

Bachelor of Commerce (B.Com)

B.Com Part- I

SUBJECT (THEORY)	MAX MARKS
1. Compulsory English	-100
2. II nd Language (Other Indian language as per syllabus)	-100
3. Financial Accounting – I	-100
4. Fundamentals of Statistics & Computer	-100
5. Principles of Business Management	-100
6. Business Economics	-100
7. Company Law & Secretarial Practice (CLSP)	-100

B.Com Part- II

SUBJECT (THEORY)	MAX MARKS (T)	(P)
1. Compulsory English	100	Nil
2. II nd Language (Other Indian language as per syllabus)	100	Nil
3. Financial Accounting – II	100	Nil
4. Cost & Management Accounting	100	Nil
5. Business Communication	80	20
6. Monetary Economics	100	Nil
7. Business and Industrial Law	100	Nil

B.Com Part-III

SUBJECT (THEORY)	MAX MARKS	(P)
1. Financial Accounting– III	100	Nil
2. Income Tax & Auditing	100	Nil
3. Functional Management	100	Nil
4. Indian Economics	100	Nil
5. Business Finance	100	Nil
6. Computerized Accounting	80	20

B.COM PART-I

Paper - I

COMPULSORY ENGLISH

Textbook titled "SWAN and PEARLS" shall be prescribed
COMPULSORY English textbook.

Question Paper Pattern

Subject – COMPULSORY English

	Time – Three hrs	Marks-100
Question-1)	A- Long Answer Question from Unit-I (any one out of two)	10
	B- Short Answer Question from Unit-I (5 x 2) (any Two out of three)	10
Question-2)	A- Long Answer Question from Unit-II (any one out of two)	10
	B- Short Answer Question from Unit-II (5 x 2) (any Two out of three)	10
Question-3)	Short Answer Question from Unit-III (any Four out of six)	20
Question-4)	Grammar (Unit-IV)	
	A- Business Letter (any one out of two)	10
B	1) One word substitute	10
	2) Use of Preposition	
	3) Use of Verb 10	
	4) Antonym & Synonyms	
Question-5)	Very Short Question from Unit I, II, III 20(Two marks each)	20

Paper - II

Subject – Supplementary English

Textbook titled "ZENITH" shall be prescribed
Supplementary English textbook.

Question Paper Pattern

Subject – Supplementary English

	Time – Three hrs	Marks-100
Question-1)	A- Long Answer Question from Unit-I (any one out of two)	10
	B- Short Answer Question from Unit-I (5 x 2) (any Two out of three)	10
Question-2)	A- Long Answer Question from Unit-II (any one out of two)	10
	B- Short Answer Question from Unit-II (5 x 2) (any Two out of three)	10
Question-3)	Short Answer Question from Unit-III (any Four out of six)	20
Question-4)	Grammar (Unit-IV)	
	A- Business Letter (any one out of two)	10
B	1) One word substitute	10
	2) Use of Preposition	
	3) Use of Verb 10	
	4) Antonym & Synonyms	
Question-5)	Very Short Question from Unit I, II, III 20(Two marks each)	20

Paper - II

II nd LANGUAGE (MARATHI)

Textbook titled "Bhashadarshan - I" shall be prescribed Marathi
textbook.

Paper - II

II nd LANGUAGE (HINDI)

Textbook titled "Sahityavithika -I" shall be prescribed Hindi
textbook.

Paper - III
FINANCIAL ACCOUNTING - I

Unit – I

- An overview of basic of Book Keeping and Accountancy.
- Rules of Double Entry Account System.
- Preparation of Journal, Ledger, Cash Book, Trial Balance & Annual Accounts of Sole Traders.
- Accounting Concepts & Conventions.
- Accounting Standards: - Introduction, Need & Objectives, AS 1 to AS 10, Accounting Policies and their Discloser.

Unit – II

Hire Purchase Accounts (Excluding Installment System and Repossession of Assets)

Unit – III

Branch Accounts (Excluding Foreign Branch)

Unit – IV

Accounts of Co - Operative Societies. (Preparation of Cash Book and Trading and Profit and Loss A/c and Balance Sheet as per Maharashtra State Co - Operative Societies Act, 1960)

Unit – V

- Consignment Account
- Joint Venture Accounts (Centralized & Decentralized Method)

Note: - Accounting year should be 31st March.

Reference Books :

1. S. N. Maheshwar :- Financial Accounting – Vikas Publishing House, New Delhi
1. Gupta R. L. – Advanced Financial Accounting – S. Chand & Sons
2. Kumar, Anil S. – Advanced Financial Accounting – Himalaya Publication House
3. Shukla and Grewal : Advanced Accounts (S. Chand & Ltd. New Delhi)
4. Jain and Narang : Advanced Accounts (Kalyani Publishers, Ludhiana)
5. Sr. K. Paul : Accountancy, Volume –I and II (New Central Book Agency, Kolkata)
6. R. K..Lele and Jawaharlal : Accounting Theory (Himalaya Publishers)
7. M. A. Arulnandam :- Advance Accounting – Himalay Publication
8. Prof. PradeepWath, Dr. R. D. Mehta, Dr. DilipGotmare :- Financial Accounting–Payal Prakashan

Paper - IV

FUNDAMENTALS OF STATISTICS & COMPUTER

Unit – I

Computer Block diagram, functioning, generations, classification of computers, characteristics, limitations of computer. Computer memory: types of primary memory. Storage devices: Hard disk, optical disk (CD/ DVD), Flash memory cards, pen drive. Input devices: keyboard, mouse, joystick, light pen, scanners, OCR, MICR, Touch Screen, bar code reader. Output devices: monitor, printers, classification of printers, plotters. Computer Software Types of software, Operating Systems- concept, need, and functions. Internet: Brief history, www, Browsers, Internet services and applications.

Unit – II

Meaning, Scope, Importance, Functions and Limitations of statistics. Collection of data, Tabulation and Classification, Primary Data and Secondary Data Measures of Central Tendency - Mean, Median, Mode, Geometric Mean and Harmonic Mean.

Unit – III

Measures of Dispersion Standard Deviation, Mean Deviation, Quartile Deviation, Decile, Percentile, Range and its coefficient, co-efficient of variation and skewness.

