

University of Delhi

Scheme of Examination

and

Courses of Reading

for

B.Com. (Hons.) Course

Part I Examination 2005 and onwards

Part II Examination 2006 and onwards

Part III Examination 2007 and onwards

Syllabus applicable for students seeking admission
to B.Com. (Hons.) in the Academic Year 2004-2005 and onwards

**(Syllabus as approved in Academic Council meetings dated
18.6.2004, and 21.4.2006 and Executive Council meetings dated
24.6.2004, and 5.5.2006)**

June 2006

B.Com. (Hons.) Examination

Scheme of Examination and Detailed Courses of Reading

Part I Examination 2005 and onwards

Paper No.	Name of Course	Maximum Marks	No. of lectures per week	Duration (Hours)
I	Business Organisation & Management	75	3	3
II	Financial Accounting	75	3	3
III	Microeconomic Theory and Applications-I	75	3	3
IV	Business Statistics	75	3	3
V	Business Law	75	3	3
VI	Introduction to Computers and Information Systems	75	3	3
VII (a)	Business Communication	50	2	2
(b)	Politics, Ethics & Social Responsibility of Business	50	2	2
	Total	550		

Part II Examination 2006 and onwards

Second Year	Name of Course	Maximum Marks	No. of lectures per week	Duration (Hours)
VIII	Corporate Accounting	75	3	3
IX	Cost Accounting	75	3	3
X	Microeconomic Theory and Applications-II	75	3	3
XI	Business Mathematics	75	3	3
XII	Corporate Laws	75	3	3
XIII	Income Tax Law and Practice	75	3	3
XIV(a)	E-Commerce	50	2	2
(b)	Auditing	50	2	2
XV		50	2	2
	Total	600		

Part III Examination 2007 and onwards

Third Year	Name of Course	Maximum Marks	No. of lectures per week	Duration (Hours)
	Integration Courses: Compulsory			
XVI	Management Accounting	75	3	3
XVII	Macroeconomics	75	3	3
XVIII	Indian Economy – Performance and Policies	75	3	3
4 Courses (2+2)	Any two elective groups out of the following:	Each elective group comprises two courses		
A student has to choose two elective groups out of the following:-				
	Elective Group-EA: Finance-I: Financial & Investment Management			
XIX	Financial Management	75	3	3
XX	Fundamentals of Investment	75	3	3
	Elective Group-EB: Finance- II: Financial Institutions, Services & Insurance			
XXI	Financial Markets, Institutions and Financial Services	75	3	3
XXII	Insurance and Risk Management	75	3	3
	Elective Group-EC: Marketing, Advertising and Personal Selling			
XXIII	Principles of Marketing	75	3	3
XXIV	Advertising and Personal Selling	75	3	3
	Elective Group-ED: International Business and Globalisation			
XXV	International Business	75	3	3
XXVI	Politics of Globalisation	75	3	3
	Elective Group-EE: Human Resource Management			
XXVII	Human Resource Management	75	3	3
XXVIII	Compensation Management	75	3	3
	Elective Group-EF:			

	Tax Planning and Management			
XXIX	Corporate Tax Planning	75	3	3
XXX	Business Tax Procedures and Management	75	3	3
	Elective Group-EG: Entrepreneurship & Small Business			
XXXI	Entrepreneurship Development	75	3	3
XXXII	Small Business Venturing and Management	75	3	3
	Elective Group- EH: Enterprise Business Solutions			
XXXIII	Computerized Accounting System	75	3	3
XXXIV	Enterprise Resource Planning	75	3	3
	Elective Group-EI:Business Data Processing			
XXXV	Business Data Processing-I (Programme Development Tools)	75	3	3
XXXVI	Business Data Processing-II (Business Information System)	75	3	3
XXXVII	Project Work	25		
	Elective Group-EJ: Human Rights and Consumer Protection			
XXXVIII	Democracy & Human Rights	75		3
XXXIX	Consumer Protection	75		3
	Elective Group-EK: Agricultural Marketing & Rural Credit			
XL	Agricultural Marketing	75		3
XLI	Rural Finance and Credit	75		3

Total Marks

I- First Year

6 Papers x 75 marks each =

Paper 7(a) and 7 (b) x 50 marks each =

Marks

450

100

Marks

550

II- Second Year

6 Papers x 75 marks each =

Paper 14(a) and (b) x 50 marks each =

Paper XV x 50 marks =

Marks

450

100

50

Marks

600

III- Third Year

Marks

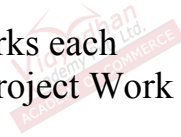
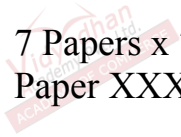
Marks

7 Papers x 75 marks each
Paper XXXVII Project Work

525
25

550
1700

Grand Total of Marks



BUSINESS ORGANIZATION AND MANAGEMENT

Duration : 3 hrs.

Max. Marks: 75

Objective: - The purpose of this paper is to impart to the students an understanding of state of the art of management & business concepts practices with a view to preparing them to face up to the emerging challenges of managing resources, managing business processes and managing managers.

Unit –I:

Foundation of Indian Business Spectrum of Business Activities, Manufacturing and Service Sectors. India's experience of globalization, liberalization, and privatization. Multinational corporations and Indian transnational.

10 Lectures

Unit –II:

Entrepreneurial opportunities in contemporary business environment: Networking marketing, Franchising, Business Process Outsourcing, E-commerce and M-Commerce. Process of setting up a business enterprise. Opportunity and idea generation – role of creativity and innovation. Feasibility study and preparation of business plan

15 Lectures

Unit –III:

Functional aspects of business: (a) Administrative: Choice of a suitable form of business ownership. Starting and operating small venturing enterprises, (b) Operations: business size and location decisions. Lay out: mass production and mass customization, productivity, quality and logistics. (c) Marketing: marketing and consumer behaviour, Product and pricing decisions, Distribution and promotional decisions (d) Finance: Money and banking, Financial management and securities markets, risk management and insurance (e) Human resources: Sources of human capital, Strategies for attracting (staffing) and retaining (training and compensation) human resources

15 Lectures

Unit –IV:

Development of Management Thought: Classical, Neo-classical, Systems, Contingency and Contemporary Approach to Management – Drucker, Porter, Senge, Prahalad, Hammer, and Tom Peters

10 Lectures

Unit –V:

Process of Managing (a) Planning: Corporate Strategy – Environmental Analysis and Diagnosis, Formulation of Strategic Plan; Growth strategies – internal and external;

Decision-making – Concept, Process, Rationality and Techniques, Information Technology and Decision-Making, Decision Support System (b) Organizing and Staffing: Contemporary Organizational Formats – Project, Matrix and Networking, (c) Management in Action: Motivation – Concept and Theories: Maslow, Herzberg, McGregor, and Ouchi; Leadership – Concept and Theories: Leadership Continuum, Managerial Grid, Situational Leadership, Transactional and Transformational Leadership; Communication – Formal and Informal Networks, Barriers and Principles (d) Control: Concept and Process, Effective Control System, Modern Control Techniques – Stakeholder Approaches (Balanced Score Card), Accounting Measures (Integrated Ratio Analysis), and Economic and Financial Measures (Economic Value Added and Market Value Added), Behavioral Aspects of Management Control

15 Lectures

Unit –VI:

Management in Perspective: Management of Strategic Change, Knowledge Management, Learning Organization, Managing Diversity, Corporate Governance

10 Lectures

Suggested Readings:

1. Basu, “*Business Organisation and Management*”, Tata McGraw Hill, New Delhi.
2. Gupta, C.B., “*Modern Business Organisation*”, Mayur Paper Backs, New Delhi.
3. Lele, R.K. and J.P. Mahajan, “*Business Organisation*”, Pitamber Publishing, New Delhi.
4. Mishra, N., “*Modern Business Organisation*”, Sahitya Bhawan, New Delhi.
5. Gupta, C.B., “*Management Concepts and Practices*”, Sultan Chand and Sons. New Delhi.
6. Prasad, Lallan and S.S. Gulshan, “*Management Principles and Practices*”, S. Chand & Co. Ltd., New Delhi.
7. Gupta, C.B., “*Modern Business Organisation*”, Mayur paper Backs, New Delhi.
8. Chhabra, T.N., “*Principles and Practice of Management*”, (8th Ed.) 2004, Dhanpat Rai & Co., Delhi.
9. Singh, B.P. and T.N. Chhabra, “*Business Organisation and Management*” (4th Ed.), 2003, Dhanpat Rai & Co., Delhi.

References:

1. Jim, Barry, John Chandler, Heather Clark, “*Organisation and Management*”, Thomson Learning.
2. Bushkirk R.H., “*Concepts of Business: An Introduction to Business System*”, et. Al, Dryden Press, New York.
3. Bowen, H.R., “*Social Responsibilities of Business*”, Harper and Row. New York.
4. Allen L.A., “*Management and Organisation*”, McGraw Hill, New York.
5. Ansoff, H.J., “*Corporate Strategy*”, John Wiley, New York.
6. Burton Gene and Manab Thakur, “*Management Today Principles and Practice*”, Tata McGraw Hill, New Delhi.

B.COM (HONS.)- I YEAR

Paper II

Duration : 3 hrs.

Max. Marks: 75

FINANCIAL ACCOUNTING

Level of knowledge: Working knowledge

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

COURSE CONTENTS

- 1. THEORETICAL FRAMEWORK 3 Lectures**
 - i) Accounting as an information system. The users of financial accounting information and their needs. Qualitative characteristics of accounting, information. Functions, advantages and limitations of accounting. Branches of accounting. Bases of accounting; cash basis and accrual basis.
 - ii) The nature of financial accounting principles – Basic concepts and conventions: entity, money measurement, going concern, cost, realisation, accruals, periodicity, consistency, prudence (conservatism), materiality and full disclosures.
 - iii) Financial accounting standards: concept, benefits, procedure for issuing accounting standards in India. Salient features of Accounting Standard (AS): 1 (ICAI)

- 2. ACCOUNTING PROCESS 2 Lectures**

From recording of business transactions to preparation of trial balance, an overview only.

- 3. BUSINESS INCOME 14 Lectures**
 - i) Measurement of business income-Net income: the accounting period, the continuity doctrine and matching concept. Objectives of measurement.
 - ii) Revenue recognition: Salient features of Accounting Standard (AS): 9 (ICAI) Recognition of expenses.
 - iii) The nature of depreciation. The accounting concept of depreciation. Factors in the measurement of depreciation. Methods of computing depreciation: straight line method and diminishing balance method; Disposal of depreciable assets-change of method. Salient features of Accounting Standard (AS): 6(ICAI)

- iv) Inventories: meaning. Significance of inventory valuation. Inventory Record Systems: periodic and perpetual. Methods: FIFO, LIFO and Weighted Average. Salient features of Accounting Standard (AS): 2 (ICAI)

4. FINAL ACCOUNTS

19 Lectures

- i) Capital and revenue expenditures and receipts: general introduction only.
ii) Preparation of financial statements:
a) of non-corporate business entities from a trial balance;
b) of not-for-profit organisations;
c) from incomplete records: statement of affairs method and conversion method.

5. ACCOUNTING FOR HIRE PURCHASE AND INSTALMENT SYSTEMS

Concepts of operating and financial lease (theory only) 10 Lectures

6. ACCOUNTING FOR INLAND BRANCHES 15 Lectures

Concept of dependent branches; accounting aspects; debtors system, stock and debtors system, branch final accounts system and whole sale basis system- Independent branches: concept-accounting treatment: important adjustment entries and preparation of consolidated profit and loss account and balance sheet.

7. ACCOUNTING FOR DISSOLUTION OF THE PARTNERSHIP FIRM

Insolvency of partners, sale to a limited company and piecemeal distribution.

12 Lectures

Option to Unit 7 Dissolution of Partnership Firms

Computerised Accounts (By using any popular accounting software)

Creation of vouchers and recording transactions, preparing reports – cash book and bank book, ledger accounts, trial balance, Profit and Loss Account (Income Statement) and Balance Sheet.

12 Lectures

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

Examination Scheme for Computerized Accounts – Practical for 10 marks.

Suggested Readings:

1. Anthony, R.N., and J.S. Reece, “*Accounting Principles*”, Richard D. Irwin, Inc.
2. Monga, J.R., “*Financial Accounting: Concepts and Applications*”, Mayoer Paper Backs, New Delhi.

3. Shukla, M.C., T.S. Grewal and S.C.Gupta, “*Advanced Accounts*”, Vol-I, S. Chand & Co., New Delhi.
4. Gupta, R.L. and M. Radhaswamy, “*Advanced Accountancy*”, Vol-I, Sultan Chand & Sons, New Delhi.
5. Maheshwari, S.N. and S. K. Maheshwari, “*Financial Accounting*”, Vikas Publishing House, New Delhi.
6. Sehgal, Ashok, and Deepak Sehgal, “*Advanced Accounting*”, Part -I, Taxmann Applied Services, New Delhi.
7. Tulsian, P.C., “*Advanced Accounting*”, Tata Mc Graw Hill, New Delhi.
8. Jain, S.P. and K.L. Narang, “*Financial Accounting*”, Kalyani Publishers, New Delhi.
9. Gupta, Nirmal, “*Financial Accounting*”, Sahitya Bhawan, Agra.
10. “*Compendium of Statements and Standards of Accounting*”, The Institute of Chartered Accountants of India, New Delhi.

B.COM (HONS.)- I YEAR **Paper III**

MICROECONOMIC THEORY AND APPLICATIONS – I

Duration :3 Hours

Max. Marks :75

Objective : Objective of the course is to acquaint the students with the concepts of microeconomics dealing with consumer behaviour. The course also makes the student understand the supply side of the market through the production and cost behaviour of firms.

Learning Outcomes: The students would be able to apply tools of consumer behaviour and firm theory to business situations.

COURSE CONTENTS

Unit-I

1. The concept of demand and the elasticity of demand and supply: Demand curves: individual’s demand curve, market demand curve. Movements along versus shifts in the demand curve. Elasticity of demand: price, income and cross. Concept of revenue: Marginal and Average; Revenue and elasticity of demand.

11 lectures

Unit-II

2. Consumer Behaviour: Notion of indifference and preference. Indifference curve analysis of consumer behaviour; Consumer’s equilibrium (necessary and sufficient conditions). Price elasticity and price consumption curve, income consumption curve and Engel curve, price change and income and substitution effects. Consumer surplus.

Indifference curves as an analytical tool (cash subsidy Vs kind subsidy). Revealed Preference.

22 lectures

Unit-III

3. Production: Fixed and variable inputs, production function, total, average and marginal products, law of variable proportions. Linear homogeneous production function. Production isoquants, marginal rate of technical substitution, economic region of production, optimal combination of resources, the expansion path, isoclines, returns to scale.

10 lectures

Unit-IV

4. Cost of Production: Social and private costs of production, difference between economic and accounting costs, long run and short run costs of production. Economies and diseconomies of scale and the shape of the long run average cost. Learning curve

10 lectures

Unit-V

5. Perfect Competition: Assumptions, price and output decisions. Equilibrium of the firm and the industry in the short and the long runs, including industry's long run supply, difference between accounting and economic profits, producer surplus. Stability analysis – Walrasian and Marshallian. Demand -supply analysis.

22 lectures

Suggested Readings:

1. Pyndyck, R.S., and D.L. Rubinfeld, “*Microeconomics*”, Pearson Education (Singapore) Pvt. Ltd., Delhi
2. Bilas, Richard A., “*Microeconomic Theory: A Graphical Analysis*”, McGraw-Hill Book Co. Kogakusha Co. Ltd.
3. Browning Edgar K., and JacqueLine M. Browning, “*Microeconomic Theory and Applications*”, Kalyani Publishers, New Delhi.
4. Green, H.A.J., “*Consumer Theory*”, The Macmillan Company Of India Ltd., New Delhi.
5. Gould, John P., and Edward P. Lazear, “*Microeconomic Theory*”, All India Traveller Bookseller, New Delhi.
6. Maddala, G.S., and E. Miller, “*Microeconomics: Theory and Applications*”, McGraw- Hill International Edition, Singapore.
7. Salvatore, D., “*Schaum's Outline of Theory and Problems of Microeconomic Theory*”, McGraw-Hill, International Edition, New Delhi.
8. Varian, H.R., “*Intermediate Microeconomics: A Modern Approach*”, Affiliated East-West Press, New Delhi.

Note:

Detailed Guidelines for teaching and paper setting will be formulated annually by the Department of Commerce for determining the emphasis and specific scope in the suggested readings, so as to constantly update the content and improve the quality of instruction within the overall ambit of the syllabus

B.Com (Hons.) – Ist Year

Business Statistics

Duration : 3 hrs.

Max. Marks: 75

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.

Expected Learning Outcomes:

The student is expected to be equipped with the tools of processing and description of statistical data. In addition, the student would develop competence to use computer for statistical calculations especially for comparatively large-sized problems.

Unit 1

(No. of Lectures: 23)

Statistical Data and Descriptive Statistics

1.1 Types of statistical data, Preparation of frequency distributions and their graphic presentation including histogram, frequency polygon, frequency curve and ogives.

3 Lectures

1.2 Measures of Central Tendency

a) Mathematical averages including arithmetic mean, geometric mean and harmonic mean. Properties and applications.

b) Positional Averages

Mode

Median (and other partition values including quartiles, deciles, and percentiles).

11 Lectures

1.3 Measures of Variation: absolute and relative.

Range, quartile deviation, mean deviation, standard deviation, and their co-efficients, Properties of standard deviation/variance.

3 Lectures

1.4 Moments: calculation (including Sheppard's corrections) and significance. Skewness, Kurtosis and Moments.

6 Lectures

Unit 2

(Nos. of Lectures: 18)

Probability, Probability Distributions and Decision Theory

2.1 Theory of Probability. Approaches to the calculation of probability

2 Lectures

2.2 Calculation of event probabilities. Addition and multiplication laws of probability.

3 Lectures

2.3 Conditional probability and Bayes' Theorem. Expectation and variance of a random variable.

3 Lectures

2.4 Probability distributions: Binomial, Poisson and Normal.

5 Lectures

2.5 The decision environment. Pay-off and regret matrices. Criteria of decision-making: Laplace, Maximin/Minimax, Maximax/Minimin, Savage; and Expectation. (Excluding Bayesian analysis)

EVPI and its calculation.

3 Lectures

2.6 Decision Trees.

2 Lectures

Unit 3

(No. of Lectures:10)

Simple Correlation and Regression Analysis

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

5 Lectures

3.2 Regression Analysis. Principle of least squares and regression lines. Regression equations and estimation. Standard Error of Estimates.

5 Lectures

Unit 4

Index Numbers

(No. of Lectures: 12)

4.1 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.

5 Lectures

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

3 Lectures

4.3 Construction of consumer price indices. Important share price indices including BSE SENSEX and NSE NIFTY.

4 Lectures

Unit 5

Time Series Analysis

(No. of Lectures: 12)

5.1 Components of time series. Additive and multiplicative models.

2 Lectures

5.2 Trend analysis. Fitting of trend line using principle of least squares – linear, second degree parabola and exponential. Conversion of annual linear trend equation to quarterly/monthly basis and vice-versa. Moving averages.

6 Lectures

5.3 Seasonal variations- calculation and uses. Simple averages, ratio-to-trend, ratio-to-moving averages and link-relatives methods.

4 Lectures

The students will be familiarized with software and the statistical and other functions contained therein related to formation of frequency distributions and calculation of averages, measures of variation, skewness and kurtosis, correlation and regression coefficients. Further, use of software to be made to calculate moments, moving averages, regression equations etc. and its use in decision analysis.

The weightage of topics and software to be used for practical work in this paper will be prescribed in the guidelines by the Committee of Courses and Studies in Commerce (Hons., P.G. and Research) every three years.

Suggested Readings:

1. Levin, Richard and David S. Rubin, “*Statistics for Management*”, 7th Edition, Prentice Hall of India.
2. Siegel, Andrew F., “*Practical Business Statistics*”, International Edition (4th Ed.), Irwin McGraw Hill.
3. Berenson and Levine, “*Basic Business Statistics: Concepts and Applications*”, Prentice Hall.
4. Frank, Harry and Steven C. Althoen, “*Statistics: Concepts and Applications*”, Cambridge Low-priced Editions, 1995.
5. Spiegel M.D., “*Theory and Problems of Statistics*”, Schaum’s Outlines Series, McGraw Hill Publishing Co.
6. Gupta, S.P., and Archana Gupta, “*Statistical Methods*”, Sultan Chand and Sons, New Delhi.
7. Dhingra, I.C., and M.P. Gupta, “*Lectures in Business Statistics*”, Sultan Chand.
8. Gupta, S.C., “*Fundamentals of Statistics*”, Himalaya Publishing House.

B.Com. (Hons.)
Paper V

Business Law

Duration: 3 hours

Max. Marks: 75

Objective:

The objective of the course is to impart basic knowledge of the important business laws alongwith relevant case law.

