

SYLLABUS

**BACHELOR OF COMMERCE (Hons.)
(Semester Scheme)**

2012-2015



School of Studies in Commerce

VIKRAM UNIVERSITY, UJJAIN

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B.Com. (Hons.) 3 YDC

Scheme of Internal/External Marks

External Assessment –

The external written examination paper of **35 marks** may consist of maximum 10 questions – (may carry sub-parts also) such as long answer questions/short answer questions/objective type questions with alternative choices etc. may be asked)

Numericals based question papers will have 60% numerical questions and 40% weightage for theoretical questions.

Internal Assessment –

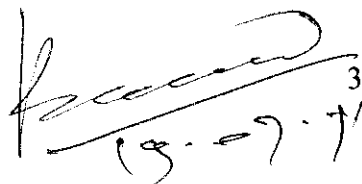
The internal assessment of **15 marks** in each subject of B.Com. (Hons.) 3 YDC will comprise of written tests/assignments/viva-voce about concerned subject/group assignments/seminars/presentations/oral or written quizzes/case discussions/small exercises/attendance, class discipline, class behaviour, class participation/write ups etc. to be assigned and assessed by concerned subject faculty. The weightage of these marks may vary subject wise.

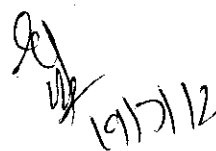
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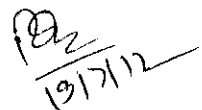
Project Report and Viva-Voce

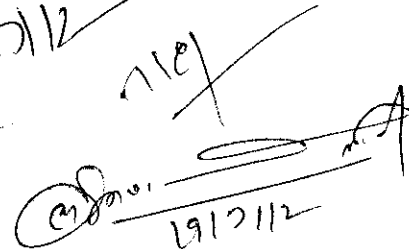
- 1) Every **B.Com. (Hons.)** student shall be required to submit a project report on a given topic related/connected with Business House/ Industry/Trade or Commerce/Enterprise/Secretarial Department of any Firm/C.A. Firm/Factory/Banking Co./Insurance Co./e-Commerce or any other organisational/National/International matters or issues or problems in the last semester (VI) semester.
- 2) The topic has to be approved by the Organisational/H.O.D. and as prescribed by the H.O.D.
- 3) The student will have to submit 5 copies of project report within the period specified by the H.O.D.
- 4) The report submitted by the candidate for the **B.Com. (Hons.)** degree shall be examined by an internal and an external examiner independently and the marks shall be shared equally by them.
- 5) Half of the marks will be earmarked for Viva-Voce.

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2012 - 2015

COURSE & EXAMINATION STRUCTURE

First Semester -

Code	Nomenclature	Marks		
		External	Internal	Total
BCH-101	Financial Accounting	35	15	50
BCH-102	Business Environment	35	15	50
BCH-103	Managerial Economics	35	15	50
BCH-104	Computer Applications	35	15	50
BCH-105	General English	35	15	50
	Total	175	75	250

Second Semester -

Code	Nomenclature	Marks		
		External	Internal	Total
BCH-201	Advanced Financial Accounting	35	15	50
BCH-202	Business Mathematics	35	15	50
BCH-203	Business Communication	35	15	50
BCH-204	Organisational Behaviour	35	15	50
BCH-205	General Hindi	35	15	50
	Total	175	75	250

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SECOND YEAR

Third Semester –

Code	Nomenclature	Marks		
		External	Internal	Total
BCH-301	Corporate Accounting	35	15	50
BCH-302	Business Statistics	35	15	50
BCH-303	Corporate Auditing	35	15	50
BCH-304	Project Management	35	15	50
BCH-305	Entrepreneurship Development	35	15	50
	Total	175	75	250

Fourth Semester –

Code	Nomenclature	Marks		
		External	Internal	Total
BCH-401	Financial Management	35	15	50
BCH-402	Marketing Management	35	15	50
BCH-403	Legal Environment of Business	35	15	50
BCH-404	Environmental Studies	35	15	50
BCH-405	Cost Accounting	35	15	50
	Total	175	75	250

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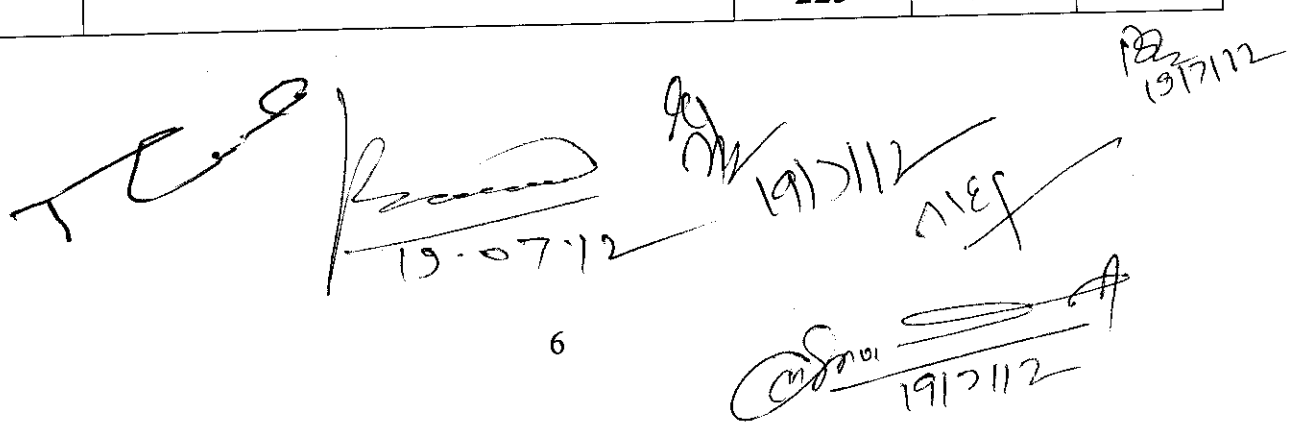
THIRD YEAR

Fifth Semester –

Code	Nomenclature	Marks		
		External	Internal	Total
BCH-501	Management Information System	35	15	50
BCH-502	Company Law & Secretarial Practice	35	15	50
BCH-503	Income Tax	35	15	50
BCH-504	Human Resource Management	35	15	50
BCH-505	Banking & Insurance	35	15	50
	Total	175	75	250

Sixth Semester –

Code	Nomenclature	Marks		
		External	Internal	Total
BCH-601	Management Accounting	35	15	50
BCH-602	Advanced Cost Analysis & Control	35	15	50
BCH-603	Indirect Tax Laws	35	15	50
BCH-604	Indian & International Financial System	35	15	50
BCH-605	International Marketing	35	15	50
	Total	175	75	250
	Major Project Report & Viva Voce *	50	50	50
		225	100	300



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B.Com. (Hons) I Year

Ist SEMESTER COURSE

BCH-101 FINANCIAL ACCOUNTING

Course Objective :

The objective of this course is to help students in acquiring the ability to record business transactions according to modern methods of accounting and use accounting data as an aid in the decision making.