Unit – IV

Correlation (Co-efficient, Probable Error, Test of Significance) (Simple series -Two way series), Rank Correlation. Regression Analysis-Regression co-efficient & Equations (Simple Series only)

Unit – V

Business Mathematics:- Ratio Proportion, Percentages, Simple & Compound Interest, Profit/ Loss.

Reference Books:

1. Fundamentals of statistics : D. V. Elhance & Veena Elhance
2. Statistics : V. K. Kapoor – S. Chand & Sons
3. Statistics : B. New Gupta – Sahitya Bhavan Agra
4. Statistics Methods : S.P. Gupta – S. Chand & Sons □ Fundamental of Statistics : S. C. Gupta – Himalaya Publishing House
5. Business Mathematics & Statistics : NEWK Nag & S.C. Chanda – Kalyani Publishers
6. Problem in statistics : Y. R. Mahajan - Pimplapure Publisher Nagpur
7. I.T. TODAY (ENCYCLOPEDIA) BY S. JAISWAL
8. Information Technology - Dr. Sushila Madan (Taxmann's)
9. COMPUTER FUNDAMENTALS BY P. K. SINHA (BPB Pub)
10. INFORMATION TECHNOLOGY BY S.B. KISHOR (DASGANU)
11. Fundamentals of Computers – ITL Education Solutions Ltd. (Pearson)

Paper - V

PRINCIPLES OF BUSINESS MANAGEMENT

Unit-I

- **Nature And Scope of Business:** Meaning And Definition of Business, Characteristics, Objectives of Business, Classification of Business Activities, Industry, Commerce & Trade, Social Responsibility of Business Towards Different Groups.

- **Forms of Business Units:** Sole Trader, Partnership, Joint Stock Company and Co-Operative Society – Meaning, Characteristics, Advantages & Disadvantages.

Unit-II

- **Management And Administration:** Meaning and Definition of Management, Characteristics, Scope, Importance, Management And Administration, Management – A Science or Art.

- **Planning:** Meaning, Nature and Characteristics, Objects, Process, Importance, Types, Components.

Unit-III

- **Decision Making:** Concept, Characteristics – Importance, Process, Types of Decisions.

- **Organizing:** Concept, Principles, Types – Line, Functional, Line and Staff, modern types of organizations- Project, Matrix, Formal and Informal Organization, Advantages and Disadvantages.

Unit-IV

- **Delegation of Authority:** Meaning and Definition, Elements of Delegation of Authority, Advantages, Obstacles in the Process of Delegation.

- **Direction:** Meaning, Nature, Importance and Techniques.

- **Co-Ordination:** Meaning, Principles, Internal and External Co-Ordination, Methods of Achieving Effective Co-Ordination.

Unit-V

- **Leadership and Morale: Leadership** – Concept, Characteristics, Types and Qualities, Morale – Meaning, High And Low Morale, Measurement of Morale, Morale of Executive and Supervisors.

- **Control:** Meaning, Characteristics, Need, Procedure, Types, Essential of Good Control System, Control Devices.

Reference Books

1. P.C. Jain : Government & Business Policy (Galgotia Publishing Company, New Delhi)
2. Raj Agrawal & ParagDiwan : Business Environment (Excel Books)
3. C. P. Bose : Business Organisation & Management
4. P. C. Tripathi, P. N. Reddy: Principles of Management (Tata Mcgraw Hill, New Delhi)
5. J. S. Chandan : Management Theory & Practice (Vikas Publishing House, New Delhi)
6. Fred Luthans : Organizational Behaviour, Mcgraw Hill, New York
7. Bodankar Dr. Sudhir Kanetkar Dr. Medha : Principles of Business Management (Shri. SainathPrakashan, Nagpur)
8. R. N. Gupta : Principles of Management, (S. Chand & Co. Ltd., New Delhi)
9. Dr. Kiran Nerkar & Dr. Vilas Chopde : Principles and Practices of Management, (Dreamtech Press, New Delhi)

Paper - VI BUSINESS ECONOMICS

Level of Knowledge: Basic Knowledge.

OBJECTIVES

1. To expose students of Commerce to basic Micro Economics Concepts and inculcate an analytical approach to the subject matter.
2. To stimulate the students' interest by showing the relevance and use of various economic theories.
3. To apply economic reasoning to problems of business.

CONTENTS

Unit – I Nature and Scope of Business Economics.

A) Business economics meaning, Scope and objectives of Business economics, Nature and types of business decisions, Role and responsibilities of business economist, Role and social responsibility of business & business economist, Micro economics and macro economics definition, scope, Merits and Demerits.

B) Theory of Consumption.

1. Law of demand, Demand determinants, Changes in Demand, Exceptions to the law of demand Geffen's paradox. Law of equi-marginal utility, Assumptions Limitations, Importance criticism of cardinal approach.
2. Indifference Curve – Concept, definition, Properties, Importance of indifference curve.
3. Elasticity of demand – Concept, kinds, definition Measurement of elasticity of demand, factors influencing elasticity of demand, Importance of elasticity of demand.
4. Demand forecasting: Meaning, Need, Importance, Methods of demand forecasting.

Unit – II Theory of Production and Cost

1. Production Function – Concept Definition, Types of products, Total Production, Average Production, Marginal production, Law of variable proportions, Assumptions, Limitations and Significance.
2. Isoquant curves, Definition, General properties of isoquant curves, Expansion path internal and external economic and diseconomies of scale, Ridge line.
3. Theories of population, - Malthusian theory of population, Optimum theory of population, Demographic Transition Theory of population and criticism.

Unit – III Theory of cost and Revenue and Markets

1. Law of supply & Criticism influencing factors of supply.
2. The concept of cost – Accounting Cost, Economic Cost, Opportunity Cost, Fixed Cost, Variable Cost, Direct and Indirect Cost, Real Cost, Explicit, Implicit Cost, Money Cost, Total Cost, Average Cost, Marginal Cost, Selling Costs.
3. Revenues - Total Revenues, Average Revenues, Marginal Revenues and Relationship and Time Element.
4. Market – Concept, meaning, Definition, Classification of market structures, Type Firm, Industry, Meaning, objectives, difference between Industry and firm.

Unit IV :- Pricing of Products.

