



**Department of Commerce and Business Studies
Jamia Millia Islamia, New Delhi**

Bachelor of Commerce (Hons.)

Course Structure and Syllabus

(w.e.f. Academic Session 2019-20)

under

Choice Based Credit System

B.Com. (Hons.) is a three-year (6 Semesters) programme as per the details given below:

Year	Semester	Semester
First	I	II
Second	III	IV
Third	V	VI

Semester-I					
Paper No.	Paper Title	Paper Type	Exam. Hours	Lect+ Tut./Pr	Credits
BC 1.1	Financial Accounting	Core	3	4+1	5
BC 1.2	Business Organization and Management	Core	3	4+1	5
BC 1.3	Business Law	Core	3	4+1	5
BC 1.4	Business Communication	CBC*	3	4+1	5
BLE021	General English-I	Compulsory	3	4	4
Total Credits					24
Semester-II					
BC 2.1	Business Mathematics	Core	3	4+1	5
BC 2.2	Corporate Law	Core	3	4+1	5
BC 2.3	Business Economics	Core	3	4+1	5
BC 2.4	Business Ethics & Corporate Governance	SEC**	3	4+1	5
BLE021	General English-II	Compulsory	3	4	4
Total Credits					24
Semester-III					
BC 3.1	Corporate Accounting	Core	3	4+1	5
BC 3.2	Business Statistics	Core	3	4+1	5
BC 3.3	Fundamentals of Financial Management	Core	3	4+1	5
BC 3.4	Human Resource Management	Core	3	4+1	5
BC 3.5	Environmental Studies	AEC***	3	4+1	5
Total Credits					25
Semester-IV					
BC 4.1	Cost Accounting	Core	3	4+1	5
BC 4.2	Principles of Marketing	Core	3	4+1	5
BC 4.3	Business Environment	Core	3	4+1	5
BC 4.4	Financial Institutions and Markets	Core	3	4+1	5
BC 4.5	Information Technology in Business	CBC*	3	4+1	5
Total Credits					25
Semester-V					

BC 5.1	Income Tax: Law and Practice	Core	3	4+1	5
BC 5.2	E-Commerce	Core	3	4+1	5
BC 5.3	Management Accounting	Core	3	4+1	5
BC 5.4	Auditing	Core	3	4+1	5
BC 5.5	Entrepreneurship	CBC*	3	4+1	5
Total Credits					25

Semester-VI					
BC 6.1	Fundamentals of Investment	Core	3	4+1	5
BC 6.2	Goods & Services Tax and Customs Law	Core	3	4+1	5
BC 6.3	Fundamentals of Insurance	Core	3	4+1	5
BC 6.4	Computerized Accounting System	Core	3	4+1	5
BC 6.5	Personal Selling and Salesmanship	CBC*	3	4+1	5
BC 6.6	Survey Project	Core	-	4	4
Total Credits					29
Total Credits for all 6 Semesters					152

*Choice Based Course

**Skill Enhancement Course

*** Ability Enhancement Course

BC-1.1: FINANCIAL ACCOUNTING

Lectures 4 + Tutorial 1 = 05 Credits	Duration of Exam.: 3 Hours	Max. Marks : 100 (End Term Exam: 75 + Internal: 25)
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Course Objective:

The objective of this course is to provide a detailed insight into accounting principles and their applications to specialized business and non-business entities.

Course Contents:

UNIT-I

Introduction: Objectives of Accounting, its Principles, Concepts, Importance and Scope, Users of Accounting Information and their needs, Accounting Cycle, Disclosures, Branches of Accounting, a brief introduction to International Financial Reporting Standards (IFRS) and Accounting Standards issued by ICAI.

Accounting Concept of Income: Capital and Revenue, Depreciation Accounting, Provisions and Reserves, Preparing Financial Statements of Non Trading Organizations.

UNIT-II

Royalty Accounts: Mining Royalty, Patent Royalty and Copyright Royalty, Accounting for Hire Purchase and Installments Purchase System, Accounting for Insolvency of Individuals.

UNIT -III

Branch Accounts: Accounting for Dependent Branch, Debtors System, Stock and Debtors System, Final Accounts System and Independent Branches.

Partnership Accounts: Distribution of Profits, Goodwill, Admission, Retirement and Death of Partner, Dissolution of Partnership Firm including Piecemeal Distribution.

Note: Any revision of relevant accounting standard issued by ICAI would become applicable immediately. Latest publications be consulted.

Suggested Readings:

1. Maheswari S. N. and Maheswari S. K.: *Financial Accounting*, Vikas Publishing House, Noida.
2. Monga J. R.: *Financial Accounting*, Mayur Paperbacks, Noida.
3. Jasmine Kaur: *Financial Accounting*, Taxmann Publications, New Delhi.
4. Gupta R. L. and Radhaswamy M.: *Advanced Accounts*, Sultan Chand & Sons, New Delhi.
5. Compendium of Statements and Standards of Accounting: The Institute of Chartered Accountants of India, New Delhi.
6. Shukla, M.C. and T.S. Grewal: *Advanced Accounting*, Sultan Chand & Sons, New Delhi.
7. Anthony R. N. and Recee: *Accounting Principles*, AITBS Publisher and Distributors, Delhi.
8. Narayanaswamy, *Financial Accounting*, PHI Learning India Ltd. Delhi.

BC-1.2: BUSINESS ORGANIZATION AND MANAGEMENT

Lectures 4 + Tutorial 1 = 05 Credits	Duration of Exam.: 3 Hours	Max. Marks: 100 (End Term Exam: 75 + Internal: 25)
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Course Objective: This course aims to familiarize the students with the basic concepts and knowledge with regard to a business organization and its management and various functional areas of management.

Course Contents:

UNIT- I

Introduction: Concept, nature, and scope of business, Business objectives, Profit maximization vs. Social responsibility of business. Business ethics and values.

Forms of business organizations: Sole proprietorship, Partnership, Joint Hindu Family, Joint Stock Company- types of companies, Formation of a company, Cooperative organization.

UNIT- II

An Overview of Management: Development of management thought, Management vs. Administration, Principles of management, Planning- concept and process, Decision making process, Organizing- concept, principle, types of organizations.

Authority and Responsibility Relationship: Centralization vs. Decentralization, Span of control, Formal and informal organization.

UNIT-III

Directing: Communication, Motivation- concept, Theories of motivation- Maslow's, Herzberg, McGregor, Leadership- concept, styles, management grid, theories of leadership.

Coordinating and Controlling: Concept and techniques of coordination, Process and Techniques of control.

Suggested Readings:

1. Koontz, H. *Essential of Management*, Tata McGraw-Hill, New Delhi.
2. Koontz, S. And Heinz Wehrich: *Essential of Management*, Tata McGraw-Hill, New Delhi
3. Gupta, C.B.: *Management: Theory and Practice*, Sultan Chand & Sons, New Delhi
4. Andrew J. Dubrin: *Essential of Management*, Thompson, South-Western.
5. Singh, BP & Chhabra, T.N.: *Business Organization and Management*, Dhanpat Rai & Sons, Delhi.

BC-1.3: BUSINESS LAW

Lectures 4 + Tutorial 1 =
05 Credits

Duration of Exam. : 3 Hours

Max. Marks : 100
(Term-end Exam : 75 + Internal: 25)

Course Objective:

The objective of this course is to make the students understand how the business organizations apply Economics principles in decision making.

Course Contents:

UNIT-I

Indian Contract Act, 1872: Part 1

- Definition and types of Contract.
- Essentials of a valid contract – Offer and Acceptance; Capacity of Parties, Free Consent; Legality of object and consideration.
- Void Agreement.
- Contingent Contracts.
- Performance of contracts and Discharge of Contracts.
- Remedies for Breach of Contracts.

UNIT-II

Indian Contract Act, 1872: Part 2 - Special Contracts

- Contracts Indemnity and guarantee.
- Contracts of Bailment and Pledge.
- Contract of Agency.

Sales of Goods Act, 1930

- Contract of sale- Meaning and Difference between sale and agreement to sell.
- Conditions and Warranties.
- Transfer of ownership in goods including sale by non-owners.
- Performance of Contract of Sale.
- Unpaid Seller- Meaning and rights of unpaid Seller against the goods and against the buyer.