Course Contents :

1. Accounting Concepts, Principles of Double Entry System, Various Systems of Accounting.
2. Journalising, Ledger Posting, Subsidiary Books, Cash Book, Sales Book, Purchase Book, Petty Cash Book.
3. Preparation of Trial Balance, Trading & Profit & Loss Account, Balance Sheet.
4. Concept & Methods of Depreciation, Bank Reconciliation Statement.
5. Partnership Accounts – Partnership Deed, Profit Sharing Ratio, Admission & Retirement of A Partner, Dissolution of Partnership.

Suggested Readings :

1. Financial Accounting – Ashok Sehgal & Deepak Sehgal
2. Advanced Accounting – Shukla & Grewal
3. Advanced Accounts – R.L. Gupta
4. Financial Accounts – Nirmal Jain
5. Financial Accounting – Dr. Ramesh Mangal & Agarwal (Hindi Edition)
6. Financial Accounting – Singhal, Khan & Nalwai (Hindi Edition)

Note : In this paper 60% shall be numerical questions and 40% shall be theoretical questions.

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BCH-102 BUSINESS ENVIRONMENT

Course Objective :

The objective of this paper is to create awareness among students of the external environmental factors which affect decision making in the business organization.

Course Contents :

1. Business Environment – Concept, Significance, Micro Environment, Macro Environment, Techniques of Environmental Analysis.
2. Social Environment – Social Responsibility of Business, Business Ethics, Consumerism and Business.
3. Economic Environment - Main features of Indian Economy, Current five year plan, Fiscal, Monetary and Industrial Policy, Role of Public and Private Sector in the Economy, Industrial Sickness.
4. Political Environment – Major Provisions of Indian Constitution, Fundamental Rights and Directive Principles,
5. Changing Dimensions of Business Environment, Pollution and its Control, Technological Environment, WTO.

Suggested Readings :

1. Business Environment – Francis Cherunilam
2. Business & Environment - Francis Cherunilam
3. Govt. & Business – Sengupta
4. Business & Society - P.K. Ghosh & G.K. Kapoor
5. Essentials of Business Environment – K. Aswathappa

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BCH-103 MANAGERIAL ECONOMICS

Course Objectives :

The objective of this course is to provide the students an understanding of the concepts and tools of economic analysis of business situation to enable them to take managerial decisions in the light of economic changes influencing the economy.

Course Contents :

1. Meaning, Concepts, Scope, Significance of Managerial Economics.
2. Demand Analysis - Law of Demand, Demand Determinants, Elasticity of Demand, Demand Forecasting.
3. Cost Analysis - Cost Concepts, Elements of Cost, Cost Output relationship in the short run & long run, Law of Returns to scale, Law of Variable proportions.
4. Price Analysis - Law of Supply, Pricing under different market conditions & Structures, Price Discrimination.
5. Profit Analysis - Nature and Concept of Profit, Theories of Profit, Break Even Analysis, Profit Planning & Control.

Suggested Readings :

1. Managerial Economics - Joel Dean
2. Managerial Economics - Varshney & Maheshwari
3. Managerial Economics - M. Adhikary
4. Managerial Economics - G.S. Gupta
5. Managerial Economics - P.L. Mehta
6. Business Economics - Agrawal & Agrawal (Hindi Edition)

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BCH-504 HUMAN RESOURCE MANAGEMENT

Course Objective

The objective of this course is to make students aware and learn human behaviour at work and basic principles of personnel management so that they develop qualities and skills to solve personnel problems in business organizations.

Course Contents

1. Growth of HR function. Nature and scope of HR Management function. organization of the HR Department, Role and Responsibilities of HR Manager.
2. HR planning - Selection, Recruitment, e-recruitment, Training and development, Promotion, Transfers, Retirement and concept of VRS AND CRS.
3. Productivity – Job Evaluation, Role of Motivation, Non financial incentives, Wage and Salary Administration, Fringe Benefits and Social Security.
4. Performance Appraisal : Meaning, Nature and Techniques, Potential Appraisal Techniques, M.B.O.
5. Employee Welfare – Industrial Relation, Trade Unionism, Employee's Empowerment, Grievance Handling System, Workers Participation in Management.

References :

1. Human Resource Management - R.S.Dwivedi, Galoti Pub., New Delhi,
2. Industrial Relations - Arun Monappa, Tata Mc Graw Hill Co., New Delhi.
3. Cases in HRM - Nageshwar Rao & R.P. Das, Himalaya Pub. House, Mumbai
4. Designing & Managing HR System - Oxford Pub. Co., New Delhi
5. HR & Personnel Management - V. Ashwathappa, Tata Management Pub.

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BCH-505 BANKING & INSURANCE

Course Objective

The objective of this course is to make the students learn the basics of Banking Industry and Functioning of Insurance Markets as well as learn day to day procedures of these two growing sectors.

Course Contents

1. Conceptual Framework of Banking System, Kinds of Banks, Functions of Banks, Changing Pattern of Indian Banking since 1991, an Overview of Indian Banking Act.
2. Central Banking - Functions of a Central Bank, Instruments of Monetary Control, Reserve Bank of India & Its Functioning, Various Rates (Bond Rates, Bill Rates, Deposit Rates).
3. Process of Credit Creation by Banks, Main Features - Development Banks and other Non Banking Finance Companies, unregulated Credit Markets in India.
4. Concept, Element, Nature, Scope, Characteristics, Function and Advantages of Insurance, Principles of Insurance Contracts. Overview of recent reforms in Insurance Sector, Functioning of L.I.C. and General Insurance Corporation of India.
5. Conceptual Framework of Life Insurance, General Insurance, Fire Insurance and Motor Insurance – Features, Advantages, Fundamental Principles, Procedure of Claim Settlement.

References

1. Indian Banking System - Dr. P.C. Trivedi
2. Indian Banking Environment - Dr. T.N. Mathur
3. Banking Law & Practice in India - M.L. Tannen
4. Insurance Principles & Practice – M.N. Mishra
5. Insurance Principles & Practice – Vinayakam N, Radhaswami & Vasudevan S.V.
6. Indian Banking Act.
7. Insurance Industry Bulletins.
8. Insurance in India – B.C. Shrivastava
9. Insurance Principles – Ramesh Mangal

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VIth SEMESTER COURSE

BCH-601 MANAGEMENT ACCOUNTING

Course Objective

The objective of this paper is to acquaint the students with the basic concepts and techniques of management accounting and to enable them to take rational decisions in the area of management accounting.