- 1) Perfect Competition definition, properties Price determination under perfect competition.
- 2) Monopoly -Definition, Properties, types, Price determination under Monopoly
- 3) Monopolistic competition, meaning, concepts, properties and Price determination under Monopolistic competition.
- 4) Price and output under oligopoly – indeterminate pricing and output price leadership, collusive oligopoly, Kinked demand curve.
- 5) Price discrimination – Meaning, Types, Conditions under which it is possible and profitable, importance, Concept of Dumping.

Unit V - Theories of Distribution

- 1) Modern Theory of Distribution of Rent.
- 2) Theory of rent – Ricardian theory of Rent, Modern theory of Rent, Criticism, concept of Quasi Rent.
- 3) Theory of interest – Loanable Funds Theory of Interest, Liquidity Preference Theory of Interest, Criticism, Concept of gross interest net interest.
- 4) Theories of Profit – Uncertainty Bearing Theory of Profit, Dynamic Theory of Profit, Innovation theory of Profit, Criticism, Gross Profit, Normal Profit, Abnormal profit.
- 5) Theory of Wages – Nominal wages, real wages, Exploitation of labour, Marginal productivity theory of wages.

Reference Books

1. Principles of Economics : D.M. Mithani, Sheth Publishers PVT LTD.Mumbai 2000
2. Business Economics : V.G. Mankar, Himalaya Publication House.

Paper - VII

Company Law & Secretarial Practice (CLSP)

Level of Knowledge - Basic knowledge.

- Objectives :-**
- 1) To develop conceptual knowledge regarding various types of companies.
 - 2) To impart knowledge regarding various functions of a company secretary.

Unit – 1

- Corporate personality/ company

- Meaning of a company, characteristics of a company, lifting the corporate veil, Kinds of company.

- Formation, Incorporation and Promotion of a company

- Stages in formation of a company, Duties of a secretary regarding Incorporation, Pre- incorporation contracts, Commencement of business.

- Meaning and definition, Duties and liabilities of promoters, Importance of promoters.

- Memorandum of Association and Articles of Association

- Meaning and Definition of Memorandum of Association, Importance of Memorandum of Association, Contents of Memorandum Of Association, Alteration in Memorandum of Association, Meaning and Definition of Articles of Association, Contents of Articles of Association.

Unit – 2

- Prospectus

- Definition of Prospectus, Statutory requirement of prospectus, Contents of prospectus, Demand Prospectus, Statement in Lieu of Prospectus, Misrepresentation in Prospectus, Consequences of Misrepresentation, Liabilities of Directors and Promoters towards misrepresentation.

- Share Capital

- Classification of share Capital, Meaning of Shares, Kinds of Shares, Issue of Shares.

- Allotment of shares

- Statutory restrictions and procedure on allotment of shares.

Unit -3

- Share holders and Members

- Meaning of shareholder/ Member, Procedure to become a member, kinds of members.

- Directors

- Meaning of Directors, Appointment of Directors, Qualifications of Directors, Powers of Directors, Duties of Directors, Remuneration of Directors.

- Managing Directors

- Meaning of Managing Directors, Appointment of Managing Directors, Remuneration of Managing Directors, Qualifications of Managing Directors, Term of Managing Directors, Powers and duties of Managing Directors.

Unit -4

- Secretary

- Meaning of Secretary, Definition of Secretary, Qualifications of Secretary, Duties of Secretary, Liability of company for secretary Acts.

- Secretary & Correspondence

- Correspondence with members- about allotment, call, forfeitures, transfer of shares

- Company meeting

- Statutory meeting, Annual Meeting, Extra ordinary meeting--

- Meaning, agenda, notice of meeting

Unit -5

- Report writing-

- Essentials of good report, contents of statutory report, Progress report, Importance of reports.

- Depositories and Dematerializations of securities

- Meaning of depository, Procedure of Depository, Meaning of dematerialization of shares, Procedure of dematerialization of shares.

- E- Governance and E- Filing

- Meaning of E- Governance and E- Filing, Advantages of EGovernance and E- Filing

- Procedure of E- Governance and E- Filing

Reference Books:

1. Company Law & Secretarial Practice- Appannaian Reddy, Prabhudev, Himalaya Publishing House
2. Company Law for Beginners- Dr. V.K. Jain, Sheth Publishers Pvt. Lt.
3. Company Law and Secretarial Practice- Dr. R.K. Nelakha, Ramesh Book Depot, Jaipur, New Delhi.
4. Company Law and Secretarial Practice- Dr. K.R. Dixit, Vishwa Publishers & Distributors, Nagpur
5. Secretarial Practice & Company Law- Arunkumar, Rachana Sharma-Atlantic Publishers and Distributors

B.COM-II

Paper - I

COMPULSORY ENGLISH

Textbook titled "*Blossom, an Anthology of prose & poetry*" shall be prescribed **COMPULSORY English textbook.**]

Question Paper Pattern

Subject – COMPULSORY English

Time – Three hrs	Marks-100
Question-1) A- Long Answer Question from Unit-I (any one out of two)	10
B- Short Answer Question from Unit-I (5 x 2) (any Two out of three)	10
Question-2) A- Long Answer Question from Unit-II (any one out of two)	10
B- Short Answer Question from Unit-II (5 x 2) (any Two out of three)	10
Question-3) Short Answer Question from Unit-III (any Four out of six)	20
Question-4) Grammar (Unit-IV)	
A- Business Letter (any one out of two)	10
B 1) One word substitute	10
2) Use of Preposition	
3) Use of Verb 10	
4) Antonym & Synonyms	
Question-5) Very Short Question from Unit I, II, III 20(Two marks each)	20

Paper - II

Subject – Supplementary English

Textbook titled "*Reflections, an Anthology of prose & poetry*" shall be prescribed **Supplementary English textbook.**

Question Paper Pattern

Subject – Supplementary English

Time – Three hrs	Marks-100
Question-1) A- Long Answer Question from Unit-I (any one out of two)	10
B- Short Answer Question from Unit-I (5 x 2) (any Two out of three)	10
Question-2) A- Long Answer Question from Unit-II (any one out of two)	10
B- Short Answer Question from Unit-II (5 x 2) (any Two out of three)	10
Question-3) Short Answer Question from Unit-III (any Four out of six)	20
Question-4) Grammar (Unit-IV)	
A- Business Letter (any one out of two)	10
B 1) One word substitute	10
2) Use of Preposition	
3) Use of Verb 10	
4) Antonym & Synonyms	
Question-5) Very Short Question from Unit I, II, III 20(Two marks each)	20

Paper - II

II nd LANGUAGE (MARATHI)

Textbook titled "*Bhashadarshan - II*" shall be prescribed **Marathi textbook.**

Paper - II

II nd LANGUAGE (HINDI)

Textbook titled "*Sahityavithika -II*" shall be prescribed **Hindi textbook.**

Paper - III
FINANCIAL ACCOUNTING - II

Unit – I

1. Flotation of Joint Stock Companies and their Capital Structure.
2. Accounting for Issue, Forfeiture of shares & reissue of forfeited shares.