UNIT-III

The Limited Liability Partnership Act, 2008

- Introduction of Limited Liability Partnership, Distinction between LLP and Partnership, LLP and Private Limited Company
- Conversion of Partnership into LLP, LLP Agreement, Nature of LLP
- Partners and Designated Partners, Incorporation of LLP, Incorporation Documents, Registered Office of LLP, Partners and their Relations, Liability of LLP and its Partners, Winding up of LLP.

The Negotiable Instruments Act, 1881

- Meaning, Characteristics, and Types of Negotiable Instruments: Promissory Note, Bill of exchange, Cheque; Crossing of Cheque
 - Parties to Negotiable Instruments: Holder and Holder in Due Course; Privileges of Holder in Due Course
 - Negotiation and Assignment: Types of Endorsements; Dishonour and Discharge of Negotiable Instruments
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Suggested Readings:

1. Kumar, Ravinder, *Legal Aspects of Business*, 4e, Cengage Learning India, Ltd., New Delhi.
2. Kucchal, M.C. *Business Law*, Vikas Publishing House (P) Ltd., India.
3. Kapoor, N.D. *Business Law*, Sultan Chand & Sons, New Delhi.
4. Singh, Avtar. *The Principles of Mercantile Law*, Eastern Book Company, Lucknow.
5. Nabi, M.K., *Introduction to Business Law* (2nd Edition), Taurean Publications, New Delhi.

BC-1.4: BUSINESS COMMUNICATION (Choice Based Course)

Lectures 4 + Tutorial 1 = 05 Credits	Duration of Exam.: 3 Hours	Max. Marks: 100 (End Term Exam: 75 + Internal: 25)
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Course Objective:

The objective of this paper is to make the students aware of communication process and its implication for everyday business life. It aims to be a comprehensive aid for effective communication in any business situation of today's environment.

Course Contents:

UNIT-I

Communication: Concept, Nature, Functions and Scope, Role of communication in present day business organization, Principles of effective communication, communication process. Role of IT and internet in communication

UNIT-II

Essentials of good communication: Ten commandments of good communication, the seven Cs of communication.

Methods of communication: Verbal and non-verbal; Communication channels – formal and informal, Barriers in communication, steps in developing effective communication.

UNIT-III

Effective speaking and oral reporting: Preparation of speech, oral reporting, Conducting and participating in meetings; Interviewing people.

Business Correspondence & Report Writing: Business Letters/memos & official correspondence Basics of Report writing, Types of Reports, Notices, Agenda and Minutes.

Suggested Readings:

1. Bovee and Thill: *Business Communication Today*, Tata McGraw-Hill, New Delhi.
2. K.K Sinha: *Business Communication*, Galgotia Publications, Noida.
3. Balasu: *Business Communication*, Vikas Publishing House, Noida.
4. AshaKaul: *Effective Business Communication*, Prentice Hall, New Delhi.
5. Pardhan H & Others: *Business Communication*, Himalaya Publishing House, Bombay.
6. Diwan Parag & Agarwal L.N.: *Business Communication*, Excel Books, New Delhi.

BC-2.1: BUSINESS MATHEMATICS

Lectures 4 + Tutorial 1 = 05 Credits	Duration of Exam. : 3 Hours	Max. Marks : 100 (Term-end Exam : 75 +Internal: 25)
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Course Objective:

The objective of this course is to familiarize the students with the basic mathematical tools with emphasis on application to Business and Economic situations.

Course Contents:

UNIT-I

The Concept of Sets. Relations and Functions. Types of functions - linear, quadratic, polynomial, exponential, logarithmic and logistic functions.
Algebra of matrices. Matrix operations-addition, subtraction and multiplication of matrices. Determinants and their properties. Inverse of a matrix.
Solution of system of linear equations using matrices. Input output analysis.
Concepts of limit and continuity of a function.

UNIT-II

Rules of differentiation. Maxima and Minima involving second or higher order derivatives. Concept of Marginal Analysis. Concept of Elasticity. Applied Maximum and Minimum Problems including effect of Tax on Monopolist's Optimum price and quantity. Economic Order Quantity.
Partial Differentiation. Partial derivatives up to second order. Homogeneity of functions and Euler's theorem. Total differentials. Differentiation of implicit functions with the help of total differentials.
Maxima and Minima in cases of two variables involving not more than one constraint including the use of the Lagrange multipliers.
Integration. Standard forms. Methods of integration – by substitution, by parts and by use of partial fractions. Definite integration. Finding areas in simple cases.
Application of Integration to marginal analysis. Consumer's and Producer's Surplus.

UNIT-III

Mathematics of Finance. Rates of interest—nominal, effective—and their interrelationships in different compounding situations.
Compounding and discounting of a sum using different types of rates.
Types of annuities. Depreciation of Assets. Valuation of simple loans and debentures. Sinking Fund.
Formulation of linear programming problems (LPP). Graphical solution method. Cases of unique and multiple optimal solutions. Unbounded solutions and infeasibility, and redundant constraints.
Solution to LPPs using Simplex method – maximization and minimization cases.

Suggested Readings:

1. Hoy, M., Livernois, J., McKenna, C., Rees, R., & Stengos, T. (2011). *Mathematics for Economics* (3rd Edition), MIT Press.
2. Anthony, M. & N. Biggs: *Mathematics for Economics and Finance*, Cambridge University Press.
3. Thukral. J.K.: *Mathematics for Business Studies*, Mayur Paper Backs, New Delhi
4. Singh J.K.: *Business Mathematics*, Himalaya Publishing House, New Delhi.
5. Hamdy A. Taha: *Operations Research: An Introduction*, Prentice Hall of India, New Delhi.
6. Mizrahi and John Sullivan: *Mathematics for Business and Social Sciences*, Wiley and Sons, UK
7. Wikes, F.M.: *Mathematics for Business, Finance and Economics*, Thomson Learning.
8. Vohra, N.D.: *Quantitative Techniques in Management*, Tata McGraw-Hill, New Delhi.

BC-2.2: CORPORATE LAW

Lectures 4 + Tutorial 1 =
05 Credits

Duration of Exam. : 3 Hours

Max. Marks : 100
(Term-end Exam : 75 + Internal: 25)

Course Objective: The objective of the course is to impart basic knowledge of the provisions of the Company Laws and the Depository Laws along with relevant case law.

Course Contents

UNIT-I

Introduction: Features of a company; concept of lifting of corporate veil, Types of companies; association not for profit; illegal association.

Formation of Company – promoters; pre-incorporation contract and provisional contracts.

Important Documents - Memorandum of Association; Articles of Association, Doctrine of Constructive Notice and Doctrine of Indoor Management; Prospectus; Misleading Prospectus; Remedies for Misleading prospectus.

UNIT-II

Share Capital – Issue, allotment and forfeiture of shares, Transfer and Transmission of shares, share certificate and share warrant.

Members and shareholders – Methods of becoming a member; termination of membership; rights and duties of member; member vs. shareholder.

Shareholders Meetings – Types of meetings, convening authority and conduct of meetings; requisites of a valid meeting; resolutions.

UNIT-III

Management and Administration – Directors, Classification of directors, disqualifications, appointment, legal position, powers and duties, disclosures of interest, removal of directors, other managerial personnel and their remuneration.

Winding up – Meaning of winding up, Grounds for winding up by the Tribunal, Who may file petition to the Tribunal for winding up; Consequences of the winding up order; power and duties of Official Liquidator.

Suggested Readings:

1. Kumar, Ravinder. *Legal Aspects of Business*, Cengage Learning India, Ltd., New Delhi.
2. Kapoor, N.D. *Elements of Company Law*, Sultan Chand and Sons, New Delhi.
3. Kuchhal, M.C. *Modern Indian Company Law*, Mahavir Book Depot (Publishers), New Delhi.
4. Singh, Avtar. *Company Law*, Eastern Book Company, Pvt. Ltd., Lucknow.
5. Sharma J.P. *An Easy Approach to Corporate Laws*, Ane Books Pvt. Ltd., New Delhi.

BC-2.3: BUSINESS ECONOMICS

Lectures 4 + Tutorial 1 =
05 Credits

Duration of Exam.: 3 Hours

Max. Marks: 100
(End Term Exam: 75 + Internal: 25)

Course Objective:

The objective of this course is to make the students understand how the business organizations apply Economics principles in decision making.

