

Faculty of Commerce
Restructured B.Com. Second Year
(Third Semester) Syllabus

w.e.f. Academic year-2014-2015

Syllabus of B.Com II Year - (III Semester)

Title & Paper No.

- BC 3.1 Corporate Accounting - I**
- BC 3.2 Cost Accounting - I**
- BC 3.3 Principle of Business Management - I**
- BC 3.4 Corporate Law - I**
- BC 3.5 Banking & Finance - I**
- BC 3.6 Income Tax - I**

OR

UGC Vocational Course

B.Com II Year III Semester Syllabus (w.e.f. 2014-15)

B.C. 3.1 Corporate Accounting-I

Learning Objectives: The objective of the course is to make the students practically sound in maintaining accounting of corporate world.

Unit-I Profit prior to incorporation:

Meaning of Profit prior to incorporation, Allocation of expenses and incomes between pre and post period, Ascertaining pre and post incorporation profit or loss.

Unit-II Issue, Forfeiture and Re-issue of Equity Shares-

Meaning and procedure of Issue, Forfeiture and Re-issue of Equity Shares, Application Money, Allotment Money, Call Money, Pro-rata allotment of shares, Practical problems on Accounting Entries of Issue, Forfeiture and Re-issue of Equity Shares

Unit-III Redemption of Preference Shares:

Meaning and procedure of Redemption of preference shares, Types of preference shares , Sources of redemption of preference shares, Practical problems on Accounting Entries of Redemption of preference shares and Balance Sheet after Redemption of preference shares

Unit-IV Company Final Accounts:

Objectives of preparation of final accounts, Preparation of Profit and Loss Account, Profit and Loss Appropriation Account and Balance Sheet in prescribed forms.

Reference Books:

- 1) Practical problems in Advanced Accountancy-S.P.Jain and K.L.Narang- Kalyani Publishers Ludhiana.
- 2) Advanced Accounting- J.R.Batliboi The standard Accountancy Publications Private Ltd. Mumbai.
- 3) Advanced Accountancy – R.L.Gupta, M.Radhaswami Sultan Chand and Sons, New Delhi.
- 4) A new approach to accountancy- H.R.Kotalwar Discovery Publishers, Latur

B.Com II Year III Semester Syllabus (w.e.f. 2014-15)

B.C. 3.2 Cost Accounting-I

Learning Objective: The objective of the course is to provide a sound understanding among the students about basic principles, methods and techniques of Cost Accounting.

Unit- I: Single Output Costing:

Meaning of Cost, Elements of Cost, Treatment of Stock- Stock of Raw Materials, Stock of Work-in Progress, Stock of Finished Goods, Practical Problems on Cost Sheet and Tender.

Unit- II: Material Cost:

Proper Purchase Procedure, Fixation of Stock Levels, ABC Analysis, Stores Ledger Account, Methods of Pricing of Material Issues. Practical Problems on Fixation of Stock Levels and Methods of Pricing of Material Issues (FIFO and LIFO only)

Unit- III: Labour Cost:

Meanings of Time Keeping, Time Booking, Idle Time and Labour Turnover. Methods of Wage Payments-Time Rate System, Piece Rate System; Incentive Plans- Halsey Plan, Rowan Plan and Taylor`s Differential Piece Rate System and Practical Problems on above methods.

Unit- V: Overhead Costs:

Definition of Overheads, Importance of Overhead, Classifications of Overheads, Methods of Determination of Overhead Rate , Practical Problems on Machine Hour Rate.

Books Recommended:

Cost Accounting : S.P.Jain, K.L. Narang

Cost Accounting: Dr. S.N. Maheshwari

Cost Accounting: Ravi M. Kishore

Advanced Cost Accounting: P. Dasgupta.

Practical Costing: Khanna, Pande, Ahuja, Arora

B.Com II Year III Semester Syllabus (w.e.f. 2014-15)

B.C. 3.3 Principles of Business Management– I

Learning Objective:

The course will enable students to develop awareness about the Business Management.

Unit 1 Introduction of Management:

Role of Management, Definition, Nature, Scope, Functions of Management, Different Approaches to Study of Management, Management Thinkers: Frederick Taylor, Henry Fayol, and Peter F. Drucker.

Unit 2 Managerial Planning:

The Concept of Planning, Nature, Importance of Planning, Types of Planning, Benefits of Planning, limitations of Planning, Requisites of Making effective Planning, Decision Making, Decision Making Process.

Unit 3 Organizing:

Definition, Importance of organization, Steps in organization, Principles, Types of organization, Centralization & Decentralization, Advantages & Disadvantages of Centralization & Decentralization.

Unit 4 Staffing:

Nature of Staffing, Definition, Nature of Personal Management, Functions, Selection Procedure, Steps in Selection Process, Training, and Performance Appraisal.