Course Contents

1. Nature, Scope and Conventions of Management Accounting, Functions and Limitations of Management Accounting, Distinction between Financial Accounting and Management Accounting.
2. Meaning, Nature and Importance of Financial Statements – Need and Objectives of Financial Analysis, Conceptual Framework of Trend analysis and Ratio analysis (including Profitability, Activity & Financial ratios)
3. Statements of Changes in Financial Position, Statement of Changes in Working Capital, Funds Flow Statement, Cash Flow Statement.
4. Working Capital Concept - Factors Affecting Working Capital Requirements, Conceptual Framework of Capital Structures and Computation of Working Capital Requirement.
5. Capital Budgeting and Preparation of Various types of Budget, Recent Trends in Management Accounting. Management Reporting System, Type of Management Reports, Concept of Management Audit.

References

1. Principles of Management Accounting - M. Maheshwari & S.N. Goyal
2. Theory and Practice of Management Accounting - N.C. Kulshreshtha
3. Management Accounting - P.K. Ghosh
4. Management Accounting - Hingorani, Ramnathan and Grawal
5. Management Accounting - I.M. Pandey
6. Management Accounting - M.Y. Khan & P.K. Jain

Note : In this paper 60% shall be numerical questions and 40% shall be theoretical questions.

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BCH-602 ADVANCED COST ANALYSIS & CONTROL

Course Objective

The course aim is to provide advanced knowledge of cost analysis and control.

Course Contents

1. Marginal Accounting : Meaning, Importance of Role of Marginal Costing; Profit volume ratio, Break-even Analysis formulae, B.E.P. Chart, Margin of safety, Utility of Marginal Costing to Management, Decision making problems.
2. Standard Costing : Meaning of Standard Cost and Standard Costing; Distinction between Standard and Budget : Computation of variances : Material variances (Formulae & Relationship), Labour variances (Formulae & Relationship), Overhead variances ((two variance Analysis).
3. Operating Costing : Operating cost units buildup costs, Transport Costing, Operating Cost Sheet Proforma I & II, Treatment of Depreciation, Salary to running staff, Revenue Statement, Powerhouse Costing, Canteen Costing, Hotel Costing.
4. Budgetary Control : Budget definition, Budget objectives, Budgetary Control, Kinds of Budget, Zero base Budget, Function wise Budget, Sales Budget, Production Budget, Master Budget, Material Purchase Budget, Flexible Budget, Cash Budget.
5. Integral Accounting & Cost Audit : Interlocking V/s Integrated advantages of Integral Accounting, Journal Entries.
Cost Audit : Definition of Cost Audit, Objectives, Function, Difference between Finance Audit and Cost Audit, Types of Cost Audit, Cost Audit Plan, Internal Audit & Internal Checks, Internal Audit V/s External Audit, Statutory Cost Audit in India, Appointment, Powers and Duties of Statutory Cost Auditor, Cost Audit Report.

References:

1. Cost Accounting-M.L.Aggrawal (Sahitya Bhawan Publications, Agra)
2. Cost Accounting-Oswal, M.S.Maheshwari (Ramesh Book Depot, Jaipur)
3. Cost Accounting-Jain & Narang (Kalyani Publishers, New Delhi)
4. Cost Accounting-Jawaharlal (Tata McGrawhill, New Delhi)
5. Cost & Management Accounting-V.K. Saxena (Sultan Chand & Sons)
6. Cost Accounting (Lagat Lekhankn - Hindi)- Nageshwar Rao, Jagadish Prakash, M.B. Shukla (Prayas Pustak Sadan, Allahbad)
7. Principles & Practice of Cost Accounting-A.K. Bhattacharya(Wheelar Publishing Home, New Delhi)

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BCH-603 **INDIRECT TAX LAWS**

Course Objective

To acquaint students with the principles and practice of Indirect Tax Laws and the relevant Rules as well as to provide the students knowledge and ability to apply the provisions of laws in actual taxation practices.

Course Contents

1. Introduction, Nature, Principles and Types of Indirect Taxes, Significance of Indirect Taxes in Taxation.
Central Sales Tax : Background, Basic definition, Interstate Sales, Persons liable to pay CST, Calculation of Sales, Turnover and CST, Registration under CST, Exemption and Restriction on CST.
2. M.P.VAT – Introduction, Tax free Goods, Registration of Dealers, Computation of Taxable Turnover, Import Tax rebate, Payment and Recovery of VAT. Authorities Power & Duties. Appeal & Revision.
3. Central Excise – Central Excise Act 1944 : Basic conditions of Excise liability, Definition - Broker, Commission, Agent, Excisable Goods, Assessable Value, Sale & Purchase, Wholesale Dealer, Administrative setup of Central Excise, Definition of Factory, Registration of Factory, Declaration of goods manufactured, Storage, Accounting & Clearance of goods from factory. Central Excise Officer.
4. Valuation of Excisable goods, Inclusion & Exclusion from assessable value, exemption for Small Scale Industry, Computation of Excise liability, Concept of CENVAT (Central Value Added Tax).
5. Custom Duty : Nature of Custom duty, Types of Custom duties, Valuation for Custom duty, Inclusion & Exclusion, Valuation under Custom Act, Export incentives, Duty drawback, Power of Custom Officer.

References

1. Indirect Taxes Law & Practice - Datey, V.S. (Taxmann Publishers, Calcutta)
2. Indirect Taxes Made Easy - Prof. N.S. Govindan (C. Sitaraman & Company Pvt. Ltd.)
3. Central Sales Tax Act 1956
4. M.P. Commercial Tax Act
5. Central Excise Law Manual.

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BCH-604 INDIAN & INTERNATIONAL FINANCIAL SYSTEM

Course Objective

The course aim is to provide basic knowledge of global financial system, institutions, components influencing the world economic growth and development.