Course Contents:

UNIT- I

Business Economics: Meaning, definitions, characteristics, distinction between business economics and economics, scope of business economics, applications of business economics.

The concept of demand and the elasticity of demand and supply – Elasticity of demand, price, income and cross elasticity.

Demand Analysis & Utility: Cardinal and Ordinal approaches – Indifference Curve Approach: Properties of Indifference Curves, Consumer's Equilibrium.

UNIT - II

Theory of Production: Production Function; Short Run and Long Run, Law of Variable Proportions; Producer's Equilibrium, Returns to Scale, Economies of Scale.

Cost Analysis: Cost concepts; Social and Private costs, Economic and Accounting costs, Fixed and Variable costs, Opportunity Cost.

Revenue Concepts: Total Revenue, Average Revenue and Marginal Revenue.

UNIT- III

Market Structure: Perfect Competition; Assumptions, Price and output decisions. Equilibrium of the firm and the industry in the short and the long runs.

Monopoly: Features, price and output determination, price discrimination, price output Determination under discriminating monopoly.

Monopolistic Competition: Features, price and output determination in short and the long run, Features of duopoly and oligopoly.

Suggested Readings:

1. Mote V .L., Paul, S & G.S. Gupta.: Managerial Economics, Tata McGraw-Hill, New Delhi.
2. Prusty Sadananda: Managerial Economics, PHI Learning Pvt. Ltd., New Delhi.
3. Mehta, P.L., Managerial Economics, Sultan Chand & Sons, New Delhi.
4. D M Mithani : Business Economics, Himalaya Publishing House, New Delhi.
5. Dr. P.N. Reddy and H.R. Appannaiah : Essentials of Business Economics, Himalaya Publishing House, New Delhi.
6. Barry Keating and J. Holton Wilson: Managerial Economics, Biztantra.
7. Banerjee & Majumdar: Fundamentals of Business Economics, S Chand and Sons, New Delhi.

BC-2.4: BUSINESS ETHICS AND CORPORATE GOVERNANCE (Skill Enhancement Course)

Lectures 4 + Tutorial 1 = 05 Credits	Duration of Exam.: 3 Hours	Max. Marks: 100 (End Term Exam: 75 + Internal: 25)
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Objective: The objective of the course to help student appreciate ethical human conduct, trustful and mutually satisfying human behaviour and mutually enriching interaction with nature and corporate governance.

Course Contents:

UNIT-I

Introduction: Understanding the need, basic guidelines, content and process for value education, ethical deficit and erosion. Ethical principles in Business. Understanding personal ethical, morality, law and religion and resolving ethical dilemma and conflict.

Self-exploration: content and process of self-exploration, Natural Acceptance and experiential validation – as the mechanisms for self-exploration. Understanding Happiness and Prosperity correctly.

Living harmony at various levels: harmony in myself, understanding harmony in the family and society- harmony in human –Human relationship. Harmony in the nature and existence – Whole Existence as co-existence. Understanding of harmony on professional ethics. Thinking Conceptually about Politics, Business Ethics and Moral Reasoning, Politics and Ethics in Business.

UNIT-II

Values, Ethics and Moral: Values Concept and Types, Personal Values, Social Values, Moral Values, Spiritual Values, Values Conflict and its Reconciliation, Values and Behavior.

Traditional Ethical Theories: Utilitarianism, Ethical Egoism, Ethics of Duties, Ethics of Rights and Justice, Contemporary Ethical Theories: Virtue Ethics, Feminist Ethics. Normative Theories of Business Ethics: Stockholder Theory, Stakeholder Theory, Social Contract Theory.

Psychological Theories of Moral Development: Reflection on Personal Experiences of Moral Development Lawrence Kohlberg's Theory of Moral Development Carol Gilligan's Theory of Moral Development, Ethics of Care and Relationship.

UNIT-III

Corporate Governance: Concept, Need for governance in Business, understanding concept of Corporate Governance in India. Growth of modern ideas of corporate Governance, Indian committees and corporate Governance.

Corporate Social Responsibility in Business, Issues of Corruption and unethical Practices, Application of CSR fund and related issues.

Suggested Readings:

1. Fernando A C: *Business Ethics: An Indian Perspective*, Pearson Education, New Delhi.
2. Hartman Laura: *Perspectives in Business Ethics*, McGraw-Hill Book publishing Company
3. Ferrell O.C and Fraedrich John: *Business Ethics: Ethical Decision Making and Cases*, Cengage learning India Pvt. Ltd.
4. Monks Robert A.G and Minow Nell: *Corporate Governance*, Johan Wiley & Sons.
4. Mandal S.K: *Ethics in Business and Corporate Governance*, Tata McGraw-Hill, New Delhi.
5. BahnuMurty KV and Usha Krishna: *Politics, Ethics and Social Responsibility of Business*, Pearson Education, New Delhi.

BC-3.1: CORPORATE ACCOUNTING

Lectures 4 + Tutorial 1 =
05 Credits

Duration of Exam.: 3 Hours

Max. Marks: 100
(End Term Exam: 75 + Internal: 25)

Course Objective:

This course will enable the students to develop basic understanding about accounting in corporate bodies in compliance with the provisions of the Companies Act in India.

Course Contents:

UNIT-I

Issue; Forfeiture and Reissue of forfeited shares, Redemption of Preference Shares, Issue and Redemption of Debentures.

Pre- and post-incorporation Profit or Loss.

UNIT-II

Valuation of Goodwill and Shares, Final Accounts of Companies including computation of Managerial Remuneration and Disposal of Profit.

Revenue Account of General Insurance Companies.

UNIT-III

Accounting for Amalgamation of Companies as per prescribed Indian Accounting Standard, Accounting for Absorption, Internal Reconstruction excluding Inter Company Holdings and Reconstruction Schemes.

Consolidated Balance Sheet of Holding Company with one Subsidiary only.

Note: Any revision of relevant accounting standard issued by ICAI would become applicable immediately. Latest publications be consulted.

Suggested Readings:

1. Maheswari S. N. and S. K. Maheswari: *Corporate Accounting*, Vikas Publishing House Pvt. Ltd., Noida.
2. Gupta R. L. and M Radhaswamy: *Advanced Accounts*, Sultan Chand & Sons, New Delhi.
3. *Compendium of Statements and Standards of Accounting*, The Institute of Chartered Accountants of India, New Delhi.
4. Shukla, M.C. and T.S. Grewal: *Advanced Accounting*, Sultan Chand & Sons, New Delhi.
5. Monga J. R.: *Corporate Accounting*, Mayur Paperbacks, Noida.
6. Nirmal Gupta and Chavi Sharma: *Corporate Accounting*, Ane Books India, New Delhi.

BC-3.2: BUSINESS STATISTICS

Lectures 4 + Tutorial 1 = 05 Credits	Duration of Exam.: 3 Hours	Max. Marks: 100 (End Term Exam: 75 + Internal: 25)
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Course Objective:

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

Course Contents:

UNIT-I

Meaning and significance of statistics: Tabular and graphical representation of data.

Measures of Central Tendency: Mathematical averages including Arithmetic Mean, Geometric Mean and Harmonic Mean. Mode, Median, Quartiles and Percentiles.

Measures of Dispersion: Absolute and relative measures. Range, Quartile Deviation, Mean Deviation, Standard Deviation, Variance and Coefficient of Variation.

Measures of Shape: Concept of Moments.

Measurement and significance of Skewness and Kurtosis.

UNIT-II

Theory of Probability: Approaches to the calculation of probability. Marginal, Joint and Conditional Probability. Bayes Theorem.

Random Variables: Discrete and Continuous Random Variables. Expected Value and Variance of a Random Variable.

Probability Distributions: Binomial and Poisson Distributions. Normal Distribution: Probability distribution function, Properties of normal curve, Calculation of probabilities.

Correlation Analysis: Scatter diagram, Pearson's co-efficient of correlation. Probable and standard errors. Rank Correlation.

Regression Analysis: Principle of least squares and regression lines. Regression equations and estimation. Standard error of estimate.

UNIT-III

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

Consumer price indices. Important share price indices, including BSE SENSEX and NSE NIFTY.