References

1. Principles of Management by - Dr. K. Natarajan and Dr. K.P. Ganesan.
2. Principles of Management by P. Subba Rao
3. Principles of Management-Dr. T.Ramaswamy
4. Principles of Management-B.P. Singh / T.N.Chhabra
5. व्यवसाय व्यवस्थापन - डॉ.प्रभाकर देशमुख

B.Com II Year III Semester Syllabus (w.e.f. 2014-15)

B.C. 3.4 Corporate Law – I

Learning Objective:

The course will enable students to develop awareness about Company Law in conformity with the provisions of Companies Act, along with recent amendments in the companies Act.

Unit 1 Joint Stock Company:

Meaning, Characteristics, Importance, Classification, Advantages & Disadvantages of Companies.

Unit 2 Formation of Company:

Meaning of Company Formation, Stages of Company Formation – Promotion, Incorporation, capital Subscription, Commencement of Business. Conversion of a Private Company into a Public Company. Conversion of a Public Company into a Private Company.

Unit 3 Company Documents:

Memorandum of Association, Clauses in Memorandum of Association (Sec. 13), Articles of Association, Contents of Articles of Association, Prospectus, Comparison between Memorandums of Association and Articles of Association.

Unit 4 Financial Structure of Company:

Capital Structure, Meaning & Definition of Share, Types of Shares, Meaning & Definition of Debentures , Types of Debentures, Share Certificate, Share Warrant.

References

- 1.Elements of Company Law - N.D. Kapoor Sultan Chand & Sons Educational Publishers, New Delhi.
2. A Manual of Business Laws - Dr. S.N. Maheshwari, Dr. S.K. Maheshwari, Himalaya Publishing House Mumbai/Delhi/Bangalore/ Nagpur Hyderabad.
3. Company Law - Agrawal Nair, Banerjee, Pragari Prakashan. Meerut - 25001. Company Law - Dr. Avtar Sing, Eastern Book Company. Lucknow
4. Company Law - Ashok K. Bangrial, Vikas Publishing House Pvt. Ltd., Jangpura New Delhi -110 014.
5. Corporate Law – Dr. S. G. Khawas, Creative Publication, Nanded-431 605 (M.S.).

B.COM. II Year SEM III
B.C. 3.5 BANKING & FINANCE – I

Unit I Introduction -

Meaning, Definition, Features & Evolution of banks. Commercial Banks- Traditional & Modern Function and Investment Policy of Commercial Banks. Nationalization of Commercial Banks and achievements.

Unit II Co-operative Banking

Meaning, Structure management and functions of Maharashtra State Co-operative Bank [MSCB], District Central Co-operative Banks [DCCB] & Urban Co-operative Banks [UCBS] & National Agricultural Bank and Rural Development [NABARD].

Unit III Banking Reforms Since 1991.

Meaning, needs & objectives of reforms, Narasimham Committee Report 1991 & 1998 Major recommendation on banking reforms viz., Capital Adequacy, Statutory Liquidity Ratio [SLR], Cash Reserve Ratio [CRR] and Interest rate deregulation.

Unit IV Modern Banking In India

Meaning & Importance of E-Banking, Electronic payment system, Teller Machines – Branch Teller Machines [BTMs] and Automated Teller Machines [ATMs], Tele Banking, Internet Banking, Debit Cards, Credit Cards & Smart Cards, Advantages of Debit & Credit Cards, Real Time Gross Settlement System [RTGS] & National Electronic Funds Transfer System [NEFT].

Reference Books-

- 1] S. Natrajan & Parmeswarn – Indian Banking, S.Chand New Delhi.
- 2] Bhattacharya & Agrawal – Basics of Banking & Finance, Himalaya Pub. House, Mumbai.
- 3] Gupta, Vashisth & Swmami - Banking & Finance, Ramesh Book Depo. Jaipur.
- 4] Varshney & Mittal : Indian Financial System, Sultan Chand & Sons- New Delhi.
- 5] Uppal & Jha Online Banking in India, Amol Pub. Pvt. Ltd.- New Delhi.
- 6] Pratiyogita Darpan – General Studies, Indian Economy , Upkar Prakashan,Agra.
- 7] Ruddar Datt & Sundharam – Indian Economy, Schand & Co.Ltd. New Delhi.
- 8] Mukund Mahajan – Indian Banking System, Nirali Prakashan, Pune.
- 9] Vasant Desai- Banks & Institutional Management, , Himalaya Pub. House, Mumbai.
- 10] Gordon & Natranjan- Financial Markets & Services, Himalaya Pub. House, Mumbai.
- 11] Khan M.Y. - Indian Fiancial System. Tata MCGRAW Hill, New Delhi
- 12] Bhole R.M. - Financial Markets & Institutions- Tata MCGRAW Hill, New Delhi

B.COM. II Year SEM III
B.C. 3.6 INCOME TAX - I

Course Objective :-

The objective of the course is to provide the candidates with a good knowledge of the important provisions of the Income Tax Act law and their application in solving problems on computation of income of an individual under five heads of income. The candidate is expected to have a good working knowledge of the subject. Income Tax Act along with recent Amendment of assessment year should be considered academic year.