Course Contents:

- (i) The Indian Contract Act 1872. **35 Lectures**
- (a) Contract – meaning, characteristics and kinds. 3 Lectures
 - (b) Essentials of valid contract - Offer and acceptance, consideration, contractual capacity, free consent, legality of objects. 7 Lectures
 - (c) Void agreements 2 Lectures
 - (d) Discharge of contract – modes of discharge including breach and its remedies. 4 Lectures
 - (e) Contingent contracts 2 Lectures
 - (f) Quasi - contracts 2 Lectures
 - (g) Contract of Indemnity and Guarantee 5 Lectures
 - (h) Contract of Bailment 5 Lectures
 - (i) Contract of Agency 5 Lectures
- (ii) Indian Sale of Goods Act. 1932. **10 Lectures**
- (a) Contract of sale, meaning and difference between sale and agreement to sell. 2 Lectures
 - (b) Conditions and warranties 2 Lectures
 - (c) Transfer of ownership in goods including sale by non-owners 2 Lectures
 - (d) Performance of contract of sale 2 Lectures
 - (e) Unpaid seller – meaning and rights of an unpaid seller against the goods and the buyer. 2 Lectures
- (iii) Negotiable Instrument Act: Kinds and characteristics of Negotiable Instruments, Holders and Holder-in-due course, Privileges of Holders-in-due course. Negotiation and endorsement, crossing of cheques types of crossing, bouncing of cheques. **10 Lectures**
- (iv) Information Technology Act 2000 **20 Lectures**
- (a) Definitions 3 lectures
 - (b) Digital signature 1 lecture

(c) Electronic governance	2 lectures
(d) Attribution, acknowledgement and dispatch of electronic records.	2 lectures
(e) Regulation of certifying authorities	3 lectures
(f) Digital signatures certificates	2 lectures
(g) Duties of subscribers	1 lectures
(h) Penalties and adjudication	1 lectures
(i) Appellate Tribunal	3 lectures
(j) Offences	2 lectures

- Suggested Readings:

1. Kucchal, M.C., "*Business Law*", Vikas Publishing, House (P) Ltd., New Delhi, 2002.
2. Desai, T.R., "*Indian Contract Act, Sale of Goods Act and Partnership Act*", S.C. Sarkar & Sons Pvt. Ltd., Calcutta.
3. Khergamwala, J.S., "*The Negotiable Instruments Act*", N.M. Tripathi Pvt. Ltd., Bombay.
4. Singh, Avtar, "*The Principles of Mercantile Law*", Eastern Book Company, Lucknow.
5. Maheshwari & Maheshwari, "*Business Law*", National Publishing House, New Delhi.
6. Kapoor, N. D., "*Business Law*", Sultan Chand & Sons, New Delhi.
7. Chadha, P. R., "*Business Law*" Galgotia Publishing Company, New Delhi.
8. "*Information Technology Rules 2000 & Cyber Regulations Appellate Tribunal Rules 2000 with Information Technology Act 2000*" Taxmann Publications Pvt. Ltd., New Delhi.
9. Painttal, D., "*Law of Information Technology*" Taxmann Publications Pvt. Ltd., New Delhi.

Introduction to Computers and Information System

Duration : 3 hrs.

Max. Marks: 75

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

Learning Outcome: After studying this paper, a student will become **IT** literate, and be able to understand basic **IT** terminology. The student should be able to understand the role of information system in business world.

Part - A

(35)

Unit 1. Basic Concepts:

(6)

- What is a computer
- Characteristics of a Computer
- Advantages of Computer
- Limitations of Computer
- Types of Computer
- Applications of computer
- Data Representation

Unit 2. Essential components of Computer

(6)

- Hardware, Firmware, Live-ware
- Software:
 - Relationship between hardware and software
 - System Software : Operating system, Translators, interpreter, compiler, assemblers, linkers.
 - Overview of operating system, function of operating system.
 - Application software: General Purpose Packaged Software and tailor made software.

Unit 3. Information Systems

(6)

- Meaning
- Need of an efficient Information System
- Types of Information System
- Information requirement for Planning, Coordination, and Control for various levels in Business, Industry.
- Basic of data arrangement and access

Unit 4. Database System.

(6)

- Traditional file environment
- Identification of relevant data
- Evolution of Database Technology
- Databases : The Modern Approach

Unit 5. Net works: LAN, WAN, Wireless Network (5)

- Introduction to networking
- Importance of networking
- Communication devices such as Modem
- Features of Networking

Unit 6. Introduction to Internet (6)

- Meaning of Internet
- Growth of internet
- Owner of Internet
- Anatomy of Internet
- Basic Internet Terminology
- Net Etiquette
- World Wide Web
- Internet Protocols
- Usage of Internet to society
- Search Engines

Part – B

Computer based information System (40)

Accounting Information System (AIS): Meaning, characteristics, diagrams to depict AIS and its major subsystems.

Management Information System: Meaning, concepts, input and output of MIS with illustration.

Decision Support System: Introduction, Decision making, DSS concept, objective.

Knowledge-Based Information System: Introduction, Expert system, User interface, knowledge base, advantages and disadvantages, illustrating an expert system.

Concept of virtual office: introduction, office automation (OA), virtual office, OA application; visualizing paperless office by Illustration.

Executive Information system: introduction, peculiar information requirements of executives.

Marketing Information: introduction, evolution and need of marketing information system.

Manufacturing Information System: introduction, need and characteristics.

Introduction to Financial Information System.

Introduction to Human Resource Information System.

Concept, Applications, Advantages and limitations with regard to:

- Word Processor
- Spread Sheet

- Database

Part C. Introduction to Essential tools.

(40)

- **Unit 1. Word Processing.**

(8)

- Introduction to Word Processing
- Word processing concepts
- Use of Templates
- Working with word document:
 - Opening an existing document/creating a new document.
 - Saving,
 - Selecting text,
 - Editing text,
 - Finding and replacing text,
 - Closing,
 - Formatting,
 - Checking and correcting spellings,
- Bullets and numbering,
- Tabs,
- Paragraph Formatting,
- Indent,
- Page Formatting,
- Header and footer,
- **Mail Merge**
- **Tables**
 - Formatting the table
 - Inserting filling and formatting a table

- **Unit 2. Spreadsheet and its Business Applications.**

(12)

- Spreadsheet concepts,
- Creating a work book,
- Saving a work book
- Editing a work book,
- Inserting, deleting work sheets,
- Entering data in a cell
- Formula Copying
- Moving data from selected cells,
- Handling operators in formulae.
- Rearranging Worksheet
- Project involving multiple spreadsheets
- Organizing Charts and graphs

Printing worksheet.

• **Unit 3. Generally used Spread sheet functions** (5)

Mathematical
Statistical
Financial
Logical

• **Unit 4. Creating spreadsheet in the following areas:** (5)

Loan & Lease statement
Ratio Analysis.
Graphical representation of data
Payroll statements
Frequency distribution and its statistical parameters

• **Unit 5. Database Software.** (10)

Creating Data Tables
Editing a Database
Performing queries.
Generating Reports

Notes:

1. Part-A of this paper is compulsory. A college will have an option either to opt for part B or Part C. However for a group of students college may have the combination of Part A & B and for another Group A & C, depending upon the availability of infrastructure.
2. Before starting part C an approval from the department/university is required.
3. The General Purpose Software referred in this course will be notified by the department every three years. If the specific features, referred in the detailed course above, is not available in that software, to that extent it will be deemed to have been modified.
4. The familiarity with commercial and business software will be imparted through guidelines, that shall be revised every year.

Scheme of examination:

Part A will be of 35 marks including internal assessment.
Part B will be of 40 marks including internal assessment.
Part C will be of 40 marks practical examination. It will carry internal assessment in the form of a work book.

Suggested Readings:

1. Rajaraman, V., “*Introduction to Information Technology*”, 2003 PHI.
 2. Hunt, R., J. Shelley, “*Computers and Commonsense*”, Prentice Hall of India, 2002.
 3. Leon A. and Leon M., “*Fundamentals of Information Technolgy*”, Leon, Vikas 2002
- (4) Software manuals.

4. Sinha, Pradeep K. and Preeti Sinha, “*Foundation of Computing*”, BPB Publication, 2003.
5. Basandra, Suresh K., “*Management Information System*”, Wheeler Publication, New Delhi-Allahab.
6. Kumar, Muneesh, “*Business Information System*”, Vikas Publishing House, 1998.
7. Bharihoka, Deepak, “*Fundaments of Information Technology*”, Excel Book, 2000.
8. Saxena, Sanjay, “*A First Course in Computers*”, Vikas Publishing House, 1998.
9. Fitzgerald & Dennis – Wiley, “*Business Data Communication and Networking*”.
10. Rajaraman , V., “*Analysis and design of information Systems*”, 2003 PHI.
11. Sadagopan, S., “*Management Information Systems*”, 2003 PHI.
12. Laudon, Kenneth C. and Jane P. Laudon, “*Management Information Systems*”, 2003, PHI.

Note: Specific package to be used for word-processing, spread sheet, and database management system and related books will be announced by the department every three year.

Department of English
Paper VII a

Business Communication

Maximum Marks: 50

Total Lectures: 50

(2 Lectures per week + tutorial)

Objective: To equip students of the B.Com (Hons.) course effectively to acquire skills in reading, writing, comprehension and communication, as also to use electronic media for business communication.

COURSE CONTENT:

1. Introduction to the essentials of business communication: Theory and Practice **2 lectures**
2. Citing references, and using bibliographical and research tools. **2 lectures**
3. Writing a project report **10 lectures**
4. Writing reports on field work/visits to industries, business concerns etc./business negotiations. **8 lectures**
5. Summarizing annual report of companies. **8 lectures**
6. Writing minutes of meetings. **8 lectures**
7. E-correspondence. **2 lectures**
8. Spoken English for business communication (Viva for internal assessment) **5 lectures**
9. Making oral presentations (Viva for internal assessment) **5 lectures**

Note: A reading list will be compiled in consultation between the Department of English and the Department of Commerce. Guidelines regarding teaching practice in the classroom will be issued along with the reading list.

**B.Com (Hons.)
Paper VII b**

Politics, Ethics and Social Responsibility of Business

Maximum Marks: 50

Total Lectures: 50

1. Thinking conceptually about Politics: Liberty, Equality, Justice, Rights and Recognition, The Idea of a Good society. Concept of Business Ethics and Corporate Social Responsibility.

Lectures 12

2. Domain of Politics and Ethics: Democracy and Welfare state, Market and Globalisation.

Lectures 8

3. Approaches to Moral Reasoning: Consequentialism, Deontology, Teleological reasoning.

Lectures 6

4. Politics and Ethics in Business: Corporate Code of Ethics.

- a) Environment
- b) Accountability
- c) Responsibility
- d) Leadership
- e) Diversity

Lectures 10

5. Corporate Social Responsibility. Arguments For and Against; Strategic Planning and Corporate Social Responsibility; Corporate Philanthropy.

Lectures 6

6. Cases of corruption, Corporate Scandals, Whistle Blowing, Insider Trading, Discrimination, Advertising, Consumer Rights etc.

Lectures 8

Suggested Readings:

1. Best Internet Source for Ethics,
<http://www.josephsoninstitute.org/jilinks.htm>
2. Bok, Sissela, *Lying: Moral Choice in Public and Private Life*, Random House Inc., 1990, Ch. 7, 8, 12 and 16
3. Bok, Sissela. *Secrets, on the Ethics of Concealment and revelation*, Random House Inc., 1990. Chapter on “Whistle blowing and Leaking: Undercover Police Operations”, pp. 265-280.
4. Desjarding, Joseph, *An Introduction to Business Ethics*, McGraw-Hill, 2003.
5. Dworkin, Ronald, *Sovereign Virtute*, Harvard, 2000.

6. Frederick, Davis and Post, *Business and Society*. McGraw-Hill.
7. Gardner, John, *On Leadership*, pp. 67-80, 112-120.
8. Goodin Robert E. and Philip Pettit, Edited, *A Companion to Contemporary Political Philosophy*, OUP, 1993.
9. Jagdish Bhagwati, *In Defense of Globalization*, 2004.
10. Joseph E. Stiglitz, *Globalization and its Discontents*, 2003. WW Norton.
11. LaFollette, Hugh, *Ethics in Practice*, Massachusetts, 1997.
12. Manuel G. Velasquez, *Business Ethics*, (5th edition).
13. Maria Mies, And Vandana Shiva, *EcoFeminism* Delhi, Kali for Women 1993.
14. OECD Principles of Corporate Governance. See the Website of OECD.
15. Paul, Richard and Linda Elder, *Ethical Reasoning: The Foundation for Critical Thinking*, 2003.
16. Purushottma Bilimoria, Joseph Prabhu, And Renuka Sharma, *Companion for Indian Ethics: An Anthology on Classical, Contemporary and Applied Moral Thinking in and from India*, Ashgate Pub. Co., 2004.
17. Richard T. and E George, *Business Ethics*. Macmillan.
18. Taylor, Charles, *Sources of the Self-Harvard*, 1989.
19. Thompson, Denis, *Political Ethics and Public Office*, Harvard Mass, Harvard University Press, 1997.

Additional Readings

1. Bhargava, Rajeev, (ed.) *Multiculturalism, Liberalism and Democracy*, Oxford University Press, 1999.
2. Harris, John, *Depoliticizing Development: The World Bank and Social Capital*, New Delhi, Manohar, 2001.
3. Nayar, Baldev Raj, *Globalisation and Nationalism : The Changing balance of India's Economic Policy 1950-2000*, New Delhi, Sage 2001.
4. Parekh, Bhikhu, *Rethinking Multiculturalism: cultural Diversity and Political Theory*, London, Macmillan, 2000.
5. Habermas, Jurgen. *Moral Consciousness and Communicative Action*. (Translated by Christian Lenhardt and Shierry Weber Nicholsen), Cambridge: Polity Press, 1992.

Journals

1. *Alternatives*, Centre for Study of Developing Society
2. *Harvard Business Review*
3. *Journal of Business Ethics*

B. COM. (HONS)-II YEAR
Paper – VIII

CORPORATE ACCOUNTING

Duration : 3 hrs.

Max. Marks: 75

Level of Knowledge: Working knowledge

Learning objectives :

To help the students to acquire the conceptual knowledge of the fundamentals of the corporate accounting and to learn the techniques of preparing the financial statements.

COURSE CONTENTS

- 1. ACCOUNTING FOR SHARE CAPITAL 10 Lectures**
Issue, forfeiture and reissue of forfeited shares- Issues of rights and bonus shares-SEBI Guidelines-Concepts of book building, demat shares and Employee Share option Scheme (ESOS), Redemption of preference shares and buy back of shares.
- 2. ISSUES AND REDEMPTION OF DEBENTURES. 8 Lectures**
- 3. FINAL ACCOUNTS 7 Lectures**
Preparation of profit and loss account and balance sheet of corporate entities, excluding calculation of managerial remuneration. Disposal of company profits.
- 4. VALUATION OF GOODWILL AND VALUATION OF SHARES 10 Lectures**
Concepts and calculation - simple problem only.
- 5. AMALGAMATION OF COMPANIES 12 Lectures**
Concepts and accounting treatment as per Accounting Standard: 14 (ICAI) (excluding inter company holdings). Internal reconstruction: concepts and accounting treatment excluding scheme of reconstruction.

6. **ACCOUNTS OF HOLDING COMPANIES/PARENT COMPANIES**
12 Lectures

Preparation of consolidated balance sheet with one subsidiary company.
Relevant provisions of Accounting Standard: 21 (ICAI).

7. **BANKING COMPANIES** **8 Lectures**

Preparation of final account from a given trial balance. Concept of non-performing assets (NPA).

8. **CASH FLOW STATEMENT** **8 Lectures**

Concepts of funds. Preparation of cash flow statement as per Accounting Standard (AS): 3 (Revised)(ICAI): Indirect method only.

Suggested Readings:

1. Monga, J.R., “*Fundamentals of Corporate Accounting*”, Mayur Paper Backs, New Delhi.
2. Shukla, M.C., T.S. Grewal, and S.C. Gupta, “*Advanced Accounts*”, Vol-II, S. Chand & Co., New Delhi.
3. Gupta, R.L. and M. Radhaswamy, “*Advanced Accountancy*”, Vol-II, Sultan Chand and Sons, New Delhi.
4. Maheshwari, S.N. and S. K. Maheshwari, “*Corporate Accounting*”, Vikas Publishing House, New Delhi.
5. Sehgal, Ashok and Deepak Sehgal, “*Corporate Accounting*”, Taxman Publication, New Delhi.
6. Gupta, Nirmal, “*Corporate Accounting*”, Sahitya Bhawan, Agra.
7. Jain, S.P. and K.L. Narang, “*Corporate Accounting*”, Kalyani Publishers, New Delhi.
8. “*Compendium of Statements and Standards of Accounting*”, The Institute of Chartered Accountants of India, New Delhi.

**B.Com (Hons.) – IIIndYear
Paper – IX**

COST ACCOUNTING

Duration: 3 hours

Max. Marks: 75

Objective: To acquaint the students with basic concepts used in cost accounting and various methods involved in cost ascertainment systems.

COURSE CONTENTS:

Unit I:

1. Introduction: meaning, objectives and advantages of cost accounting, difference between cost accounting and financial accounting. Cost concepts and classifications. Elements of cost. Installation of a costing system. Role of a cost accountant in an organization.

(8 Lectures)

Unit II:

2. Materials: material/inventory control- concept and techniques. Accounting and control of purchases, storage and issue of materials. Methods of pricing of materials issues – FIFO, LIFO, Simple Average, Weighted Average, Replacement, Standard. Treatment of material losses.

(10 Lectures)

Unit III:

3. Labour: accounting and control of labour cost, time keeping and time booking, concept and treatment of idle time, over time, labour turnover and fringe benefits.

(8 Lectures)

Unit IV:

4. Overhead: classification, allocation, apportionment and absorption of overhead. Under- and over-absorption. Capacity costs. Treatments of certain items in costing, like interest on capital, packing expenses, bad debts, research and development expenses.
Activity – based cost allocation.

(10 Lectures)

Unit V:

5. Methods of Costing: Unit costing. Job costing. Contract Costing. Process costing (process losses, valuation of work in progress, joint and by-products.) Service costing (only transport).

(30 Lectures)

Unit VI:

6. Accounting Systems: integral and non-integral systems, reconciliation of cost and financial accounts.

(9 Lectures)

Suggested Reading:

1. Nigam, B.M. Lall and I.C. Jain, “*Cost Accounting: Principles and Practice*”, Prentice Hall of India, New Delhi.
2. Mittal , D.K. and Luv Mittal, “*Cost Accounting*”, Galgotia Publishing Co., New Delhi.
3. Lal, Jawahar, “*Cost Accounting*”, Tata McGraw Hill Publishing Co., New Delhi.
4. Arora, M.N., “*Cost Accounting – Principles and Practice*”, Vikas Publishing House, New Delhi.
5. Shukla, M.C., T.S. Grewal and M.P. Gupta, “*Cost Accounting: Text and Problems*”, S. Chand & Co. Ltd., New Delhi.
6. Maheshwari, S.N. and S.N. Mittal, “*Cost Accounting: Theory and Problems*”, Shri Mahabir Book Depot, New Delhi.
7. Jain , S.P. and K.L. Narang, “*Cost Accounting: Principles and Methods*”, Kalyani Publishers, Jalandhar.
8. Iyengar, S.P., “*Cost Accounting*”, Sultan Chand & Sons, New Delhi.

References:

1. Usry, Milton E. and Lawrence H. Hammer, “*Cost Accounting: Planning and Control*”, South Western Publishing Co.
2. Horngreen, Charles T., George Foster and Srikant M. Dattar, “*Cost Accounting: A Managerial Emphasis*”, Prentice Hall of India Ltd., New Delhi.

3. Barfield, Jesset T., Cecily A. Raibarn and Michael R. Kinney, “Cost Accounting: Traditions and Innovations”, Thomson Learning.

4. Lucey, T., “Costing”, ELST, London.

Note: Specific topics and weightage thereof where software is to be used for practical work in this paper will be prescribed in the guidelines by the Committee of Courses and Studies in Commerce (Hons., P.G. and Research) every three years.

**B.Com (Hons.) – IIIndYear
Paper – X**

MICROECONOMIC THEORY AND APPLICATIONS – II

Duration: 3 Hours

Max Marks: 75

Objective : The objective of the course is to acquaint the students with various market structures within which a firm operates. The course also deals with long-term decision making and market efficiency.

Learning Outcome: It is expected that students will be able to apply this knowledge to business firms' decision making process in the framework of markets.

COURSE CONTENTS

Unit-I

1. Monopoly Market Structure: Kinds of monopoly, Monopolist's decision and equilibrium. Shifts in demand curve and the absence of the supply curve. Measurement of monopoly power and the rule of thumb for pricing. Horizontal and vertical integration of firms. Comparison of pure competition and monopoly. The social costs of monopoly power. Price discrimination, Peak-load pricing

15 lectures

Unit-II

2. Monopolistic Competition and Oligopoly: Monopolistic competition price and output decision-equilibrium. Monopolistic Competition and economic efficiency Oligopoly and Interdependence - Cournot's duopoly model, Stackelberg model, Kinked demand model. Prisoner's dilemma, collusive oligopoly - price-leadership model - dominant firm, cartels, sales maximisation. Contestable markets theory. Pricing Public Utilities.

15 lectures

Unit-III

3. Market for Factor Inputs: Determination of factor rewards in perfect input markets in the short & long runs under conditions of perfect and imperfect commodity markets. Determination of factor rewards under conditions of monopsony, monopolistic and monopsonistic exploitation. Role of trade unions. Rental element in factor remuneration. Government intervention in factor market - Direct or through regulatory agency.

15 lectures

Unit-IV

4. Inter-temporal analysis and choice under uncertainty: intertemporal choice – stocks versus flows, present discounted values, capital investment decisions, investment decisions by consumers, determination of interest rates. Risk, preferences towards risk, reducing risk.

15 lectures

Unit-V

5. General Equilibrium and Market Failure : General equilibrium & efficiency (in Pareto optimal terms). Market failure and the sources of market failure. . Market power and

inefficiency, asymmetric information - quality uncertainty, market signalling, moral hazard, principal-agent problem. Public goods and externalities.