Unit – II

1. Annual or Final Accounts of Joint Stock Companies. (Excluding Managerial Remuneration)

Unit – III

1. Final Accounts of Banking Companies (Preparation of Annual accounts as per Banking Companies Regulation Act 1949 as per amendment by RBI)

Unit – IV

1. Final Accounts of General Insurance Companies.

Unit - V

2. Profit Prior to Incorporation.
3. Liquidation of Company.
4. (Preparation of Liquidator's Final Statement of Account only)

Reference Books:

1. Corporate Accounting:-Maheshwari S N, Vikas Publishing house Pvt. Ltd.
2. Gupta R. L. – Advanced Financial Accounting – S. Chand & Sons
3. Kumar, Anil S. – Advanced Financial Accounting – Himalaya Publication House
4. Shukla and Grewal : Advanced Accounts (S. Chand & Ltd. New Delhi)
5. Jain and Narang : Advanced Accounts (Kalyani Publishers, Ludhiana)
6. Sr. K. Paul : Accountancy, Volume –I and II (New Central Book Agency, Kolkata)
7. R. K..Lele and Jawaharlal : Accounting Theory (Himalaya Publishers)
8. Dr. L. S. Porwal : Accounting Theory (Tata McGraw Hill)
9. Robert Anthony, D. F. Hawkins & K. A. Merchant : Accounting Text & Cases (Tata McGraaw Hill)
10. Dr. S. N. Maheshwari : Corporate Accounting (Viakas Publishing House Pvt. Lit. New Haldi)
11. Dr. Ashok Sehgal & Dr. Deepak Sehgal : Advanced Accounting (Taxmann, New Delhi)
12. Dr. R. D. Mehta, Prof. PradeepWath & Dr. D. C. Gotmare :- Advanced Financial Accounting (PayalPrakashan)

Paper - IV
COST AND MANAGEMENT ACCOUNTING

Unit – I

- **Cost Accounting** :- Meaning, Importance, Element of Cost, Cost-Absorption, Allocation of Overheads and Methods of costing, Difference between Cost Accounting and Financial Accounting.
- **Management Accounting** :- Meaning, Scope, Importance, and Limitations of Management Accounting. Difference between Cost Accounting and Management Accounting, Role of Management Accounting

Unit – II

- Cost Sheet, Tender and Quotations. Reconciliation of Profit /Loss shown by Cost and Financial Accounts.

Unit – III

- Process Cost Accounting (Including Abnormal loss and Abnormal effectives, Joint Process Accounts)
- Contract Cost Accounting (One years contract for complete & incomplete contract)

Unit – IV

- Break -Even Point Analysis
- Ratio Analysis (Ratios related to Trading and Profit and Loss Account and Current Ratio, Liquid Ratio, debtors Turnover Ratio, Creditors Turnover Ratio, Working Capital Turnover Ratio)

Unit – V

- Fund Flow Analysis
- Business Budget (Cash Budget and Flexible Budget Only)

Books Recommended -

1. S. N Maheshwari : Cost Accounting Theory and problems –ShriMahavir Book Depot, New Delhi
2. V.K. Saxena : Cost Accounting Text Book- Sultan Chand and Sons New Delhi
3. M.C. Shukls – T.S. – Grewal, M.P. Gupta – Cost Accounting – S. Chand , New Delhi
4. R. S. N. Pallai, V Bhagavathi – Cost Accounting – S. Chand, New Delhi
5. S. M. Shukla :- Cost Accounts (Hindi)
6. Nigam R. S. – Advanced Cost Accounting , S. Chand & Company
7. Jain S. P. – Advanced Cost Accounting – Kalyani Publication
8. Gawada, J Made – Advanced Cost Accounting – Himalaya Publication House
9. Pillai R. S. N. – Management Accounting – S. Chand & Co. Pvt. Ltd.
10. Agrawal N. K. – Managements Accounting – Galgotia Publication
11. Singh, Jagwant - Managements Accountings – KitabMahal
12. Rathnam P. V. - Managements Accountings – KitabMahal
13. Sharma R. K. - Managements Accountings – Kalyani Publication

Paper - V Business Communication

Unit I:

Business communication: concept, objective, elements, purpose & importance. Salient features & principles of effective communication. Types of communication, interpersonal, supervisory & grapevine communication, their characteristics. Public speaking: concept, principles, qualities & role of manager as Public speaker, importance of humor. Business writing: Elements, do's & don'ts, layout of business writing. Sales letter, enquiry, order, complaint letter, commercial letter, interview letter, appointment letter & show cause notice.

Unit II:

Communication media: Types, characteristics, advantages & disadvantages of print media, audio visual & internet. Organizational communication: Salient features, benefits & effectiveness of Company manual, house journal, placement broacher, leaflets. Public relations: Meaning, objectives, principles. Functions & qualities of public relation officer, corporate image, communication with government.

Unit III: Word processing

Introduction, Creating document, Structure of Ms-word window and its application, mouse & keyboard operations, designing a document; formattingselection, cut, copy, paste, Toolbars, Printing, Saving, Opening, Closing of document; creating a template; Tables, borders, textbox operations; Spelling and Grammar check, Mail merge, Envelope and label, protection of document, Change the view of document.

Unit-IV : Spreadsheet Package

Introduction To Ms-excel, Excel Toolbars and Operations, formatting Features, Copying Data Between Worksheets; Entering and Editing Cell Entries, Creation of Charts, Editing and Formatting Charts, Goal Seek, Auditing, Linking, Workbook, Database in Excel (Auto Filter, Advanced Filter, Sort, Form), Mathematical, Statistical and Financial Functions in Ms-Excel.