Time Series Analysis: Components of time series. Additive and multiplicative models.

Trend analysis: Fitting of trend line using principle of least squares, second degree parabola and exponential.

Suggested Readings:

1. Ken Black: *Applied Business Statistics*, 7th Edition, Wiley India.
2. Levin, Richard and David S. Rubin: *Statistics for Management*, 7th Edition, Prentice Hall of India.
3. Siegel, Andrew F.: *Practical Business Statistics*, International Edition (4th Edition), Irwin McGraw Hill.
4. Berenson and Levine: *Basic Business Statistics: Concepts and Applications*, Prentice Hall.
5. Spiegel M.D.: *Theory and Problems of Statistics*, Schaum's Outlines Series, McGraw Hill Publishing Co.
6. Gupta, S.P., and Archana Gupta: *Statistical Methods*, Sultan Chand & Sons, New Delhi.
7. Gupta. S.C.: *Fundamentals of Statistics*, Himalaya Publishing House.

BC-3.3: FUNDAMENTALS OF FINANCIAL MANAGEMENT

Lectures 4 + Tutorial 1 = 05 Credits	Duration of Exam.: 3 Hours	Max. Marks: 100 (End Term Exam: 75 + Internal: 25)
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Course Objective:

To familiarize the students with the principles and practices of financial management and developing skills for interpretation of business information and application of financial theory in financing related decisions.

Course Contents:

UNIT-I

Introduction: Nature, scope and objectives of financial Management; functions of financial management.

Cost of Capital and Financing Decision: Estimation of components of cost of capital; Equity capital and external & internal retained earnings; Debt and Preference Capital; Weighted Average Cost of Capital (WACC).

UNIT-II

Sources of Long-term Financing: Capital Structure; Operating and financial leverage; determinants of capital structure; Theories of Capital Structure.

Working Capital Decisions: Concepts of working capital; Risk-return trade off; sources of short-term finance; Financing mix; Cash management; Receivables management; Inventory management and Payables management.

UNIT-III

Capital Budgeting Process: Cash flow Estimation; Payback Period Method; Accounting Rate of Return; Net Present Value (NPV); Net Terminal Value; Internal Rate of Return (IRR); Profitability Index.

Dividend Decision: Relevance and irrelevance of dividend decision for corporate valuation. Cash and stock dividends; dividend policy in practice.

Suggested Readings:

1. Horne, J.C. Van., *Financial Management and Policy*, Prentice Hall of India, New Delhi.
2. Johnson, R.W: *Financial Management*, Boston Allyn and Bacon.
3. Khan and Jain: *Financial Management: Text and Problems*, Tata McGraw Hill New Delhi.
4. Pandey, I.M.: *Financial Management*, Vikas Publications, Noida.
5. Chandra, P: *Financial Management- Theory and Practice*, Tata McGraw Hill, New Delhi.
6. Rustagi, R. P.: *Fundamentals of Financial Management*, Taxmann Publications, New Delhi.

BC-3.4: HUMAN RESOURCE MANAGEMENT

Lectures 4 + Tutorial 1 =
05 Credits

Duration of Exam.: 3 Hours

Max. Marks: 100
(End Term Exam: 75 + Internal: 25)

Course Objectives:

This course aims at providing an understanding of concepts, principles and function of human resource management in the present day business environment.

Course Contents:

UNIT-I

Introduction: Definition, objectives and importance of HRM, Difference between HRM and personnel management, Functions of HRM, Role of HR manager, HR planning – concept, objectives and process of human resource planning, limitation of human resource planning, Job analysis – job description and job specification, uses of job analysis, emerging challenges in HRM-workforce diversity, downsizing, work life balance, size of workforce, changes in technology.

UNIT-II

Recruitment and Selection: Meaning, objectives of recruitment, factors affecting recruitments, sources and methods of recruitment, Meaning of selection, Process of selection, Difference between recruitment and selection, Placement and induction, Training and Development – concepts, importance and methods; Job changes - Promotion, Transfer; Demotion and Separation.

UNIT-III

Wage and Salary Administration: Concepts and objectives, Methods of wage payment, Features of sound wage plan, components of employee remuneration, Fringe benefits, Job evaluation – concepts, objective and methods, Performance Appraisal, concept, objectives and Methods of Appraisal, Employee welfare- Meaning , importance and agencies of employee welfare, types of welfare services.

Suggested Readings:

1. Yoder, Dale: *Personnel Management and Industrial Relations*, Prentice Hall of India, New Delhi.
2. Flippo, EB :*Principles or Personnel Management*, McGraw Hill, New York.
3. Jucious, Michael J: *Personnel Management*, Richard Irwin.
4. Dessler Gary: *Human Resource Management*, Pearson Education, New Delhi.
5. Worther, William and Davis Keith: *Human Resource and Personnel Management*, McGraw Hill, New York
6. Sherwani, NUK: *Human Resource Management*, Galgotia Publications Pvt Ltd., Noida.
7. Pattanayak Biswajeet: *Human Resource Management*, PHI Learning Pvt. Ltd., New Delhi.
8. Aswathappa, K: *Human Resource and Personnel Management*, Tata McGraw Hill, New Delhi.
9. Robbins S.P. and D.A. Decenzo: *Human Resource Management*, Prentice Hall Inc., New Jersey.
10. Monappa Arun and Mirza, ASaiydain, J: *Personnel Management*, Tata McGraw Hill, New Delhi.

BC-3.5: ENVIRONMENTAL STUDIES (Ability Enhancement Course)

Lectures 4 + Tutorial 1 = 05 Credits	Duration of Exam.: 3 Hours	Max. Marks: 100 (End Term Exam: 75 + Internal: 25)
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Course Objective: This course aims at providing an understanding of concepts of Environmental Studies and its impact on natural resources and social issues.

Methodology: Tutorials, Assignments, Presentations and Case Studies

Course Contents:

Unit 1: Multidisciplinary Nature of Environmental Studies

Definition, scope and importance, Need for public awareness, Concept of Ecosystem and Biodiversity.

Unit 2: Natural Resources

Renewable and non-renewable resources: Natural resources and associated problems. a) Forest resources: Use and over-exploitation, deforestation. Timber extraction, mining, dams and their effects on forest and tribal people. b) Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems. c) Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources. d) Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture. e) Energy resources : Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources. f) Land resources: Land as a resource, land degradation, man induced landslides, soil erosion and desertification. • Role of an individual in conservation of natural resources. • Equitable use of resources for sustainable lifestyles.

Unit 3: Social Issues and the Environment

Unsustainable to Sustainable development • Urban problems related to energy • Water conservation, rain water harvesting, watershed management • Resettlement and rehabilitation of people; its problems and concerns. • Environmental ethics: Issues and possible solutions. • Climate change, global warming, acid rain, ozone layer depletion • Consumerism and waste products. • Environment Protection Act. • Air (Prevention and Control of Pollution) Act. • Water (Prevention and control of Pollution) Act • Wildlife Protection Act • Forest Conservation Act • Issues involved in enforcement of environmental legislation.

Suggested Readings:

1. Erach Bharucha. *Textbook for Environmental Studies*, UGC.
2. Mahua Basu, S. Xavier. *Fundamentals of Environmental Studies*, Cambridge
3. Jonathan Turk, *Introduction to Environmental Studies*, Thomson Learning

BC-4.1: COST ACCOUNTING

Lectures 4 + Tutorial 1 =
05 Credits

Duration of Exam.: 3 Hours

Max. Marks: 100
(End Term Exam: 75 + Internal: 25)

Course Objective:

The course aims at acquainting the students with the basic concepts of costing and various techniques employed towards ascertainment and control costs.

Course Contents:

UNIT-I

Introduction: Definition of costing; objectives of cost accounting; Importance of cost accounting for a business concern; Comparison of cost accounting, financial accounting, and management accounting; Advantages of cost accounting; Essentials of good cost accounting system.

Cost concepts and classification: Cost objects; Types of costs; Costs classification; Cost Sheet.

Accounting for Materials: Material control; Concepts and techniques; Methods of pricing of material issues; Treatment of material losses.

UNIT-II

Accounting for Labour: Labour cost control procedure: labour turnover, idle time and overtime; Methods of wage payment- time rate, piece rate and incentive schemes.