- Unit I Concept of Income Tax Act 1961, Important terms of Income Tax Act, Income, Agricultural Income, Gross Total Income, Total Income, Person, Assessee, Assessment year, and previous year.
- Unit II Exempted incomes under Income Tax under section 10 for individual assessee.
- Unit III Income Under the head “Salary” and its computation.
- Unit IV Income under the head “Income form House Property” and its computation.

Faculty of Commerce
Restructured B.Com. Second Year
(Fourth Semester) Syllabus

w.e.f. Academic year-2014-2015

Syllabus of B.Com II Year - (IV Semester)

Title & Paper No.

- BC 4.1 Corporate Accounting - II**
- BC 4.2 Cost Accounting - II**
- BC 4.3 Principle of Business Management - II**
- BC 4.4 Corporate Law - II**
- BC 4.5 Banking & Finance - II**
- BC 4.6 Income Tax - II**

OR

UGC Vocational Course

B.Com II Year IV Semester Syllabus (w.e.f. 2014-15)

B.C.4.1 Corporate Accounting-II

-----**Learning Objectives:**

The objective of the course is to make the students practically sound in maintaining accounting of corporate world.

Unit I Amalgamation of companies :

Meaning and causes of amalgamation of companies - Methods of purchase consideration- Opening and closing entries in the books of companies and preparation of balance sheet.

Unit II Reconstruction of a company :

Meaning and need of reconstruction of a company - types of reconstruction-Accounting Entries related to internal reconstruction only- Preparation of revised balance sheet.

Unit III Holding Company Accounts:

Meaning of Holding Company and Subsidiary Company, Holding Company Accounts with its only one Subsidiary Company, Consolidated Balance Sheet, Pre-acquisition and Post-acquisition of Profit, Inter-company Debts, Bills and Debentures, Cost of Control, Minority Interest, Practical Problems on Consolidated Balance Sheet.

Unit IV Liquidation of a Company:

Meaning and causes of Liquidation of a Company, Process of Liquidation of a Company, Role of Company Liquidator, Accounting Treatment of Voluntary Liquidation of a Company.

Reference Books:

- 1) Practical problems in Advanced Accountancy-S.P.Jain and K.L.Narang- Kalyani Publishers Ludhiana.
- 2) Advanced Accounting- J.R.Batliboi The standard Accountancy Publications Private Ltd. Mumbai.
- 3) Advanced Accountancy – R.L.Gupta, M.Radhaswami Sultan Chand and Sons, New Delhi.
- 4) A new approach to accountancy- H.R.Kotalwar Discovery Publishers, Latur.

B.Com II Year IV Semester Syllabus (w.e.f. 2014-15)

B.C. 4.2 Cost Accounting-II

Learning Objective: The objective of the course is to provide a sound understanding among the students about basic principles, methods and techniques of Cost Accounting.

Unit- I: Process Costing:

Meaning and Features of Process Costing ,Treatment of Normal Loss, Abnormal Loss and Abnormal Gains/Effectiveness.Practical Problems on above.

Unit- II: Contract Costing:

Meaning and Features of Contract Costing, Contract v/s Job Costing , Treatment of Profit on Incomplete Contracts as Credited Profit and Reserve Profit, Value of Work-in-progress and Practical Problems on Preparation of Contract Account and Balance Sheet.

Unit-III: Operating Costing-

Meaning and Features of Operating Costing, Service Cost Unit- Single and Compound Unit. Practical Problems on Transport Industry.

Unit- IV: Reconciliation of Cost and Financial Accounts-

Need of Reconciliation, Reasons for Disagreement in Profit as per Cost and Financial Accounts, Methods of Reconciliation, , Procedure of Reconciliation, Practical Problems on Preparation of Reconciliation Statement

Books Recommended:

Cost Accounting : S.P.Jain, K.L. Narang

Cost Accounting: Dr. S.N. Maheshwari

Cost Accounting: Ravi M. Kishore

Advanced Cost Accounting: P. Dasgupta.

Practical Costing: Khanna, Pande, Ahuja, Arora

B.Com II Year IV Semester Syllabus (w.e.f. 2014-15)

B.C. 4.3 Principles of Business Management– II

Learning Objective:

The course will enable students to develop awareness about the Business Management.