15 lectures

Suggested Readings :

1. Pindyck, R.S., and D.L. Rubinfeld, “**Microeconomics**”, Prentice-Hall of India Pvt. Ltd.
2. Baumol, William J., “**Economic Theory and Operations Analysis**”, Prentice-Hall of India Pvt. Ltd., New Delhi.
3. Browning, E.K., & J.M. Browning, “**Microeconomic Theory and Applications**”, Kalyani Publishers, New Delhi
4. Gould, J.,P., & E.P. Lazear, “*Microeconomic Theory*”, All India Traveller Bookseller, New Delhi
5. Lipsey, R.G., and K.A. Chrystal, , “**Principles of Economics**”, Oxford University Press.
6. Maddala G.S., and E. Miller, “**Microeconomics: Theory and Applications**”, McGraw-Hill International.
7. Salvatore, D., “**Schaum’s Outline of Theory and Problems of Microeconomic Theory**”, McGraw-Hill, International Edition.

Note:

Detailed Guidelines for teaching and paper setting will be formulated annually by the Department of Commerce for determining the emphasis and specific scope in the suggested readings, so as to constantly update the content and improve the quality of instruction within the overall ambit of the syllabus.

BUSINESS MATHEMATICS

Duration : 3 hrs.

Max. Marks: 75

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

Expected Learning Outcomes: The student would acquire fair degree of proficiency in formulating and solving diverse problems related to business and economics with the help of mathematical tools.

**Unit – 1
Matrices and Determinants**

(No. of Lectures: 7)

1.1 Algebra of matrices. Inverse of a matrix.

3 Lectures

1.2 Solution of system of linear equations (having unique solution and involving not more than three variables) using matrices.

4 Lectures

**Unit – 2
Calculus I**

(No. of Lectures: 10)

2.1 Mathematical functions and their types- linear, quadratic, polynomial, exponential, logarithmic and logistic function. Concepts of limit, and continuity of a function.

2 Lectures

2.2 Concept and rules of differentiation.

3 Lectures

2.3 Maxima and Minima involving second or higher order derivatives.

5 Lectures

**Unit – 3
Calculus II**

(No. of Lectures: 20)

3.1 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.

8 Lectures

3.2 Maxima and Minima in cases of two or three variables involving not more than one constraint including the use of the Lagrangean multiplier.

4 Lectures

3.3 Integration. Standard forms. Methods of integration – by substitution, by parts and by use of partial fractions. Definite integration. Finding areas in simple cases.

8 Lectures

**Unit- 4
Mathematics of Finance**

(No. of Lectures: 12)

4.1 Rates of interest-nominal, effective and continuous – and their inter-relationships.

3 Lectures

4.2 Compounding and discounting of a sum using different types of rates.

3 Lectures

4.3 Types of annuities, like ordinary, due, deferred, continuous, perpetual, and their future and present values using different types of rates of interest. Depreciation of assets. Valuation of simple loans and debentures. Sinking funds. (*General annuities to be excluded*)

6 Lectures

Unit- 5

Linear Programming

(No. of Lectures: 26)

5.1 Formulation of linear programming problems(LPP). Graphical solution to LPPs. Cases of unique and multiple optimal solutions. Unbounded solutions and infeasibility, and redundant constraints.

6 Lectures

5.2 Solution to LPPs using simplex method – maximization and minimization cases. Shadow prices of the resources and the ranges of their validity. Identification of unique and multiple optimal solutions, unbounded solution, infeasibility and degeneracy. **8 Lectures**

5.3 The dual problem. Formulation of the dual. Primal-Dual solutions: (excluding solution of dual problem when the primal problem involves mixed constraints). **4 Lectures**

5.4 Transportation and assignment problems.

8 Lectures

In addition the students will work on a software package for solving linear programming problems and transportation problems, and analyze the results obtained there from.

The weightage of the topics and the software to be used for practical work in this paper will be prescribed in the guidelines by the Committee of Courses and Studies in Commerce (Hons., P.G. and Research) every three years.

Suggested Readings:

1. Anthony, M. and N. Biggs, “*Mathematics for Economics and Finance*”, Cambridge University Press.

2. Ayres, Frank Jr., “*Theory and Problems of Mathematics of Finance, Schaum’s Outlines Series*”, McGraw Hill Publishing Co.
3. Budnick, P., “*Applied Mathematics*”, McGraw Hill Publishing Co.
4. Dowling, E.T., “*Mathematics for Economics, Schaum’s Outlines Series*”, McGraw Hill Publishing Co.
5. Mizrahi and John Sullivan, “*Mathematics for Business and Social Sciences*”, Wiley and Sons.
6. Wikes, F.M., “*Mathematics for Business, Finance and Economics*”, Thomson Learning.
7. Hamdy A. Taha, “*Operations Research: An Introduction*”, Prentice Hall of India.
8. Prasad, Bindra and P.K. Mittal, “*Fundamentals of Business Mathematics*”, Har-Anand Publications.
9. Kapoor, V.K., “*Essentials of Mathematics for Business and Economics*”, Sultan Chand and Sons.
10. Thukral, J.K., “*Mathematics for Business Studies*”, Mayur Publications.
11. Vohra, N.D., “*Quantitative Techniques in Management*”, Tata McGraw Hill Publishing Company.
12. Soni, R.S., “*Business Mathematics*”, Pitambar Publishing House.
13. Narag, A.S., “*Linear Programming & Decision Making*”, Sultan Chand & Sons.

B.Com. (Hons.) – IInd Year
Paper – XII

CORPORATE LAWS

Duration: 3 hours

Max. Marks: 75

Objective: The objective of the course is to impart basic knowledge of the provisions of the Companies Act 1956 and Depository Act 1996 alongwith relevant case law.

COURSE CONTENTS

1. Introduction: Concept of lifting of corporate veil. **5 Lectures**
2. Types of companies, association not for profit, illegal association. **6 Lectures**
3. Formation of company – Promoters, their legal position, pre-incorporation contract and provisional contracts. **4 Lectures**
4. Documents – Memorandum of Association, Articles of Association, Doctrine of Constructive Notice and Indoor Management, Prospectus and Book Building. **10 Lectures**
5. Share Capital – issue, allotment and forfeiture of share, demat of share, transmission of shares. **5 Lectures**
6. Members and shareholder – their rights and duties. **2 Lectures**
7. Convening and conduct of shareholders meetings. **7 Lectures**
8. Management – Directors, their dis-qualifications, appointment, legal position, powers and duties. disclosures of interest, removal of directors, board meetings, other managerial personnel and remuneration. **10 Lectures**
9. Dividend and issue of bonus shares. **4 Lectures**
10. Investigations. **3 Lectures**
11. Winding up – concept and modes of winding up **4 Lectures**
12. Emerging issues in company law:
 - (i) Producer Company – concept and formation **4 Lectures**
 - (ii) Corporate governance – concept, relevance and provisions under listing agreement. **4 Lectures**

Suggested Readings:

1. Kannal, S., & V.S. Sowrirajan, "*Company Law Procedure*", Taxman's Allied Services (P) Ltd., New Delhi, Jan 2003.
2. Kapoor, G.K., "*Corporate Laws & Secretarial Practice*", Premier Book Company, New Delhi, 2003.
3. "*A Ramaiya Guide to Companies Act*", Wadhwa and Company, Nagpur, 2002.
4. .Datey, V.S., "*Students Guide to Corporate Laws*", Taxman's Allied Services (P) Ltd., New Delhi, 2003.
5. "*Mannual of Companies Act, Corporate Laws and SEBI Guidelines*", Bharat Law House, New Delhi, 2003.
6. "*Bharat's Companies Act*", Bharat Law House, New Delhi, 2003.
7. "*Bharat's Company Rule and Forms*", Bharat Law House, New Delhi, 2003.
8. Singh, Avtar., "*Company Law*", Eastern Book Company Luchnow, 2003.
9. Kuchhal, M.C., "*Modern Indian Company Law*", Shree Mahavir Book Depot, Delhi, 2002 or latest edition.
10. Singh, Harpal., "*Indian Company Law*", Galgotia Publishing, Delhi, 2003.
11. Charlesworth & Morse, "*Company Law- Sweet & Maxwell*", London, U.K., 2000 or latest edition.
12. Gowar, LCB., "*Principles of Modern Company Law*", Stevens & Sons, London, latest edition.

**B.Com (Hons.) – IInd Year
Paper - XIII**

Income Tax Law and Practice

Duration: 3 hours

Max. Marks: 75

Objective: To provide basic knowledge and equip students with application of principles and provisions Income-tax Act, 1961.

Expected learning outcome: Students will gain a working knowledge regarding computation of taxable income and tax liability pertaining to individuals/firms.

Unit	S. No.	Contents	Number of lectures
Unit I	1.1	Basic concept: income, agricultural income, person, assessee, assessment year, previous year, gross total income, total income, maximum marginal rate of tax.	3
Unit II	2.1	Residential status	4
	2.2	Scope of total income on the basis of residential status	2
	2.3	Exempted income under section 10	2
Unit III	3.1	Computation of income under different heads	14
	3.2	- Salaries	4
	3.3	- Income from house property	9
	3.4	- Capital gains	11
	3.5	- Income from other sources	2
Unit IV	4.1	Total income and tax computation	2
		- Income of other persons included in assessee's total income	
	4.2	- Aggregation of income and set-off and carry forward of losses	2
	4.3	- Deductions from gross total income	7
	4.4	- Rebates and reliefs	2
	4.5	- Computation of total income of individuals and firms	4
	4.6	- Tax liability of an individual and firm	1
4.7	- Five leading cases of Supreme Court	2	
Unit V	5.1	Preparation of return of income	2
		- Manually	
	5.2	- Through software	2

Suggested readings:

1. Singhania, Vinod K., and Monica Singhania,, “*Students’ Guide to Income Tax*”, Taxmann Publications Pvt. Ltd., New Delhi.
2. Ahuja, Girish and Ravi Gupta, “*Systematic Approach to Income Tax*,” Bharat Law House, Delhi.
3. Chandra, Mahesh., S.P. Goyal and D.C. Shukla, “*Income Tax Law and Practice*”, Pragati Prakashan, Delhi.
4. Pagare, Dinkar., “*Law and Practice of Income Tax*”, Sultan Chand and sons, New Delhi.
5. Mehrotra, H.C., “*Income Tax Law*”, Sahitya Bhawan, Agra.
6. Lal, B.B., “*Income Tax Law and Practice*”, Konark Publications, New Delhi.
7. Singhania, Vinod K. and Kapil Singhania, “*Tax Computation on CD*”, Taxmann Publications Pvt. Ltd., New Delhi.

Journals

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

B.Com (Hons.) – IIInd Year Paper - XIV (a)

E-Commerce (40 Lectures)

Duration : 2 hrs.

Max. Marks: 50

Objectives: A student should become familiar with mechanism for conducting business transactions through electronic means.

Learning Outcome: After studying this paper, a student should be able to

Explain various aspects of E-Commerce.

Understand the dynamics of fourth channel

Appreciate the internet technology and its infrastructure.

Understand the methodology for online business dealings using E-Commerce infrastructure.

PART – A

30 Lectures

Unit-1: Introduction: meaning, nature, concepts, advantages and reasons for transacting online, categories of E-Commerce. (3)

Unit-2: Planning Online Business: nature and dynamics of the internet, pure online vs brick and click business; assessing requirement for an online business designing, developing and deploying the system, one to one enterprise. (6)

Unit-3 Technology for Online Business: Internet, IT Infrastructure, Middleware, contents: Text and Integrating E-business applications. (6)

Unit-4: Mechanism of making payment through internet: Online payment mechanism; Electronic Payment systems; Payment gateways; Visitors to website; tools for promoting websites; Plastic Money: Debit card, Credit card; (7)

Unit-5: Laws Relating to online transactions: Salient features. (3)

Unit-6: Applications in E-Commerce: E-commerce applications in manufacturing, wholesale, retail and service sector. (5)

PART – B

10 Lectures

Unit-7 Virtual existence: concepts, working, advantages and pitfalls of virtual organization, workforce, work zone and workspace and staff less organization. (4)

Unit-8 Designing an E-Commerce Model for a middle level organization: the conceptual design, giving description of its transaction handling, infrastructure and resources required and system flow chart. (4)

Unit-9 Security in E-Commerce: digital signatures, network security, data encryption with secret keys, data encryption public keys. (2)

OR

PART C

10 Lectures

Designing web page using a tool: Tool will be notified by the Department

Scheme of Examination

Part A 40 Marks
Part B 10 Marks

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Alternatively for part B students offering Part C will be assessed through a practical examination of 10 marks.

Reading List:

1. Amor, Daniel - Pearson Edude, "E Business R (Evolution)".
2. Greenslein & Feinman, "Electronic Commerce" TMH.
3. David Whiteley, "E-Commerce: Strategy, Technologies and Applications", TMH.
4. Joseph , P.T., "E-Commerce A Managerial Perspective," PHI 2003.
5. "Electronic Commerce,": from vision to fulfillment: ELIAS M. AWAD PHI-2003.

B.Com (Hons.) – IInd Year Paper XIV (b)

AUDITING

Duration : 2 hrs.

Max. Marks: 50

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Objective: To provide knowledge of auditing principles, procedures and techniques in accordance with current legal requirements and professional standards.

COURSE CONTENTS

Unit I:

1. Introduction: meaning, objects, basic principles and techniques. Classification of Audit.
2. Audit Planning. Internal Control – internal check and internal audit

(12 Lectures)

Unit II:

3. Audit Procedure – vouching and verification of assets & liabilities.

(11 Lectures)

Unit III:

4. Audit of Limited Companies:
 - (i) Company Auditor: qualifications and disqualifications, appointment, removal, remuneration, rights, duties and liabilities.
 - (ii) Audit Committee
 - (iii) Auditor's Report: contents and types. Auditor's certificates

(15 Lectures)

Unit IV:

5. Special areas of audit: special features of cost audit. Tax audit and management audit.
6. Recent trends in auditing: Basic considerations of audit in EDP Environment.
7. Relevant Auditing and Assurance Standards (AASs).
8. Relevant Case Studies/Problems.

(12 Lectures)

Suggested Readings:

1. Jha, Aruna., “*A Student’s Guide to Auditing*”, Taxmann.
2. Tandon, B. N., S. Sudharsanam, and S. Sundharabahu, “*A Handbook of Practical Auditing*”, S. Chand and Co. Ltd., New Delhi.
3. Pagare, Dinkar., “*Principles and Practice of Auditing*”, Sultan Chand and Sons, New Delhi.
4. Institute of Chartered Accountants of India, “*Auditing and Assurance Standards*”, ICAI, New Delhi.
5. Gupta, Kamal., and Ashok Arora, “*Fundamentals of Auditing*,” Tata Mc-Graw Hill Publishing Co. Ltd., New Delhi.
6. Ghatalia, S.V., “*Practical Auditing*,” Allied Publishers Private Ltd., New Delhi.
7. Sharma,T.R., “(*Principles and Problems*)”, Sahitya Bhawan Publication, Agra.

References:

1. A Ramaiya, Guide to Companies Act, Wadhwa & Co., New Delhi.
2. Alvin, S.A. Arens., and K. Loebbecke James, “*Auditing: An integrated Approach*”, Prentice Hall. NJ.
3. Michael Chris Knapp “*Contemporary Auditing, Real issues and cases*”, Thomson Learning.
4. Strawser ,R., Jerry., and Robert R Strawser, “*Auditing*”, Thomson Learning.

B.Com (Hons.) – IIInd Year

Paper XV

ENGLISH

Duration : 2 hours

Maximum Marks: 50

Lectures: 50

Cultural Diversity, Linguistic Plurality and Literary Traditions in India

Objective: The purpose of this paper is to impart to the students an understanding of the cultural diversity and linguistic plurality of the literary traditions in India. It aims to present to the students the heterogeneity of language and cultures included within the concept called “India”.

Unit – I:

OVERVIEW

Introduction to the concept of the book
Essay by Sujit Mukherjee

2 Lectures

Unit-II:

LINGUISTIC PLURALITY WITHIN SUFI AND BHAKTI TRADITION

Essay by Sisir Kumar Das and poems by Bullah Shah, Mahadeviyakka and Baul Song.

7 Lectures

Unit-III:

LANGUAGE POLITICS: HINDI AND URDU

Essay by Amrit Rai, ghazal by Amir Khusrau, short story by Raghuvir Sahay.

10 Lectures

Unit-IV:

TRIBAL VERSE

Essay by G.N. Devy, Munda Song, Kondh Song and Adi Song

5 Lectures

Unit-V:

DALIT VOICES

Essay by Eleanor Zelliot, poems by E M Shinde and N.T. Rajkumar, excerpt of autobiography by Bama.

7 Lectures

Unit-VI:

HIERARCHIES OF LANGUAGE

Essay by M.K. Naik, poems by Padma Sachdev and Ayyappa Paniker, excerpt of Novel by Raja Rao.

10 Lectures

Unit-VII:

WOMANSPEAK: EXAMPLES FROM KANNADA AND BANGLA

Short story by A.K. Ramanujan, essay by Nabaneeta Deb Sen.

9 Lectures

Suggested Reading

1. Ahmad, Aijaz, 'Indian Literature: Note towards the Definition of a Category', *In Theory, Classes, Nations, Literatures*, OUP, New Delhi (First published by Verso), 1992, pp. 243-85.
2. Barucha, Rustom, 'Thinking Through Culture: A Perspective for the Millenium' and Gopal Guru, 'Dalits in Pursuit of Modernity', *India Another Millenium*, ed. Romila Thapar, Penguin India, New Delhi, 2000, pp. 66-84 and pp. 123-36.
3. Chatterjee, Suniti Kumar, *The Cultural Heritage of India*, vol. 5, Languages and Literatures, Ramakrishna Mission Institute of Culture, Calcutta, 1978.
4. Deshpande, Shashi, 'Where do we Belong: Regional National or International?' (pp. 30-60) and 'Why I am a Feminist', *Writing from the Margin*, Penguin/Viking, New Delhi, 2003, pp. 82-5.
5. Dharwadker, Vinay, 'Orientalism and The Study of Indian Literature', *Orientalism and the Postcolonial Predicament*, Perspective on South Asia, ed. Carol A. Breckenridge and Peter van der Veer, OUP, New Delhi, 1994, pp. 158-95.
6. Nehru, Jawaharlal, "The Variety and Unity of India' and 'The Epics, History, Tradition and Myth', *The Discovery of India*, Asia Publishing House, Bombay, 1961, pp. 61-63, pp. 99-106.

**B.Com (Hons.) – IIInd Year
Paper XV
Hindi**

Duration : 2 hours

Maximum Marks: 50

**fgUnh foHAKx
fnYyh fo'ofokj; }kjk izLRkkfor
iqxZfBr ch- dke- vkWulZ [B.Com. (Hons.)] gsrq
vk/Aqfud HAKjrh; HAK''Ak ^d* (Modern Indian Language: Hindi 'A') ikB;dze
fjrh; o''AZ] iz'ui= & 15
(mu fo?AkfFAZ;ks ds fy, ftUgksus 12 oha d{Ak rd fgUnh i<h gS)**

iz'ui= & 15

50 vad

- 1- HAK''Ak [AaM
- 2- lkfgR; [AaM

20 vad

30 vad

Hkk''kk [k.M

20 vad

- 1- ekud Hkk''kk dh vo/kkj.kk % orZuh vkSj fyfi dk ekudhdj.k 05 vad
- 2- O;kolkf;d i=ys[ku % foKkiu ys[ku] la {ksi.k} iYyou 05 vad
- 3- fuca/k ys[ku] lelkef;d@O;kikfjd@O;kolkf;d fo''k;ks ij 05 vad
- 4- vaxszth ls fgUnh eas vuqokn % f}Hkkf''kd 'kCndks'k] ikfjHkkf''kd
'kCnkoyh(cSafdx] chek] O;kikfjd ,oa O;kolkf;d {ks=ksa ls lEcfU/kr} vkfn dk ifjp; A

05 vad

lkfgR;d [kaM

30 vad

- 1- miU;kl % fojkVk dh inzfeuh % ozankouyky oekZ
nzqr iBu (iqLrd ij vk/kkfjr dsoy y?Aqrjh iz'u iwNs tk;saxs)
- 2- ukVd % ek/koh % Hkh''e lkguh
- 3- [kaM dkO; % dkyt;h % Hkokuhezilkn fe]
nks O;k;k % nks iz'u

05 vad

25 vad

uksV % 'kSf{k d o''kZ ds vkjaHk es vlkbUeSaV (Assignment) fo''k;ksa ds lkFk v/;u &
lkexzh@lgk;d iqLrdks (Reading Material) dh tkudkj foHkkxk }kjk dkWystks dks nh tk;sxh
A

**iqxZfBr ch- dke- vkWulZ [B.Com. (Hons.)] gsrq
vk/Aqfud HAKjrh; HAK''Ak ^[A* (Modern Indian Language: Hindi 'B') ikB;dze
fjrh; o''AZ] iz'ui= & 15
(mu fo?AkfFAZ;ks ds fy, ftUgksus 10 oha d{Ak rd fgUnh i<h gS)**

iz'ui= & 15

50 vad

- 1- HAK”Ak [AaM
- 2- lkfgR; [AaM

20 vad
30 vad

HAK”kk [k.M

20 vad

- 1- vifBr
- 2- v’kqf} ‘kks/ku & ‘kCnrx} okD;xr
- 3- dk;kZy;h i= ys[ku] vkosnu] izfrosnu
- 4- vuqPNsn ys[ku & lelkef;d@O;kifjd@O;kolf;d fo”k;ks ij

05 vad
05 vad
05 vad
05 vad

lfgr;d [kaM

30 vad

- 1- miU;kl % deZHkwfe % izsepUn
nzqr iBu iqLrd ij vk/kkfjr dsoy yIqrjh iz’u iwNs tk;saxs A
- 2- ukVd % tuest; dk ukx;K % t;’kadj izlkn
- 3- [kaM dkO; % iapoVh % eSfFkyh’kj.k xqIr
nks O;k[k;k % nks iz’u

05 vad

25 vad

uksV % ‘kSf{kd o”kZ ds vkjaHk es vlkbUeSaV (Assignment) fo”k;ks ds lkFk v;u & lkexzh@ lgr;d iqLrdks (Reading Material) dh tkudkj foHkkx }kjk dkWystks dks nh tk;sxh A

Error!