Accounting for Overheads: Classification of overheads; Absorption of overheads; Determination of overheads rates; under and over absorption and its treatment.

UNIT-III

Cost Ascertainment: Job, batch and contract costing; Service Costing (motor transport costing, hotel costing, staff canteen costing, boiler house costing, hospital costing); Process costing – excluding inter-process profit and joint and bye products.

Cost Records: Integral and non-integral system; Reconciliation of cost and financial statements.

Cost Audit: Concept, requirement and techniques.

Note: Any revision of relevant accounting standard issued by ICAI would become applicable immediately.

Suggested Readings:

1. Nigam, B.M. Lal and I.C. Jain, *Cost Accounting: Principles and Practice*, Prentice Hall of India, New Delhi.
2. Lal, Jawahar: *Cost Accounting*, Tata McGraw Hill, , New Delhi.
3. Ravi M Kishore: *Cost and Management Accounting*, Taxmann Publications, New Delhi.
4. Tulsian, P C: *Cost Accounting*, Sultan Chand and Sons, New Delhi.
5. Singh S. K. and Lovleen Gupta: *Management Accounting*, Pinnacle Publications, New Delhi.
6. Jain, S P and Narang, KL: *Cost Accounting: Principles and Practices*, Kalyani Publishers, Jalandhar.

BC-4.2: PRINCIPLES OF MARKETING

Lectures 4 + Tutorial 1 = 05 Credits	Duration of Exam. : 3 Hours	Max. Marks : 100 (Term-end Exam : 75 + Internal: 25)
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Course Objectives:

The objectives of this course is to enable students understand the core concepts of marketing and their applications.

Course Contents:

UNIT-I

Introduction, Meaning and Definitions of Marketing, Nature, scope and Importance of Marketing, Selling Vs Marketing, Evolution of Marketing Concepts, Marketing Mix, Marketing Environment: Micro Marketing Environment, Macro Marketing Environment, Segmentation, Targeting and Positioning.

UNIT-II

Meaning and Importance of Product, Classification of Products, Concept of Product Mix and Product Line, Branding, Packaging and Labelling, Product Life Cycle concept, New Product Development.

The Meaning of Pricing, Role and Importance of Pricing, Objectives of Pricing, Factors affecting the Price of a Product, Pricing Strategies.

UNIT-III

Channels of Distribution: Meaning and Importance, Types of Distribution Channels, Factors affecting choice of Distribution Channel, Wholesaling and Retailing, Physical Distribution.

Nature and Importance of Promotion, Promotion Mix and their distinctive characteristics: Advertising, Personal Selling, Public Relations, Sales Promotion, Factors affecting Promotion Mix decisions.

Suggested Readings:

1. Philip Kotler: *Marketing Management*, Prentice Hall Inc., New Jersey.
2. William M. Pride and O. C. Ferrell: *Marketing Planning, Implementation and Control*. Cengage Learning India Ltd., New Delhi.
3. Stanton W. J., Etzel Micheal J., and Walker Bruce J.: *Fundamentals of Marketing*, McGraw Hill, New Delhi.
4. Ramaswamy V.S. and Namakumari S.: *Marketing Management*, McGraw Hill Education Pvt. Ltd. New Delhi.
5. Arun Kumar and Meenakhi N.: *Marketing Management*, Vikas Publishing House. New Delhi.
6. Govindarajan, M.: *Marketing Management*, PHI Learning Pvt. Ltd. New Delhi.

BC-4.3: BUSINESS ENVIRONMENT

Lectures 4 + Tutorial 1 = 05 Credits	Duration of Exam.: 3 Hours	Max. Marks: 100 (End Term Exam: 75 + Internal: 25)
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Course Objective:

The objective of the course is to sensitize students about the overall business environment within which an organization has to function and to provide with insights and its implication for the decision making in the organization.

Course Contents:

UNIT-I

Business and its Environment: Concept and significance of business environment, Types of business environments, Social responsibility of business and business ethic, Social audit, Objectives of business, Economic Environment, Economic system – Capitalism, Socialism and Mixed economy, Salient features of Indian economy, NITI Ayog: Overview, Members of NITI Ayog, Objectives and Functions of NITI Ayog,

UNIT-II

Business and Government: Economic roles of Government, New Economic Policy, 1991; New industrial policy, 1991, Micro, Medium and Small enterprises, Consumer Protection Act, 1986 – Objectives and Regulatory structure. Public sector enterprises in India – genesis and growth, present status, Disinvestment and privatization of public sector enterprises in India.

UNIT-III

Indian Economy: Emerging Issues, Globalization and Indian business, strategies for globalization, merits and demerits of globalization, factors favoring globalization, obstacles to globalization, WTO-Major implications for Indian business, Trading Blocks, Technological environment in India: factors governing technological environment in India, significance of technology, Advantages and disadvantages of technology, status of technology in India, impact of technological environment in India, MNC – factors responsible for their growth, merit and demerits of MNCs.

Suggested Readings:

1. Aswathappa K.: *Essential of Business Environment*, Himalaya Publishing House, New Delhi.
2. Justin Paul: *Business Environment: Text and Cases*, Tata McGraw Hill, New Delhi.
3. Ahluwalia, I.J. and IMD Little: *India's Economic Reforms and Development*, Oxford University Press, New Delhi.
4. Cherrunilam, Francis: *Business Environment*, Himalaya Publishing House, New Delhi.
5. Ghosh P.K. and G. K. Kapur.: *Business Policy and Environment*, Sultan Chand & Sons, New Delhi.
6. Adhikari M.: *Economic Environment of Business*, Sultan Chand & Sons, New Delhi.
7. Acharya Shekhar: *India's Micro Economic Management in Nineties*, ICRIER, New Delhi.
8. Gupta, C.B.: *Business Environment*, Sultan Chand & Sons, New Delhi
9. V.K. Puri & S.K. Mishra: *Indian Economy*, Himalaya Publishing House, New Delhi
10. Newspapers and Magazines , such as Economic Times, Financial Express , Business World, Business India, Business Today, Recent five year plan and Economic Survey.

BC-4.4: FINANCIAL INSTITUTIONS AND MARKETS

Lectures 4 + Tutorial 1 = 05 Credits	Duration of Exam.: 3 Hours	Max. Marks: 100 (End Term Exam: 75 + Internal: 25)
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Course Objective:

To provide the students with basic knowledge of financial markets and institutions and to familiarize them with major financial services in India.

Course Contents:

UNIT-I

An Introduction to Financial System and its Components: Financial markets and institutions, Financial intermediation, Flow of funds matrix, Financial system and economic development, An overview of Indian financial system.

Financial Regulators in India: Reserve Bank of India, Ministry of Corporate Affairs, SEBI, IRDA, Financial Conglomerates.

UNIT-II

Financial Markets: Money market-functions, organization and instruments, Role of Central Bank in money market, Indian money market – An overview, Capital Markets-functions, Organization and instruments, Indian debt market; corporate debt market; slow growth of corporate debt market, Development of corporate bond market abroad, Indian equity market primary and secondary markets; Role of stock exchanges in India.

UNIT-III

Financial Institutions: Depository and non-depository institutions, Commercial banking-introduction, its role in project finance and working capital finance, Development Financial Institutions (DFIs)-An overview and role in Indian economy, Life and non-life insurance companies in India; Mutual Funds- Introduction and their role in capital market development. Non-banking financial companies (NBFCs), Regional Rural Banks, Urban Cooperative Banks, Rural Cooperative Credit Institutions, Pension Fund Regulatory and Development Authority.

Suggested Readings:

1. Bhole, L.M., *Financial Markets and Institutions*. Tata McGraw Hill Publishing Company.
2. Khan, M.Y., *Indian Financial System-Theory and Practice*. New Delhi: Vikas Publishing House.
3. Sharma, G.L., and Y.P. Singh eds. *Contemporary Issues in Finance and Taxation*. Academic Foundation, Delhi.
4. Khan and Jain, *Financial Services*, Tata McGraw Hill.
5. Singh, J.K., *Venture Capital Financing in India*. Dhanpat Rai and Company, New Delhi.
6. Annual Reports of Major Financial Institutions in India.

