

APPENDICES TO ACADEMIC COUNCIL (SYLLABI FOR THE SESSION 2014-15)
(FACULTY OF ECONOMICS & BUSINESS)

B.Com Pass & Hons. (Semester-I)

BCG-103: FINANCIAL ACCOUNTING

First Term

Introduction - Nature of financial Accounting - scope – objects –limitations – Accounting concepts and conventions

Conceptual Frame Work for preparation and presentation of financial statements - Capital, Revenue and deferred revenue expenditure – Capital and revenue receipts – Final Accounts of Sole Proprietor

Joint Venture-Meaning, types, determination of profits under different methods.

Consignment Accounts- Meaning, features, consignee's commission, account sales, distinction between joint venture & consignment, accounting treatment in the books of consignor & consignee. **Voyage Accounts**- Meaning, accounting treatment in case of complete voyage & incomplete voyage

Second Term

Departmental Accounts - Meaning – Objects – Advantages - Accounting procedure – Allocation of expenses and incomes – Interdepartmental transfers – Provision for unrealized profit.

Branch Accounts - Features – Objects- Types of branches –Dependent branches – Account Systems –Stock and Debtors System –Independent branch –Features – Preparation of Consolidated Profit and Loss Account and Balance Sheet.

APPENDICES TO ACADEMIC COUNCIL (SYLLABI FOR THE SESSION 2014-15)
(FACULTY OF ECONOMICS & BUSINESS)

B.Com Pass & Hons. (Semester-I)

BCG-104: BUSINESS ORGANISATION

First Term

Business: Meaning and types - profession - meaning and importance of business organization. Social Responsibilities of Business - Business Ethics.

Form of Business organization - sole trader - partnership - joint Hindu family - joint stock companies - co-operative societies - public utilities and public enterprises.

Public Sector vs. Private Sector

Location of industry - factors influencing location - size of industry - optimum firm – advantages of large - scale operation - limitation of small scale operation - industrial estates - district industries centres.

Second Term

Location of industry - factors influencing location - size of industry - optimum firm – advantages of large - scale operation - limitation of small scale operation - industrial estates - district industries centres.

Stock Exchange - Function - Types - Working - Regulation of Stock Exchange in India.

Business Combination - Causes - Types - Effects of Combination in India.

Trade association - Chamber of commerce - Function - Objectives Working in - India.

APPENDICES TO ACADEMIC COUNCIL (SYLLABI FOR THE SESSION 2014-15)
(FACULTY OF ECONOMICS & BUSINESS)

B.Com Pass & Hons. (Semester-I)

BCG-105: BUSINESS COMMUNICATION

First Term

Business Communication – Meaning & Importance, Communication Purpose, Process, Elements, Barriers to Communication and Conditions for Successful Communication. Forms of Communication, Basic Models of Communication, 7C's of Effective Business Communication. Organizational Communication: Importance of Communication in Management, Formal and Informal Communication, Internal and external communication
 Presentation Skills: Presentation on any Chosen Topic, Oral Presentations, Principles of Oral Presentations, Factors affecting presentations. Business Etiquette: Understanding Etiquette, Cross-Cultural Etiquette, Business manners. Business to Business Etiquette.
 Internal Correspondence: Memos, Circulars, Notices, Office Orders

Second Term

Internal Correspondence: Memos, Circulars, Notices, Office Orders
 Correspondence with banks- Regarding overdrafts, Cash credits, Loans; Drafting of sales letters, Circulars, Preparation of sales reports,
 Customers' Correspondence- Complaints, Regarding dues, follow up letters
 Secretarial Correspondence: Correspondence with shareholders, debenture holders regarding dividend, interest, transfer-transmission. Communicating with statutory authorities and bodies like Stock exchange, RBI, SEBI
 Preparation of Resume, Job application, Drafting of interview letters, Call letters, Final appointment orders.

APPENDICES TO ACADEMIC COUNCIL (SYLLABI FOR THE SESSION 2014-15)
(FACULTY OF ECONOMICS & BUSINESS)

B.Com Pass & Hons. (Semester-II)

BCG-203: ADVANCED FINANCIAL ACCOUNTING

First Term

Depreciation - Provisions and Reserves: Depreciation: Meaning – Causes - Objects of providing for depreciation - Factors affecting depreciation - Accounting Treatment - Methods of providing depreciation: Straight line method - Diminishing Balance Method. Provisions and Reserves: Reserve Fund – Different Types of Provisions and Reserves.

Accounts from Incomplete Records - Hire Purchase and Instalment Purchase System: Single Entry: Features – Books and Accounts maintained - Recording of transactions - Ascertainment of Profit (Statement of Affairs method only).