Unit 1 Directing and Leading:

Definition, Nature, Scope, Principles, Importance, Techniques of Direction, Leadership, Importance of Leadership, Types of Leadership, Qualities of Leadership, and Leadership Styles.

Unit 2 Motivation:

Definition, Characteristics, Importance, Methods of Motivation, Theories of Motivation: Maslow's Theory, Herzberg's Model, McGregor's Theory.

Unit 3 Controlling:

Definition, Characteristics, Importance, Control Process, Requirements of an effective Control System, Types of Control Devices: Budgetary Control, Break-even Analysis, Internal Audit, Management Audit, PERT, CPM

Unit 4 Functional Management:

Financial Management: Definition, Objectives, Functions.
Production Management: Definition, Objectives, Modern Production Management.
Social Responsibility of Business.

References

1. Principles of Management by - Dr. K. Natarajan and Dr. K.P. Ganesan.
2. Principles of Management by P. Subba Rao
3. Principles of Management-Dr. T.Ramaswamy
4. Principles of Management-B.P. Singh / T.N.Chhabra
5. व्यवसाय व्यवस्थापन - डॉ.प्रभाकर देशमुख

B.Com II Year IV Semester Syllabus (w.e.f. 2014-15)

B.C. 4.4 Corporate Law – II

Learning Objective:

The course will enable students to develop awareness about Company Law in conformity with the provisions of Companies Act, along with recent amendments in the companies Act.

Unit 1 Company Management:

Structure of Company Management, Constituents of Company Management, Director of a Company, Managing Director, Full/Whole Time Director, Company Auditor, Company Accountant, Powers and Duties of Managing Director, Powers and Duties of Company Auditor.

Unit 2 Company Meetings:

Meaning & Definition of Company Meetings, Kinds of Company Meetings – Share Holders Meeting, Directors Meeting, Creditors & Debenture Holders Meeting, Essentials of Valid Meeting, Chairman of Meeting, Motion, Resolution, Methods of Voting at a company meeting.

Unit 3 E-Governance and Corporate governance:

Meaning of E-Governance and Corporate governance, Importance of E-Governance, Advantages of E-Filing, Procedure/steps of E-Filing, Corporate Governance, and MCA-21 Portal.

Unit 4 Merger, Acquisition and Winding up of A Company:

Merger and Acquisition, Ways of Merger and Acquisition, Advantages of Merger and Acquisition Winding up of a Company, Types of Winding up of a Company.

References

1. Elements of Company Law - N.D. Kapoor Sultan Chand & Sons Educational Publishers, New Delhi.
2. A Manual of Business Laws - Dr. S.N. Maheshwari, Dr. S.K. Maheshwari, Himalaya Publishing House Mumbai/Delhi/Bangalore/ Nagpur Hyderabad.
3. Company Law - Agrawal Nair, Banerjee, Pragari Prakashan. Meerut - 25001. Company Law - Dr. Avtar Sing, Eastern Book Company. Lucknow
4. Company Law - Ashok K. Bangrial, Vikas Publishing House Pvt. Ltd., Jangpura New Delhi -110 014.
5. Corporate Law – Dr. S. G. Khawas, Creative Publication, Nanded-431 605 (M.S.).

B.Com. II Year Sem IV
B.C. 4.5 BANKING AND FINANCE - II

Unit I Indian Financial System

Nature & Structure of Financial System, Constituents & Role in economic development, Indian Money Market, features, segments, call money market commercial paper [CPS], Certificate of Deposits, Deficiencies of Indian Money Market.

Unit II Indian Capital Market

Features, Functions, Instruments & Constituents, Mumbai Stock Exchange National stock Exchange [NSE] over the counter Exchange in India, SEBI Functions & role in India.

Unit III Banking Regulations Act – 1949

Introduction, Major features & Provision regarding social control on Banks, Banking Regulation Act as applicable to Banking Companies & public sector Banks and as applicable to Co-operative Banks.

Unit IV Reserve Bank of India

Brief history, Organization, management and functions of RBI.

B.COM. II Year SEM IV
B.C. 4.6 INCOME TAX - II

Course Objective :-

The objective of the course is to provide the candidates with a good knowledge of the important provisions of the Income Tax Act law and their application in solving problems on computation of income of an individual under five heads of income. The candidate is expected to have a good working knowledge of the subject. Income Tax Act along with recent Amendment of assessment year should be considered academic year.

- Unit I Income under the head “Profits or Gain of Business or Profession” and its computation.
- Unit II Income under the head “Capital Gain” and its computation.
- Unit III Income Under the head “Income from other sources” and its computation.
- Unit IV Computation of Total income of an individual and Tax liability. Deduction U/S 80-C, 80-D and 80-U.