Note: Latest edition of the text book may be used

BC-4.5: INFORMATION TECHNOLOGY IN BUSINESS (Choice Based Course)

Lectures + Practical = 05 Credits	Duration of Exam.: 3 Hours	Max. Marks: 100 (Practical: 70 + 20 Viva + 10 Work Book/ Lab Assignment)
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Objectives: To provide computer skills and knowledge for commerce students and to enhance the student understands of usefulness of information technology tools for business operations.

Course Contents:

UNIT-I

Word Processing: Introduction to word Processing, Word processing concepts, Use of Templates, Working with word document: Editing text, Find and replace text, Formatting, spell check, Autocorrect, Autotext; Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, Header and footer, Tables: Inserting, filling and formatting a table; Inserting Pictures and Video; Mail Merge: including linking with Database; Printing documents. **Creating Business Documents using the above facilities.**

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

Creating Business Presentations using above facilities.

UNIT-II

Spreadsheet and its Business Applications: Managing worksheets; Formatting, Entering data, Editing, and Printing a worksheet; Handling operators in formula, Project involving multiple spreadsheets, Organizing Charts and graphs.

Generally used Spreadsheet functions: Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and reference, Database, and Text functions.

UNIT-III

Creating spreadsheet in the area of: Loan and Lease statement; Ratio Analysis; Payroll statements; Capital Budgeting; Depreciation Accounting; Graphical representation of data; Frequency distribution and its statistical parameters; Correlation and Regression.

Introduction to Tally: Accounting Features or Accounting Management in Tally, Inventory Features or Inventory Management in Tally. Statutory and Taxation or Tax Compliance in Tally.

Note:

1. There will be a practical examination of 100 Marks (Practical-70 Marks, Viva-20 Marks and Work Book/Lab Assignment - 10 Marks) and duration of Examination shall be 3 Hrs.
2. Teaching arrangement need to be made in the Computer Lab
3. There shall be four lectures per week and 4 Practical Lab periods per week per batch to be organized in Computer Lab.

Suggested Readings:

1. Williams Brain and Sawyer Stacey: *Using Information Technology: A Practical Introduction to Computers and Communication*, Tata McGraw-Hill Book publishing Co.
2. Stair M. Ralph and Reynolds George: *Fundamentals of Information System*, Cengage learning India.
3. Norton Peter: *Introduction to Computers(Latest Edition)*, Tata McGraw-Hill Book publishing Company
4. Gehlawat Manju: *Information Technology in Education* (latest Edition), Pearson Education India.
5. Madan Sushila: *Introduction to Computers and Information System*, (Latest Edition), Taxmann Publications.

BC-5.1: INCOME TAX: LAW AND PRACTICE

Lectures 4 + Tutorial 1 = 05 Credits	Duration of Exam.: 3 Hours	Max. Marks: 100 (Term-end Exam: 75 + Internal: 25)
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Course Objective:

The course will enable students to be acquainted with the core concepts of income tax and appreciate their implications.

Course Contents:

UNIT-I

Basic Concepts: Income, Agricultural income, Casual income, Assessment year, Previous year, Gross total income, Total income, Incomes which are exempted from tax, Person.

Basis of Charge: Determining residential status of an assessee, Residential status and tax incidence.

UNIT-II

Heads of Income-I: Salaries, Income from House Property, Profits and Gains of Business and Profession.

Deductions from gross total income and tax liability

Set-off and carry forward of losses.

UNIT-III

Heads of Income-II: Income from other sources, Capital gains, Computation of total income and tax liability of an individual, Aggregation of income

Tax Management: Tax deduction at source, Advance payment of tax.

E-filing of Income-tax Returns

Suggested Readings:

1. Singhania VK: *Students' Guide to Income Tax*, Taxmann, New Delhi.
2. Ahuja Girish and Ravi Gupta: *Systematic Approach to Income Tax, Service Tax and VAT*, Bharat Law House Pvt. Ltd., New Delhi.
3. Lal, B. B.: *Income Tax*, Pearson Education India, New Delhi.
4. Taxmann: *Income Tax Act* as amended by Finance Bill, 2019, Taxmann, New Delhi.

BC-5.2: E-COMMERCE

Lectures 4 + Tutorial 1 = 05 Credits	Duration of Exam.: 3 Hours	Max. Marks: 100 (End Term Exam: 75 + Internal: 25)
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Objective: To acquaint the students with basic concepts of E-Commerce and its application in business and learn new upcoming techniques in the field.

Course Contents:

UNIT-I

Introduction Meaning, nature, concepts, advantages, disadvantages of E-commerce. E-commerce business models (introduction, key elements of a business model and categorizing major E-commerce business models), forces behind e-commerce.

Technology used in E-commerce: The dynamics of world wide web and internet (meaning, evolution and features); Designing, building and launching e-commerce website (A systematic approach involving decisions regarding selection of hardware, software, outsourcing vs. in-house development of a website).

Security and Encryption: Need and concepts, the e-commerce security environment: (dimension, definition and scope of e-security), security threats in the E-commerce environment (security intrusions and breaches, attacking methods like hacking, sniffing, cyber-vandalism etc.), technology solutions (Encryption, security channels of communication, protecting networks and protecting servers and clients).

UNIT-II

IT Act 2000 and Cyber Crimes: IT Act 2000: Definitions, Digital signature, Electronic governance, Attribution, acknowledgement and dispatch of electronic records, Regulation of certifying authorities, Digital signatures certificates, Duties of subscribers, Penalties and adjudication, Appellate Tribunal, Offences and Cyber-crimes.

E-payment System: Models and methods of e-payments (Debit Card, Credit Card, Smart Cards, e-money), digital signatures (procedure, working and legal position), payment gateways, online banking (meaning, concepts, importance, electronic fund transfer, automated clearing house, automated ledger posting), risks involved in e-payments.

UNIT-III

On-line Business Transactions: Meaning, purpose, advantages and disadvantages of transacting online, E-commerce applications in various industries like {banking, insurance, payment of utility bills, online marketing, e-tailing (popularity, benefits, problems and features), online services (financial, travel and career), auctions, online portal, online learning, publishing and entertainment} Online shopping (Amazon, Alibaba, Flipkart, etc.).

Website Designing: Introduction to HTML, DHTML; tags and attributes: Text Formatting, Fonts, Hypertext Links, Tables, Images, Lists, Forms, Frames, Cascading Style Sheets, Basics of Mobile Application development.

Suggested Readings:

1. Kenneth C. Laudon and Carlo Guercio Traver, *E-Commerce*, Pearson Education.
2. David Whiteley, *E-commerce: Strategy, Technology and Applications*, McGraw Hill Education
3. Bharat Bhaskar, *Electronic Commerce: Framework, Technology and Application* (4th Edition), McGraw Hill Education
4. PT Joseph, *E-Commerce: An Indian Perspective*, PHI Learning
5. KK Bajaj and Debjani Nag, *E-commerce*, McGraw Hill Education
6. TN Chhabra, *E-Commerce*, Dhanpat Rai & Co.
7. Sushila Madan, *E-Commerce*, Taxmann
8. TN Chhabra, Hem Chand Jain, and Aruna Jain, *An Introduction to HTML*, Dhanpat Rai & Co.
9. Arora Shivani: *E-commerce*, Taxmann Publications.

BC-5.3: MANAGEMENT ACCOUNTING

Lectures 4 + Tutorial 1 = 05 Credits	Duration of Exam.: 3 Hours	Max. Marks: 100 (End Term Exam: 75 + Internal: 25)
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Course Objective: To impart the students, knowledge about the use of financial, cost and other data for the purpose of managerial planning, control and decision making.

Course Contents:

UNIT-I

Introduction Meaning, Objectives, Nature and Scope of management accounting, Difference between cost accounting and management accounting, Cost control and Cost reduction, Cost management.

UNIT-II

Budgetary Control, Budgeting and Budgetary Control: Concept of budget, budgeting and budgetary control, objectives, merits, and limitations, Budget administration, Functional budgets, Fixed and flexible budgets, Zero base budgeting. Programme and performance budgeting.

UNIT-III

Standard Costing, Standard Costing and Variance Analysis: Meaning of standard cost and standard costing, advantages, limitations and applications. Variance Analysis – material, labour, overheads and sales variances, Disposition of Variances, Control Ratios.