Hire Purchase System: Features – Accounting Treatment in the Books of Hire Purchaser and Hire Vendor - Default and Repossession.

Instalment Purchase System: Difference between Hire purchase and Instalment Purchase Systems - Accounting Treatment in the books of Purchaser and Vendor.

Second Term

Accounting of Non-Profit Organizations: Non-Profit Entities: Features of non - Profit Entities – Accounting process - Preparation of summaries -Receipts and Payments Account: Meaning and special features - Procedure for preparation - Uses and limitations.

Income and Expenditure Account: Features- Procedure for preparation- Preparation of Balance She

Partnership Accounts: Legal provisions in the absence of Partnership Deed Fluctuating Capitals – Preparation of final accounts Treatment of Goodwill and Admission of a partner.Accounting treatment of Retirement and Death of a Partner - Dissolution of Firm (Excluding Sale to Firm, Company and Amalgamation).**Dissolution of Partnership Firms:** Legal Position, Accounting for simple dissolution, Applications of rule in case of Garner Vs. Murray in case of insolvency of partner(s) (excluding piecemeal distribution and sale of a firm to a company).

APPENDICES TO ACADEMIC COUNCIL (SYLLABI FOR THE SESSION 2014-15)
(FACULTY OF ECONOMICS & BUSINESS)

B.Com Pass & Hons. (Semester-II)

BCG-204: COMMERCIAL LAWS

First Term

The Indian Contract Act, 1872

Contract – Meaning, Characteristics and kinds, Essentials of valid contract - Offer and acceptance, consideration, contractual capacity, free consent. Discharge of contract – Modes of discharge

Breach of Contracts and its remedies. Contract of Indemnity and Guarantee

Contract of Bailment & Pledge, Contract of Agency

The Sale of Goods Act, 1930

Contract of sale, meaning and difference between sale and agreement to sell., Conditions and warranties, Transfer of ownership in goods including sale by non-owners, Performance of contract of sale ,Unpaid seller – meaning and rights of an unpaid seller against the goods and the buyer.

Second Term

The Sale of Goods Act, 1930

Contract of sale, meaning and difference between sale and agreement to sell., Conditions and warranties, Transfer of ownership in goods including sale by non-owners, Performance of contract of sale ,Unpaid seller – meaning and rights of an unpaid seller against the goods and the buyer.

Consumer Protection Act: Definitions, objectives, redressal machineries.

The Limited Liability Partnership Act, 2008

Salient Features of LLP, Difference between LLP and Partnership, LLP and Company , LLP Agreement, Nature of LLP, Partners and Designated Partners ,Incorporation Document, Incorporation by Registration, Registered Office of LLP and Change Therein, Change of Name, Partners and their Relations, Extent and Limitation of Liability of LLP and Partners ,Whistle Blowing, Contributions ,Financial Disclosures, Annual Return, Taxation of LLP, Conversion to LLP, Winding Up and Dissolution.

APPENDICES TO ACADEMIC COUNCIL (SYLLABI FOR THE SESSION 2014-15)
(FACULTY OF ECONOMICS & BUSINESS)

B.Com Pass & Hons. (Semester-II)

**BCG-206: FUNCTIONAL
MANAGEMENT**

**First
Term**

Management: Introduction - Meaning, nature and characteristics of Management - Scope and functional areas of management - Management as a science, art or profession - Management & Administration - Principles of management - Social responsibility of management and Ethics. **Personnel Management:** Meaning, Significance & Functions, Recruitment, Selection and training. Job Evaluation and Merit Rating, Worker's participation in Management.

Marketing Management: Concept of Marketing, Functions of Marketing, Marketing Research- Meaning and Techniques, Advertising and Salesmanship.

**Second
Term**

Strategic Management: Meaning, Need, Importance, Process and Role of C.E.O. (Chief Executive Officer) in Strategic Management,

Production Management: Functions, Production Planning and Control, Quality Control.

BCG-207:

SEMINAR

Max.

Marks: 50

APPENDICES TO ACADEMIC COUNCIL (SYLLABI FOR THE SESSION 2014-15)
(FACULTY OF ECONOMICS & BUSINESS)

B.Com Pass & Hons. (Semester-III)

BCG-303: CORPORATE ACCOUNTING

**First
Term**

Accounting For Share Capital – Issue, Forfeiture and Reissue of Forfeited Shares – Redemption of preference shares including buy-back of equity shares - Issue and Redemption of Debentures.

Final Accounts of Limited Liability Companies: Preparation of Profit and Loss Account, Profit and Loss Appropriation Account and Balance Sheet in accordance with the provisions of the existing Companies Act (Excluding Managerial Remuneration).