**B.Com (Hons.) – IIInd Year
Paper XV
History**

Duration: 2 hours

Maximum Marks: 50

ISSUES IN WORLD HISTORY: THE 20 TH CENTURY

1. Concepts and definitions: contemporary era; capitalist industrialization; modernity; imperialism.
2. First World War-analysis of its causes, courses and consequences in Europe and the World. Paris Peace Settlement; League of Nations; Mandate System.
3. 1917 Russian Revolution: origins; course; impact on Russia and the world.
4. Economic recovery and instability in Europe to 1929; global depression and its impact on industrialized and semi-colonial/worlds; the Soviet experience to 1941.
5. Rise of fascism and its relationship to parliamentary democracy, liberalism and communism; case studies of Germany and Japan to the Second World War; the meaning of the Second World War.
6. Colonialism and nationalism; a synoptic view; Social transformation after the Second World War; Cold War; the career of Communist States.
7. Perspectives on development and underdevelopment; Globalization: a long view.
8. Social Movements in the North and the South: Ecological, Feminist, Human Rights issues.
9. Modernity and Cultural Transformation: emerging trends in culture, media and consumption.

Basic reading materials:

1. E.J. Hobsbawm, The Age of Extremes, 1914-1991 (New York: Vintage, 1996).
2. Carter V. Findley and John Rothney, Twentieth-Century World, 3rd edn. (Boston: Houghton-Mifflin; 1994; 5th ed., 2003)
3. Norman Lowe, Mastering Modern World History (London: Palgrave Macmillan, 1997) [Macmillan Master Series: designed for UK CGSE exams]

4. Richard Overy, *The Times Complete History of the World*, 6th edn. (London: Collins, 2004).
5. Excerpts from writings of Virginia Woolf, George Orwell, Promedya Ananta Toer, Chinua Achebe, others. [There are Hindi translations of texts of some of these writers.]

Suggested additional readings:

1. Jeffrey Weeks, *Sex, Politics and Society: The Regulation of Sexuality in Britain Since 1800*, 2nd edn. [chapters, 13-14] (London: Longman, 1989).
2. John Dower, *Embracing Defeat: Japan in the Wake of World War Two* (New York: W.W. Norton, 2000). Mark Mazower, *The Balkans: A Short History* [especially chap. 4] (New York: Modern Library, 2000; paperback, 2002).
3. Basil Davidson, *Modern Africa: A Social and Political History*, 3rd edn. (London / New Jersey: Addison-Wesley, 1995).
4. Ernest Mandel, *The Meaning of the Second World War* (London: Verso, 1986).
5. I, Rigoberta Menchu: *An Indian Woman in Guatemala* [memoir of 1992 Nobel Peace Prize winner] (London: Verso, 1987) [Hindi translation exists].
6. Jamaica Kincaid, *A Small Place* (New York: New American Library, 1989)
7. Jonathan Spence, *The Gate of Heavenly Peace: the Chinese and Their Revolution, 1895-1980* (Penguin, 1982).
8. Neil Postman, *Amusing Ourselves to Death: Public Discourse in the Age of Show Business* (Penguin, 1986).
9. V. Kiernan, 'Nationalist Movements and Social Classes,' in A. D. Smith, ed., *Nationalist Movements* (London: Macmillan, 1976), pp. 110-33.
10. W.H.G. Armytage, *The Rise of the Technocrats: A Social History* (London: Routledge and Kegan Paul, 1965).

**B.Com (Hons.) – IIInd Year
Paper XV
Mathematics**

Duration: 2 hours

**Maximum Marks: 50
Lectures: 2 per week**

Unit I : Linear Algebra

Lectures: 12

Algebra of sets. Finite and infinite sets, examples of countable and uncountable sets. Real line; absolute value, bounded sets. \mathbb{R} , \mathbb{R}^2 , \mathbb{R}^3 as vector spaces over \mathbb{R} and concept of \mathbb{R}^n . Standard basis for each of them. Concept of linear independence and examples of different bases. Subspaces of \mathbb{R}^n . Translation, Dilation, Rotation, Reflection in a point, line and plane, Matrix form of basic geometric transformations. Interpretation of eigenvalues and eigenvectors for such transformations and eigenspaces as invariant subspaces.

Unit II : Sequences and Series

Lectures: 13

Sequences to be introduced through the examples arising in Economics and Commerce beginning with finite sequences, followed by concepts of recursion and difference equations. Convergence of a sequence and algebra of convergent sequences. Illustration of proof of convergence of some simple sequences such as $(-1)^n/n$, $1/n^2$, $(1+1/n)^n$, x_n with $|x| < 1$.

Concepts, statements, and applications of the following: a necessary condition for convergence of an infinite series. Cauchy convergence criterion for series, positive term series, geometric series, comparison test, limit comparison test, convergence of p-series.

Unit III : Introduction to Algorithms

Lectures 10

Basic concept of Program, algorithm and data structure. Pseudo code – SPARKS. Control Structures. Recursion and Iteration. Binary Search. Analysis of algorithms. Fibonacci numbers, gcd and factorial. Magic squares. Insertion sort and quick sort.

Unit IV : Graph theory

Lectures : 8

Graph basics, terminology and modeling. Types of graphs: Simple, Directed, Multi, and Pseudo graph. Special Graphs: Complete Graph, Cycles. Graph Representations – Adjacency matrix and Incidence matrix. Transversal – Breadth First search and Depth First Search. Minimum Cost Spanning Tree. Shortest Path.

Unit V: Game theory

Lectures: 7

Theory of Games : introduction to basic concepts of game theory including strategic games, examples like prisoner's dilemma. Principle of dominance. Notion of Zero sum and non-zero sum games. Formulation and solution of two person zero sum game and strategies.

Suggested Readings:

1. R. G. Bartle and D. R. Sherbert: Introduction to Real Analysis, John Wiley and Sons (Asia) Pte. Ltd. 2000.
2. C. P. Simon and L. Blume: Mathematics for Economicists, W W Norton and Company, 1994.
3. T. M. Apostol: Calculus, Vol. I, John Wiley and Sons (Asia); 2002.
4. Ellis Horowitz and Sartaj Sahni, Fundamentals of Data Structures. 1994, Galgotia, New Delhi, Ch. 1, Ch. 7 (Internal Sorting): PP. 345-352, Ch. 6 (Graphs): PP. 282-288, 292-309.
5. S.S. Hilier and G.J. Liebermann, Introduction to Operational Research, Tata McGraw Hill, 2001.

**B.Com (Hons.) – IInd Year
Paper XV (MIL)**

ASSAMESE

Maximum Marks: 50

I. Language Application

30 marks

- a. Essay or Creative of Language use - 10 marks
- b. Comprehension - 10 marks
- c. Idioms & Proverb - 5 marks
- d. Technical terms - 5 marks

SECTION B

II. History of literature

20 marks

Text – ‘Asamiya Sahitya Samikshatamok Buranjee’,
By Dr. S. N. Sharma, Published by Lawyers Book Stall,
Guwahati - 781001

**B.Com (Hons.) – IInd Year
Paper XV (MIL)**

BENGALI

Maximum Marks: 50

I. Language Application

30 marks

- a. Composition - 10 marks
(Essay / Business Letters)
- b. Translation Technical terms - 10 marks
- c. Comprehension - 10 marks

II. Text

20 marks

‘Banga Dese Krishak’,
by Bankim Chandra Chattopadhyay

**B.Com (Hons.) – IInd Year
Paper XV (MIL)**

MARATHI

Maximum Marks: 50

I. Application of Language skills: I. 30 marks

- a. Composition: Essay writing/Business correspondences - 10 marks
- b. Comprehension - 10 marks
- c. Translation and usages of Technical terms - 10 marks

II. History of literature 20 marks

Books Prescribed

1. ‘Vyavashrik Marathi’ by L.R. Nasirabadkar, Phadke Prakashan, Mumbai
2. ‘Stri – Purusa – Tulana’ by Tarabai Shinde, Ed. Prof. Vilas Khole, Pratima Prakashan, Pune.

**B.Com (Hons.) – IInd Year
Paper XV (MIL)**

ORIYA

Maximum Marks: 50

I. Application of Language skills: I. 30 marks

- a. Composition: Essay writing/Business correspondences - 10 marks
- b. Comprehension - 10 marks
- c. Translation and usages of Technical terms - 10 marks

II. Text: 20 marks

Ardha Satabdira Odissa O Tamhire Mo Sthana
By Godabarisha Mohapatra

**B.Com (Hons.) – IInd Year
Paper XV (MIL)**

Punjabi – A

(Note: For candidates who offered Punjabi in XII Class)

Time: 2 hours

Marks: 50

Syllabus

1. Punjabi Bhasha de registeran sambandhi jan-panchan: Sahitik bhasha, upbhasha, viakti bhasha, pigion ate creole, banavati bhasha, sadharan vakan nu sanyukt ate mishrit vakan vich badalnna: Sidhant ate amali varton.
2. Reporting Karna: Samachar Likhan di vidhi te tatt, samachar de prakar, sankhep karna te viakhia karni.
3. Punjabi ucharan ate gurmukhi orthography: Punjabi dhunian ate gurmukhi da sambodh (I.P.A. di madad nal)
4. Suchna taknology: Paribhasha, mahattav, bhasha ate suchna taknology, sahit te suchna taknology.
5. Computer software: Computer operating system M.S. Office (4, 3, 6, 0, 7, 0) page maker.

Recommended Books

1. Punjabi Sanchar Yogta Abhias, Punjab State University Text-book Board, Chandigarh.
2. Lal Singh ate Harkirat Singh, College Punjabi Viakaran, Punjab State University Text-book Board, Chandigarh.

B.Com (Hons.) – IIInd Year Paper XV (MIL)

Punjabi – B

(Note: For candidates who offered Punjabi in Xth Class and also for those who for some reasons could not offer it at any level)

Time: 2 hours

Marks: 50

Syllabus

3. Ucharan antar banhtar ate karaj-dhunian da varagikaran: swar, vianjan, akhand dhunian, Punjabi swaran, vianjanan, suran de ucharan te varton de nem. 10 marks
4. Gurumukhi orthography: Orthography de tatt: Gurmukhi orthography de nem, Punjabi ucharan te gurmukhi lippi, Antar-rashtri dhuni-lippi:mudhali jan-pahchan te varton. 10 marks
3. Prasaran de mudhle niyam, prasaran, sanchar te samaj 10 marks
4. Radio-Sanchar de madhian vajon 10 marks
5. Television-Sanchar de madhiam vajon, Bharat vich Punjabi T.V. network ate isdi akadmik jimevari 10 marks

Recommended Books

1. Punjabi Sanchar Yogta Abhias, Punjab State University Text-Book Board, Chandigarh.
2. Dr. Lal Singh ate Harkirat Singh, College Punjabi Viakaran, Punjab State University Text-book Board, Chandigarh.

**B.Com (Hons.) – IInd Year
Paper XV (MIL)**

TAMIL

Maximum Marks: 50

I. Application of Language skills: I. 30 marks

- a. Letter writing: Business correspondences - 10 marks
- b. Comprehension - 10 marks
- c. Translation and usages of Technical terms - 10 marks

II. Text: 20 marks

Panddai Tamilar Vanigam

By Mayilal Seeni Venkatasamy, NCBH, Chennai

**B.Com (Hons.) – IInd Year
Paper XV (MIL)**

TELUGU

Maximum Marks: 50

I. Application of Language skills

30 marks

- a. Letter writing: Business correspondences - 10 marks
- b. Comprehension - 10 marks
- c. Translation and usages of Technical terms - 10 marks

II. Text:

20 marks

Aravayyella Telugu Sahityamlo Nilichedi by Nori Narasimha
Sastry, Saraswata Vyasamulu, Andhra Pradesh Sahitya Akademi,
Hyderabad – 500 001.

**B.Com (Hons.) – IInd Year
Paper XV (MIL)**

URDU

Maximum Marks: 50

I. Language Application

30 marks

a. Composition: Essay writing/Business correspondences

10 marks

b. Comprehension

10 marks

c. Translation and Usages of Technical Terms

10 marks

II. Brief History of literature

20 marks

Text–“Urdu ki Kahani”, by Syed Ehtesham Hussain. Published from N.C.P.U.L. New Delhi.

**B.Com (Hons.) – IIInd Year
Paper No. XV**

DEMOCRACY AND GOVERNANCE IN INDIA

Duration : 2 hours

**Maximum Marks: 50
Lectures: 50**

1. Structure and Process of Governance: Indian Model of Democracy, Parliament, Party Politics and Electoral behaviour, Federalism, The Supreme Court and Judicial Activism, Units of Local Governance (Grassroots Democracy).

Lectures 10

2. Ideas, Interests and Institutions in Public Policy:

a. Studying Ideas and Institutions of Policy Making – The Role of Experts in Policy Making, Ministry of Finance, Planning Commission, Finance Commission, Annual Budget Regime, Reserve Bank of India, Commission for Agricultural Costs and Prices, Stock Exchange/Capital market in India etc.

Lectures 10

b. Regulatory Institutions – SEBI, TRAI, Competition Commission of India, etc.

Lectures 05

c. Lobbying Institutions: Chambers of Commerce and Industries, Trade Unions, Farmers Associations, etc.

Lectures 05

3. Contemporary Political Economy of Development in India: Policy Debates over Models of Development in India, Recent trends of Liberalisation of Indian Economy in different sectors, including e-governance.

Lectures 10

4. Dynamics of Civil Society: New Social Movements and Various interests, Role of NGO's, Understanding the political significance of Media and Popular Culture.

Lectures 10

Essential Readings:

1. Agarwal B, Environmental Management, Equity and Ecofeminism: Debating India's Experience, Journal of Pesant Studies, Vol. 25, No. 4, pp. 55-95.
2. Atul Kohli (ed.), The Success of India's Democracy, Cambridge University Press, 2001.
3. Corbridge, Stuart and John Harris, Reinventing India: Liberalisation, Hindu Nationalism and Popular Democracy OUP, 2000.
4. Dreze, J. and Sen, A. 1995, India: Economic Development and Social Opportunity, Clarendon paperbacks.

5. Fuller, C.J. (ed.) Caste Today, OUP, 1997
6. Himat Singh, Green Revolution Reconsidered: The Rural World of Punjab, OUP, 2001.
7. Jagdish Bhagwati, India in Transition: Freeing The Economy, 1993.
8. Joseph E. Stiglitz, Globalisation and its Discontents, WW Norton, 2003.
9. Patel, I.G., Glimpses of Indian Economic Policy: An Insider View, OUP, 2002.
10. Rajni Kothari and Clude Alvares, (eds.) Another Revolution Fails: an investigation of how and why India's Operation Flood Project Touted as the World's Largest Dairy Development Program Funded by **the EEC went off the Rails**, Ajanta, New Delhi, 1985.
11. Smitu Kothari, Social Movements and the Redefinition of Democracy, Boulder, Westview, 1993.
12. Qah, John S.T., Curbing Corruption in Asia: A Comparative Study of Six Countries, Eastern University Press, 2003.

Additional Readings

1. Baxi, Upendra and Bhikhu Parekh, (ed.) Crisis and Change in Contemporary India, New Delhi, Sage, 1994.
2. Bidyut Chakrabarty, Public Administration: A Reader, Delhi Oxford University Press, 2003.
3. Elaine Kamarck, Government Innovation Around the World: Occasional Paper Series, John F Kennedy School of Government, 2003
4. Kothari, Rajini, Politics in India, Delhi, Orient Longman, 1970.
5. Mackie, Gerry, Democracy Defended, New York, Cambridge University Press, 2003.
6. Mahajan, Gurpreet (ed.), Democracy, Difference and Social Justice, New Delhi, Oxford University Press, 2000.
7. Menon, Nivedita, (ed.), Gender and Politics in India, New Delhi, Oxford University Press, 2001.
8. Mohanty, Manoranjan, Peoples Rights : Social Movements and the State in the Third World , Sage, New Delhi, 1998.
9. Paul Brass, Politics in India Since Independence, Hyderabad, Orient Longman, 1990.
10. Rob Jenkins – Regional Reflections : Comparative Politics Across India's States, New Delhi, OUP, 2004.
11. Stanley Kochanek, Business and Politics in India, Berkeley, University of California Press, 1974.
12. Sury, M.M, India : A Decade of Economic Reforms : 1991 –2001, New Delhi, New Century Publication, 2003.
13. Thomas R. Dye., Understating Public Policy, Prentice Hall NJ, 1984.
14. Y. Dror, Public Policy Making Reexamined, Leonard Hill Books, Bedfordshire, 1974.

Journals

1. Alternatives
2. Economic and Political Weekly
3. Mainstream
4. Seminar

**B.Com (Hons.) – IIInd Year
Paper No. XV**

Introduction to Philosophy

Duration : 2 hours

**Maximum Marks: 50
Total lectures: 50**

Section – A

1. General Introduction to Philosophy, Nature of Philosophical Inquiry and broad trends, Rationalism and Empiricism
2. Theories of Rights
3. Theories of Justice

**Max Marks: 20
Total lectures: 20**

[Lectures: 10, Marks 10]

[Lectures: 5, Marks: 5]

[Lectures: 5, Marks: 5]

Section – B

4. Relationship between Vedic corpus and School of Indian Philosophy
5. Purushartha, Moksha: Gyan, Karma and Bhakti Marga (Shankar, Ramanuja, the Gita and Mimamsa)
6. Early Buddhist and Jain Ethics
7. Gandhi's concept of Satyagraha and Ahimsa, Tagore on Nationalism and Internationalism & Ambedkar's critique of Caste system

**Max. Marks: 30
Total Lectures: 30**

[Lectures: 10, Marks:10]

[Lectures: 5, Marks: 5]

[Lectures: 5, Marks: 5]

[Lectures: 10, Marks:10]

Readings:

Section A:

1. Bertrand Russell, *History of Western Philosophy*, University Paperbacks, London, 1984.
2. D.D. Raphael, *Problem of Political Philosophy*, New York, 1976.

3. Amartya Sen and James E. Foster, *On Economic Inequality*, O.U.P., 1999, (chapter. 1)
4. John Rawls, *Lectures on the History of Moral Philosophy*, Barbara Harman (ed.), Harvard University Press, 2000.

Section – B

5. M. Hiriyanna , *Outlines of Indian Philosophy*, Gerge Allen and Unwin, London, 1964.
6. Rajendra Prasad, ‘The Theory of Purusharthas: Revaluation and Reconstruction’ , in *Karma Causation and Retributive Morality*, I.C.P.R., 1989.
7. I. C. Sharma, *Ethical Philosophies of India*, Harper and Row, U.S.A., 1965.
8. Narayan (ed.), *Selected Works of Gandhi*, Navjivan Publishing House, Ahmedabad, Vol.: III (‘Voice of Truth’, ‘What is Satyagraha’) Vol.: VI (‘What is Non-violence’)
9. Bhattacharya, *Mahatma and the Poet*, National Book Trust, New Delhi.
10. B.R. Ambedkar, *Annihilation of Caste*, Blumoon Books, New Delhi.

**B.Com (Hons.) – Third Year
Paper – XVI**

MANAGEMENT ACCOUNTING

Duration : 3 hours

Max. Marks: 75

Objective: To provide the students knowledge about use of costing data for planning, control and decision making.

Unit I:

1. Nature and Scope, Difference between cost accounting and management accounting, cost control, cost reduction, cost management.

(8 Lectures)

Unit II:

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

(12 Lectures)

Unit III:

3. Standard costing and variance analysis: Meaning of standard cost and standard costing: advantages, limitations and applications, Variance analysis – material, labour, overhead and sales variances, Disposition of variances, Control ratios.

(15 Lectures)

Unit IV:

4. Absorption versus variable costing: Distinctive features and income determination.
Cost-Volume-Profit Analysis: Break-even analysis-algebraic and graphic methods. Contribution / sales ratio, key factor. Margin of safety. Angle of incidence. Determination of cost indifference point.

(5 Lectures)

(10 Lectures)

Unit V:

5. Decision making: Costs for decision making, variable costing and differential analysis as aids in making decisions – fixation of selling price, exploring new market, make or buy, product mix, operate or shut down, sellor process further.

(20 Lectures)

Unit VI:

6. Responsibility Accounting: Concept, Significance, Different Responsibility Centers, Divisional Performance Measurement – Financial Measures.