Unit- V : Power point

Working with Power point, Standard Toolbar, Formatting Toolbar, Drawing Toolbar, Moving the Frame, Inserting Clip Art, Picture, Slide; Text Styling, Send to Bank, Entering Data to Graph, Organization Chart, Table, design Template, Master Slide, Animation Setting, show and Presentation, Auto Content Wizard, Package for CD (pack & Go Feature).

Practical: (20 Marks)

The practical's shall be evaluated by Subject teacher (Internal examiner), moderated & certified by the Principal, marks shall be sent to University .

The practical's shall be based on following:

Practical assignments in MS WORD, MS EXCEL & MS POWER POINT (MS OFFICE 2007)

Practical marks shall be awarded as below :

- a) Record of Practical Assignments 10 marks
 - b) Internal Viva-Voce 10 marks
- Total - 20 marks

Books Recommended:

1. A guide to Business Correspondence–Kapoor A.–S.Chand &Co.
2. Basic Business Communications – Rober M. Archer
3. English Grammar – Wrenin & Martin
4. Effective Business Communication – Herta Murphy Chorles Perk – Tata Mcgraw Hill
5. Microsoft Office -2000/2007 - Gini Courter, Annelte Marquis BPB
6. It Today (Encyclopaedia) - S.Jaiswal
7. A First Course In Computers - Sanjay Saxena
8. First Text Book On Information Technology – Srikant Patnaik

Paper - VI MONETARY ECONOMICS

1. Level of knowledge's Basic Knowledge
2. Objectives :- This course is meant to accountant the Students with the Monetary Economies in which Money Banking and Public finance as are applicant in business and also

Course Contents:-

Unit: I

Money

- Evolution, meaning, definition, nature and functions of money.
- Types of Money (Metal, paper Plastic)
- Quantity Theory of Money and Criticism.
- Inflation, deflation, meaning, nature, Causes, effects, impact, remedial measures by RBI and role,
- Money Market Concept of Money market objective importance, Monetary policy and fiscal policy Concept - meaning, objectives need, importance, impact, recent charges/Trends

Unit: II

Banking

Commercial Bank – Evolution, Meaning, definition, functions, role, credit creation, investment policy, Limitations.

- Assets and liabilities and Management – (ALM) – Meaning objectives, balance sheet, importance, constituent, Ingredients of ALM
- Non-Performing Assets. – Meaning, Criteria and Causes.
- E-Banking & Core Banking – Meaning, nature, features, essential factors, Advantage & dis-advantages. ATM – (Automated Teller wachiues) Meaning, features. Merits and demerits credit cards (KCC) Plastic cards small cards, cheque cards, e-purse, laser cards
- Meaning, features, Merits & demerits.
- Automated clearing Houses, online Banking, Advanced Ledger Posting Machines, MICR Technology – Cheques
- clearing EFT (Electron fund Transfer) Internet Banking e-cheque ECS (Electronics clearing system)

Unit: III

Banks and Customers – Relationship and Services

- Introduction, meaning of customer, Bank & Customer relationship
- Debtor & creditors, Trustee and Beneficiary, Agent and Principal, Baitec and Baitec special relationship.
- Opening, operating and closing of an Bank accounts, types

- demat account advantages, role of demat partner. Buying and selling of demat securities.
- Methods of Calculating Interest Rates – on deposits, on loans advances, on cash credits on overdraft facilities - Banker Right & obligations.

Unit: IV

Central Bank

- Introduction, Meaning, objectives, functions, role – professional & regulatory organization & Management
- Credit Control – Meaning objectives methods :- Quantitative – Bank rate, open market operation, varying reserve requirement, credit rationing. Qualitative
- Varying margin requirement, regulation of consumer’s credit, Issuing directives to restrict bank advances and limitation.
- Monetary Policy and Reserve Bank – Meaning, objectives function, role, measures, impact discrete actions and rules cash Reserve Ratio (CRR) statutory liquidity Ratio (SLR)

Unit: V

Public Finance –

- Concept, Meaning, scope, importance – Principles of Public
- finance Theory of Maximum Social Advantages & their criticism.
- Taxation – Definition – Characteristics, cannons of taxation,
- Taxable capacity – Meaning, importance, theory of ability to pay tax & criticism factors influencing taxable capacity. Types of taxation – proportional, progressive and regressive taxation system Direct and in directs tax concept, meaning, objectives merits & demerits. - Information Monetary fund – (IMF) Concept, meaning, objectives, need function, impact on economy.

Books Recommended:-

1. Mankiw, N. Gregory. Macroeconomics. Macmillan worth Publishers New York, Himpshire 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. Deepashree, “Macro Economics”, ANE Books Pvt. Ltd. New Delhi.
5. Barro, Robert J. Macroeconomics. MIT Press, Cambridge MA.
6. Burda, Michael, and Wyplosz. Macroeconomics A European Text. Oxford University Press, Oxford.
7. Salvatore, Dominick. International Economics. John Wiley & Sons Singapore.
8. Branson, William H. Macroeconomic Theory and Policy. Harper Collins India Pvt. Ltd.

Paper - VII

Business and Industrial Law

Level of Knowledge- Basic knowledge.

- Objectives :-** 1) To develop conceptual knowledge regarding various laws related to business and industry.
2) To impart knowledge regarding to procedure of various laws related to business and industries.

Unit – 1

- **Indian Contract Act 1872-** Definition, Kinds and concepts of contracts.

Offer and Acceptance Consideration -Capacity of parties -Free consent - Legality and objects of consideration - Void Agreements-Performance of Contact -Discharge of Contract and Remedies.

- **Patent Act- 2002-** Meaning, Objective and important Definition - Inventions not patentable -Patent office and power controller - Penalties.