Accounting For Amalgamation of Companies with Reference to Accounting Standards Issued by the Institute of Chartered Accountant of India (Excluding Inter-company Transactions and Holdings)

B.Com Pass & Hons. (Semester-III)

Second Term

Bank Accounts- General information relating to bank accounts - legal requirements affecting final accounts – Concept of Non-Performing Assets (NPA) - preparation of Profit and Loss Accounts and Asset classification - Balance sheet

Insurance Companies- Books maintained by insurance companies, Explanation of special terms peculiar to insurance business, Accounts for life insurance business, Types of policies, Annuity business, Surrender value, Paid up policy, Life assurance

APPENDICES TO ACADEMIC COUNCIL (SYLLABI FOR THE SESSION 2014-15)
(FACULTY OF ECONOMICS & BUSINESS)

B.Com Pass & Hons. (Semester-III)

**BCG-304: CORPORATE
LAWS**

First Term

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

Formation of company – Promoters, their legal position, pre-incorporation contract and provisional contracts.

Documents – Memorandum of Association, Articles of Association, Doctrine of Constructive Notice and Indoor Management, Prospectus and Book Building Share Capital – issue, allotment and forfeiture of share, demat of share, transmission of shares, buyback.

Members and shareholder – their rights and duties. Shareholders meetings, kinds, convening and conduct of meetings

**Second
Term**

Management – Directors, classification of directors, dis-qualifications, appointment, legal position, powers and duties, disclosures of interest, removal of directors, board meetings, other managerial personnel and remuneration.

Winding up – concept and modes of winding up

Emerging Issues in Company Law: Small Shareholders on Board, Director Identity Number (DIN), Corporate Identity Number (CIN), MCA-21, Online Filing of Documents, Online Registration of Company, National Company Law Tribunal (NCLT), Limited Liability Partnership (LLP)

**APPENDICES TO ACADEMIC COUNCIL (SYLLABI FOR THE SESSION 2014-15)
(FACULTY OF ECONOMICS & BUSINESS)**

B.Com Pass & Hons. (Semester-III)

BCG-305: ENTREPRENEURSHIP AND SMALL BUSINESSES

First Term

Entrepreneurship: Meaning, elements, determinants and importance of entrepreneurship and creative behavior. Dimensions of entrepreneurship: intrapreneurship, technopreneurship, cultural entrepreneurship, international entrepreneurship, enetpreneurship, ecopreneurship, and social entrepreneurship, etc. Entrepreneurship and Micro, Small and Medium Enterprises. Introduction to Entrepreneur, Entrepreneurship and Enterprise - Importance and relevance of the entrepreneur - Factors influencing entrepreneurship - Pros and Cons of being an entrepreneur - Women entrepreneurs, problems and promotion - Types of Entrepreneurs - Characteristics of a successful entrepreneur - Competency requirement for entrepreneurs - Awareness of self competency and its development

Small Scale Industries - Small scale industries/ Tiny industries/Ancillary industries/ Cottage Industries – definition, meaning, product range, capital investment, ownership patterns - Importance and role played by SSI in the development of the Indian economy - Problems faced by SSI's and the steps taken to solve the problems - Policies governing SSI's.

Starting a Small Industry -Understanding a business opportunity, scanning the environment for opportunities, evaluation of alternatives and selection - An overview of the steps involved in starting a business venture – location, clearances and permits required, formalities, licensing and registration procedures - Assessment of the market for the proposed project - Importance of financial, technical and social feasibility of the project.

Second Term

Preparing the Business Plan (BP) – Business Plan- Meaning and importance, Typical BP format covering financial, marketing, human resource, technical and social aspects- Preparation of BP - Common pitfalls to be avoided in preparation of a BP

Implementation of the project - Financial assistance through SFC's, SIDBI, Commercial Banks, Financial incentives for SSI's, and Tax Concessions - Assistance for obtaining raw material , machinery, land and building and technical assistance

Sickness in SSI's - Meaning and definition of a sick industry - Causes of industrial sickness Preventive and remedial measures for sick industries

APPENDICES TO ACADEMIC COUNCIL (SYLLABI FOR THE SESSION 2014-15)
(FACULTY OF ECONOMICS & BUSINESS)

B.Com Pass & Hons. (Semester-III)

BCG-306 INDIAN FINANCIAL SYSTEM

First Term

Financial system; meaning, concept, basic functions, financial system and economic development, component of financial system

Financial markets; classification of financial markets, money market- its constitutions, functions of money market, money market institutions. Capital market- primary market, secondary market, functions of capital market, methods of issue of stock in primary market.

Financial Institutions; Banking and non-banking financial institutions, distinction between banking and non-banking financial institutions; structure of banking and non-banking financial institutions. in India

Second Term

Financial Instruments and services – concepts and characteristics, features of various financial instruments, emerging financial services-leasing, hire-purchase, merchant banking, depository, credit rating, mutual funds.