(5 Lectures)

Suggested Reading:

1. Nigam, B.M. Lall., and I.C. Jain, “*Cost Accounting, Principles and Practice, Prentice,*” Hall of India, New Delhi.
2. Mittal, D.K., and Luv Mittal, “*Cost Accounting,*” Galgotia Publishing Co., New Delhi.
3. Lal, Jawahar., “*Cost Accounting*”, Tata McGraw Hill Publishing Co., New Delhi.
4. Arora, M.N., “*Cost Accounting – Principles and Practice*”, Vikas Publishing House, New Delhi.
5. Shukla, M.C., T.S. Grewal and M.P. Gupta, “*Cost Accounting, Text and Problems*”, S. Chand & Co. Ltd., New Delhi.
6. Maheshwari, S.N., and S.N. Mittal, “*Cost Accounting*”, Theory and Problems, Shri Mahabir Book Depot, New Delhi.
7. Jain, S.P., and K.L. Narang, “*Cost Accounting, Principles and Methods*”, Kalyani Publishers, Jalandhar.
8. Iyengar, S.P., “*Cost Accounting*”, Sultan Chand & Sons, New Delhi.

References:

1. Usry, Milton E., and Lawrence H. Hammer, “*Cost Accounting, Planning and Control*”, South Western Publishing Co.
2. Horngreen, Charles T., George Foster and Srikant M. Dattar, “*Cost Accounting, A Managerial Emphasis*”, Prentice Hall of India Ltd., New Delhi.
3. Horngreen, Charles T., Gary L. Sundem, “*Introduction to Management Accounting*”, Prentice Hall.
4. Garrison H., Ray and Eric W. Noreen , “*Managerial Accounting*”, McGraw Hill.
5. Drury, Colin., “*Management and Cost Accounting*”, Thomson Learning.
6. Lal, Jawahar., “*Advanced Management Accounting Text and Cases*”, S. Chand & Co., New Delhi.
7. Khan, M.Y., and P.K. Jain, “*Management Accounting*”, Tata McGraw Hill, Publishing Co., New Delhi.

Note: Specific topics and weightage thereof where software is to be used for practical work in this paper will be prescribed in the guidelines by the Committee of Courses and Studies in Commerce (Hons., P.G. and Research) every three years.

**B.Com (Hons.) – Third Year
PAPER XVII**

MACROECONMICS

Duration: 3 Hours

Max Mark: 75

Objectives: The course aims at providing the student with knowledge of basic concepts of the macro economics. The modern tools of macro-economic analysis are discussed and the policy framework is elaborated, including the open economy.

Learning Outcome: The course would make the student understand the impact of macro policies on an economy and business, in the context of the international economy.

COURSE CONTENTS

Unit-I

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

6 lectures

Unit-II

2. Economy in the short run – IS–LM framework, fiscal and monetary policy, determination of aggregate demand, shifts in aggregate demand, aggregate supply in the short and long run, and aggregate demand- aggregate supply analysis.

22 lectures

Unit-III

3. Inflation, causes of rising and falling inflation, inflation and interest rates, social costs of inflation. Unemployment – natural rate of unemployment, frictional and wait employment. Labour market and its interaction with production system. Phillips curve, the trade-off between inflation and unemployment, sacrifice ratio, role of expectations adaptive and rational.

22 lectures

Unit-IV

4. Open economy – flows of goods and capital, saving and investment in a small and a large open economy, exchange rates, Mundell – Fleming model with fixed and flexible prices- small open economy with fixed and with flexible exchange rates, interest-rate differentials case of a large economy.

16 lectures

Unit-V

5. Behavioural Foundations- Investment –determinants of business fixed investment, effect of tax, determinants of residential investment and inventory investment. Demand for Money – Portfolio and transactions theories of demand for real balances, interest and income elasticities of demand for real balances. Supply of money.

9 lectures

Suggested Readings

1. Mankiw, N. Gregory., **“Macroeconomics”**, Macmillan Worth Publishers New York, Hampshire U.K.
2. Dornbusch, Rudiger., and Stanley. Fischer **“Macroeconomics”**, McGraw-Hill.
3. Dornbusch, Rudiger., Stanley. Fischer and Richard Startz, **“Macroeconomics”**, Irwin/McGraw-Hill, Singapore.
4. Barro, Robert J., **“Macroeconomics”**, MIT Press, Cambridge MA.
5. Burda, Michael , and Wyplosz **“Macroeconomics A European Text”**, Oxford University Press, Oxford.
6. Salvatore, Dominick, **“International Economics”**, John Wiley & Sons Singapore.
7. Branson, William H., **“Macroeconomic Theory and Policy”**, HarperCollins India Pvt. Ltd.

Note:

Detailed Guidelines for teaching and paper setting will be formulated annually by the Department of Commerce for determining the emphasis and specific scope in the suggested readings, so as to constantly update the content and improve the quality of instruction within the overall ambit of the syllabus.

**B.Com (Hons.) - IIIrd Year
Paper - XVIII**

INDIAN ECONOMY – PERFORMANCE AND POLICIES

Duration: 3 Hours

Max Mark: 75

Section 1: Basic Issues in Economic Development: Concept and Measures of Development and Underdevelopment; Human Development.

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

Section 3: Policy Regimes:

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

Section 4: Growth, Development and Structural Change:

- a) The experience of Growth, Development and Structural Change in different phases of growth and policy regimes across sectors and regions.
- b) The Institutional Framework: Patterns of assets ownership in agriculture and industry; Policies for restructuring agrarian relations and for regulating concentration of economic power;
- c) Changes in policy perspectives on the role of institutional framework after 1991.
- d) Growth and Distribution; Unemployment and Poverty; Human Development; Environmental concerns.
- e) Demographic Constraints: Interaction between population change and economic development.

Section 5: Sectoral Trends and Issues:

- a) Agriculture: Agrarian growth and performance in different phases of policy regimes i.e. pre green revolution and the two phases of green revolution; Factors influencing productivity and growth; the role of technology and institutions; price policy, the public distribution system and food security.
- b) Industry and Services: Phases of Industrialisation – the rate and pattern of industrial growth across alternative policy regimes; Public sector – its role, performance and reforms; The small scale sector; Role of Foreign capital.
- c) The Financial Sector: Structure, Performance and Reforms.
- d) Foreign Trade and balance of Payments: Structural Changes and Performance of India's Foreign Trade and Balance of Payments; Trade Policy Debate; Export policies and performance; Macro Economic Stabilisation and Structural Adjustment; India and the WTO.

Readings:

1. Todaro, Michael P. and Stephen C. Smith, Economic Development, eighth edition.
2. Bettelheim, Charles India Independent, Chapters 1, 2 and 3
3. Bhagwati, J. and Desai, P. (1970) India: Planning for industrialization, OUP, Ch 2.
4. Patnaik, Prabhat. "Some Indian Debates on Planning" in T. J. Byres (ed.), The Indian Economy: Major Debates since Independence, OUP. 1998.
5. Dandekar, V. M. "Forty Years After Independence" in Bimal Jalan (ed.), The Indian Economy: Problems and Prospects, Viking, New Delhi, 1992.
6. Ahluwalia, Montek S. "State-level Performance under Economic Reforms in India" in A. O. Krueger (ed.), Economic Policy Reforms and the Indian Economy, The University of Chicago Press, 2002.
7. Nagaraj, R. "Indian Economy since 1980: Vitrious Growth or Polarisation?", Economic and Political Weekly, August 5, 2000, pp. 2831-39.
8. Ray, S. K. "Land Systems and its Reforms In India" Sections II & III, Indian Journal of Agricultural Economics, Vol. 51 Nos. 1 & 2 Jan – June, 1996.
9. Visaria, Pravin "Demographic Aspects of Development: The Indian Experience", Indian Journal of Social Sciences Vol. 6, No. 3, 1993.
10. Dreze, Jean and Amartya Sen, "Economic Development and Social Opportunity", Ch. 2 OUP, 1995.
11. Vaidyanathan, A. "India's Agricultural Development Policy", Economic and Political Weekly, May 13, 2000.
12. Rao, J. Mohan and Servaas Storm, "Distribution and Growth in Indian Agriculture" in T. J. Byres (ed.), the Indian Economy: Major Debates since Independence, OUP, 1998.
13. Sawant, S. D. and C. V. Achuthan. "Agricultural Growth Across Crops and Regions: Emerging Trends and Patterns", Economic and Political Weekly, Vol 30 A2-A13, 1995.
14. Krishnaji, N. "Agricultural Price Policy: A Survey with Reference to Indian Foodgrain Economy", Economic and Political Weekly, Vol 25, No. 26, 1990.
15. Srinivasan, T. N. Eight Lectures on India's Economic Reforms, OUP, 2000.
16. Nayyar, Deepak (ed.) Industrial Growth and Stagnation: The Debate in India, Sameeksha Trust and OUP, 1994. pp. (Introduction).

17. Chaudhuri, Sudip. "Debates on Industrialisation" in T.J. Byres (ed.), The Indian Economy: Major Debates since Independence, OUP, 1998.
18. Chandra, Nirmal K. "Growth of Foreign Capital and its Importance in Indian Manufacturing" in Economic and Political Weekly Vol 26 No. 11, 1991.
19. Khanna, Sushil. "Financial Reforms and Industrial Sector in India" in Economic and Political Weekly Vol 34 No. 45, 1999.
20. Bhaduri, Amit and Deepak Nayyar, 1995, An Intelligent Person's Guide to Economic Liberalisation, Penguin Books, New Delhi. pp.
21. Ghosh, Jayati. "Liberalisation Debates" in T. J. Byres (ed), The Indian Economy: Major Debates since Independence, OUP, 1998.
22. Vaidyanathan, A. "Poverty and Development Policy" Economic and Political Weekly, May, 26 2001.
23. Deaton, A and Jean Dreze "Poverty and Inequality in India", Economic and Political Weekly, September 7, 2002.
24. Planning Commission, Task Force on Employment Opportunities, 2001, Ch 1 and 2
25. Bhalla, G. S. Policy for Food Security in India
26. Uma Kapila (ed), "Indian Economy since Independence", Relevant articles.
27. Nayyar, Deepak "Economic Liberalisation in India: Analytics, Experience and Lessons" RC Dutt Memorial Lecture Series, Orient Longman, March 1995.
28. Rangarajan, C. and N. Jadhav, (2000), 'Issues in Financial Sector Reform' in Bimal Jalan (ed) the Indian Economy, Oxford University Press, New Delhi.
29. Nayyar, Deepak "Macroeconomic Reforms in India: Short Term Effects and Long Run Implications" in Wahiduddin Mahmud (ed) Adjustment and Beyond: The Reform Experience in South Asia, Palgrave, London 2000.
30. Ahluwalia, Isher "The Indian Economy : Looking Ahead" in Wahiduddin Mahmud (ed) Adjustment and Beyond: the Reform Experience in South Asia, Palgrave, London 2000.
31. Chakravarty, Sukhamoy, " Development Planning – The Indian Experience", Oxford University Press, Delhi, 1994.

**B.Com. (Hons.) IIIrd Year
Paper – XIX**

**Elective Group EA: Finance I
Financial and Investment Management**

FINANCIAL MANAGEMENT

Duration: 3 hours

Max. Marks: 75

Objective: To familiarize the students with the principles and practices of financial management.

COURSE CONTENTS

Unit-I:

1. Scope and objective, Time value of money, Risk and return, Valuation of securities – Bonds and Equities

(8 Lectures)

Unit-II:

2. The 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, Capital budgeting under Risk – Certainty Equivalent Approach and Risk- Adjusted Discount Rate.

(20 Lectures)

Unit-III:

3. 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) and marginal cost of capital. Sources of long-term financing: capital structure, operating and financial leverage, determinants of capital structure.

(20 Lectures)

Unit-IV:

4. Dividend Decision – relevance and irrelevance of dividend decision for corporate valuation. Cash and stock dividends, dividend policy in practice.

(12 Lectures)

Unit-V:

5. Working Capital Decisions: concepts of working capital, the risk-return trade off, sources of short-term finance, financing mix, cash management, receivables management, inventory management and payables management.

(15 Lectures)

Spreadsheet is the recommended software for doing basic calculations in finance and hence can be used for giving students subject related assignments for their internal assessment purposes.

The weightage of the topics and the software to be used for practical work in this paper will be prescribed in the guidelines by the Committee of Courses and Studies in Commerce (Hons., P.G. and Research) every three years.

Suggested Readings

1. Horne, J.C. Van., “*Financial management and policy*”, 10th ed. (New Delhi Prentice Hall of India 1995).
2. Horne, J.C. Van., “*Fundamentals of Financial Management*”, 9th ed. (New Delhi Prentice Hall of India 1995).
3. Levy H. and M. Sarnat , “*Principles of Financial Management*”, (Engelwood Cliffs, Prentice hall 1988).
4. Johnson, R.W., “*Financial Management*”, (Boston Allyn and Bacon, 1977).
5. Joy ,O.M., “*Introduction to Financial Management*”, (Homewood: Irwin, 1977).
6. Khan and Jain., “*Financial Management text and problems*”, 2nd ed. (Tata Mc Graw Hill New Delhi 1992).
7. Pandey, I.M., “*Financial Management*”, Vikas Publications.
8. Bhalla, V.K., “*Financial Management & Policy,*” (Anmol Publications, Delhi).
9. Chandra, P., “*Financial Management- theory and practice*”, (Tata Mc Graw Hill).
10. Rustagi, “*Fundamentals of Financial Management*”,(Galgotia Publishing House, Delhi)
11. Singh, J.K., “*Financial Management- text and Problems*”, 2nd ed. 2003 Dhanpat Rai and Company, Delhi.
12. Sharma, G.L. and Y. P.Singh (ed.) “*Contemporary Issues in Finance and Taxation*”, (Academic Foundation Delhi 1993).

B.Com. (Hons.) IIIrd Year

Paper – XX

Optional Group EA: Finance I Financial and Investment Management

FUNDAMENTALS OF INVESTMENTS

Duration: 3 hours

Max. Marks: 75

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

COURSE CONTENTS

Unit-I:

1. **The Investment Environment** - The investment decision process, Types of investments – commodities, real estate and financial assets, the Indian securities market, the market participants and trading of securities, security market indices, sources of financial information, concept of return and risk, impact of Taxes and inflation on return.

(18 Lectures)

Unit-II:

2. **Fixed Income Securities** - Bond features, types of bonds, estimating bond yields, types of bond risks, default risk and credit rating.

(12 Lectures)

Unit-III:

3. **Approaches to Equity Analysis:** introduction to fundamental analysis, technical analysis and efficient market hypothesis, dividend capitalisation models, and price-earnings multiple approach to equity valuation.

(20 Lectures)

Unit-IV:

4. **Portfolio Analysis and Financial Derivatives:** portfolio and diversification, portfolio risk and return. commodities, real estate, and mutual funds. Introduction to financial derivatives, financial derivatives markets in India.

(12 Lectures)

Unit-V:

5. **Investor Protection** – SEBI & role of stock exchanges in investor protection, investor grievances and their redressal system, insider trading, investors' awareness and activism.

(13 Lectures)

Spreadsheet is the recommended software for doing basic calculations in finance and hence can be used for giving students subject related assignments for their internal assessment purposes.

The weightage of the topics and the software to be used for practical work in this paper will be prescribed in the guidelines by the Committee of Courses and Studies in Commerce (Hons., P.G. and Research) every three years.

Suggested Readings

1. Jones, C.P., "*Investments Analysis and Management*", Wiley, 8th ed.
2. Bhalla, V.K., "*Investment Management*", S. Chand & Co.
3. Singh, Preeti., "*Investment Management*", Himalaya Publications.
4. Prasanna, Chandra., "*Investment Analysis and Portfolio Management*", Tata McGraw Hill.

5. Vohra, N.D., and B.R. Bagri, *“Futures and Options”*, 2nd ed. (2003), Tata McGraw Hill Publishing Company Ltd.

6. Prasanna, Chandra., *“How to Win Investment Game”*, Tata McGraw Hill.

B.Com. (Hons.) IIIrd Year
Paper – XXI

Optional Group EB: Finance II
Financial Institutions, Services and Insurance

FINANCIAL MARKETS, INSTITUTIONS AND FINANCIAL SERVICES

Duration: 3 hours

Max. Marks: 75

Objective: To provide the student an overview of financial markets and institutions in India and to familiarize them with important fee and fund based financial services in India.

COURSE CONTENTS

Unit-I:

1. **An Introduction to Financial System, its Components** – financial markets and institutions. Financial intermediation. Flow of funds matrix. Financial system and economic development. An overview of Indian financial system. **(8 Lectures)**

Unit-II:

2. **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.
Indian equity market – primary and secondary markets. Role of stock exchanges in India. SEBI and investor protection. **(17 Lectures)**

Unit-III:

3. **Financial Institutions:** commercial banking – introduction, its role in project finance and working capital finance. Development Financial institutions (DFIs) – overview and role in Indian economy. Life and non-life insurance organizations in India. Mutual Funds – introduction, and their role in capital market development. Non-banking financial companies (NBFCs). **(20 Lectures)**

Unit-IV:

4. Overview of financial services industry. Merchant banking – pre and post issue management, underwriting. Regulatory framework relating to merchant banking in India. **(8 Lectures)**

Unit-V:

5. Leasing and hire – purchase. Consumer and housing finance. Venture capital finance. Factoring services, bank guarantees and letter of credit. Credit rating. Financial counseling. **(22 Lectures)**

Spreadsheet is the recommended software for doing basic calculations in finance and hence can be used for giving students subject related assignments for their internal assessment purposes.

The weightage of the topics and the software to be used for practical work in this paper will be prescribed in the guidelines by the Committee of Courses and Studies

Suggested Readings:

1. Bhole, L.M., *"Financial Markets"*, and Institutions Tata McGraw-Hill Publishing Company, 1982).
2. Khan, M.Y., *"Indian Financial System – Theory and Practice"*, (New Delhi: Vikas Publishing House, 1980).
3. Avadhani, V.A., “ (Bombay: Jaico Publishing Company, 1978).
4. Dhanekar, *"Pricing of Securities"*, (New Delhi: Bharat Publishing House, 1994).
5. Prasanna, Chandra., *"Financial Management: Theory and Practice"*, (Tata McGraw-Hill Publishing Company Ltd., New Delhi, 1994).
6. IDBI Annual Reports.
7. Sinha, S.L.N., *"Development Banking in India"*, (Madras: Institute of Financial Management and Research, 1976).
8. Sharma, G.L., and Y.P. Singh, (eds.) *"Contemporary Issues in Finance and Taxation"*, (Academic Foundation, Delhi, 1993).
9. Khan and Jain, *"Financial Services,"* 2nd ed. Tata McGraw Hill, 2004.
10. Singh, J.K., *"Venture Capital Financing in India,"* – Dhanpat Rai and Company, New Delhi.

B.Com. (Hons.) IIIrd Year
Paper – XXII

Optional Group EB: Finance II
Financial Institutions, Services and Insurance

INSURANCE AND RISK MANAGEMENT

Duration: 3 hours

Max. Marks: 75

Objective: Now a days, insurance is a booming industry providing a lot of job opportunities to young educated youths. Keeping this in view, the university has thought of adding insurance as one of the subject at graduate level. It will help the students to learn the basics and fundamentals of insurance principles and practices being practiced in the insurance industry. The knowledge in this field of insurance may help the students to adopt this as a career.

Expected Learning Outcome: The study of insurance subject would enable the students to understand the basic and fundamental principles of Insurance and risk Management which they can understand and apply in their individual lives or in the insurance professional they intend to adopt as a career.

Unit I

Introduction:

No. of Lectures 5

- History of insurance in general and in India in particular.
- Basic nature of insurance.
- Definition of insurance and its legal position in India.
- Comparison of Life Insurance with other forms of insurance.
- Principles of contract and its applicability to the valid insurance contract.

Unit 2

Principles and Practices of Insurance

No. of lectures 21

- Principles of Life insurance – economic principles, legal principles, actuarial principles. 2
- The basic principles of utmost good faith and insurable interest and its impact on insurability. 2
- Basic elements in computation of premium. 2
- Objective of selection and classification of risks. Factors affecting mortality and underwriting of risk-Male and Female 3
- Peculiarities of life insurance product and the classification 3
- Nature of group insurance and types of group Insurance covers 3
- Policy claims and its procedures for settlement of various type of claims. 2
- Policy document and its various components including conditions and privileges under the policy. 2
- Life Insurance organization – the distribution system and regulatory requirement.

Unit-3
Principles and Practices of General Insurance

2
No. of Lectures-29

- Principles of indemnity, proximate cause, subrogation, contribution and sharing. 3
- Study of various proposal and policy forms used in general Insurance 3
- Classification of various non life insurance products and the scope of coverage of fire insurance and marine insurance. 4
- Discuss the various kinds of miscellaneous insurances 4
- Describe the classes of insurances requiring specialized knowledge i.e industrial all risk insurance, aviation insurance, oil and gas insurance 4
- Regulatory provisions under Insurance Act 1938, and IRDA Act 1999. 4
- Underwriting practice and procedures, types and classification of hazards 3
- Settlement of claims, its procedures, different ways of settlement of claims. Policy of conditions having a bearing on. Role of surveyors and loss assessors. 4

Unit 4
Fundamentals of Risk and Insurance

No. of Lectures-10

- Basic concept of risk, classifications of risks, and process of risk management 2
- Identification and evaluation of risk – risk analysis. 2
- Risk control – loss prevention and its importance. 2
- Risk financing and transfer of risks. 2
- Risk retention and its importance/basis of reinsurance. 2

Unit 5
Principles of Actuarial Science

No. of Lectures-10

- The theory of probability. 1
- Mortality tables and construction of mortality tables. 1
- Well known mortality table and indices for comparison of different mortality tables. 2
- Life insurance premium- general consideration. 2
- Methods of valuation, data for valuation. 2
- Special reserves and adjustments. 1
- Surplus and its distribution. 1

Suggested Readings:

1. Books published by Insurance Institute of India.
2. "Life Insurance", - By Kenneth Black (Jr.) and Harold Skipper (Jr.),
3. "Fundamentals of Risk and Insurance", by Emmett J. Vaughan, Therase Vaughan
4. "Principles of Risk management and Insurance", by George E. Rejda

Spreadsheet is the recommended software for doing basic calculations in finance and hence can be used for giving students subject related assignments for their internal assessment purposes.