Unit-2

- **The Indian Partnership Act, 1932** -Concept of partnership -Test for determination of existence for partnership -Kinds of partnership - Registration, Effects of Non- Registration -Rights and duties of partners

towards other partners -Authority of partner and liabilities towards third parties -Admission, retirement, expulsion of partners and their liabilities -Dissolution of the firm

- **The Sale of Goods Act- 1930** -Contract of sale of Goods –Conditions and Warranties -Transfer of Property - Performance of contract of sale - Rights of unpaid seller

Unit -3

- **Information Technology Act- 2000** -Meaning, objective and scope, offences and penalties adjudicating - Digital Signature and Electronic Governance -Offences and penalties

- **Right to Information Act-2005** -Important Definition, aims and objects of Right to information Act -Request for acquiring Information and procedure regarding information -Charges for supply of information -Appeal Officers

-Consequences of non supply of information -Format of complaint application

Unit-4

- **The Consumer Protection Act** -Salient Features of Act -Definition- Consumer, Complaint, Services, -Defect and Deficiency, complaints –Rights and relief's available to consumers -Procedure to file complain -Consumer Disputes Redresser Agencies -Procedure followed by Redresser Agencies

- **Environment Protection Act- 1986** -Meaning, objective and scope –Power of Central Government to protect and improve Environment -Location of Industries, Process and Operations -Offences and penalties

Unit- 5

- **The Indian Factories Act- 1948** -Important Definitions –Provisions regarding workers Health -Provisions regarding safety of workers –Rules regarding Labor welfare -Provisions regarding Adults, Women workers and young workers

- **The Industrial Disputes Act-1947** -Important Definition -Authorities for the settlement of Industrial Disputes -Work procedure of different authorities and their powers and responsibilities -Duties of Conciliation officer and board -Duties of court of enquiry -Strikes and Lock out

- **Workmen's Compensation Act, 1923** -Important Definitions –Rules regarding Workmen's compensation - Amount of Compensation -Notice and claim for compensation ,Workmen's compensation commissioners

Books Recommended:-

1. Dr. V. K. Jain: Mercantile Law, Seth Publications, Nagpur
2. M.C. Shukla: Company Law, S. Chand & Company, Nagpur
3. Sen & Mitra: Cinnercuak Kawn, The World Press Pvt. Ltd., Kolkata
4. M.C. Kuchhal: Mercantile Law, Vikas Publishing House, New Delhi
5. C.K. Kapoor: Lectures on Business and Corporate Laws, Vidya Sadan, Delhi
6. V.S. Datey: Business and Corporate Laws, Taxman, New Delhi
7. K.R. Bulchandani, Business Law for Management, Himalaya P. House, Mumbai-2006
8. Right to Information Act, 2005- Bare Act
9. Right to Information Act, 2005-Books Published by Yashada (Yashwantrao Chavan, Vikas Prakashan Prabhodini- Rajhans Prakashan)
10. Information Manual: By Advocate, U.P. Deopujari, Nagpur Laws House

B.COM-III
PAPER - I
FINANCIAL ACCOUNTING -III

Unit – I

Amalgamation and Absorption of Companies.

Unit – II

Reconstruction of Companies. (Internal and External Reconstruction of Companies)

Unit – III

Accounts of Holding Companies. (Excluding Right Issue & Bonus Issue)

Unit - IV

Valuation of Goodwill and Valuation of Share

Unit - V

- Fire Insurance Claims.

- (Excluding Computation of Loss of Profit)

- Accounts of Public Utility Companies (Electricity, Gas and Water Supply Companies) According to Double Accounting System.

Books Recommended

- Gupta R. L. – Advanced Financial Accounting – S. Chand & Sons
- Kumar, Anil S. – Advanced Financial Accounting – Himalaya Publication House
- Shukla and Grewal : Advanced Accounts (S. Chand & Ltd. New Delhi)
- Jain and Narang : Advanced Accounts (Kalyani Publishers, Ludhiana)
- Sr. K. Paul : Accountancy, Volume –I and II (New Central Book Agency, Kolkata)
- R. K..Lele and Jawaharlal : Accounting Theory (Himalaya Publishers)
- Dr. L. S. Porwal : Accounting Theory (Tata McGraw Hill)
- Robert Anthony, D. F. Hawkins & K. A. Merchant : Accounting Text & Cases (Tata McGraaw Hill)
- Dr. S. N. Maheshwari : Corporate Accounting (Viakas Publishing House Pvt. Lit. New Heldi)
- Dr. Ashok Sehgal & Dr. Deepak Sehgal : Advanced Accounting (Taxmann, New Delhi)

Paper - II
Income Tax and Auditing

Objectives:-

To understand the basic concept and definition of Income Tax Act, 1961.

To Acquire knowledge about Computation of Income under different heads of Income of Income Tax Act, 1961 and Direct Tax code 2012.

To Acquire Knowledge about the submission of Income Tax Return, Tax deducted at Source.

To prepare student Competent enough to take up employment in Tax planner.

Unit – I:

- **Auditing:** Nature of Auditing, Meaning & Definition, Objectives, Advantages, Principles, scope and Limitations of Auditing .Types of Auditing—Continuous Audit, Annual, Periodical Audit, Internal Audit - Definition, objectives, Advantages, Basic Principles of Internal Audit, and Auditor.

- **Audit Planning and Documentation:** Commencement of New Audit, Preparation for Audit programme, Objectives, Types of Audit programme, Advantages and Disadvantages of Audit programme.

Unit – II :

- **Auditing Techniques: - Vouching-** Meaning, Need for Vouching, Procedure of Vouching, Vouching of Cash Book, vouching of subsidiary book, Vouching of Ledgers.

- Basic Concepts of Income Tax

Assessment Year, Previous Year, Meaning & Definitions, GTI, Difference between Exemption & deduction, Capital & Revenue Expenditure. Due Dates of Filing return by different Assessee.

- Introduction of Five Heads of Income Tax & theory

Salary, House Property, Income from Business & Profession, Capital Gains & Income from Other Sources.

- Residential Status and its effects on Tax incidence

(Residential status of Individual, HUF, Firm & Association of Person, Company, Basic Conditions & Additional Conditions. (Theory))

Unit-III :

- Income from Salary

Types of allowances (Taxable & Tax free), perquisites, and Tax treatment of P.F, E.P.F., Superannuation Fund, Allowances & Perquisites, Computation of Income from Salary and Calculation of Tax Liability. (Problems)

- Deduction under section 80C, 80CCC, 80CCD, 80D, 80DDB, 80E, 80G, 80GG, 80U.

Unit-IV:

- Income from Business and profession

Definition & Meaning of Business, Business deduction and allowances, maintenance of accounts by certain persons, Special provisions under section 44 AD and 44 AE, Depreciation U/S 32, Computation of income from business. Computation of Total Income of Individuals. (Theory/Problems).