Regulatory framework; overview of regulatory framework of financial system, functions of RBI, SEBI – objectives, scope of Securities Contract (Regulation) Act 1956, relevant provision of India Companies Act 1956 in regard to securities market.

APPENDICES TO ACADEMIC COUNCIL (SYLLABI FOR THE SESSION 2014-15)
(FACULTY OF ECONOMICS & BUSINESS)

B.Com Pass & Hons. (Semester-III)

**BCG-307: BUSINESS
ENVIRONMENT**

First Term

Indian Business Environment: Concept, Components, and Importance

Economic Trends (overview): Income; Savings and investment; Industry; Trade and balance of payments

Role of Government: Monetary and fiscal policy; Industrial policy; Industrial licensing, Privatization; Devaluation
Deficit Financing and its implications for the Indian Economy; Analysis of current year Annual Budget.

Second Term

Economic Planning in India: Objectives, Strategies and Evaluation of XIth plan and Strategy and priorities of XIIth plan. The Current Five Year Plan: Major policies

Consumer Rights and Consumerism: Role of Consumer Groups with special reference to India; Consumer Protection Act, 1986 with latest amendments. Salient Features of FEMA, Competition Act. Foreign trade policy 2004-09 and 2009-14; Exim Policy during the post reforms in India.

APPENDICES TO ACADEMIC COUNCIL (SYLLABI FOR THE SESSION 2014-15)
(FACULTY OF ECONOMICS & BUSINESS)

B.Com Pass & Hons. (Semester-IV)

BCG-403: COST ACCOUNTING

First Term

Cost Accounting: Introduction – Meaning of Cost, costing and Cost Accounting – Comparison between Financial Accounts and Cost Accounts – Application of Cost Accounting – Designing and installing a Cost Accounting system – Cost concepts and Classification of Costs – Cost Unit– Cost Center –Elements of Cost – Preparation of cost sheet – Tenders and Quotations – Problems. Reconciliation of Cost and Financial Accounts

Material Costing : Classification of materials – Material Control – Purchasing procedure – store keeping –techniques of Inventory control – Setting of Stock Levels – EOQ – Methods of pricing materials issues – LIFO – FIFO – Weighted Average Method – Simple Average Method – Problems.

Labour Costing - Control of Labour Cost – Labour Turnover – Causes and Effects of Labour Turnover

Second Term

Overhead Costing: Definition – Classification of overheads – Procedure for accounting and control of overheads –Allocation of overheads

Process Costing: Meaning, Treatment of normal loss, abnormal loss and abnormal effectiveness, Treatment of Process stocks, Inter Process Profit and equivalent production.

APPENDICES TO ACADEMIC COUNCIL (SYLLABI FOR THE SESSION 2014-15)
(FACULTY OF ECONOMICS & BUSINESS)

B.Com Pass & Hons. (Semester-IV)

BCG-404: INDUSTRIAL LAWS

First Term

THE FACTORIES ACT, 1948: Importance, Definitions, Provisions of the Factories Act relating of Health, Safety and welfare of the workers Working hours of Adults and Young persons.

INDUSTRIAL DISPUTES ACT, 1947: Meaning of Industrial Disputers, Authorities under the Industrial disputes Act, their duties and right, Strikes and lockouts, Lay off and retrenchment. **TRADE UNIONS ACT, 1926:** Definition and Registration of trade unions Rights and liabilities of Registered Trade Unions.

Second Term

EMPLOYEES STATE INSURANCE ACT, 1948: Constitution and Functions Employees state Insurance corporation, Standing committee and medical Benefit Council, Provisions relating to Contribution and benefits.

WORKMEN'S COMPENSATION ACT, 1923: A brief study of the provisions to compensation of workman.

APPENDICES TO ACADEMIC COUNCIL (SYLLABI FOR THE SESSION 2014-15)
(FACULTY OF ECONOMICS & BUSINESS)

B.Com Pass & Hons. (Semester-IV)

BCG 405: FUNDAMENTALS OF BANKING & INSURANCE

.First Term

Banking Systems and its Regulation: Banking Systems: Branch Banking, Unit Banking, Correspondent Banking, Group Banking, Deposit Banking, Mixed Banking and Investment Banking - An overview of banking - Banking Sector Reforms with special reference to Prudential Norms, capital adequacy norms, income recognition norms - classification of assets and NPAs - Innovations in Banking: ATMs, E-Banking, Credit cards, Online & Offshore Banking.

Regional Rural banks - Cooperative banks – Micro Finance - Priority Sector Lending - Indigenous banking - Role of NABARD - Development Financial institutions: SFC, SIDBI.