The weightage of the topics and the software to be used for practical work in this paper will be prescribed in the guidelines by the Committee of Courses and Studies in Commerce (Hons., P.G. and Research) every three years.

B.Com. (Hons.) IIIrd Year
Paper – XXIII

Optional Group EC – Marketing, Advertising and Personal Selling

PRINCIPLES OF MARKETING

Duration: 3 hrs

Max. Marks: 75

Objective: The objective of this course is to provide basic knowledge of concepts, principles, tools and techniques of marketing.

COURSE CONTENTS

	No. of Lectures
Unit - I	
1. Introduction: nature, scope and importance of marketing; evolution of marketing concepts; marketing mix, marketing environment.	7
2. Consumer Behaviour – An Overview: consumer buying process; factors influencing consumer buying decisions.	6
Unit -II	
3. Market Selection: market segmentation – concept, importance and bases; target market selection; positioning concept, importance and bases; product differentiation vs. market segmentation.	7
4. Product: meaning and importance. product classifications; concept of product mix; branding, packaging and labeling; after-sales services; Product life-cycle; New Product Development.	10
Unit -III	
5. Pricing: Significance. Factors affecting price of a product. Pricing policies and strategies.	7
6. Promotion: Nature and importance of promotion; Communication process; Types of promotion: advertising, personal selling, public relations & sales promotion, and their distinctive characteristics; Promotion mix and factors affecting promotion mix decisions; Communication planning and control.	7
Unit -IV	
7. Distribution: Channels of distribution - meaning and importance; Types of distribution channels; Wholesaling and retailing; Factors affecting choice of distribution channel; Physical Distribution.	8
8. Retailing: Types of retailing – store based and non-store based retailing, chain stores, specialty stores, supermarkets, retail vending machines, mail order houses, retail cooperatives; Management of retailing operations: an overview; Retailing in India: changing scenario.	7

Unit -V

9. **Rural marketing:** Growing Importance; Distinguishing characteristics of rural markets; Understanding rural consumers and rural markets; Marketing mix planning for rural markets. 8
10. **Consumer Protection and Developments in Marketing:** Consumer Protection in India – an overview; Marketing ethics; Developments in marketing – online marketing, direct marketing, services marketing, social marketing, green marketing and relationship marketing. 8

Suggested Readings:

1. Philip, Kotler and Gary Armstrong, “*Principles of Marketing*”, 10th edition, Prentice-Hall of India, New Delhi, 2003.
2. Michael, J Etzel., Bruce J Walker and W. J. Stanton, “*Marketing*”, 13th edition, McGraw Hill, New York, 2003.
3. E. Jerome McCarthy, and William D. Perreault,” *Basic Marketing*”, Richard D. Irwin.
4. Charles W., Lamb Joseph F. Hair and Carl McDaniel, “*Principles of Marketing*”, South Western Publishing, Ohio.
5. Pride, William M., and D.C. Ferrell, “*Marketing*”, Houghton-Mifflin, Boston.
6. Majaro, Simon., “*The Essence of Marketing*”, Prentice Hall, New Delhi.
7. William G. Zikmund and Michael D’Amico, “*Marketing; Creating and Keeping Customers in an E-Commerce World*”, Thomson Learning.
8. T.N Chabra., and S. K. Grover, “*Marketing Management*”, Fourth Edition, Dhanpat Rai & Company, 2004.
9. The Consumer Protection Act, 1986.

B.Com. (Hons.) IIIrd Year Paper – XXIV

Optional Group EC – Marketing, Advertising and Personal Selling

ADVERTISING AND PERSONAL SELLING

Duration: 3 hrs

Max. Marks: 75

Objective: The objective of this course is to familiarize students with the basic concepts, tools and techniques of advertising and promotion used in marketing for communicating with customers.

No. of Lectures

Section A: Advertising

Unit - I

1. **Introduction:** Meaning, nature and importance of advertising; Types of advertising; Advertising objectives and audience selection; Setting 7

advertising budget.

2. **Media Decisions:** Major media types and their merits and limitations; Factors influencing media choice. 7

Unit -II

3. **Message Development;** Advertising copy and elements, Advertising appeals. 7
4. **Measuring Advertising Effectiveness:** Evaluating communication and sales effects. 6
5. **Advertising Agency:** Role, types and selection of advertising agency; Ethical and legal aspects of advertising. 6

Section B: Personal Selling

Unit -III

6. **Introduction:** Nature and importance of personal selling; Types of personal selling situations and selling jobs; Personal selling and salesmanship; Characteristics of a successful salesman; Customer knowledge - buying motives and selling appeals; Product and market knowledge. 6
7. **Process of Effective Selling:** Prospecting, pre-approach and approach; Presentation and demonstration. 6

Unit -IV

8. **Handling Objections:** Types of objections; Handling objections; Closing the sale, Customer follow-up. 6
9. **Sales Planning and Control – An Overview:** Sales forecasting; Sales budget; Sales quotas; Sales territories. 7

Unit -V

10. **Management of Sales Force:** Recruitment and selection; Training and development; Direction and supervision; Sales force motivation and compensation; Sales force performance appraisal. 7

Suggested Readings:

1. S.A. Chunawalla and K.C. Sethia, “*Foundations of Advertising: Theory and Practice*”, 5th ed., Himalaya Publishing House, Bombay, 2002.
2. Dunn, S. Wats and Arnold M. Barban, *Advertising: Its Role in Marketing*.
3. Belch, and Belch”, *Advertising*, McGraw Hill Co.
4. Wells, Burnett, and Moriatty, *Advertising: “Principles and Practice”*, 5th ed. Prentice Hall of India, New Delhi, 2003.
5. Batra, Myers and Aakers, “*Advertising Management*”, 5th ed., Prentice Hall of India, New Delhi, 2003.
6. William, J. Stanton and Rosann Spiro, “*Management of Sales Force*”, 10th ed, Irwin McGraw Hill, 1999.

7. Richard, H. Buskirk and D Buskirk Bruce, “*Selling: Principles, and Practices*”, 14th ed., McGraw Hill, Inc., 2002.
8. Eugene M. Johnson, David L. Kurtz, and Berhard E Schening, “*Sales Management; Concepts, Practices and Cases*”, 2nd ed., McGraw Hill, 2000.
9. Dasgupta, “*Sales Management in the Indian Perspective*”, Prentice Hall of India, New Delhi 2003.
10. Richard, R. Still, Edward W. Cundiff and Norman P. Govoni, “*Sales Management*”, 5th ed., Prentice Hall of India, New Delhi 2003.

**B.Com. (Hons.) IIIrd Year
Paper XXV**

Optional Group ED – International Business and Globalization

International Business

Duration: 3 hours

Maximum marks: 75

Objective: The objective of the course is to expose students to the concept, importance and dynamics of international business and India's involvement with global business operations. The course also discusses theoretical foundations of international business to the extent these are relevant to understand the mechanics of global business operations and development.

**No. of
Lectures**

Unit – I

1. Introduction to International Business: Globalisation and its growing importance in world economy; Impact of globalization; International business contrasted with domestic business - complexities of international business; Modes of entry into international business.

6

2. International Business Environment: National and foreign environments and their components - economic, cultural and political-legal environments; Global trading environment - recent trends in world trade in goods and services; Trends in India's foreign trade.

8

Unit –II

3. Theories of International Trade – an overview; Commercial Policy Instruments - tariff and non-tariff measures; Balance of payment account and its components.

7

4. International Organisations and Arrangements: WTO – Its objectives, principles, organizational structure and functioning; An overview of other organizations – UNCTAD, World Bank and IMF; Commodity and other trading agreements.

8

Unit –III

5. Regional Economic Co-operation: Forms of regional groupings; Integration efforts among countries in Europe, North America and Asia.

7

6. International Financial Environment: International financial system and

9

institutions; Foreign exchange markets and risk management; Foreign investments - types and flows; Foreign investment in Indian perspective.

Unit –IV

7. Organisational structure for international business operations; Key issues involved in making international production, finance, marketing and human resource decisions; International business negotiations. 9
8. Developments and Issues in International Business: Outsourcing and its potentials for India; Strategic alliances, mergers and acquisitions; Role of IT in international business; International business and ecological considerations. 7

Unit –V

9. Foreign Trade promotion measures and organizations in India; Special economic zones (SEZs) and 100% export oriented units (EOUs); Measures for promoting foreign investments into and from India; Indian joint ventures and acquisitions abroad. 8
10. Financing of foreign trade and payment terms. 6

Suggested Readings:

1. Charles, W.L. Hill., “*International Business*”, New Delhi: Tata McGraw-Hill, 2003.
2. Johnson, Derbe., and Colin Turner, “*International Business - Themes & Issues in the Modern Global Economy*”, London: Routledge, 2003.
3. Cherunilam, Francis., “*International Business: Text and Cases*”, Prentice Hall of India Ltd., 2004.
4. John, H. Daniels and Lee H. Radenbaugh,” *International Business Environments and Operations*, Delhi: Pearson,” (2001).
5. Justin, Paul., “*International Business*”, Prentice Hall of India Ltd., 2003.
6. Michael R. Czinkota., et. al., “*International Business*”, Fortforth: The Dryden Press, 2002.
7. RBI, *Report on Currency & Finance, various issues.*

8. Griffin ,Ricky and Michael W. Pustay, “*International Business - A Managerial Perspective*”, Upper Saddle River, NJ: Prentice Hall, 2003.

9. Bennett, Roger, “*International Business*”, Delhi: Pearson, 1999.

10. UNCTAD Reports.

11. WTO, Annual Report, various issues.

**B.Com. (Hons.) - IIIrd Year
Paper – XXVI**

Optional Group ED – International Business and Globalisation

POLITICS OF GLOBALISATION

Duration: 3 Hours

Max Mark: 75

1. Concept of Globalisation: Globalisation debate; for and against.
2. Approaches to understanding globalisation:
 - a. Liberal approach
 - b. Radical approach
3. International Institutions/Regimes
 - a. World Bank
 - b. International Monetary Fund
 - c. The World Trade Organisation
4. Issues in Globalisation: Alternative Perspectives on its nature and character, critical dimensions: economic, political and cultural
5. Globalisation and democracy: State, sovereignty and the civil society.
6. Globalisation and Politics in developing countries
 - a. Globalisation and social movements
 - b. Globalisation and the demise of Nation State
 - c. Globalisation and human migration
7. The inevitability of globalisation: Domestic and Global responses

Suggested Reading:

1. Anthony Giddens, The Globalizing of Modernity.
2. Arjun Appadurai, Modernity at Large: Cultural Dimensions of Globalisation, University of Minnesota Press, 1996.
3. David E. Korten, Niconor Perlas and Vandana Shiva (ed.), International Forum of Globalisation.
4. Deepak Nayyar (ed.) Governing Globalisation: Issues and Institutions, Oxford University Press, 2002.
5. Held, David and Anthony Mc grew (ed.), The Global Transformation Reader: An introduction to the Globalisation Debate, 2nd Cambridge, Polity Press, Blackwell Publishing.
6. Jagdish Bhagwati, In defense of Globalisation, Oxford University Press, 2004.
7. John Stopford, Multinational Corporations, Foreign Policy, Fall, 1998
8. Joseph E Stiglitz, Globalisation and its discontents.
9. Keohane Rebert and Joseph S. Nye Jr., Globalisation: What is new, what is not.
10. Kofi Annan, The politics of Globalisation,
11. Marc Lindenberg and Coralie Bryant, Going Global: Transforming Relief and Development NGOs, Bloomfield, Kumarian Press.
12. Noreena Hertz, The silent take over: Global Capitalism and the death of Democracy, Praeger, 2000.
13. Nye Joseph S and John D. Donanu (ed.) Governance in a Globalizing World, Washington dc, Brookings.
14. Nye Jr. Joseph S, Globalisation and American Power.
15. Pilpin Robert, The National State in the Global Economy.
16. Samuel Huntington, the clash of Civilizations and the Remaking of world order.
17. Stanley Hoffman, Clash of civilizations,
18. Tyler Cowen, Creative Destruction: How Globalisation is changing the world's culture, New Jersey, Princeton University Press, 2000.

Additional Reading

1. Brahis John and Steeve Smith (ed.) The Globalisation of World Politics: An Introduction to International Relations, Oxford University Press, 2001.
2. John Clark (ed.), Globalising Civic Engagement: Civil Society and Transnational Action, London, Earthscan, 2003.
3. Sanjeev Khagram, James Riker and Korthrxu Sikkink (ed.) Restructuring World Politics: Transnational Social Movements, MN, University of Minnesota Press, 2002.
4. Bernard Hoelkman and Michel Kostecki, the Political Economy of the World Trading System: From GATT to WTO, New York, OUP, 1995.

**B.Com. (Hons.) IIIrd Year
Paper – XXVII**

Optional Group EE: Human Resource Management

Human Resource Management

Duration: 3 hours

Max. Marks: 75

Unit-I:

Human Resource Management: Relevance and spectrum, HRD: concept and evolution, organisation of HR department, role, status and competencies of HR Manager, HR policies, An overview of government policy since 1991 affecting Human Resources.

10 Lectures

Unit -II

Acquisition of Human Resource: Human Resource Planning- quantitative and qualitative dimensions; job analysis – job description and job specification; recruitment – concept and sources; selection – concept and process; test and interview; placement induction.

15 Lectures

Unit -III

Training and development; concept and importance; identifying training and development needs; designing training programmes; role specific and competency based training; evaluating training effectiveness; training process outsourcing; management development systems; career development.

10 Lectures

Unit -IV

Performance appraisal system; nature and objectives; techniques of performance appraisal; potential appraisal and employee counseling; job changes - transfers and promotions.

15 Lectures

Unit -V

Compensation: concept, policies and administration; job evaluation; methods of wage payments and incentive plans; fringe benefits; performance linked compensation.

10 Lectures

Unit -VI

Maintenance: employee health and safety; employee welfare; social security; grievance handling and redressal.

10 Lectures

Unit -VII

Emerging Horizons in Human Resource Management; Human Resource Information System; downsizing; VRS; empowerment, workforce diversity.

5 Lectures

Suggested Readings:

1. Decenzo, D.A. and S.P. Robbins, "*Personnel/Human Resource Management*", Prentice Hall of India, New Delhi, 2003.
2. Dessler, "*Human Resource Management*", Prentice Hall of India, New Delhi.
3. French, W., "*the Personnel management Process*", Houghten Miffin, Boston.
4. Ivaneceovich, John M., "*Human Resource Management*", McGraw Hill.
5. Wreather and Davis, "*Human Resource Management*", Prentice Hall, New Jersey.
6. Robert L. Mathis and John H. Jackson, "*Human Resource Management*", Thomson Learning.
7. Storey, "*Human Resurce Management*", Thomson Learning, 2001.
8. Singh, A.K., and B.R Duggal,, "*Human Resources Management*", Sunrise Publication, New Delhi, 2003.
9. Saiyalaim, M.S., "*Human Resource Management*", Tata McGraw-Hill, New Delhi, 1999.
10. Chhadha, T.N., "*Human Resource Management*", Dhanpat Rai & Co., Delhi, 2004.
11. Gupta, C.B., "*Human Resource Management*", Sultan Chand & Co., Delhi. 2002.
12. Dwivedi, R.S., "*Personnel Management*", Oxford & I.B.H., New Delhi, 2001.
13. Singh, B.P., "*Personnel Management & Industrial Relations*", Dhanpat Rai & Co., Delhi, 2003.

B.Com. (Hons.) IIIrd Year
Paper – XXVIII

Optional Group EE: Human Resource Management

COMPENSATION MANAGEMENT

Duration: 3 hours

Max. Marks: 75

Objective: The objective of this paper is to enable the students to design and administer a compensation system that rewards employees fairly while stimulating them to provide goods and services that satisfy customer demands and permitting the organisation to operate profitably.

Unit - I

Compensation Management: concept, principles and practices; consequences of pay dissatisfaction.

5 Lectures

Unit - II

Foundations of Compensation: performance evaluation, job evaluation - job grading and job design; theories of Compensation; Executive Compensation.

15 Lectures

Unit - III

Compensation Strategy and Policy: developing strategic compensation alternatives; challenges of compensation design; broad bending; compensation policies in India.

15 Lectures

Unit - IV

Components of Compensation: basic pay, D.A. incentives plans; profit sharing schemes; employee stock ownership; fringe, benefits & retirement benefits provident fund, gratuity, pension.

20 Lectures

Unit - V

International Compensation Management: components of international compensation package; approaches to international compensation.

15 Lectures

Unit - VI

Payroll Accounting through computers.

5 Lectures

Suggested Readings:

1. Armstrong, M. & Hellen Murlis, "*Reward Management*", A handbook of Remuneration Strategy.
2. Dwivedi, R.S., "*Managing Human Resources; Personnel Management in the Indian Enterprise*", Galgotia Publishing Co.

3. Venkataratnam, C.S., & B. K. Srivastava, "*Personnel Management and Human Resources*", Tata McGraw Hill, 1995.
4. Thomas, J. Bergman, V.G. Scarpello and F.S. Hills, "*Compensation Decision Making*" Dryden Press, 1998.
5. Dunn, J.D., and F. M. Rachal, "*Wage and Salary Administration: Total Compensation System*", McGraw Hill, New York.
6. George, T. Milkovich and J.M. Newman, "*Compensation*", Irwin, 1996.

Note: Where computer lab is not available Payroll Accounting can be taught theoretically.

B.Com. (Hons.) IIIrd Year
Paper – XXIX

Optional Group EF: Tax Planning and Management

CORPORATE TAX PLANNING

Duration: 3 hours

Max. Marks: 75

Objective: To provide in-depth knowledge of direct tax laws and their impact on decision-making.

Expected learning outcome: Students will get working knowledge regarding legitimate way of tax planning under different provisions of the Income-tax Act, 1961. A study of this paper will be helpful in taking different financial/managerial decisions after taking into consideration the impact of direct tax laws.

Unit	S. No.	Contents	Number of lectures
Unit I	1.1	Tax planning, tax management, tax evasion, tax avoidance.	2
Unit II	2.1	Corporate tax in India	1
	2.2	Types of companies	2
	2.3	Residential status of companies and tax incidence	2
	2.4	Tax liability and minimum alternate tax	2
	2.5	Tax on distributed profits	1
Unit III	3.1	Tax planning with reference to setting up of a new business: Locational aspect, nature of business, form of organisation.	12
	3.2	Tax planning with reference to financial management decision - Capital structure, dividend including deemed dividend and bonus shares	4
	3.3	Tax planning with reference to specific management decisions - Make or buy; own or lease; repair or replace	7
	3.4	Tax planning with reference to employees' remuneration	5
	3.5	Tax planning with reference to sale of scientific research assets	2
	3.6	Tax planning with reference to receipt of insurance compensation	3
	3.7	Tax planning with reference to distribution of assets at the time of liquidation	2
Unit IV	4.1	Special provisions relating to non-residents	4
	4.2	Doubt taxation relief	2
	4.3	Provisions regulating transfer pricing	4
	4.4	Advance rulings	2
Unit V	5.1	Tax planning with reference to business restructuring - Amalgamation	4
	5.2	- Demerger	4
	5.3	- Slump sale	4
	5.4	- Conversion of sole proprietary concern/partnership firm into company	4

Suggested Readings:

1. Singhania, Vinod K., Kapil Singhania and Monica Singhania, “*Direct Taxes Planning and Management*”, Taxmann Publications Pvt. Ltd., New Delhi.
2. Ahuja, Girish., and Ravi Gupta, “*Corporate Tax Planning and Management*”, Bharat Law House, Delhi.
3. Pagare, Dinkar., “*Direct Tax Planning and Management*”, Sultan Chand and sons, New Delhi.
4. Goyal, S.P., “*Direct Tax planning*”, Sahitya Bhawan, Agra.
5. Acharya, Shuklendra and M.G. Gurha, “*Tax Planning under Direct Taxes*”, Modern Law Publication, Allahabad.
6. Mittal, D.P., “*Law of Transfer Pricing*”, Taxmann Publications Pvt. Ltd., New Delhi.

Journals

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

B.Com. (Hons.) IIIrd Year
Paper – XXX

Optional Group EF: Tax Planning and Management

BUSINESS TAX PROCEDURES AND MANAGEMENT

Duration: 3 hours

Max. Marks: 75

Objective: To provide basic knowledge about tax management under different provisions of the Income tax, Wealth-tax, CST/VAT, Service tax.

Expected learning outcome: Students will get working knowledge regarding different procedures with special reference to collection/recovery of tax, return and assessment, appeals/revisions and search and seizure.