Marginal Costing, Absorption versus Variable Costing: Distinctive features and income determination. Cost-Volume Profit Analysis, Profit / Volume ratio. Break-even analysis-algebraic and graphic methods. Angle of incidence, margin of safety, Key factor, determination of cost indifference point.

Suggested Reading:

1. Khan, M.Y. and Jain, P.K.: *Management Accounting*, McGraw Hill Education
2. Arora, M.N.: *Management Accounting*, Vikas Publishing House, New Delhi.
3. Maheshwari, S.N. and S.N. Mittal: *Management Accounting*, Mahavir Book Depot, New Delhi.
4. Singh, Surender: *Management Accounting*, Scholar Tech Press, New Delhi.
5. Garrison H., Ray and Eric W. Noreen: *Managerial Accounting*, McGraw Hill.
6. Goel, Rajiv, *Management Accounting*, International Book House,
7. Singh, S. K. and Gupta Lovleen: *Management Accounting – Theory and Practice*. Pinnacle Publishing House.

BC-5.4: AUDITING

Lectures 4 + Tutorial 1 = 05 Credits	Duration of Exam.: 3 Hours	Max. Marks: 100 (Term-end Exam: 75 + Internal: 25)
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Course Objective:

The course aims at imparting knowledge about the principles and techniques of auditing and their implications.

Course Inputs:

UNIT-I

Introduction: Concepts and objectives of audit, Types of audits

Preparation before and after Audit: Audit programme, Audit note books, Auditor's working papers, Audit evidence, Routine checking and test checking.

UNIT-II

Internal control; Internal check, Internal audit.

Audit Procedure: Vouching; Verification of assets and liabilities.

UNIT-III

Audit of Limited Companies: Company auditor appointment, Powers, duties and liabilities, Auditor's report.

Business Investigation: Where fraud is suspected, and when a running business is purchased.

Recent Trends in Auditing: Cost audit, Management audit; and Tax audit.

Suggested Readings:

1. Kumar, Ravinder and Sharma, Virender: *Auditing – Principles and Practice*, PHI Learning Pvt. Ltd., New Delhi.
2. Gupta, Kamal: *Fundamentals of Auditing*, Tata McGraw Hill, New Delhi.
3. Singh A. K. and Lovleen Gupta: *Principles of Auditing*, Mayur Paperbacks, Noida.
4. Pagare, Dinkar: *Principles and Practice of Auditing*, Sultan Chand & Sons, New Delhi.
5. Jha, Aruna: *Auditing*, Taxmann Publications, New Delhi.
6. Tandon B. N.: *Principles and Practice of Auditing*, Sultan Chand and Sons, New Delhi.

BC-5.5: ENTREPRENEURSHIP (Choice Based Course)

Lectures 4 + Tutorial 1 = 05 Credits	Duration of Exam.: 3 Hours	Max. Marks: 100 (End Term Exam: 75 + Internal: 25)
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Course Objectives:

The course aims at enabling students understand the entrepreneurial process through analysis of various situations and realize the intricacies of managing and starting a new venture.

Course Contents:

UNIT-I

Concept of Entrepreneurship: Introduction to Entrepreneurship, Entrepreneur and entrepreneurial Process, Entrepreneurial qualities and skills, Risks and rewards in Entrepreneurship. Myths in Entrepreneurship

UNIT-II

Creativity and generating business ideas: Entrepreneurship opportunities and analysis, Procedures and formalities in setting up new enterprise, Sources and means of finance including Venture Capital finance.

The Business Plan: Developing a Blueprint and Assessment of Viability of the business.

UNIT-III

Entrepreneurship Development Process and Institutional Support for Entrepreneurship Development in India: Role of MSME, EDI, NSIC, NIESBUD, NEN and other Institutions towards entrepreneurship development in India.

Note: Case Studies from Harvard Business Publishing, National Entrepreneurship Network and other Resources are to be used as teaching aids to supplement the learning

Suggested Readings:

1. Hisrich, Robert and Peters, Michael P.: *Entrepreneurship*, Tata McGraw Hill, New Delhi.
2. Bhide, Amar V.: *The Origin and Evolution of New Business*, Oxford University Press
3. Desai, Vasant: *Management of Small Scale Enterprises*: Himalaya Publishing House, New Delhi.
4. Verma, J.C., and Gural Singh: *Small Business and Industry - A Handbook for Entrepreneurs*, Sage Publications, New Delhi.
5. Holt DH: *Entrepreneurship: New Venture Creation*, Prentice-Hall, New Delhi.

BC-6.1: FUNDAMENTALS OF INVESTMENT

Lectures 4 + Tutorial 1 =
05 Credits

Duration of Exam.: 3 Hours

Max. Marks: 100
(End Term Exam: 75 + Internal: 25)

Course Objective:

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

Course Contents:

UNIT-I

Meaning and Objectives of Investment. Investment, Speculation and Gambling. The investment decision process. Types of Investments.

The Indian securities market, the market participants and trading of securities, security market indices, sources of financial information.

Return and Risk: Measurement of return and risk. Systematic and Unsystematic Risk.

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

UNIT-II

Bond Fundamentals: Estimating bond yields. Bond Valuation. Types of bond risks, default risk and credit rating.

Fundamental Analysis, Economic, Industry and Company Analysis.

Technical Analysis. Dow Theory. Charts and Patterns. Efficient Market Hypothesis. A brief overview of behavioural finance.

Valuation of Equity Shares using various models.

UNIT-III

Concept of Diversification. Portfolio Risk and Return. Markowitz's Efficient Frontier.

Asset Pricing Models: A brief overview of CAPM and APT.

Concept of Mutual Funds. Types of Mutual Funds. Exchange Traded Funds.

Introduction to Financial Derivatives: Forwards, Futures & Options. Financial Derivatives Markets in India.

Suggested Readings:

1. Chandra, P.: *Investment analysis and Portfolio Management*, Tata McGraw Hill, New Delhi
2. Pandian, P.: *Security Analysis and Portfolio Management*, Vikas Publishing House, New Delhi
3. Rustogi, R.P.: *Fundamentals of Investment*, Sultan Chand & Sons, New Delhi
4. Jones, C.P.: *Investments Analysis and Management*, Wiley.
5. Herbert Mayo: *An Introduction to Institutions, Management and Investments*, Cengage Learning India Ltd., New Delhi

BC-6.2: GOODS & SERVICES TAX AND CUSTOMS LAW

Lectures 4 + Tutorial 1 =
05 Credits

Duration of Exam.: 3 Hours

Max. Marks: 100
(End Term Exam: 75 + Internal: 25)

Course Objective:

The course aims at imparting basic knowledge of application of principles and provisions of Goods & Services Tax (GST) and Customs Act.

Course Contents:

UNIT-I

GST: Need, benefits and framework of GST in India, Broad principles of GST – meaning and scope of supply of goods and services, Place of supply: Within State, Interstate, Import & Export; Time of supply, Valuation rules of GST, Rates, Input Tax Credit, Set off of Input Tax Credit, Exemption from GST.

UNIT-II

Procedures & Special Provisions: Tax Invoice, Credit and Debit Notes, Returns, Audit in GST, Assessment: Self-Assessment, Summary and Scrutiny, Taxability of E-Commerce, Anti-Profiteering, Avoidance of dual control, E-way bills, Zero-rated supply, Offences and Penalties, Appeals, Impact of GST on trades, manufactures, service persons and consumers.

UNIT-III

Customs Laws: Basics of customs law; Territorial waters; high seas; Types of duties – Basic, Countervailing and anti-dumping duty, safeguard duty, Valuation, Customs Procedures, Import and Export Procedures, Baggage Exemptions.

Note: *In case of any subsequent notification/amendments regarding GST or customs law, the syllabus shall be updated accordingly and notified. Latest publications be consulted.*

Suggested Readings:

1. *The Central Goods and Services Tax Act, 2017*
2. Singhania V.K., *Students Guide to GST & Customs Law*, Taxman Publication-2018, New Delhi.
3. Gupta, S.S. , *GST- How to meet your obligations*, Taxmann Publications
4. Girish Ahuja: *Systematic Approach to GST*, Wolters Kluwer India Pvt. Ltd.
5. Suri MM, *Goods & Services Tax in India, Background, Present Structure and Future Challenges*, New Century Publication-2017, New Delhi.
6. Thomas & others, *GST, the Essentials of Goods & Services Tax, 2017*, Himalaya Publishing House, Delhi.