Banker and customer definition and their relationship - Procedure and precaution for opening an account

Types of loans and advances - Modes of creating charges - Lien, pledge, mortgage and hypothecation

Second Term

Definition & Nature of insurance; origin & development of insurance, history of insurance in India, kinds of insurance, principles of insurance, importance of insurance, insurance and wagering agreement.

Life Insurance: Definition of life insurance, features, benefits of life insurance, procedure for taking life insurance policy, kinds of life insurance policy, nomination, assignment and surrender value, revival of lapsed policy, settlement of claims at death and maturity, items of revenue heads in life insurance company.

General Insurance: Development of general insurance in India, Fire insurance- need, procedure of taking fire insurance policy, procedure of settlement of claims under fire insurance, double insurance, re-insurance; marine insurance- types of marine insurance policy, settlement of claims in marine insurance; miscellaneous insurance- motor insurance, personal accident insurance, livestock insurance, crop insurance, employees liabilities insurance, burglary insurance, preparation of revenue account of fire, land, marine insurance company

APPENDICES TO ACADEMIC COUNCIL (SYLLABI FOR THE SESSION 2014-15)
(FACULTY OF ECONOMICS & BUSINESS)

BCG-407: INTERNATIONAL BUSINESS

First Term

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.

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.

Theories of International Trade – an overview; Commercial Policy Instruments - Tariff and Non- Tariff Measures; Balance of payment account and its components.

International Organizations and Arrangements: WTO – Its objectives, principles, Organizational Structure and Functioning; An overview of other organizations – UNCTAD, World Bank and IMF.

Second Term

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

International Financial Environment: International financial system and institutions; Foreign exchange markets and risk management; Foreign investments - types and flows; Foreign investment in Indian perspective.

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.

APPENDICES TO ACADEMIC COUNCIL (SYLLABI FOR THE SESSION 2014-15)
(FACULTY OF ECONOMICS & BUSINESS)

B.Com Pass & Hons. (Semester-V)

BCG-503: MANAGEMENT ACCOUNTING & BUSINESS FINANCE

First Term

Management Accounting –Nature and Scope – Difference between Cost Accounting, Financial Accounting and Management accounting – Recent Trends in Management Reporting.

Analysis and Interpretation of financial Statement: - Meaning- Types and Methods of Financial Analysis – Comparative statements – Trend Analysis – Common size statements (a general discussion only). Ratio Analysis: - Meaning –Nature – uses and limitations of Ratios

Fund Flow Statements : Meaning and concept of fund-Flow of Fund –Preparation of Fund flow statements – uses and significance

Cash Flow Statement : Difference between fund flow statement and cash flow statements – Preparation of cash flow statements as per AS-3 Norms

Second Term

Managerial decision making with the help of C.V.P. Analysis : Marginal Costing-Fixed Cost, Variable Cost, Contribution, P/V ratio, Break Even Analysis – Algebraic and Graphic presentation – Decision making: Fixation of Selling Price – Exploring new markets – make or buy-key factor – Product Mix – Operate or Shutdown

Responsibility Accounting –Concept – Significance – Responsibility centers-Activity Based Costing – (General outline only)

APPENDICES TO ACADEMIC COUNCIL (SYLLABI FOR THE SESSION 2014-15)
(FACULTY OF ECONOMICS & BUSINESS)

B.Com Pass & Hons. (Semester-V)

BCG-504: INDIRECT TAX LAWS

First Term

Indirect Taxes: Introduction, Meaning, Features, Merits and Demerits.

Central Excise Duty Act 1944: Central Excise: Meaning, Features, Nature, Kinds, Important Definitions, General Procedure for excisable goods and obtaining registration. Provisions regarding Central Excise Duty, Exemptions to small scale industries.

Value Added Tax (VAT): Historical Background, Important Terms and Definitions, Statement of Objects (Related to Punjab).

Second Term

Central Sale Tax Act 1956: Meaning, growth, objects and important definitions; principles for determining different categories of sales, collection of tax. Registration of Dealers : Procedure for obtaining registration certificate; Amendment in Certificate of Registration, cancellation of Certificate of Registration

Service Tax 2007: Service Tax; Historical development, features, scope, taxable services and exempted services, Service Tax Credit, Administrative mechanism of service tax; procedure regarding valuation of taxable services, compensation of tax of different services, provisions regarding registration and furnishing the returns of service tax.

APPENDICES TO ACADEMIC COUNCIL (SYLLABI FOR THE SESSION 2014-15)
(FACULTY OF ECONOMICS & BUSINESS)

B.Com Pass & Hons. (Semester-V)

BCG-505: OPERATIONS RESEARCH

First Term

Basics of Operational Research – Development, Definition Characteristics, Necessity, Scope, Limitation.