Course Contents

1. Introduction to Financial System : Components, Functions, Nature and Role of Indian Financial System, Institutional Financing in India, Relationship between International Financial System and Economic growth.
2. Money Market in India : Meaning, Function, Development of Money market in India, Capital Market; Meaning, Functions and Reforms in Indian Capital Market.
3. Mutual Funds : Introduction, Types, Organisations, Recent trends in Mutual Funds, Conceptual Framework of Institutional Financing in India - IDBI, ICICI, IFCI, M.P. Financial Corporation etc..
4. Brief Elementary Idea about Financial Derivatives, Derivatives Market in India.
5. Brief Study of International Financial Institutions like I.M.F., World Bank, Determination of Foreign Exchange Rate, Recent trends of Foreign Direct Investment in India,

References

1. Indian Financial System – Khan & Jain
2. Indian Financial System – B.Pathak
3. Industrial Financial Management – V.K. Bhalla, Anmopl Pub.
4. Industrial Financial Management – P.G. Apte, PHI, New Delhi.

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BCH-605 - International Marketing

Course Objective :

The objective of this paper is to give in-depth knowledge about regulatory provisions in international marketing.

Course Contents

Unit – 1

International Marketing: Meaning, Scope, Nature and Significance.
International Marketing Environment - Internal and External, International Market. Orientation Identification and Selection of foreign market, Functions and qualities of an Export Manager.

Unit – 2

Export Organization: Meaning, affecting factors and types, Overseas Product Development: It's concept and methods, pricing and its factors, Methods, of Pricing, Price quotation.

Unit – 3

Direct Trading and Indirect Trading: Meaning and Methods, Methods of Payment in international Marketing.

Unit – 4

Export Credit: Meaning, Nature, Influencing factors and significance, Methods of Export Credit, Export Credit and Finance in India. Risk in Export Trade, Role of the Export Credit Guarantee, Corporation of India Limited, The Export-Import Bank of India.

Unit – 5

Export and Import Procedure, Documentation in foreign trade, Bilateral and Multilateral Trade Agreements, Its meaning, _objective, types and significance, SAARC, Role of WTO in Foreign Trade.

Suggested Readings:

1. International Marketing – V.S. Rathore

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IVth SEMESTER COURSE

BCH-401 FINANCIAL MANAGEMENT

Course Objective

The objective of this course is to acquaint the students with the basic concepts and techniques of financial management to enable them to take rational decisions in the area of finance.

Course Contents

1. Financial Management : Meaning, Concept, Nature, Scope, Objectives & Functions of Financial Management.
Financial Planning : Concept, Need, Scope, Characteristics and influencing factors of sound financial plan.
2. Capital structure : Meaning, and Importance, factors determining capital structure, Capitalization - Features of over, under and optimum capitalization. Balanced capital structure and Trading on equity.
3. Leverage-concept, significance and Measure of operating Leverage, Financial Leverage and Combined Leverage. Cost of capital: Concept & significance, cost of various sources of capital, weighted average cost of capital.
4. Capital Expenditure Decisions - Nature and Importance of capital expenditure/capital budgeting, Evaluation methods : Accounting rate of return, Payback period, Post payback profitability, Net present value, Internal Rate of return.
5. Dividend policies- Nature and types of dividends, Determinants of dividend policies, Overview of sources of finance.

References:

1. Financial Management - P. Chandra (Tata Mcgrawhill, New Delhi)
2. Financial Management - S.C. Kuchnal (Wheeler Publishing Home, New Delhi)
3. Financial Management - I.M. Pandey (Vikas Publishing, New Delhi)
4. Financial Management - Khan & Jain

BCH-402 MARKETING MANAGEMENT

Course Objectives :

The objective of this course is to explain the students fundamentals principles and practices of marketing as well as create awareness about other inter related aspects like rural marketing, export procedures etc.

Course Contents :

1. Conceptual Framework of Marketing, Nature and Scope of Marketing, Marketing Environment, Role of Marketing Department, Marketing Vs Selling Functions. Market Segmentation Methods
2. An overview of Marketing Mix Element – Products, Distribution, Pricing and Promotion related decisions and strategies.
3. Consumer Behaviour – Concept and Importance, Factors Influencing Consumer Behaviour, Decision Making Process in Buying.
4. Marketing Research – Concept, Scope and Objectives of Marketing Research, Types and Process of Marketing Research, Marketing Information System V/s Marketing Research.
5. Elementary framework in specific marketing areas such as Social Marketing, International Marketing V/s Domestic Marketing. Export Documentation & Procedures. Rural Marketing, Cyber Marketing, Consumer Relationship Management, KPO, IPO, e-Commerce etc.

References :

1. Marketing Management – Philip Kotler
2. Marketing Management – Dr. Rajan Saxena
3. Marketing Management – S.S. Sherelekar
4. Analysis, Planning Implementation & Control – Kotler Philip,

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BCH-403 LEGAL ENVIRONMENT OF BUSINESS

Course Objectives :

The objective of this course is to give basic knowledge of important business & economic laws applicable to Indian Business Houses so that students understand the basic legal framework of business operations.

Course Contents :

1. The Indian Contract Act 1872, Nature of contract, Classification and elements of contract. Performance of contract, discharge of contract, remedies for breach of Contract.
2. The Sale of Goods act 1930, Formation and essentials of contract of sale, price, conditions & warranties, unpaid seller and his rights.
3. The Negotiable Instruments Act, 1881 - Definition of negotiable instruments, features, promissory note, Bill of exchange, cheque, crossing cheque, types of crossing, dishonour & discharge of negotiable instrument, Endorsement and its Types.
4. The Consumer Protection Act 1986, salient features, definition of consumer, Grievance Redressal Machinery.
5. An overview of Factories Act, Cyber Law and FEMA Act.

References :

1. Mercantile Law - N.D. Kappor
2. Mercantile Law - V.K. Batra & N.K. Kalra
3. Industrial Law - P.L. Malik
4. Mercantile Law - M.C. Shukla
5. Business Law - M.C. Kuchhal

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BCH-404 ENVIRONMENTAL STUDIES

Course Objective

The objective of this paper is to acquaint the students with the multidisciplinary nature of environmental study and become more eco-friendly by way of understanding the concept of biodiversity, human population and related impact on ecosystems.

Course Contents

1. Elementary idea about Multidisciplinary Nature Of Environmental Studies - Definition, Nature, Scope and Importance, Need For Public Awareness, Salient features of Environment Protection Act,
2. Overview of Natural Resources - Renewable and Non-Renewable Resources - Forest Resources, Water Resources, Mineral Resources, Food Resources, Energy Resources, Land Resources, Role Of An Individual In Conservation Of Natural Resources.
3. Conceptual Framework of Ecosystems - Concept, Structure and Functions of Ecosystems. Energy Flow In The Ecosystem, Ecological Succession, Food Chains, Food Webs And Ecological Pyramids.
4. Brief study of Biodiversity and Its Conservation - Definition, Genetic, Species and Ecosystem Diversity, Global Warming, Acid Rain, Ozone Layer Depletion, Nuclear Accidents.
5. Disaster Management - Social Issues and The Environment - Water Conservation, Rain Water Harvesting, Watershed Management, Human Population and Environment - Value Education - HIV/AIDS, Population Growth, Role of I.T. in Environment.