- Tax Return Preparers Scheme 2006 (section 139 B)

Definition of Tax Return Preparers (TRP), Educational Qualification, Duties and Responsibilities of Tax Return Preparer, Preparation and Submission of Return of Income by TRP, Remuneration of TRP, and Information related to TRP, Function and Restriction of assesses in relation to Tax Return Preparers scheme. (Theory)

Unit-V:

- Income House Property -Meaning & Definition, Gross Annual Value Net Annual Value , Arrears of Rent , Unrealized Rent, Interest on Loan Preconstruction & Post Construction, Composite Rent etc. Computation of Income from house property.

- Income from Other Source – Basis of Charge, Chargeable Incomes, Exempt Incomes, Computation of Income from other sources.

- (Income Tax Calculation – Rates applicable for respective Assessment year* Education Cess.) (* N. B.- Current Academic year will be the Assessment. year)

Books Recommended :

1. Ahuja G. K. and Ravi Gupta :- Systematic Approach to Income and Central Sales tax, Bharat law house, New Delhi.
2. Singhanian V. K. :- Direct taxes :- Law and Practice, Taxman's publication, Delhi.
3. Jain K. C., Gour V. P., Narang D. B. :- Direct taxes Kalyani Publishers, Delhi.
4. Jain Dr. V. K. :- Income tax for beginners—Seth publishers, Mumbai.
5. Datey V. S. :- Indirect taxes law and Practice, Taxman, New Delhi, customs and excise Law Time :- various issues.
6. Sonogaonkar Dr. Shripad, Sontakke Dr. Ravindra, Patil Dr. Milind :- Auditing and Income Tax- Himalaya publishing House, Nagpur.
7. Upgade Dr. V. and Shende Dr. A. K. :- Direct taxes – Anuradha publication, Nagpur.
8. Auditing principles – Jagdish Prasad.
9. Practical Auditing – Spicer and Peglar

PAPER – III
Functional Management
Unit-I

Human Resource Function:-

- Human Resource Philosophy (Concept Scope Role and functions of HR)
Human Resource planning , Recruitment , Selection, placement , Induction Training and deployment, Compensation, Job evaluation .

Unit-II

Marketing Function:-

- Evolution of Modern concept of Marketing Market Segmentation, Basis for Segmenting consumer and industrial market, Product planning and deployment, pricing policies and strategies. Channels of Distribution.

Unit-III

Finance Function:-

- Scope and Importance of Financial Management, Functions and Role of Financial manager, Sources of capital, cost of capital.

Unit-IV

Production Function:-

- Meaning Nature scope and Importance of production Management. Production process, production planning and control, product Design and product Research.

Unit-V

International Business Environment:-

- Globalization – Introduction, Significance, Nature and Scope of Global Business, Social Cultural Economic, Political and Ecological factors of Global Business Environment.

Books Recommended:

1. Personnel and Human Resource Management-- David A Decenzo & Stephen Robbins.
2. Human Resource Management -- Garry Dersler , prentice Hall
3. Human Resource Management Treat and cores -- V.S.P. Rao, Excel Books Delhi.
4. M.Y. Khan & P.K.Jain: Financial Management
5. Financial Management- I M Pandey
6. Marketing Management planning, Implementation control- Ramaswamy and Hamakumaris , prentice Hall, Delhi
7. International Business Environment, The Text and cases – Prentice Hall of India.

Paper - IV
INDIAN ECONOMICS

1. **Level of knowledge's** Basic Knowledge

2. **Objectives :-** This course is meant to acquaint the Students with the Indian Economics as are applicable in Business

Unit I

Indian Economy & Planning

- **Economic Planning:-** Characteristics Rational features, Objectives, evaluation of the objectives of economic planning and recent five year plan.
- Strategy of India's development plans: 10th, 11th plan
- The employment perspectives in 11th plan.
- Resources allocation and financing of five years plan :- way to Increase revenue and control expenditure.
- Regional planning in India – aspects of regional planning –conceptualization, Magnitude, Regional and lack of gerunie regional planning in India.
- Assessment of India planning – Basic approach, targets and achievement an appraisal.
- Achievement and short comings of Economics planning.

Unit II

Indian Economy & policy

- Concept of economic growth of Economic Development Characteristics of underdeveloped/Developing countries
- Broad features of Indian economy
- Natural resources – Land, soil, water, forest, mineral.
- Infrastructure – sources of energy in India. Power, coal, oil and Gas, Atomic, Non-conventional, Energy strategy. Transport system in India – Railways, Road, Water, Air Transport. - India's population: Size and Growth trends future, causes and consequences on economic development, Explosion, remedies, population policy.
- Employments and unemployment :- Trends, structure, employment in India, Nature and estimates of unemployment – urban, rural, agricultural unemployment, causes, government policy for removing unemployment and Sectoral Issues

Unit III

Indian Agriculture

- Nature, Role of Agriculture in India economy
- Cropping pattern in India and its determining factors. Crop insurance and live stock insurance – problem and Remedies
- Progress of Land reform, cooperative farming
- Green resolution: impact and constraints.
- Trends in Agricultural Production and Productivity low levels and causes of low productivity, measures to increase production and productivity.
- Agriculture marketing and finance – Need and sources, agriculture finance, co-operative credit societies. NABARD (National Bank for Agriculture and Rural Development) Financial inclusion.
- Agriculture Marketing Concept Meaning Advantage, Disadvantages, problems, remedies, and Government measures to improve the system of agriculture Marketing co-operative marketing.
- Agricultural price policy – Trends, Need, Agriculture, subsidies, Public distribution system in India. Targeted public distribution system (TPDS)
- Agricultural Labour :- Definition, conditions and problems, Measures adopted by the Government, Measures for improvement.

Unit IV

Indian Industry

- Industrial policy 1991 some major Industries - Iron and steel, jute, Textile, sugar, cement
- Small scale and cottage industries – Definition, role, performance, importance problems, and remedies
- Public sector industries : Role, Performance, importance, Problems, and remedies
- Privatization of Public sector industries: meaning, methods, Evolution of privatization policy in India. Process from disinvestment and methodologies adopted and a critique of privatization and disinvestment
- Private sector industries Meaning Role importance, problems and remedies.
- Industrial sickness in India – Definition, causes, consequences, remedial measures
- Service sector: Growth, contribution of services sector in India, rapid service growth share services in employment.
- Indian trade union movement: Concept and Meaning, Role and functions, strength and weakness.