Linear Programming - Introduction, Application, Formulation of Linear Programming Problem, General Linear Programming Problem, Graphical Method of Solution. Theory of Simplex method, Big-M Method.

Transportation Model - Assumption, Formulation and Solution of transportation Models, Trans-shipment Problems, Definition of Assignment Model, Hungarian Method for solution of Assignment Problems, Travelling Salesman Problem.

Game Theory – Theory of Games, Characteristics of Games, Rules – Look for a pure Strategy, Reduce Game by Dominance, Mixed Strategies (2 x 2 Games, 2 x n Games or m x 2 Games).

Second Term

Queuing Models – Application, Introduction, Elements, operating Characteristics, Waiting Time and Idle Time Costs, Model I – Single Channel poisson Arrivals with Exponential Service Times. Infinite Population; Assumption & Limitation Poisson of Queuing Model.

Net Work Analysis in Project Planning: Project, Project Planning scheduling, CPM, PERT, Cost Analysis and Crashing the Network Exercises

APPENDICES TO ACADEMIC COUNCIL (SYLLABI FOR THE SESSION 2014-15)
(FACULTY OF ECONOMICS & BUSINESS)

B.Com Pass & Hons. (Semester-V)

GROUP I– (ACCOUNTING & FINANCE)

BCG-511: CONTEMPORARY ACCOUNTING

Part I

Emergence of contemporary issues in accounting – influence of other disciplines on accounting and changing environment.

Human Resource Accounting: Meaning and Scope, Human Resource Cost Accounting – Capitalization, Write off and Amortization Procedure. Human Resource Valuation Accounting – Appraisal of Various Human Resource Valuation Models. Use of Human Resource Accounting in Managerial Decisions. Human Resource Accounting in India.

Price Level Accounting – Methods, Utility and Corporate Practices

Corporate Social Reporting: Areas of Corporate Social Performance, Approaches to Corporate Social Accounting and Reporting. Corporate Social Reporting in India.

Corporate Reporting: Concept of Disclosure in relation to Published Accounts, Issues in Corporate Disclosure, Corporate Disclosure Environment, Conceptual framework of corporate reporting.

Part II

Recent Trends in the Presentation of Published Accounts. Reporting by Diversified Companies.

Value Added Reporting: Preparation and Disclosure of Value Added Statements, Economic Value Added, EVA Disclosure in India

Basel II and III Norms

Accounting Standards in India. Significance and formulation of Accounting Standards. Accounting Standards relating to Interim Reporting. Accounting for Leases, Earning Per Share. and Accounting for Intangibles.

Contemporary Issues In Management Accounting: Target Costing.

APPENDICES TO ACADEMIC COUNCIL (SYLLABI FOR THE SESSION 2014-15)
(FACULTY OF ECONOMICS & BUSINESS)

B.Com Pass & Hons. (Semester-V)

GROUP I– (ACCOUNTING & FINANCE)

BCG 512:ADVANCED FINANCIAL MANAGEMENT

First Term

Time Value of Money: Compounding and Discounting techniques- Concepts of Annuity and Perpetuity. Risk-return relationship

Sources of finance and cost of capital- Different sources of finance; long term and Short term sources

Cost of capital: concept, relevance of cost of capital, specific costs and weighted average cost, rationale of after tax weighted average cost of capital, marginal cost of capital

Leverage and capital structure theories- Leverage- Business Risk and Financial Risk - Operating and financial leverage, Trading on Equity

Capital Structure decisions - Capital structure patterns, Designing optimum capital structure, Constraints, Various capital structure theories.

Second Term

Working Capital Management - Introduction; Meaning and Concept of Working Capital; Management of Working Capital and Issues in Working Capital; Estimating Working Capital Needs; Operating or Working Capital Cycle. Various sources of finance to meet working capital requirements Financing current assets: Strategies of financing (Matching, Conservative, and Aggressive policies)

Bank financing: recommendations of Tandon committee and Chore committee
 Management of components of working capital (an introduction only)

Capital Expenditure Decisions

Purpose, Objectives & Process, Understanding different types of projects, Techniques of Decision making. Methods of Capital Budgeting – Traditional and Modern (Elementary Level).

Dividend Decisions- Meaning, Nature and Types of Dividend Some dividend policies and formulating a dividend policy . Dividend Theories: Walter's Model, Gordon's Model, Modigliani and Miller: Irrelevancy Theory (Introductory Level)

APPENDICES TO ACADEMIC COUNCIL (SYLLABI FOR THE SESSION 2014-15)
(FACULTY OF ECONOMICS & BUSINESS)

B.Com Pass & Hons. (Semester-V)

GROUP II – BANKING AND INSURANCE

BCG 521: BANKING SERVICES MANAGEMENT

Term – I

Banking Services – Meaning and Importance – Economic and Monetary implications of Banking Operations – Tangible Services – Deposits, Withdrawals and Lending – Intangible Services – Improved Customer Services – Deficiency in Services – Ways to Improve the Services.