References

1. Environmental Studies - Dr. Dhananjaya Verma (M.P. Hindi Granth Academy, Bhopal).

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BCH - 405 COST ACCOUNTING

Course Objective

The course aim is to provide basic knowledge of principles and techniques of Cost Accounting.

Course Contents

1. Cost Accounting : Concept, Objectives, Significance, Installation of Costing System, Elements of Cost and Classification, Record of Stores and its control, Issue of Materials from Stores and their pricing methods, Labour Costing; Overheads, Methods of Allocation, Apportionments and Absorption.
2. Output Costing : Cost Sheet, Statement of Cost, Preparation of Tender and Calculation of Tender Price.
3. Contract and Job Costing : Preparation of Contract Accounting and Job Accounts; Valuation of Work in Progress, Determination of Profit of Complete & Incomplete Contracts, Preparation of Contractor's Personal Account.
4. Process Accounting : Preparation of Process Accounts, Treatment of Normal and Abnormal Wastage/effectiveness. Joint and Byproduct Costing, Inter-process Transfer at Cost or plus profit. Calculation of unrealised profit included in Closing Stock.
5. Reconciliation of Profits as shown by Cost and Financial Accounts. Need of reconciliation, Rules of reconciliation of profits.

References:

1. Cost Accounting - M.L. Aggrawal (Sahitya Bhawan Publications, Agra)
2. Cost Accounting - Oswal, M.S. Maheshwari (Ramesh Book Depot, Jaipur)
3. Cost Accounting - Jain & Narang (Kalyani Publishers, New Delhi)
4. Cost Accounting - Jawaharlal (Tata McGrawhill, New Delhi)
5. Cost & Management Accounting - V.K. Saxena (Sultan Chand & Sons)
6. Cost Accounting (Lagat Lekhankn - Hindi) - Nageshwar Rao, Jagadish Prakash, M.B. Shukla (Prayas Pustak Sadan, Allahbad)
7. Principles & Practice of Cost Accounting - A.K. Bhattacharya (Wheeler Publishing Home, New Delhi)

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B.Com. (Hons.) III Year

Vth SEMESTER COURSE

BCH-501 Management Information System

Course Objective

The objective of this course is to develop basic understanding of conceptual framework of MIS and its related practical aspects.

Course Contents

1. Management Information - Meaning, Nature and Scope - The System Approach and System View of Business, Management Process and Determining Information Needs.
2. MIS Design - Defining the Problem, Setting System Objectives, Development and Selection of Alternative Design, Purpose of Gross Design Report, Conversion of Manual MIS into Computerized MIS.
3. Information System for Decision Making - Basic Information System related to Finance & Accounts, Human Resources, Marketing, Production etc.
4. MIS and Decision Making - Phases of Decision Making Process, MIS Support and Each Phase of Intelligence, Design and Choice, Concept of Programmed Vs Non-programmed Decisions, Expert System and Decision Support System.
5. MIS Implementation - Stages, Evaluating the System, Criteria of Evaluation, Maintenance of the System, Recent Trends in MIS.

References

1. Information System for Modern Management - Robert G. Murdic, Joel-E. Ross, J.R. Clagget (Prentice Hall New Delhi).
2. Management Oriented MIS - Jerome Kanter (PHI, New Delhi)
3. Computer Fundamentals - P.K. Sinha, BPB, New Delhi.
4. Introduction To Computers - N. Subramaniam, Himalaya Publications, Mumbai.

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BCH-502 COMPANY LAW & SECRETARIAL PRACTICE

Course Objective

To provide knowledge of company law and other related aspects of secretarial procedures, applications so that students can apply them in their corporate decision making.

Course Contents

1. An overview of the Companies Act 1956, Essential Characteristics and Kinds of Companies, Provisions Regarding Incorporation and Raising of Capital Through Shares, Debentures and Public Deposits.
2. Memorandum of Association, Articles of Association, Prospectus, Statement in lieu of Prospectus, Membership of a Company.
3. Overview of Management of Companies - Board of Directors, Managing Director, Managerial Remuneration, Powers, Position and Responsibilities of Directors, Winding up of Companies.
4. The Position and Importance of a Company Secretary in the Company Structure, Duties and Qualifications of a Company Secretary.
5. Elementary idea of Statutory Books, Payment of Dividend, Company Meetings, Resolution, Notices, Agenda, Quorum and Minutes, Director's Report, Chairman Speech.

References

1. Company Law & Secretarial Practice - Sahai & S.M. Shukla
2. Company Law & Secretarial Practice - R.C. Agrawal & N.S. Kothari
3. Secretarial Practice - S.A. Sherelkar
4. Secretarial Practice - J.C. Bhal
5. Company Law & Practice - A.K. Majumdar & G.K. Kapoor
6. Companies Act, 1956
7. ICSI Bulletins.

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BCH-503 INCOME TAX

Course Objective

The objective of this paper is to make the students conversant with the basic provisions of Indian Income Tax Laws to enable them to take business decisions considering taxation aspects.

Course Contents

1. Income Tax Act - Various Definitions, Main Provisions of Income Tax Act relating to Assesses, Basis of Charge and Residential Status of Assesses.
2. Computation of Taxable Income under the Heads, Salaries, House Property and Business Profession (including Depreciation).
3. Computation of Taxable Income under the Heads Capital Gains and Other Sources, Set off and Carry forward of Losses, Exemption, Deduction from Gross Total Income, Clubbing and Aggregation of Income.
4. Assessment of Individuals and H.U.F., Computation of Tax.
5. Assessment of Firms and Computation of Tax Liability, Assessment Procedure, Income Tax Authorities, Collection and Recovery of Taxes, Refunds, Penalty, Prosecutions, Appeals and Revision.

References

1. Income Tax Law & Accounts - Dr. H.C. Mehrotra
2. Aaykar Vidhan Evam Lekha - Patel & Chaudhary
3. Income Tax - Gupta, Gupta and Modi
4. Income Tax Act, 1961
5. Direct Taxes - V.K. Singhania
6. Law & Practice of Income Tax in Indian - Bhagwati Prasad.

Note : In this paper 60% shall be numerical questions and 40% shall be theoretical questions.

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B.Com. (Hons) II Year

IIIrd SEMESTER COURSE

BCH-301 CORPORATE ACCOUNTING

Objective

The objective of this paper is to acquaint the students with the basics concepts & accounting formats of corporate accounting sector to enable them to take rational decisions in the area of corporate accounting.