Unit V

India's International Trade

- Foreign Trade and foreign capital :- Concept and Meaning, advantages, disadvantages, Composition and direction export policy and import policy.
- Special Economic Zones:- Concept history, benefits, arguments against SEZS, EGOM, Decision on SEZS and impact on Economics.
- Foreign capital and Aid:- Need, role, problems , non – resident deposits, India's external debt.

- Multinational corporation, Concept:- Role, importance, advantages and disadvantages of MNC's and control over MNC's, impact on economy.
- Liberalization, privatization, Globalization meaning, importance, Role and steps forwards LPG, effects, and impact on Indian economy.
- World Trade Organization (WTO) :- Objective, working and functions and Role
- Public Expenditure – classification, Role, increasing causes of Public Expenditure.
- Public debt Meaning, Concept Meaning, Classification, Role, problem and remedies.

Books Recommended:

1. Agarwal, A.N. – Indian Economy
2. Datta and Sundaram – Indian Economy
3. Misra S.K. and Puri V.K. – Indian Economy
4. Gupta N.S. – Industrial Economy of India
5. Mishra R.P. – Rural Development
6. Government of India – Five year plans
7. Government of India – Economy Survey
8. Reserve Bank of India – Annual Reports on Currency and finance.

**PAPER - V
BUSINESS FINANCE**

Unit – I

- Meaning, Nature, Significance, Objects and Scope of Business Finance, Recent Development and Reform in Finance Sector. Sources of Business Finance, Long- Medium and Short Term, Capital Market, Primary Market and Secondary Market.

Unit – II

- Role and Functions of Stock Exchange and SEBI. Project Financing, Venture Capital Financing, International Finance, Euro Issue, External Commercial Borrowings, Financing and Management of Small and Medium Enterprises.

Unit – III

- Meaning of Working Capital, Types, Determinants, Assessment of Working Capital Requirement, Operating Cycle. Inventory Management, Debtors Management and Creditors Management.

Unit - IV

- Dividend Policy, Essentials of Sound Dividend Policy, Determination of Dividend Policy and its types. Surplus and Reserve Policy. Cash Flow for Investment Analysis.

Unit - V

- Capital Budgeting :- Meaning, Nature and Types of Capital Budgeting, Investment Appraisal Techniques, Pay Back Period Method, Rate of return method, Net Present Value Method, Discounted Cash Flow Method,
- Leverages -Concept of Leverages, Operating and Financial Leverages.

Books Recommended:

1. Financial Management Problems & Solutions :- Kishore Ravi M (Taxman Allied Service (p) Ltd.)
2. Fundamentals of Financial Management :- Chandra Prasanna (Tata McGraw Hill Publishing Co. Ltd.)
3. Management Accounting & Financial Management :-Arora M N (Himalaya Publishing House Pvt. Ltd.)
4. Financial Management :- M R Agrawal (Garima Publication, Jaipur)
5. Financial Management :- P V Kulkarni , B G Sathyaprasad (Himalaya Publishing House)
6. Financial Management :- Dr. R. S. Kulshrestha, Prof. Sanjaykumar Shrivastava, Dr. Ghanshyam Mishra (S B P D Publishing House)
7. Business Finance :- Shashi K Gupta, R K Sharma (Kalyani Publishers)
8. Business Finance :- N P Agrawal, B K Mishra (Ramesh Book Depot)

PAPER - VI

COMPUTERIZED ACCOUNTING

Unit-I

- Introduction to Accounting, Advantages of accounting, Books of accounts, Classification of Accounts, Financial Statements, Inventory management, Computerized Accounting, Need of Computerized Accounting, Accounts Organization, Accounts group, Loans Liabilities, Assets and Budget.

Unit-II

- Accounting Software's Introduction to tally Software, Features of Tally Screen, Company information, Creating new Company, Gateway, Selection of Company, selection of Options, Buttons at Gateway, Working with multiple Companies, Company Features.

Unit-III

- Configuration- General, Numeric Symbols, Voucher Entry, Creation of Voucher Screen, invoice Order Entry, Printing. Accounts info menu, Account Groups- create new group, creation of primary group. Normal and advance information, Ledger Accounts, cost categories, Cost Centers. Creation of Budget, Types of budget.

Unit-IV

- Voucher- Voucher Entry, creation of Vouchers Screen, types of Voucher, Selection of Voucher types, Post Dated Voucher, printing of Vouchers, Cheque Printing, advance Features of account Voucher. Inventory info, Features of Inventory info. Configure- Inventory Info, balance Sheet, Audit Trail, Ratio Analysis.

Unit-V

- Display-Accounting Report Display, Inventory report Display, and MIS Report Display. Printing Reports, Export of Data. Maintenance- Bank Reconciliation, House Keeping, Data Maintenance. Security- Users and Password, Security Controls, Types of Security, Creation New Security Levels and Tally Audit.

Practical: (20 Marks)

The practical's shall be evaluated by Subject teacher (Internal examiner), moderated & certified by the Principal, marks shall be sent to University. The practical's shall be based on following:

Practical assignments in TALLY software based on syllabus.

Practical marks shall be awarded as below :

- | | |
|------------------------------------|----------|
| a) Record of Practical Assignments | 10 marks |
| b) Internal Viva-Voce | 10 marks |

Total - 20 marks

Books Recommended:

1. Accounting with Tally : K.K. Nadhani, BPB Publication
2. Tally Tutorail : K.K. Nadhani and A.K. Nadhani, BPB Publication
3. Advances Accounts Vol-I: M.c. Shukla, T.S.Grewal and S.G,Gupta, S.Chand &
4. Company, Delhi.
5. Accounting Principles: Anthony R.N. and J.S. Richard, Irwin Inc.
6. Advanced Accountancy By P.C. Tulsian, Tata McGraw HILL Publication.
7. Microsoft Office -2000/2007- Gini Courter, Annelte Marquis BPB
8. It Today (Encyclopaedia) - S.Jaiswal
9. A First Course In Computers - Sanjay Saxena
10. First Text Book On Information Technology – Srikant Patnaik