Banking Services – Loans and Advances – Forms of Advances – General Loans, Overdrafts, Clean advances, Term advances, Consumer Loans, Foreign bills purchases, Advances against Hire purchase advances, Packing Credits – Import loan – Industrial advances – Advances to Small borrowers – Agricultural Financing-advances.

Regulations for Banking Services – Banking Regulation Act 1949 – RBI Act 1934 – Negotiable Instrument Act 1881- Endorsement, Crossing of Cheques, Payment of Cheques, Collection of Cheques, Bills of Exchange and Promissory Notes, Rights and Liabilities of parties to Negotiable Instrument – Relationship between Banker and Customer.

Term Part – II

E – Banking Services – Internet Banking – Phone Banking – Mobile Banking – ATM's - Debit Card – Credit Cards.

Banking sector reforms – Basle Norms – Capital Adequacy - Globalised Challenges in Banking Services – New Trends in Banking Services – Measurement of Service Quality – SERVQUAL

APPENDICES TO ACADEMIC COUNCIL (SYLLABI FOR THE SESSION 2014-15)
(FACULTY OF ECONOMICS & BUSINESS)

BCG-522: INSURANCE SERVICE MANAGEMENT

Term – I

Insurance organization and management – Organisation forms in Life and Health insurance – Organisational structure – Life insurers management and **Office administration** – Insurance documentation – Publicity – Proposal forms – Policies contracts – Premium receipts – Endorsement – Renewals.

Role of Insurance intermediaries in emerging markets – Agency Regulation – Prerequisites – Training procedures for becoming an agent – Remuneration and other benefits – Agency commission structures – Functions of an agent.

Underwriting and claims – Computation of premium and Bonuses – Claims – Annuities– Pensions – Claim processing and settlement – Role of Surveyors – Opportunity to appeal

Term – II

Considerations in deriving gross premiums –Premium rate structure – Surplus and its distribution – Annual claim costs – Premium rate variables – Need for underwriting - Principles in underwriting - Features affecting Insurability.

Pricing of insurance products – Impact of Legislation and Competition on Pricing – Taxation and Policies – Market related policies – Cost Consciousness – Accounting practices – Scale of operations – Factors having impact on the demand for insurance – Rigidities in the present pricing system – Getting out of a controlled price regime – Price behaviors in a deregulated market.

APPENDICES TO ACADEMIC COUNCIL (SYLLABI FOR THE SESSION 2014-15)
(FACULTY OF ECONOMICS & BUSINESS)

B.Com Pass & Hons. (Semester-VI)

BCG-603: AUDITING

First Term

Introduction: Meaning, Objects, Basic Principles, Auditing and Assurance Standards and Techniques. Classification of Audit - Audit planning - qualities of auditor – advantages and limitations of audit.

Internal Control, Internal Check and Internal Audit: – Introduction, Necessity, Definitions - Internal Check: Definitions, Difference between Internal Check and Internal Control, Fundamental Principles of Internal Check – Difference between Internal check and Internal audit.

Second Term

Audit Procedure: Vouching – definition – features – examining vouchers - Vouching of Cash book – Vouching of trading transactions - Verification and Valuation of Assets & Liabilities: Meaning, definition and objects – Vouching vs. Verification – Verification – Valuation of different asset and liabilities.

Audit of Limited Companies: Company Auditor - Qualifications and disqualifications – Appointment - Removal, Remuneration, Rights, Duties and Liabilities - Audit Committee - Auditor's Report - Contents and Types - Auditor's certificates

Special Areas of Audit: Tax audit and Management audit - Recent Trends in Auditing

APPENDICES TO ACADEMIC COUNCIL (SYLLABI FOR THE SESSION 2014-15)
(FACULTY OF ECONOMICS & BUSINESS)

B.Com Pass & Hons. (Semester-VI)

BCG-604: DIRECT TAX LAWS

First Term

Income Tax Act 1961: Basic Introduction, Brief history of Income Tax in India, Scope of the Act, Meaning of Income Tax; Concept of Income Tax; Assessment year, Previous year; Assessee; Person; Agricultural Income with examples; Residential status and Tax Liability.