Course Contents

1. Meaning, Nature, Objective and Significance of Corporate Accounting.
Issue, Forfeiture and Reissue of shares, Issue & Redemption of Debentures.
2. Valuation of Shares, Valuation of Goodwill, Introductory idea of Indian Accounting Standard 3.
3. Amalgamation, Merger and Reconstruction (Internal & External) of Companies as per Indian Accounting Standards 14.
4. Consolidated Balance Sheet of Holding & Subsidiary Companies (with one subsidiary only).
5. Liquidation of Companies and Liquidators Final Statement of Accounts.

References:

1. Company Accounts- R.L. Gupta, M.Radhaswamy(S Chand & Sons, New Delhi)
2. Corporate Accounting-S.N.Maheshwari (Vikas Publishing Home, New Delhi)
3. Advanced Accounts- M.C. Shukla, T.S. Grewal and S.C.Gupta(S.Chand & Sons)
4. Corporate Accounting-S.M.Shukla(Sahitya Bhawan Publications, New Delhi)
5. ICAI Accounting Standards.

Note : In this paper 60% shall be numerical questions and 40% shall be theoretical questions.

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BCH-302 BUSINESS STATISTICS

Course Objective

The course is designed to equip the students with statistical techniques applicable to the solutions of business problems. The emphasis will be on applications of concepts and tools to various business\commerce related problems and gain understanding of statistical techniques.

Course Contents

1. Introduction - Definition of statistics, Importance of statistics, Types, Techniques & Sources of data, Tabulation of data, Limitations of Statistics,
2. Measures of Central tendency and variation : Mean, Median, Mode & Geometric Mean. Theory of probability - Basic Concepts, Permutation, Combination, Addition and Multiplication theorem of probability, Different types of events.
3. Different measures of Dispersion : Quartile Deviation, Mean Deviation by Mean, Median & Mode, Standard Deviation, Skewness : Range, Skewness & Co-efficient of Skewness.
4. Correlation : Karl Pearson's Co-efficient of Correlation, Co-efficient of Correlation by concurrent Deviation Method & Rank difference method, Linear Regression.
5. Index Numbers – Means & Types of Index Number, Preparation of Price relatives, Construction of Index Numbers by Laspey's, Pasher's & Fisher's formula. Time and Factor reversal test, Base shifting & Splicing.

References:

1. Statistical Methods- S.P.Gupta(Sultan Chand & Sons, New Delhi)
2. Statistics for business & economics-R.P.Hooda(McMillan, New Delhi)
3. Fundamentals of Statistics-S.C.Gupta(Himalaya Publishing House, Mumbai)
4. Statistics for Management-R.I.Levin & D.S. Rubin(Prentice Hall of India, New Delhi)
5. Fundamentals of Statistics-D.N. Elhance

Note : In this paper 60% shall be numerical questions and 40% shall be theoretical questions.

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BCH-303 CORPORATE AUDITING

Course Objective

The objective of this course is to familiarise the students with the concepts, principles, procedures, practices and complexities of auditing practices in limited companies, non profit companies / organisations etc.

Course Contents

1. Evolution of Auditing concept, Meaning and objectives of auditing, types of audit-Internal audit, Audit process-Audit programme, routine checking and test checking.
2. Standard Auditing Practices, Audit Procedure, Vouching, Verification of Assets & Liabilities.
3. Audit of Limited companies- Company Auditor-Appointment, Powers, duties and liabilities and qualification- disqualifications, Divisible profits and dividends, Auditors report, standard reports and qualified reports,
4. Investigation Audit of non profit companies, special audit of Banking Companies, Audit of Education Institutions, Audit of Insurance companies.
5. Recent trends in Auditing, Nature and significance of cost audit, tax audit, management audit and social audit etc.

References:

1. Auditing principles & problems-T.R.Sharma(Sahitya Bhawan Pub., Agra)
2. Principles of Auditing-B.N.Tondon(S. Chand & co., New Delhi)
3. Principles & Practice of Auditing-Pagare Dinkar(S. Chand & co., New Delhi)
4. Practical Auditing- Spicer & Peglar

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BCH-304 PROJECT MANAGEMENT

Course Objective

The course aim is to provide basic knowledge of project, its formulation, management and implementation.

Course Contents

1. Project Management : Concept, Tools, Techniques for Project Management, Qualifications, Role and Function of Project Manager, Project Planning and Essentials of good Project Plan.
2. Project : Meaning, Characteristics and Steps of Project, Project Life cycle, Identification of Project, Sources of Project ideas, Considerations for initial selection of Project.
3. Project Formulation : Pre-feasibility study, Project feasibility analysis, Market Analysis, Technical Analysis, Financial Analysis and Economic Analysis.
4. Project Finance : Sources of Finance (including Long term and Short term) Sources, Direct Financial Assistance, Lease Financing and Hire Purchasing System, Special Assistance Scheme of various Financial Institutions.
5. Project Reporting : Preparation of feasibility report and cost estimate, Financial Statement Analysis, Estimating Working Capital needs, Risk identification, Performance Analysis and Control of Project.

References

1. Project Planning and Management – N.P.Agrawal
2. Project Planning and Management – Prasanna Chandra
3. Project Management and Control – Narendra Singh
4. Project Management – Vasant Desai

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BCH-305 ENTREPRENEURSHIP DEVELOPMENT

Course Objectives :

To prepare the budding entrepreneurs and to provide the students seedbeds of entrepreneurship at the entry level and enhance their entrepreneurial skills.

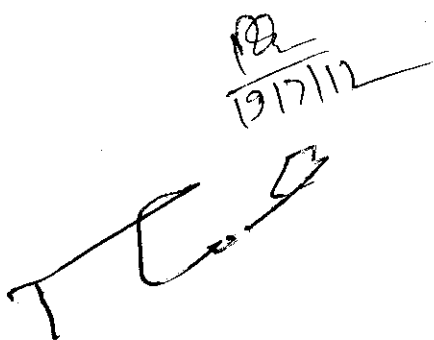
Course Contents :

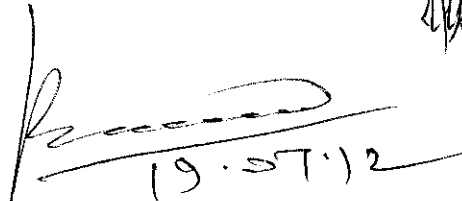
1. Concept of Entrepreneur & Entrepreneurship – Role of Entrepreneurship in Economic Development, Elementary Theories of Entrepreneurship.
2. Problems of small scale industries in the Indian Context, Growth of SSIs and entrepreneurial motivation, Policy support to small scale industries & entrepreneurship.
3. Forms of Ownership – Structural Patterns, Entrepreneurial Development & Training, Aspects involved in the Growth of Entrepreneurial Environment.
4. Projects Management – Project idea to project appraisal.
5. Issues in financing small business. Marketing channels/methods in small business, problem of entrepreneurship – reasons and remedies.