Unit	S. No.	Contents	Number of lectures
Unit I	1.1	Income-tax	
		Advance payment of tax	4
	1.2	Tax deduction at source, documentation, returns, certificates	8
	1.2(a)	e-tds return/return of tds	3
	1.3	Interest payable by assessee/Government	5
Unit II	1.4	Collection and recovery of tax	3
	2.1	Income-tax	
		Return of income	3
	2.2	Assessment, re-assessment, rectification of mistakes	6
	2.3	Appeals and revisions	5
	2.4	Penalties and prosecutions	4
Unit III	2.5	Settlement Commission	2
	2.6	Search, seizure and survey	6
	3.1	Wealth-tax	
		Important definitions – Assessee; asset; net wealth; valuation date	3
	3.2	Charge of wealth-tax, exclusion of assets and debts outside India (incidence of tax)	2
	3.3	Net wealth to include certain assets	2
	3.4	Exemptions in respect of certain assets	2
3.5	Valuation of assets	5	
Unit IV	3.6	Computation of net wealth and wealth-tax	1
	3.7	Preparation and filing of wealth-tax return	1
Unit IV	4.1	CST/VAT	6
Unit V	5.1	Service Tax	
		Concept of service tax	1

5.2	Registration	1
5.3	Preparation and filing service tax return including on-line filing of service tax return	2

Suggested Readings:

1. Ahuja, Girish., and Dr. Ravi Gupta, “*Corporate Tax Planning and Management*”, Bharata Law House, Delhi.
2. Singhania, Vinod K., Kapil Singhania and Monica Singhania, “*Direct Taxes Planning and Management*”, Taxmann Publications Pvt. Ltd., New Delhi.
3. Pagare, Dinkar., “*Direct Tax Planning and Management*”, Sultan Chand and sons, New Delhi.
4. Goyal, S.P., “*Direct Tax planning*”, Sahitya Bhawan, Agra.
5. Singhania, Vinod K. and Kapil Singhania, “*TDS on CD*”, Taxmann Publications Pvt. Ltd., New Delhi.
6. Bajpai, Om Shanker., “*Search Seizure and Survey*”, Taxmann Publications Pvt. Ltd., New Delhi.
7. Agarwala, S.N,L., Prabhat Agarwal and Usha Agarwal, “*Examination of Income Tax Witness - Law & Practice*”, Taxmann Publications Pvt. Ltd., New Delhi.
8. Singhania, Vinod K. and Monica Singhania, “*Students’ Guide to Income Tax*”, Taxmann Publications Pvt. Ltd., New Delhi.
9. Ahuja, Girish., and Dr. Ravi Gupta, “*Systematic Approach to Income Tax*”, Bharat Law House, Delhi.
10. Chandra, Mahesh., S.P. Goyal and D.C. Shukla, “*Income Tax Law and Practice*”, Pragati Prakashan, Delhi.
11. Singhania, Vinod K., “*Elements of Service Tax*”, Taxmann Publications Pvt. Ltd., New Delhi.
12. Mittal, J.K., “*Law, Practice & Procedure of Service Tax*”, Bharat Law House Pvt. Ltd., New Delhi.
13. Gupta, S.S., “*Service Tax – How to meet your obligation*”, Taxmann Publications Pvt. Ltd., New Delhi.
14. Datey ,V.S., “*Central Sales Tax Law & Practice*”, Taxmann Publications Pvt. Ltd., New Delhi.

Journals

1. *Income Tax Reports*, Company Law Institute of India Pvt. Ltd., Chennai.

2. *Taxman*, Taxmann Allied Services Pvt. Ltd., New Delhi.

3. *Current Tax Reporter*, Current Tax Reporter, Jodhpur.

B.Com. (Hons.) IIIrd Year
Paper – XXXI

Optional Group EG: Entrepreneurship and Small Business

ENTREPRENEURSHIP DEVELOPMENT

Duration: 3 hrs.

Max. Marks 75

Learning Objective: The purpose of introducing this stream as an area of specialization is to impart an ‘occupational process’ orientation to the course with a view to engendering in the students a craving for individual freedom, initiative and enterprise by pursuing self-employment and small business entrepreneurship as a viable alternative to salaried employment.

The purpose of this paper is to enable student develop understanding of entrepreneurship as an eclectic discipline/ applied commerce as well as to familiarize him with the policy and institutional support system prevalent in India as a precursor to his/her eventual plunge into the vortex of entrepreneurship.

Course Contents:

1. Entrepreneur-entrepreneurship-and-enterprise: conceptual issues. Entrepreneurship versus Management. Entrepreneurship *versus* Intrapreneurship. Role of entrepreneurship in economic development. Role and functions of entrepreneur in relation to new venture creation, especially in the developing country context. Small business as the seedbed of entrepreneurship-contemporary discourse on small and medium enterprises (SMEs).

(5 Lectures)

2. Theories of Entrepreneurial Emergence: Economic, Sociological and Psychological Perspectives. Theory of population ecology and theory of strategic choices- resource based theory. Entrepreneurial competencies, motivations, performance and rewards: the concept, metrics and role in entrepreneurial manifestation and sustenance. The dynamics and techniques of directed creativity and innovation: entrepreneurship as a creative and dynamic process. Innovastion and entrepreneurial orientation in a developing economy. (The teachers may make use of Entrepreneurship Development Institute of India’s Inventory of Entrepreneurial Competencies and National Institute of Entrepreneurship and Small Business Development’s training kit for arousing entrepreneurial motivation and capacity and capability building).

(10 Lectures)

3. Global Entrepreneurship Monitor (GEM) Project and Total Entrepreneurship Index (TEI). India’s rank and the issues facing Indian Entrepreneurship: Prominent business families and communities. Issues involved in family business, especially those pertaining to accessing support for one’s business ideas, assuming and asserting one’s role in family business, and, leadership succession. The contemporary role models in

Indian business: their values, business philosophy and behavioural orientations. (The students may be advised to develop a structured instrument (questionnaire) for interviewing the existing entrepreneurs and conducting survey of the various aspects of their enterprise. Alternatively, the entrepreneurs may be invited to the classroom for sharing their experiences by means of seminars and symposia.)

(10 Lectures)

4. Policy for entrepreneurship and small business development in India. Genesis and the evolution of the Government of India's small-scale sector policy: Gandhian philosophy and the recommendations of the Ford Foundation team. Industrial Policy Resolutions 1956, 1977, 1991 and the reports of the relevant committees. Policy updates. Entrepreneurial environment in India in the Post WTO scenario. The contemporary perspectives on Infrastructure Development, Product and Procurement Reservation, Marketing Assistance, Subsidies and other Fiscal & Monetary Incentives. Policy shift from individual entrepreneurs/units to cluster development. Role of Industrial estates, technology parks and special economic zones in fostering entrepreneurship development.

a. Ministry of Small-scale Industries and role of the Small Industries Development Organisation (SIDO). Ministry of science and technology. National-level financial and non-financial institutions for entrepreneurship and small business development and their roles, functions and schemes: Small Industries Development Bank of India (SIDBI), National Small Industries Corporation (NSIC), National Institute of Small Industries and Entrepreneurship Development (NIESBUD), Entrepreneurship Development Institute of India (EDII), National Institute of Small Industries Extension Training (NISIET). Technology commissions, Commodity boards and exports promotion councils.

b. State and grass root level policies and institutions with special references to National Capital Region. Roles, functions and schemes of Directorate of Industries, Institutes of Entrepreneurship Development (IEDs), State Finance Corporations (SFCs), State Industrial Development Corporations (SIDCs), Small Industries Services Institutes (SISIs), Technical Consultancy Organisations (TCOs), Product and Process Development Centres, Testing Laboratories, etc. State Industrial Investment Corporations (SIICs). Non-government initiatives and government-private sector partnering.

(15 Lectures)

5. Reach of the various promotional programmes, evaluation of their effectiveness and the ways and means of accessing the available help. Role of industries/entrepreneur's associations and self-help groups. The concept and importance of common facilities, subcontracting exchanges, vendor development cells, business incubators and venture capital, and, their interface with the entrepreneur. (The teachers may advise the students to visit various financing/non-financing support agencies to familiarize themselves with their policies/programmes and procedures and the available schemes.)

(10 Lectures)

6. The idea of business and sources of business ideas. Opportunity sensing via personal observation, vicarious experience, primary surveys and secondary data analysis. Role of business consultants/mentors, entrepreneurship trainers, and, family-and-community networks in identifying business opportunities. Compatibility of the business idea with the personal profile of the entrepreneur. Tools and techniques of Economy-Sector- Industry analysis and projections.

(10 Lectures)

7. Testing the idea for feasibility: technical, economic, commercial, organizational/administrative, financial. Social and environmental issues having a bearing on the project. Assessing the technical feasibility of the proposed idea: business process, the extent of outsourcing/self-assumption, technical collaboration, technology transfer from domestic/overseas sources. Assessing the economic viability: private and social cost benefit analysis, break-even analysis. Assessing the financial feasibility: terms and conditions of financial support, analysis of overall profitability and payback period. Commercial sustainability in terms of market-size, market-share, branding, stage in the product life cycle and distribution logistics.

(15 Lectures)

Suggested Readings:

1. Brandt, Steven C., *"The 10 Commandments for Building a Growth Company"*, Third Edition, Macmillan Business Books, Delhi, 1977.
2. Bhide, Amar V., *"The Origin and Evolution of New Businesses"*, Oxford University Press, New York, 2000.
3. Desai, Vasant., *"Small Scale Enterprises Vols. 1-12"*, Mumbai, Himalaya Publishing House. (Latest edition).
4. Desai, Vasant., *"Dynamics of Entrepreneurial Development and Management"*, Mumbai, Himalaya Publishing House. (Latest edition).
5. Dollinger, Mare J., *"Entrepreneurship: Strategies and Resources"*, Illinois, Irwin, 2004.
6. Holt, David H., *"Entrepreneurship: New Venture Creation"*, Prentice-Hall of India, New Delhi, latest Edition.
7. Jain, Arun Kumar., *"Competitive Excellence: Critical Success Factors"*, New Delhi: Viva Books Limited, 2002. ISBN-81-7649-272-8.
8. Kao, John J., *"The Entrepreneurial Organisation"*, Englewood Cliffs, New Jersey: Prentice-Hall, 1991.
9. Langois, Richard N., Yony Fu-Lai Yu and Robertson, (Eds.), *"The International Library of Critical Writings in Economics"*, Vols. I-III, Cheltenham, UK: Elgar, 2002. ISBN-1-8598-758 X.
10. McIntyre and Bruno Dallago, (Eds.), *"Small and Medium Enterprises in Transitional Economies"*, New York: Palgrave MacMillan in association with the United Nations University/ World Institute for Development Economics Research (UNU/WIDER), 2003.
11. Panda, Shiba Charan., *"Entrepreneurship Development"*, New Delhi, Anmol Publications. (Latest Editions)

12. Patel, V. G., *"The Seven Business Crises and How to Beat Them"*, Tata-McGraw, New Delhi, 1995.
13. Plsek, Paul E., *"Creativity, Innovation and Quality"*, (Eastern Economic Edition), New Delhi: Prentice-Hall of India, 2000. ISBN-81-203-1690-8.
14. Roberts, Edward B., (Ed.), *"Innovation: Driving Product, Process and Market Change"*, San Francisco: Jossey Bass, 2002. ISBN-0-7879-6213-9.
15. SIDBI Report on Small Scale Industries Sector (Latest Editions)
16. Singh, Nagendra P. , *"Emerging Trends in Entrepreneurship Development"*, New Delhi: ASEED, 1995.
17. Storey, D. J., *"Small Business: Critical Perspectives on Business and Management"*, London: Routledge, 2000.
18. Taneja, Satish and S.L Gupta., *"Entrepreneurship Development-New Venture Creation"*, Galgotia Publishing House, New Delhi, Latest Edition.
19. Verma, J.C., and Gurpal Singh, *"Small Business and Industry-A Handbook for Entrepreneurs"*, New Delhi, Sage, 2002.
20. Vesper, Karls H, *"New Venture Strategies"*, (Revised Edition), New Jersey, Prentice-Hall, 1990.

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Articles

1. Greiner, Larry E., *"Evolution and Revolution As Organisations Grow"*, Harvard Business Review, July-August 1972, pp. 37-46.
2. Kazmi, Azhar, *"What Young Entrepreneurs Think and Do: A Study of Second Generation Business Entrepreneurs,"* The Journal of Entrepreneurship, 8, No. 1, 1999, pp. 67-78.
3. LeBrasseur, Rolland, Zatulbi, Louis and Zinger, J.Terrence, *"Growth Momentum in the Early Stages of Small Business Start-ups,"* International Small Business Journal, 21 (3), pp.315-330.
4. Levinson, Harry, *"Conflicts that Plague Family Business,"* Harvard Business Review, March-April 1971.
5. Levitt, *"Marketing Myopia,"* Harvard Business Review, July-August 1960, Reprints of Selected Articles: McKinsey Award Winners, pp. 123-134.
6. Manimala, Mathew J, *"Emergence of Pioneering-Innovative (PI) Entrepreneurship: A Psychological Model,"* Abhigyan, Spring 1989, pp. 85-113.
7. McClelland, *"Achievement Motivation Can Be Developed,"* Harvard Business Review, 43, No. 6, Nov.-Dec. 1965, pp. 6-16, 20-25, 178.
8. McClelland, David C., *"Business Drive and National Achievement"*, Harvard Business Review, July-august 1962, in Reprints of Selected Articles on International Business .pp. 41-53.
9. Nafziger, Douglas W., Jeffrey S. Hornby and Donald Kuratko, *"A Proposed Research Model of Entrepreneurial Motivation,"* Entrepreneurship Theory and Practice 18, No. 3, Spring 1994, pp. 29-42.
10. Shastri, Ranjit, *"angels for New Financial Heights,"* Swagat, Vol. 22, No. 2, February 2001.
11. Stavrou, Eleni T., *"Leadership Succession in Owner-managed Firms through the Lens of Extraversion,"* International Small Business Journal, 21 (3), pp. 331-347.

12. Tripathy, Dwijendra, *"Indian Entrepreneurship in Historical Perspective,"* Economic and Political Weekly, 6 No. 22, May 29, 1971, pp. M59-M66.

CD – ROM

"India INC: The Next Big Leap. The New Entrepreneur," Business Today, The Collector's Edition 2002. (Contains a study on global entrepreneurship index and write-ups on Indian entrepreneurs of diverse breeds: 'Recreators,' 'Pathbreakers,' 'Pioneers,' and Gamblers.'

B.Com. (Hons.) IIIrd Year
Paper – XXXII

Optional Group EG: Entrepreneurship and Small Business

SMALL BUSINESS VENTURING AND MANAGEMENT

Duration: 3 hrs.

Max. Marks 75

Objectives: The purpose of this paper is to enable the student to write his business plan and be ready for the management of its operations.

Course Contents:

1. Significance of writing the business plan. Contents of business plan. Designing business processes, location, layout, operation, planning & control; preparation of project report (various aspects of the project report such as size of investment, nature of product, market potential etc. may be covered). Project appraisal by external agencies, such as financial/non-financial institutions.

(10 Lectures)

2. Procedure for setting up small business in India. Preliminary registration with the Directorate of Industries (DIs)/District Industry Centre (DIC): its requirements and benefits. Single window clearance scheme. Getting the allotment of industrial space/shed and other utilities. Preliminary contracts with the vendors, suppliers, bankers, principal customers and the aspects of contract management. Basic start-up problems.

(10 Lectures)

3. Aspects of small business management. Nature of planning in small business. Organisational structures suitable for small business. Financial: preparation of budgets, integrated ratio analysis, assessing business risks (leverage analysis). Marketing: product planning & development, creating and protecting market niche, sales promotion, advertising and product costing and pricing policies. HR issues in small business, role of non-financial compensation.

(15 Lectures)

4. Managing business growth: stabilization strategies and enterprise growth strategies for small business. Crises of business growth. Conflict in family business and its resolution.

(5 Lectures)

5. (a) Case studies of successful/sick small businesses. Industry visit (if required, the expenditure may be born by the students). The details in respect of these issues would be made available by the Committee of Courses, Department of Commerce.

(b) Preparation of business plan in the chosen field by the student. (The teacher may assign the project work to the student having due regard to his interest/potential. For example, a student coming from a business family may already have some industry exposure; whereas in case of first generation entrepreneurs, the student may be oriented toward green-field industries identified and revised from time to time by the Committee of Courses, Department of Commerce.)

(35 Lectures)

Suggested Readings:

1. Bhide, Amar V., "*The Origin and Evolution of New Businesses*", Oxford University Press, New York, 2000.
2. Chandra, Prasanna, "*Project Management*", New Delhi: Tata McGraw-Hill, Latest Edition.
3. Desai, Vasant, "*Dynamics of Entrepreneurial Development and Management*", Mumbai, Himalaya Publishing House. (Latest edition).
4. Dollinger, Mare J., "*Entrepreneurship: Strategies and Resources*", Illinois, Irwin, 2004.
5. Patel, V. G., "*The Seven Business Crises and How to Beat Them*", Tata-McGraw, New Delhi, 1995.
6. SIDBI Annual Reports.
7. Taneja, Satish and S.L Gupta., "*Entrepreneurship Development-New Venture Creation*", Galgotia Publishing House, New Delhi. Latest Edition.

B.Com. (Hons.) IIIrd Year
Paper – XXXIII

Optional Group EH : Enterprise Business Solutions

COMPUTERIZED ACCOUNTING SYSTEM

Duration: 3 hours

Max. Marks: 75

Unit-1: Introduction

(15 Lectures)

- a) Meaning
- b) Basics of Computerized Accounting
- c) Concept of accounting groups
- d) Hierarchy of accounts
- e) Codification in accounting
- f) Accounting Packages: Custom Tailored vs Standardized Packages, Single vs Multiple User
- g) Overview of Standard Accounting Packages,
- h) Considerations for Selection of a Package – Output required, Terms of License; After Sales Service; Up gradation Facility.
- i) Setting up various parameters like company, accounting groups etc. (required by the package so selected.)

Unit-2: Organization of Accounting Data

(10 Lectures)

- a) Organizing and storing accounting data
- b) Designing simple accounting vouchers
- c) Extracting desired accounting information from sources

Unit-3: Generating Accounting Reports:

(15 Lectures)

- a) Ledger
- b) Cash Book,
- c) Bank Book,
- d) Trial Balance,
- e) Profit and Loss Account and Balance Sheet and
- f) Other financial and accounting reports available under the package selected.

Unit 4: Exposure to ERP / standalone software in the following specified fields.
(35 Practicals)

- a) Sales and Marketing
- b) Accounting and Finance

Note:

1. Accounting package for computerized accounting, ERP software and readings shall be prescribed by the Committee of Courses for PG and Honours once in a period of three years.

2. Instruction related to ERP and Accounting package in a given academic year shall be prescribed in accordance with guidelines laid down from time to time by the Committee of Courses for PG and Honours and communicated to the colleges at least three months in advance of commencement of instruction.

Scheme of Examination: Break up of 75 marks will be as follows:

Internal Assessment	20 marks
Theory Paper	25 marks
Practical Examination	30 marks

B.Com. (Hons.) IIIrd Year

Paper – XXXIV

Optional Group EH : Enterprise Business Solutions

ENTERPRISE RESOURCE PLANNING

Duration: 3 hours

Max. Marks: 75

Objective: The objective of this course is to give exposure to the students in the electronic methods/modes/management-techniques of running/managing a business.

Expected Learning Outcome: After completing this paper a student will be able to:

- Understand and evaluate the electronic side of managing the business-processes of an organization.
- Be able to apply his/her faculties with sufficient ease to any existing e-business application being used by his prospective employer organization after graduation.

Lectures: 75

Unit 1 : Enterprise Resource Planning: Concept, Evolution, Business Benefits, Business case for ERP. Existing market scenario. E-business and ERP. **(8)**

Unit 2: ERP and related technologies: Business Process Reengineering (BPR), MIS, DSS, EIS, Data warehousing, Data Mining, Online Analytical Processing (OLAP) **(5)**

Unit 3 :
Planning, Design, and implementation of Enterprise Resource Planning System. **(12)**

Unit 4. ERP SYSTEMS: **(30)**

- a) Sales and Marketing
- b) Accounting and Finance
- c) Human Resources
- d) Material Management.

Unit 4. Supply Chain Management and eMarketplace. **(20)**

Scheme of Examination: Break up of 75 marks will be as follows:

Internal Assessment 20 marks

Theory Paper 55 marks

References:

1. Enterprise Resource Planning Concepts and Practice by Vinod Kumar Garg and

N. K. Venkitakrishnan, 2003 PHI.

- o Mary Summer : Enterprise Resource Planning : Pearson Prentice Hall 2005.
- o Alexis Leon: Enterprise Resource Planning (2005): TMH.

Note:

- Additional readings may be prescribed by the Committee of Courses (Hons., PG and Research) once in a period of 3 years.

B.Com. (Hons.) IIIrd Year
Paper – XXXV

Optional Group EI: BUSINESS DATA PROCESSING

BUSINESS DATA PROCESSING – I

(Program Development Tools)

Duration: 3 hours

Max. Marks: 75

Objective: The objective of this course are to enable the students to acquire good programming skills using comprehensive language with GUI tools, object Oriented Programming, event driven programming tools.

Learning objective: After studying this paper a student should be able to:

- Write modules in a programming language.
- Apply object oriented programming

Note: Number of lectures include lab work also.

Unit 1. Introduction to computer programming:

- Basic purpose and concept of programming in the context of business data processing.
- Paradigms of programming
- Basic purpose and concepts

(4)

Unit 2 Programming elements.

(40)

- Concept of projects.
- Creating a project, forms and code modules.
- Working with Forms:
 - Appearance, properties, Events and Methods.
 - 10○
 - Controlling one form with other.
- Common Controls
- Programming an application.
- Event driven programming.
- Event Driven programming
- Common properties, methods and common events.
- Variables: declaring variables, data types, user defined data types, constants
- Collection objects, Arrays.
- Procedure: sub procedure and function procedure
- Control Structures – Looping and Branching and conditional statements. Object and Classes.

Unit3. Error Handling.

