2. M.N. Mishra: 'Insurance Principles and Practice'; S.Chand & Co. Ltd, New Delhi
3. M. Arif Khan: 'Theory and Practice of Insurance', Educational Book House, Aligarh
4. Michael Crouchy, Dan Galai, Robert Mark: 'The Essentials of Risk Management'; McGraw Hill Professional, New York.

PAPER NAME: Banking Law and Practices-II**PAPER CODE: 6COMTH18A**

1. **Banking Regulation Act:** Bank License – Issue, Suspension and Revocation, Inspection of Bank Offices, Branch Expansion, Bank Books, Records and Returns, Bank Accounts and Audit.
2. **Payments Bank:** Types, Working, RBI Guidelines and Regulations.
3. **The Insolvency and Bankruptcy Code, 2016:** Salient Features, Need and Resolution Process.
4. **Norms of Bank Financing:** Brief study of the recommendations of Tandon Committee, K. Kannan Committee, Chore Committee.
5. **Liberalised Exchange Rate Mechanism (LERM):** Detailed study. Tarapore Committee Report of 2000 and Report II of 2006 on Capital Account Convertibility
6. **Special Banking Problems in India:** Core Banking; Non-Performing Assets (NPA), Prompt Corrective Action (PCA), Amalgamation and Merger of Banks, Bank Frauds.

Suggested Readings:

1. S. N. Maheshwari: Banking Law and Practice; Kalyani Publishers, Ludhiana
2. G. K. Varshney: Law & Practice of Banking; Sahitya Bhawan Publications, Agra
3. Gordon & Natarajan: Banking Theory, Law and Practice; HPH, Delhi
4. B. M. L. Nigam: Law and Practice of Banking, Vikas Publication, New Delhi

Group-‘J’: Financial Market Analysis

PAPER NAME: Stock Market Operations-II

PAPER CODE: 6COMTH17B

1. **Stock Market Indices:** BSE Sensitive Index (SENSEX), NSE Nifty, Calculation of stock market indices, free float.
2. **Share Price Movements:** BSE Sensitive Index (SENSEX), NSE Nifty, Calculation of stock market indices, Factors Influencing Share Price Fluctuations, Stock market frauds.
3. **Stock Market Risks:** Risk-Return Trade-Off; Systematic vs. Non-Systematic Risks; Components of Risks-Market Risk, Foreign Exchange Risk, Interest Rate Risk, Liquidity Risk, Purchasing Power Risk, Currency Fluctuation risk.
4. **Futures and Options (Call and Put):** Meaning, Rationale, types and pay-offs. Terminology: Spot Price and Exercise price, Margin money, Mark to Market, In the Money, Out of money contracts, hedging, Swap contracts.
5. **Investor Protection and Legal Framework in India:** Role of SEBI and stock exchanges in investor protection; Investor grievances and investors’ redressal system, insider trading, investors’ awareness.

Suggested Readings:

1. Preeti Singh: Investment Management Security Analysis & Portfolio Management, HPH, New Delhi.
2. V. A. Avadhani: Investment and Securities Market in India; HPH, New Delhi.
3. Bhole, L. M. Financial Markets and Institutions, Tata McGraw Hill, Delhi.
4. H. R. Machiraj: Indian Financial System; Vikas Publications.

PAPER NAME: Capital and Security Market-II

PAPER CODE: 6COMTH18B

1. **Masala Bonds-** Origin, Benefits and features
2. **Credit Rating Agencies-**Role and Importance.
3. **Funds from International Markets:** ADRs and GDRs, FCCBs and Euro Issues.
4. **Role of Mutual Funds in Capital Market** – Concept and need, AMCs, Net Asset Value, Types of Mutual funds: Open ended, closed ended, equity, debt, hybrid, money market, Different investment options- SIP, SWP,STP.
5. **Venture Capital and Alternate Investment Funds (AIFs):** Meaning, Growth, Role and Functions.
6. **Regulation and guidelines:** The Securities Contracts (Regulation) Act, 1956, SEBI, objectives. Functions, Guidelines for new issue market, Steps taken to improve capital market, Merger of SEBI with FMC.

Suggested Readings:

1. V. A. Avadhani: Investment and Securities Market in India; HPH, New Delhi
2. Bhole, L. M. Financial Markets and Institutions, Tata McGraw Hill, Delhi.
3. H. R. Machirajn: Indian Financial System; Vikas Publications.
4. Gordon and Narrajan, Financial Markets and Services, Himalaya Publishing House, New Delhi.