Income Tax Act 1961: Heads of Income Computation of Income from Salary inclusive of salary components Allowances; perquisites; profit in lieu of salary and deductions, Income from House Property or allowable deductions, profits and gains from Business and Profession

Second Term

Short term and long term capital gains; income from other sources; computation of Gross Total Income and Total Income and the tax liability of a salaried individual; deductions from the Gross Total Income of individuals. Tax Deduction at Source

APPENDICES TO ACADEMIC COUNCIL (SYLLABI FOR THE SESSION 2014-15)
(FACULTY OF ECONOMICS & BUSINESS)

B.Com Pass & Hons. (Semester-VI)

BCG-605: CORPORATE GOVERNANCE

First Term

Ethics in Business: Concept of Business Ethics. Corporate Code of Ethics: Environment, Accountability, Responsibility, Leadership, Diversity, Discrimination. Principles of Business Ethics, Characteristics of Ethical Organisation, Theories of Business Ethics, Globalization and Business Ethics, Stakeholder's Protection, Corporate Governance and Business Ethics.

Corporate Governance: Conceptual framework of Corporate Governance, Insider Trading, Rating Agencies, Whistle Blowing, Corporate Governance Reforms, Initiatives in India including clause 49.

Major Corporate Scandals: Junk Bond Scam (USA), Enron (USA), WorldCom (USA), Tyco (USA), Andersen Worldwide (USA), Kirch Media (Germany), Vivendi (France), Parmalat (Italy) and Satyam Computer Services Ltd (India),

Common Governance Problems Noticed in various Corporate Failures, Is Corporate Governance always the Cause for Corporate Failures?

Second Term

Codes & Standards on Corporate Governance: Sir Adrian Cadbury Committee (UK), 1992 , Calpers Global Corporate Governance Principles (USA), 1996, Hampel Committee on Corporate Governance (UK), 1997, Combined Code of Best Practices (London Stock Exchange), 1998, OECD Principles of Corporate Governance, 1999, CACG Guidelines/Principles for Corporate Governance in Commonwealth, 1999, Euroshareholders Corporate Governance Guidelines, 2000, Principles of Good Governance and Code of Best Practice (UK), 2000, Sarbanes-Oxley (SOX) Act, 2002 (USA), Smith Report, 2003 (UK)

APPENDICES TO ACADEMIC COUNCIL (SYLLABI FOR THE SESSION 2014-15)
(FACULTY OF ECONOMICS & BUSINESS)

B.Com Pass & Hons. (Semester-VI)

GROUP I– (ACCOUNTING & FINANCE)

BCG-611: PORTFOLIO MANAGEMENT

First Term

Portfolio Theory: Merits of Diversification: Diversification and Portfolio Risk, Portfolio Return and Risk, Calculation of Portfolio Risk, Optimal Portfolio.

Portfolio Selection: Concept of Portfolio Selection, Optimal Portfolio, Objectives, Risk and Investor Preferences, Investment Constraints, Cut-off Rate and New Securities, Efficient Frontier and Portfolio Selection

Portfolio Revision: Meaning, Need, Techniques of Portfolio Revision, Formula Plans, Rules Regarding Formula Plans, Constant Rupee Value Plan, Constant Ratio Plan, Variable Ratio Plan, Modifications, Rupee Averaging Technique.

Second Term

Introduction to Investment Management: Concept and objectives of investment, Difference between Investment and Speculation, Investment and Gambling, Meaning of Investment Management, Investment Management Process, Investment Alternatives, Features of Investment Avenues, Types of Management Strategies, Approaches to Investment

Economic and Industry Analysis: Macro-Economic Analysis, Forecasting, Industry Analysis, Sensitivity of Business Cycle, Industry Life Cycle Analysis, Porter Model of Assessment of Profit Potential of Industries

APPENDICES TO ACADEMIC COUNCIL (SYLLABI FOR THE SESSION 2014-15)
(FACULTY OF ECONOMICS & BUSINESS)

BCG-612:FINANCIAL SERVICES

First Term

Financial services – meaning - features – importance – contribution of financial services in promoting industry – service sector

Merchant banking – meaning, origin and growth of merchant banking in India. Scope of merchant banking services – merchant bankers and management of public issues – merchant banking practices in India. Weakness in the functioning of merchant bankers in India.

Mutual funds: Concept of mutual funds. Growth of mutual funds in India. Mutual fund schemes – money market mutual funds – private sector mutual funds – functioning of mutual funds in India.

Lease financing: Meaning – types of leasing – factors influencing lease – performance of leasing industry in India – RBI guidelines for hire-purchase – problems of hire-purchasing companies in India.

Second Term

A. Factoring: Concept of factoring – why factoring – types of factoring – factoring mechanism – securitization of debt – concept and mechanism

B. Retail banking services – personal loan – home loans – car loans – consumer loans – educational loans- concept of plastic money - credit cards - debit card – (meaning – features – types – merits and de merits of each services are covered)

C. Venture Capital: Concept of venture capital fund – characteristics – growth of venture capital funds in India.