(6)

- Types of error
- Error Detection.
- Run time error handling
- Setting up error trap
- Writing an error handler
- Exiting an error handler.

Unit 4. Object Oriented Programming:

(5)

- Preliminary Concepts:
 - Classes,
 - instances,
 - Objects,
 - Derived Classes
 - Base classes.
- Programming Interface

(13)

Unit 5. Database programming :

- OLEDB and ADO Data controls.
- ADO Recordset objects,
- Cursor type and Lock Type in ADO.
- Using Properties, Methods, Events
- Collection of Recordset objects.

Unit 6. SQL Query: Basic queries parameterized queries

(7)

(To be specified in guidelines)

List of Applications (for paper 1 and 2) – In guidelines

(1) Financial Accounting: Accounting Vouchers

- Ledger Account,
- Journal Book, Cash Book, Bank book,
- Trial Balance.

(2) Payroll Accounting: Data Entry

- Pay Slip
- Pay Statement
- Deduction Reports

(3) Inventory Accounting;

- Pricing Weighted Average
- Stock Report (Quantity)
- Stock Report quantity and Value

Scheme of Examination: Practical for paper 1 and 2 will be held together for 70 marks for a duration of 4 hours. Theory papers of 40 marks each will be held separately.

Note:

1. Package for first 3 years are VB and Access database version to be decided before commencement of teaching.
2. The specific package to be used for program development will be notified by the department every 4 years. If the specific parameters mentioned above are not available in the notified package, it will be assumed that the syllabus is modified to that extent.
3. Specific package to be used for word-processing, spread sheet, and database management system and related books will be announced by the department every three year.

B.Com. (Hons.) IIIrd Year
Paper – XXXVI

Optional Group EI: BUSINESS DATA PROCESSING

BUSINESS DATA PROCESSING – II

(Business Information System)

Duration: 3 hours

Max. Marks: 75

Objective: To provide basic and working knowledge of databases and DBMS, respectively so that student is able to understand the dynamics of data processing and its application in the business world.

Learning objective: After studying this paper a student should be able to:

- Comprehend use of database technology in business applications.
- Develop simple database business application projects.

Scheme of examination: PRACTICAL 35 MARKS, THEORY 40 MARKS
TEACHING LECTURES 40 PERIODS AND PRACTICALS 35 PERIODS.

Unit 1. Database System:

(5)

Concept, characteristics, users and its liveware and advantages.

Unit 2. Database: Conceptual Framework

(25)

- Basic Concepts: Data, field, record, file, database, database management system, entities, attributes and associations, relationship among entities, logical and physical data.
- The Three Level Architecture of DBMS: External, Conceptual and Internal Level.
- DBMS Components: Data Definition Language, Data Manipulation Language, Query Language, Report Generators, Application Generators, User Interface, File Manager, Database Manager, Database Administrator, Data Dictionary. Advantages and Disadvantages of DBMS.
- Database Design Optimisation: Purpose and process.

Unit 3. DBMS Software:

(10)

- Environment
- Tables
- Forms
- Queries
- Reports
- Modules
- Macros

Unit 4 Business application:

Design, analysis and development

(35)

Note: Contents for practicals relating to business applications and the DBMS package to be used will be specified as part of the guidelines.

Project Work

Paper - XXXVII

Total Marks: 25

Preamble

- In recent times it has been observed at several educational fora that there is a need for university courses to be more broad based. In the context of commerce education, this implies two things. One, that B.Com. Hons. needs to have a broader social science orientation and two, students need to go beyond their textbooks into the real world. The Project Work paper is intended as a practical paper that would satisfy these needs.

Requirement:

- Each student shall do a project based on any of the options A through E, details of which are listed below, which shall be worth 25 marks, including a Viva Voce examination for 5 marks (except as specified). The evaluation for options A, B and C shall be done internally by the concerned college by a teacher of the Commerce Department, designated by the Teacher-in-Charge as Mentor and by a different teacher who shall conduct the Viva. There shall be no Viva for options D and E. Also, the evaluation for option E shall not be done internally but shall be done by the University, through the Annual Examination of Part III, along with all other theory papers.

A. Work Experience and Report: 25 Marks (including Viva of 5 Marks).

- A student should be placed in any business establishment including NGOs and Call Centres to do full-time work equivalent to one month (a minimum of 200 hours) 25 days x 8 hours during vacations and/or holidays. The intention of such work experience is to expose the student to day-to-day aspects of business, so as to better understand the concepts learnt in the classroom.

A report of a minimum length of 2000 words should be submitted after the completion of the experience. The purpose is to describe the business and the aspect of work assigned to the student. Two copies of the work must be submitted (one for evaluation and one for the student's record). The evaluation of the report shall be done as per the rules and guidelines issued by the Department of Commerce.

B. Term Paper/ Report: 25 Marks (including Viva of 5 Marks).

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A term paper is a short review of a topic that is related to the curriculum. A report is a short document that is of general interest and need not be related to the curriculum. A student can choose topics as suggested by the Mentor or according to the guidelines issued by the Department of Commerce.

The student is expected to collect material from the following sources:

- i) books and reports in the area;
- ii) journals and magazines;
- iii) business/economic newspapers; and
- iv) Internet resources.

They should study the material, including some background material and formulate an understanding. Based on the study, they should submit a report/term paper of a minimum of 3000 words.

Two copies of the work must be submitted (one for evaluation and one for the student's record). The evaluation of the report shall be done as per the rules and guidelines issued by the Department of Commerce.

C. Field Work and Report: 25 Marks (including 5 Marks for Viva)

A student can choose topics as suggested by the Mentor or according to the guidelines issued by the Department of Commerce. The fieldwork must be based on a questionnaire that is to be filled by respondents by means of personal interviews or through E-mail. The mentor, keeping in mind the nature of the problem, would determine the choice of the method. A report of a minimum length of 2000 words must be submitted, analyzing the results of the fieldwork.

Two copies of the work must be submitted (one for evaluation and one for the student's record). The evaluation of the report shall be done as per the rules and guidelines issued by the Department of Commerce.

D. Computer Proficiency Exam: 25 Marks (No Viva).

- A student who qualifies the Institute of Chartered Accountants of India exam in computer literacy prior to admission for articleship or the DOEACC "O" level exam before he/she takes the B.Com (Hons) Part III Exam may be exempted by the college from doing the project work and the marks obtained by the student in the said exam will be pro-rated out of 25 marks and awarded to the student in lieu of the project work. If the marks awarded in such an exam are only in the form of a 'Pass' grade, then the student shall be awarded the average marks obtained in all the other papers of B.Com (Hons) Part III.

- The college shall transmit the marks obtained in the above examination along with the marks of other students before the Part III Examination, to the University. This may be done along with the Internal Assessment marks.

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E. **Essay Paper: 25 Marks (No Viva) Duration of Examination: One Hour.**

[This option is available only to students of School of Open Learning (SOL). Further, the students of SOL cannot opt for any other option from A to C.]

Students shall appear for Paper XXXVII as an annual examination paper along with other papers of Part III, to be evaluated externally by the University.

The student shall have a choice of writing an Essay on one out of five topics. The minimum length of the essay shall be of 1000 words. The topics shall be on any current issue, related to the curriculum.

Note:

- The operational guidelines regarding project work shall be framed & announced by Committee of Courses (Hons. PG and Research) once in every three years.

**B.Com. (Hons.) - IIIrd Year
Paper – XXXVIII**

Optional Group EJ – Human Rights and Consumer Protection

DEMOCRACY AND HUMAN RIGHTS

Duration: 3 Hours

Max Mark: 75

1. Concept of Human Rights
 - a. Modern Perspective
 - b. Third World Perspective
2. Human Rights: Issues and Challenges
 - a. Caste
 - b. Women
 - c. Refugees
 - d. Minorities
 - e. Disabilities
3. Civil Society and Human Rights: New Social movements, voluntary associations and NGOs.
4. Democracy and Human Rights in India
 - a. Role of Political Institutions and Public Policy
 - b. Politics of Development
 - c. Human Rights Movement in India

5. Human Rights, Laws and Institutions in India, the role of the National Human Rights Commission.
6. Rights to Information in a Democracy: Laws and Institutions in India. The Role of Central Information Commission and State Information Commissions.

Suggested Readings:

1. Baxi Upendra (ed.) The Right to be Human, Lancer, Delhi, 1987.
2. Beetham, David (ed.) Politics and Human Rights, Oxford, Blackwell, 1955.
3. Desai, A. R. (ed.) Violations of Democratic Rights in India, Popular Prakashan, Bombay, 1986.
4. Evans, Tony – The Politics of Human Rights: A Global Perspective, London, Pluto Press, 2001.
5. Human Rights in India – The updated Amnesty International Reports, Delhi, Vistaar.
6. Iyer, V. R. Krishna, The Dialectics and Dynamics of Human Rights, Lokayan, Delhi, 1991.
7. Kothari Smitu and Sethi, Harsh (ed.) Rethinking Human Rights, Lokayan, Delhi, 1991.
8. Lokayan Bulletines.
9. Saksena, K. P. (ed.) Human Rights: Fifty Years of India's Independence, Delhi Gyan, 1999.
10. Subramaniam, S – Human Rights: International Challenges, Manhor, Delhi – 1997.
11. G. Hargopal, G. (1997). Political Economy of Human Rights : Emerging Dimensions, Himalaya Publishing House.
12. Mohanty, Manoranjan and Partha Nath Mukherji and Olle Tranguist, (1998). Social Movements and the State in the Third World, Sage.
13. Baxi, Upendra, (2002) The Future of Human Rights, Oxford University Press
14. Annual Reports of National Human Rights Commission

Articles:

1. Ray, Ashwini. Human Rights Movement in India, Economic and Political Weekly, August 9, 2003.
2. Mohanty, Manoranjan. (2002) The Changing Definition of Right in India in Sujata Patel, Jasodhara Bagchi, and Krishna Raj (eds.) thinking Social Science in India, Sage, New Delhi.

**B.Com. (Hons.) - IIIrd Year
Paper – XXXIX**

Optional Group EJ – Human Rights and Consumer Protection

CONSUMER PROTECTION

Duration: 3 Hours

Max Mark: 75

Objective: This paper seeks to make the student aware of a consumer's rights, social framework of consumer rights and legal framework of protecting consumer rights. It also provides an understanding of consumer aspects of advertising, consumer problems and their redressal, product and service standards. It also familiarizes the student with the business firms interface with its consumers and the consumer related regulatory and business environment of a business firm.

Expected Learning Outcome: A student is expected to understand the social and legal measures meant to protect consumers from business. S/he is also expected to understand the social, economic and legal consequences of business decisions affecting consumers.

Unit-I :

16 Lectures

1. Conceptual Framework

1.1 Concept of consumer, characteristics of consumer buying, consumer buying process, consumer buying motives.

(4 Lectures)

1.2 Consumer and Markets: nature of markets; concept of price in retail and wholesale; maximum Retail Price (MRP) and Local Taxes; Fair Price; Grey Market Prices.

(4 Lectures)

1.3 Experiencing Dissatisfaction: complaining behaviour; Form of Complaint to a business. Making a complaint heard by the Business; Corporate Redressal Systems; Conciliation and Intermediation for out-of-court Redressal; Role of ombudsman in out of court settlement in industry.

(4 Lectures)

1.4 Quality and Standardization: Role of National Standards: National Standards, Indian Standards Mark (ISI); Agmark; Voluntary and Mandatory standards; Licensing and Surveillance. Consumer grievance redressal under the BIS Act, 1986; Introduction to International Standards

(4 Lectures)

Unit – II :

14 Lectures

2. **The Consumers Protection Act, 1986**

Objectives and Basic Concepts: Consumer, goods, service, defect in goods, deficiency in service, spurious goods and services, unfair trade practice, restrictive trade practice.

(4 Lectures)

3. **Organizational set up under Consumer Protection Act.**

3.1 Advisory Bodies : Consumer Protection Councils at the Central, State and District Levels, Basic Consumer Rights.

(2 Lectures)

3.2 Adjudicatory Bodies: Their composition, powers and jurisdiction (pecuniary and territorial): District Forum; State Commission; National Commission. **(4 Lectures)**

4. Role of Supreme Court under the CPA: (Five recent cases on consumer protection decided by Supreme Court.)

(4 Lectures)

Unit-III

15 Lectures

5. **Grievance Redressal Mechanism under the CPA.**

5.1 Who can file a complaint? Grounds of filing a complaint; Limitation period; Procedure for filing and hearing of a complaint; Temporary Injunction. Reliefs which can be provided; Appeal; Enforcement of order; Bar on frivolous and vexatious complaints; Offences and penalties.

(5 Lectures)

5.2 Five Leading Cases on: Jurisdiction; Locus standii of Complainant; Payment of Compensation for loss or Injury; Consequence of Imprisonment; Relief to Consumer.

(3 Lectures)

5.3 **Seven Leading Cases decided under Consumer Protection Act :**

7 Lectures

- i. Medical Negligence
- ii. Banking and Financial Service
- iii. Housing & Real Estate
- iv. Electricity, Water, and Telecom Services.
- v. Education & Training Service
- vi. Defective Product
- vii. Unfair Trade Practice

Unit – IV

17 Lectures

Social, ethical and legal aspects of advertising and sales promotion; regulation of misleading and deceptive advertising and sales promotion; self regulation and role of

advertising standards council of India; code of commercial advertising of All India Radio and Doordarshan; disclosure in labeling and advertising; code of conduct of INS.

(8 Lectures)

7. Product Testing: concept of comparative testing; international principles for testing for informing consumers; testing for conformity to standards; independence and accreditation of test laboratories.

(4 Lectures)

8. **Consumer Organisations:** formation and their role in consumer protection including advocacy and campaigning for policy intervention; evolution of consumer movement in India. major consumer organisations in India, u.s and europe; role of consumer coops and buying clubs; overview of global consumer movement; recent developments in consumer protection in India; code of ethics for consumer organisations (national and international)

(5 Lectures)

-

Unit V :

13 Lectures

9. **Competition Law and Industry Regulators**

9.1 Competition Act 2002: objective, purpose and salient features.

Concept of: - agreements having adverse impact on competition; abuse of dominant position; regulation of combination; criteria for determining “appreciable adverse effect on competition” and ‘dominant position’; ‘relevant geographic market’ factors; ‘relevant product market’ factors

(4 Lectures)

9.2 Complaint and Procedures : for investigation, hearings and enquiry; remedies After enquiry and enforcement of orders, including payment of compensation and penalties, two leading cases.

(4 Lectures)

10. **Industry Regulators:** Role, Function and Purpose

(5 Lectures)

Insurance regulatory development authority (irda) and insurance ombudsman
Telecom regulatory authority of India and TDSAT
Reserve bank of India and banking ombudsman scheme. Role of electricity regulators.
Other regulatory authorities

Suggested Readings:

1. Aggarwal, V. K., “*Consumer protection: Law and Practice*”, 5th ed. (Bharat Law House, Delhi, 2003) or latest edition.
2. Girimaji, Pushpa., “*Consumer Right for Everyone* (Penguin Books)”, 2002.

3. The Competition Act, 2002.
4. Nader, Ralph, “*The Consumer and Corporate Accountability*”, (USA, Harcourt Brace Jovanovich, Inc. 1973).
5. *How to survive as a consumer*: CUTS, India www.cuts.org
6. Khanna, Sri Ram & Madhu Saxena (eds.) “*Food Standards and Safety in a Globalised World*”, New Century Publication, New Delhi, 2003.

Articles

1. Verma, D. P. S., “*Developments in Consumer Protection in India*”, *Journal of Consumer Policy*. Vol. 25, No. (March 2002), pp 107 –123
2. Verma ,D.P.S., “*Regulating Misleading Advertisements Legal Provisions and Institutional Framework*”, *Vikalpa*. Vol. 26, No. 2 (April –June 2002), pp. 51-57
3. Jain, Sanjay K. and Gurmeet Kaur, “*Strategic Green Marketing: How should Business Firms Go About Adopting It?*” *The Indian Journal of Commerce*, Vol56, No.4, Oct-Dec.2003, pp 1-16.
4. Jain ,Sanjay K. and Gurmeet kaur, “*Ecolabelling: Genesis, Issues and Perspectives*”, *Effulgence*, Vol.2, No.1, January-June 2004, pp. 5-18.
5. Ralph L. Day and Laird E. Landon, Jr. – “*Toards a Theory of Consumer Complaining Behaviour*”, in Ag Woodside, et al (eds), *Consumer and Industrial Buying Behaviour* (New York; North Holland, 1997) pp. 425-37
6. George, S. Day and A. Aaker “*A Guide to consumer*”, *Journal of Marketing*. Vol. 34 (July 1970) pp 12-19.
7. Gupta, Joyeeta., “*Consumerism: Emergng Challeges and Opportunities*” *Vikalpa*, vol II, No. 2 (April-June, 1986) pp 149-158.

Periodicals

- 1 Consumer Protection Judgements (CPJ) (Relevant cases reported in various issues).
2. Recent issues of magazines:
 - Insight, published by CERC, Ahmedabad
 - Consumer Voice, Published by VOICE, New Delhi, www.consumer-voice.org
3. *Ethical Consumer* (Magazine): ECRA Publishing Ltd. U. K www.ethicalconsumer.org
4. Upphokta Jagran, Ministry of Consumer Affairs, Govt, of India.
5. *Down to Earth* (magazine- fortnightly): Society for Environmental Communications,

Note:

- Latest readings may be prescribed by the Committee of Courses (Hons. PG and Research), once in a period of three years.

**B.Com. (Hons.) - IIIrd Year
Paper – XL**

Optional Group EK – Agricultural Marketing and Rural Credit

AGRICULTURAL MARKETING

Duration: 3 Hours

Max Mark: 75

- a. Concepts of Market, Demand and Supply, Price Equilibrium in agricultural markets. Joint demand for Goods and Services, Concept of Market Efficiency and Market Integration.
- b. Production and Input Prices – Concepts of costs – costs (A1), (A2), (B1), (B2), (C1), (C2) and (C3).
- c. Out put prices – farm harvest prices, market prices, minimum support prices, procurement prices and price enforcement agencies, time dimension and storage costs, space and transfer costs, two period demand case and multi period demand case.
- d. Price Discrimination – types, among markets, product forms, time and space
- e. Marketing efficiency, marketing channels, costs and margins.

STATE and MARKET – role of state in agricultural marketing and importance – Procurement Schemes – monopoly cotton procurement scheme, cotton corporation of India, wheat and paddy procurement, food corporation of India, central and state warehousing corporations, commodity boards – tea, coffee, horticultural produce, spices, rubber (any one to be taken up as a case study) small farmers and commodity marketing.

Regulated Markets – pre regulation marketing systems and evolution of regulated markets, role and functioning of APMCs and state marketing boards, agricultural development and distribution of gains, terms of trade between agricultural and non-agricultural sectors.

COOPERATIVE MARKETING : Definition, Objectives and Principles, Importance and Institutions – IFFCO, KRIBHCO, NAFED (Any one to be taken up as a case study)

FUTURE TRADING – concepts, scope and role

INTERNATIONAL TRADE AND PRICE POLICY : WTO and implications with regard to agriculture – market access, export subsidies (us and european and domestic subsidies), protection measures – tariffs, qrs, govt. intervention, concepts of protection coefficients, international trade agencies – APEDA, MPEDA (any one to be taken up as a case study)

Suggested Readings:

1. Agricultural Marketing in India, A. K. Singhal. Anmol, New Delhi, 1989.
2. Agricultural Markets in India. R. S. Dixit. D. K. Publishers, New Delhi, 2003.
3. Agricultural Marketing. Quarterly Journal. Division of Marketing and Inspection, Department of Agriculture and Co-operation, GOI.
4. Indian Agricultural Policy at Crossroads. S. S. Acharya and D.P. Chaudhri. Rawat, Jaipur, 2003.
5. Jha, R. and K. V. Bhanu Murthy et al “Real Consumption Levels and Public Distribution in India.” April 10-16, Economic and Political Weekly, Mumbai, 1999.
6. Gopaldaswamy, T. P., Rural Marketing: Environment, Problems and Strategies, Vikas Publishing House Ltd., New Delhi, 2005.
7. Ramaswamy, V. S. and S. Namakumari, Marketing Management: Planning, Implementation and Control, 2nd edition, Macmillan India Limited, New Delhi, 1995.
8. Sharma, V.P., “Livestock Economy of India, Current Status, Emerging Issues and Long-Term Prospects”, Indian Journal of Agricultural Economics, Vol. 59(3), 2004, pp. 512 – 554.

**B.Com. (Hons.) - IIIrd Year
Paper – XLI**

Optional Group EK – Agricultural Marketing and Rural Credit

RURAL FINANCE AND CREDIT

Duration: 3 Hours

Max Mark: 75

1. Definition and scope of rural finance, changing concepts of rural finance and its relationship with public finance.
2. Concepts of Capital in Agriculture – working, fixed, divisible, indivisible, owned and borrowed; sources of capital; capital investment and returns – Average, pay back, IRR and NPV.
3. Evolution of Rurral (Agricultural) Credit and Policies in India – history of rural financial markets, various credit institutions and relative importance; review of various committee reports on rural credit – rural debt and investment surveys, All India rural credit survey committee report, All India rural credit review committee report, khusro committee report, narsimham committee report.
4. Cooperative banking and role of cooperative financing in rural sector, bank nationalization, lead bank scheme, role of commercial banks in agricultural finance, small farmers and development agencies, agricultural financing and weaker sections.
5. Credit guarantee scheme, crop insurance, finance under rural development schemes, agricultural finance corporation, agricultural refinance corporation, NABARD; implications of WTO and RURAL finance.

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