BC-6.3: FUNDAMENTALS OF INSURANCE

Lectures 4 + Tutorial 1 = 05 Credits	Duration of Exam.: 3 Hours	Max. Marks: 100 (End Term Exam: 75 + Internal: 25)
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Course Objective:

To develop an understanding among students about identifying, analyzing and managing different kind of risk. The students will understand different comprehensive principles of insurance and its application and usefulness in business.

Course Contents:

UNIT-I

Introduction to Insurance – Origin, History, Nature of Insurance, Insurance in India, Market potential –Emerging Scenario. Principles of Insurance, Utmost good faith, Insurable interest, Material faith, Indemnity, proximate cost.

Insurance Laws and Regulations. Contract Act, Insurance Act, IRDA Act, Consumer protection Act. Regulatory Framework of Insurance: Role, Power and Functions of IRDA.

UNIT-II

Life Insurance Products – Term Insurance, Whole Life, Endowment Annuities. Insurance Documents –Proposal Forms, Policy conditions and privileges Introduction to general Insurance. Fire, Motor, Marine, Health, Miscellaneous. Group Insurance Schemes – Group Insurance, Group Gratuity, Superannuation and Pension Plan. Rural Insurance and Insurance for weaker sections of society. Marketing of Insurance Products

UNIT-III

Risk Management – meaning of risk – types of risk – static and dynamic, financial and non-financial, pure and speculative, business and personal risk – cost of risk – characteristics of risk management –significance and objectives of risk management – principles of risk management – risk management information system – organization of risk management in business- methods and process of risk management.

Role of Actuaries, Underwriting guidelines, Re-insurance

Suggested Readings:

1. George, E. Rejda, *Principles of Risk Management and Insurance*, Pearson Education.
2. Dorfman, Marks S., *Introduction to Risk Management and Insurance*, Pearson.
3. Gupta. P.K, *Insurance and Risk Management*, Himalaya Publishing House.
4. Mishra, M. N., *Principles and Practices of Insurance*, S. Chand and Sons.
5. Dinsdale, W.A., *Elements of Insurance*, Pitaman Publications
6. Black, K. and H.D. Skipper, *Life and Health insurance*, Pearson Education, New Delhi
7. Crane, F., *Insurance: Principles and Practices*, John Wiley and Sons, New York.

BC-6.4: COMPUTERISED ACCOUNTING SYSTEM

Lectures 4 + Tutorial 1 =
05 Credits

Duration of Exam.: 3 Hours

Max. Marks: 100
(End Term Exam: 50 + Practical: 50)

Course Objective:

The objective of this course is to enhance the skills needed for computerized accounting system and to enable the students to develop accounting application.

Course Contents:

UNIT-I

Overview of computerized accounting system;

E-filing of ITR, Taxation: TDS, VAT and service Tax

Auditing in computerized accounting system: statutory audit, voucher verification, verification of related party transactions

UNIT-II

Designing computerized accounting system using a DBMS package

Creating a voucher entry form, preparing ledgers with SQL, form and report

Preparing trial balance with SQL and report

UNIT-III

Designing accounting support system

Designing supplier and customer system for accounting using form, query, module and report; designing payroll system for accounting using form, query, module and report

Suggested Readings:

1. Hall, J.A.: *Accounting Information System*, South-Western College Publishing.
2. Rajaraman, V.: *Introduction to Information Technology*, PHI Learning.
3. Madan, Sushila: *Computer Applications in Business*, Mayur Paperbacks, New Delhi.

BC-6.5: PERSONAL SELLING AND SALESMANSHIP (Choice Based Course)

Lectures 4 + Tutorial 1 = 05 Credits	Duration of Exam. : 3 Hours	Max. Marks : 100 (Term-end Exam : 75 + Internal: 25)
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Course Objective:

The purpose of this course is to familiarize the students with the fundamentals of personal selling and the selling process. They will be able to understand selling as a career and skills of successful salesman.

Course Contents:

UNIT-I

Personal Selling: Introduction, Meaning and Definition, Features, Nature and Importance of Personal Selling, Advantages and Disadvantages of Personal Selling, Difference between Personal Selling, Advertising, Salesmanship and Sales Management, Relationship between Personal Selling, Salesmanship and Sales Management, Challenges in Personal Selling; Some Common Myths of Personal Selling, Myths of Online Selling.

Salesman: Characteristics of a Successful Salesman, Elements of Sales Personality, Improving Sales Personality, Types of Sales Person.

Selling Situations: Types of selling situations: Service Selling, Industrial Selling.

Career Opportunities in Selling: Selling Job and Salesmanship, Selling as a Career, Advantages and Disadvantages of Selling as a Career, Measures for making Selling an attractive career.

UNIT-II

Theories of Selling: Traditional and Modern: AIDAS Model of Selling, Problem Solving Approach, Right Set of Circumstances Theory and Modern Sales Approaches.

Motivation: Definitions of Motivation, Need for Motivation, Types of Motivation, Maslow's Theory of Need Hierarchy, Dynamic nature of Motivation.

Buying Motives: Buying Motives of an Individual Consumer, Classification of Buying Motives, Individual Consumer, Industrial Buyers, Merchant Buyers, Know your company.

UNIT-III

Selling Process:

Prospecting and Qualifying: Prospecting and Qualifying, Meaning and Importance of Prospecting, Essentials of a Good Prospect and Methods of Prospecting. **Pre-approach and Approach:** Pre-approach, Relationship between Prospecting and Pre-Approach, Objectives and Advantages of Pre-Approach, The Extent of Pre-Approach, The Approach, Importance of Approach, Essentials of Good Approach, Methods of Approach.

Presentation and Demonstration: Presentation, Essential of a Good Presentation, Demonstration, Importance and Objectives of Demonstration, Techniques and Requisites of a Good Demonstration, Types of Demonstration. **Handling and Meeting objections:** Reasons of Raising Objections, Salesman's Attitude towards Objections, Types of Objections, Procedure and Methods of Handling Objections. **Closing the sale:** Importance of Close, Reasons of Failure to Close, Essentials and Methods of Successful Close, Trial Close, Advantages of Trial Close, Suggesting Additional Purchase, Post-sales activities.

Ethical Aspects of Selling: Meaning of Ethics, Benefits of Ethics in Selling, Ethical Issues in Selling, Ethical Guidelines for a Salesperson.

Suggested Readings:

1. Kapoor., R.: *Fundamental of Sales Management*, Macmillan India, Delhi.
2. Havaladar., K.K. And Cavale., V.M.: *Sales and Distribution Management: Text and Cases*, McGraw Hill Education, New York.
3. Sahu., P.K. and Raut., K.C.: *Salesmanship and Sales Management*, Vikas Publishing House, New Delhi.
4. Gupta, C.B.: *Personal Selling and Salesmanship*, Scholar Tech Press, New Delhi.
5. Kapoor, N.: *Personal Selling & Salesmanship*, Pinnacle Learning, New Delhi.

BC-6.6: SURVEY PROJECT

Objectives of the Survey Project:

- To give exposure to the students on the methodology of planning a study, data collection, analysis, presentation and decision-making about problems related to society.
- To gain an insight into the functional areas of commerce and business management, and to know how problems are identified and solved.

Scheme of Evaluation:

The Survey Project shall carry 100 Marks. There shall be 04 hours (credits) for project guidance in a teaching week. The evaluation of the Survey Project has been divided into three parts:

Internal Evaluation = 35 Marks

External Evaluation = 35 Marks

Viva Voce = 30 Marks

Format of Project Report:

- The students will finalize the topic in consultation with their project supervisor.
- The cover of the Project Report shall be dark green/black in colour and printed in silvery-white.
- The text of the cover page and the first inner page will be in Times New Roman font.
- The text of the Project Report shall be typed in double spacing with margins of 1.5" on the left, 1" on the right, 1" on the top, and 1" on the bottom.
- Figures and Tables shall be numbered based on the respective chapters, such as 1.1, 1.2, 2.4, 3.5 etc.
- The project report will contain chapters/components.