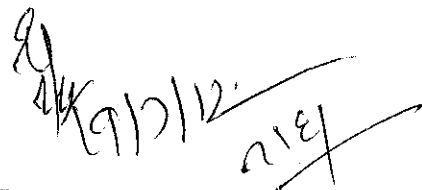
Suggested Readings :

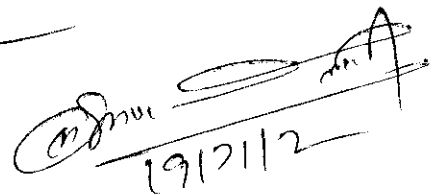
1. Entrepreneurship Development
2. Udyamita
3. Dynamics of Entrepreneurial Development and Management
4. Entrepreneurship Development

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BCH-104 COMPUTER APPLICATIONS

Course Objectives :

To acquaint students with the conceptual frame of Computer and its applications in accounting, commerce and business.

Course Contents :

1. Introduction of Computers, Computer Architecture, Hardware & Software. Uses of Computers in Commerce, Financial & Accounting and Analysis.
2. Memory : RAM, ROM, PROM, EPROM, EEPROM, Hard Disk, Primary and Secondary Memory, Cache Memory, Physical & Virtual Memory.
Number System – Binary, Decimal, Octal, Hex, Inter Conversion of Numbers, Input – Output Devices and their description.
3. Conceptual Framework of Programming Fundamentals, Networking Concepts, Flow Chart, Algorithm and Brief overview of Accounting Softwares, Latest version of Tally etc.
4. Brief Study of Management Information System related to Finance & Accounts, DSS, DBMS, RDBMS, MIS etc.
5. Operating Systems : MS-DOS and Windows 98, MS-Office – a) MS-WORD
b) MS-EXCEL c) MS-POWERPOINT d) Graphics

Suggested Readings :

1. Computer Fundamentals - Raja Raman
2. Fundamentals of Computer – P.K. Sinha
3. Computers & Commonsense – Hunts & Shelly
4. Fundamentals of Computer Science – Kakar Waswani

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BCH-105 General English

Course Objective :

The Objective of this paper is to create awareness among students of general English and its usage.

Course Contents :

1. Texts :

1. Rabindranath Tagore, "Where the Mind is Without Rear."
2. Kabir, one Song translated by Ragore.
3. M.K. Gandhi, extract from "Satyagraha."
4. R.K. Narayan, "Toasted English."
5. Ruskin Bond, "The Old Lama."
6. Khushwant Singh, "The Portrait of a Lady."
7. Ashok Mahadevan and Sushan Shetty, "Discovering Babasaheb." Section on "Clash of Titans" (Reader's Digest, December 2006)
8. Jawaharlal Nehru, "Tryst with Destiny."
9. Mirza Ghalib, "Delhi in 1857".
10. Madhumalati Adhikari, "The Heritage of Indian Culture."

2. Comprehension of an unseen passage :

Question should be objective /Multiple Choice, Short-answer type questions should test (a) an understanding of the passage in question, and (b) a grasp of general language skills and issues with reference words and usage within the passage.

3. Paragraph writing : based on expansion of an idea

Word limit: 100-150 words. Candidates to attempt any one of three alternative ideas given.

4. Basic language skills : Vocabulary

Synonyms, antonyms, one word substitution for phrases, making sentences with idioms and phrases, , corrections of sentences with words likely to be confused. Questions should not repeat the examples or exercises given in the textbook.

5. Basic language skills : Grammar and usage :

Verb forms and structures, Modals, linking devices, tenses, Preposition, gerunds, participles and infinitives, verbs followed by a preposition and phrasal verbs, articles. And determiners, countable and uncountable nouns, adjectives, and adverbs.

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IInd SEMESTER COURSE

BCH201 ADVANCED FINANCIAL ACCOUNTING

Course Objective

The objective of this course is to help students in acquiring the ability to deal with complex business transactions according to advanced methods of accounting and use accounting data to take practical decisions in business.

Course Contents

1. Final accounts with adjustments, rectification of errors, opening & closing entries, Provisions & Reserves.
2. Receipts & Payment Accounts, Income & Expenditure Accounts for Non-profit organisation, Hire Purchase & Installment Purchase System.
3. Royalty & Lease Accounts, Insolvency Accounts.
4. Single Entry System & Indian System of Accounting.
5. Branch Accounts, Departmental Accounts, Consignment Accounts.

References:

1. Financial Accounting – Ashok Sehgal & Deepak Sehgal
2. Advanced Accounting – Shukla & Grewal
3. Advanced Accounts – R.L. Gupta
4. Financial Accounts – Nirmal Jain
5. Financial Accounting – Dr. Ramesh Mangal & Agarwal (Hindi Edition)
6. Financial Accounting – Singhal, Khan & Nalwai (Hindi Edition)

Note : In this paper 60% shall be numerical questions and 40% shall be theoretical questions.

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BCH-202 BUSINESS MATHEMATICS

Course Objectives :

The paper aim to give knowledge of mathematical tools and techniques with reference to business transaction practices.

Course Contents :

1. Average – Computation of Mean for Grouped Series, Problems Based on combined average simple & weighted average.
Ratio and proportion - Its type comparison, Addition, Subtraction of Ratios, Two or more ratio in a single form.
Percentage – Problem based on Quantity, Price Mixture etc.
2. Concept of Commission and its Calculation – Calculation of commission relating to sales, Rate of commission relating to brokerage.
Discount - Its types & Calculation.
Concept of Profit V/s Loss & its Calculation.
3. Concept and Calculation of Simple Interest & Compound Interest – Problem relating to interest, Time, Rate, Principal & Amount etc.
4. Simultaneous Equations – Meaning, Characteristics and Method of Calculation including cross multiplication containing 3 unknown quantities.
5. Study of Logarithm & Antilogs – Principles & Calculations.
Elementary Matrix – Definition, Types, Addition, Subtraction & Multiplication of Matrix.

Suggested Readings :

1. Business Calculations – Mangal & Singhal
2. Commercial Mathematics – R. Gupta
3. Mathematics & Statistics – Goel & Goel
4. Business Mathematics – Dr. S.M. Shukla (Hindi Edition)

Note : In this paper 60% shall be numerical questions and 40% shall be theoretical questions.

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BCH-203 BUSINESS COMMUNICATION

Course Objective :

The objective of this paper is to make students aware of the practical significance of good business communication and help them in acquiring competence in reporting and drafting for business.

Course Contents :

1. Introduction – Definition, Nature, Objects, Importance of Communication to Managers and Business Organisations, Elements of Communication.
2. Dimensions and directions of Communication, Means of Communication – Verbal Communication, Listening Skills, Feedback Skills, Presentation Skills.
3. Public Speaking and its Principles, Non-verbal communication, Body language, Signs of language, Visual and Audio Communication, Channel of Communication.
4. Written Business Communication – Concept, Advantages, Disadvantages, Importance, Needs of Business Letters and Kinds of Business Letters, Essentials of effective Business Letters, Meeting, Minutes, Agenda & Negotiation Skills.
5. Business Report Writing – Organisation, Interpretation and Techniques of Report Writing, Interviewing & Group Discussions, Resume Preparations.

Suggested Readings :

1. Business Communication – Dr. Nageshwar Rao & Dr. R.P.Das (Himalayan Publication House)
2. Business Communication – Pradhan, Bhende & Thakur
3. Effective Business Communication – Murphy
4. Business Communication – R.K. Madhukar
5. Business Sanchar – Agarwal & Mishra (Hindi Edition)

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BCH-204 FUNDAMENTALS OF ORGANISATIONAL BEHAVIOUR

Course Objectives :

To familiarize the students with the basic concepts, tasks & responsibilities of understanding, analyzing, behaviour of individuals & groups.

Course Contents :

1. Introduction to Organisational Behaviour, Concepts, Basic Behavioural Models, Foundations & contributing, Disciplines of O.B., Forms of organization structures
2. Understanding Human Behaviour – Individual Differences, Personality, Attitude, Values, Status etc.
3. Intra Personal Processes – Perception, Learning, Power & Authority, Organisational Conflicts & its effects.
4. Inter Personal Behaviour, Relationship & Styles, Different theories of Motivation & Styles of Leadership.
5. Group Dynamics, Team Development & Team Building, Organisational Change & Organisational Development, OD Intervention..

Suggested Readings :

1. Human Behaviour at Work – Davis Keith
2. Organisational Behaviour – Udai Pareek
3. Organisational Behaviour – Robbins Stephen P
4. Business Organisation – Singh & Chhabra
5. Organisation Psychology – Schein Edgar H
6. Organisation Behaviour – L.M. Prasad

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BCH-205 GENERAL HINDI

इकाई एक :- हिन्दी की व्याकरणिक संरचना

हिन्दी और उसकी बोलियाँ : सामान्य परिचय
हिन्दी शब्द- भेद: विकारी और अविकारी शब्द
अषुद्धि- शोधन और हिन्दी वर्तनी का मानकीकरण
हिन्दी का शब्द - भंडार
हिन्दी शब्द-निर्माण : उपसर्ग, प्रत्यय, संधि और समास
वाक्य की परिभाषा और भेद

इकाई दो:- संप्रेषण कौशल/अभिव्यक्ति क्षमता

पत्र लेखन :- व्यावहारिक पत्र, व्यावसायिक पत्र और आवेदन पत्र, प्रारूपण और प्रमुख कार्यालयीन पत्र - परिपत्र आदेश, अधिसूचना, ज्ञापन, अनुस्मारक और पृष्ठांकन
संक्षेपण: सभी के स्वरूप, अंग एवं अभ्यास

इकाई तीन :- पल्लवन और रिपोर्ट-लेखन

सामाजिक - आर्थिक विषयों और समकालीन संदर्भों पर पल्लवन एवं समाचारपत्रों के लिए रिपोर्ट-लेखन की प्रक्रिया का अभ्यास

इकाई चार:- पारिभाषिक शब्दावली

पारिभाषिक शब्द : अर्थ, विशेषताएँ और प्रकार
पारिभाषिक शब्दावली : प्रशासनिक, मानविकी, आर्थिक और सामाजिक विज्ञानों की शब्दावली

इकाई पाँच :- अनुवाद और अपठित गद्यांश

अनुवाद : स्वरूप, प्रकार और महत्व
अंग्रेजी और हिन्दी के पारस्परिक अनुवाद के अभ्यास
अपठित गद्यांश

सहायक ग्रंथ सूची -

भारतीयता के अमर स्वर - (प्रधान संपादक) डॉ. धनंजय वर्मा
प्रकाशन : म.प्र. हिन्दी ग्रंथ अकादमी, भोपाल

हिन्दी भाषा और वैज्ञानिक चेतना - (प्रधान संपादक) डॉ. धनंजय वर्मा
प्रकाशन : म.प्र. हिन्दी ग्रंथ अकादमी, भोपाल

हिन्दी व्याकरण - पं. कामताप्रसाद गुरु

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नवषक्ति हिन्दी व्याकरण – डॉ. बट्टीनाथ कपूर

हिन्दी शब्द सामर्थ्य– डॉ. कैलाषचंद्र भाटिया

हिन्दी वर्तनी की समस्याएँ – डॉ. भोलानाथ तिवारी और डॉ. किरणबाला

हिन्दी की मानक वर्तनी – डॉ. कैलाषचंद्र भाटिया और रचना भाटिया

सामान्य हिन्दी : व्यावहारिक हिन्दी – डॉ. भोलानाथ तिवारी और डॉ. ओमप्रकाश गाबा

अच्छी हिन्दी : कैसे बोले ? कैसे लिखें ? – डॉ. भोलानाथ तिवारी

व्यावहारिक हिन्दी – डॉ. भोलानाथ तिवारी और डॉ. महेन्द्र चतुर्वेदी

प्रयोजनमूलक हिन्दी – (संपादक) डॉ. विनय दुबे, डॉ. हरिमोहन बुधौलिया और डॉ. शशिप्रभा पांडे
प्रकाशक – म.प्र. हिन्दी ग्रंथ अकादमी, भोपाल

अनुवाद विज्ञान – डॉ. भोलानाथ तिवारी

अनुवाद – सिद्धांत और प्रयोग – जी. गोपीनाथन

संक्षेपण और पल्लवन – डॉ. कैलाषचंद्र भाटिया और तुमनसिंह

अनुवाद – सिद्धांत की रूपरेखा – डॉ. सुरेश कुमार

पत्र व्यवहार – निर्देशिका – डॉ. भोलानाथ तिवारी और विजय कुलश्रेष्ठ

अनुवाद – सिद्धांत और प्रयोग – डॉ. कैलाषचंद्र भाटिया

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