

BHAGWANT UNIVERSITY
Sikar Road, Ajmer
Rajasthan



Syllabus

Institute of Humanities & Applied Sciences

B. Com.

BHAGWANT UNIVERSITY
BACHELOR OF COMMERCE

PART I

Subject Code	Name of Subject	Teaching Period			MARKS		
		L	T	P	External	Internal Mid term-15 Assignment 15	Total
01ABC101	Communication Technique	3	1	0	70	30	100
01ABC102	Business Statistics	3	1	1	70	30	100
01ABC103	Environmental Studies	3	1	0	70	30	100
01ABC104	Principles of Financial Accounting	4	2	0	70	30	100
01ABC105	Managerial Economics.	4	2	0	70	30	100
01ABC106	Business Organization & Management	4	2	0	70	30	100
TOTAL		21	9		420	180	600

PART II

Subject Code	Name of Subject	Teaching Period			MARKS		
		L	T	P	External	Internal Mid term-15 Assignment 15	Total
02ABC101	Fundamental of Advanced Accounting.	4	1	0	70	30	100
02ABC102	Elementary Computer Applications	5	2	1	70	30	100
02ABC103	Basics of Service - Banking & Insurance	4	2	0	70	30	100
02ABC104	Income tax	4	2	0	70	30	100
02ABC105	Business Laws	4	2	0	70	30	100
TOTAL		21	9		350	150	500

PART III B.Com

Subject Code	Name of Subject	Teaching Period			MARKS		
		L	T	P	External	Internal Mid term-15 Assignment 15	Total
03ABC101	Taxation	5	1	0	70	30	100
03ABC102	Corporate Accounting	4	2	1	70	30	100
03ABC103	Auditing	4	2	0	70	30	100
03ABC104	Business Data Processing & Account System	4	2	0	70	30	100
03ABC105	Small & Medium Enterprises	4	2	0	70	30	100
TOTAL		21	9		350	150	500

COMMUNICATION TECHNIQUE

CODE 01 ABC 101

MAXIMUM MARKS:100

EXTERNAL MARKS: 70

INTERNAL MARKS: 30

UNIT- I

- Words and Sentences
- Verbs/Tenses
- Questions / Questions Tags
- Modal Verbs
- The Passive

UNIT- II

- Nouns and Articles
- Determiners
- Reported Speech
- Adjectives and Adverbs

UNIT- III

- Prepositions
- Pronouns
- Conditionals
- Linking Words

UNIT- IV

- Essay and Report Writing
- Review Writing

UNIT- V

- Applications and Letter
- Precise Writing

Suggested Readings:

1. Communication Technique Dr.Nupur Tandon
2. Communication Technique and Grammar Aspects : shukla, Arora Maheswari
3. Professional Communication : Koneru Tata Mc-Graw Hill Publishing Ltd.,New Delhi
4. Communication techniques And Gramatical Aspects : Ruchi ,Dheer ,Jaill, Shukla Pathak ,& Maheswari—CBH Publication
5. Effective Technical Communication : Rizvi –Tata Mc-Graw Hill Publishing Ltd.,New Delhi

BUSINESS STATISTICS

CODE 01 ABC 102

MAXIMUM MARKS:100

EXTERNAL MARKS: 70

INTERNAL MARKS: 30

UNIT I:

Introduction to Statistics: Meaning, definition, importance and limitations of statistics. Collection of data- Primary and Secondary data – (Sampling- Random-Non Random-Census)- Schedule and questionnaire –Frequency distribution –Tabulation.

UNIT II:

Measures of Central Tendency: Definition Objectives and Characteristics of measures of Central Tendency-Types of Averages – Arithmetic Mean, Geometric Mean, Harmonic Mean, Median, Mode, Deciles, Percentiles, Properties of averages and their applications.

UNIT III:

Measures of dispersion and Skewness: Meaning, definitions, Properties of dispersion-Range-Quartile Deviation –Mean Deviation-Standard Deviation- Coefficient of Variation-Skewness definition-Karl Pearson's and Bowley's Measures of skewness-Normal Distribution.

UNIT IV:

Measures of Relation: Meaning, definition and use of correlation – Types of correlation-Karl Pearson's correlation coefficient. Meaning and utility of Regression analysis comparison between correlation and Regression – Regression Equations-Interpretation of Regression Co-efficient.

UNIT V:

Analysis of Time Series & Index Numbers: Meaning and utility of time series Analysis-Components of Time series- Measurement of trend and Seasonal Variations – Utility of Decomposition of Time Series-Deconstruction of Data. Meaning, Definition and Importance of Index Numbers-Methods of Construction of Index Numbers – Price Index Numbers – Quantity Index Numbers –Tests of Adequacy of Index Numbers – Deflating Index Numbers – Cost of Index Numbers-Limitation of Index Numbers.

Suggested Readings:

1. Fundamentals of Statistics Gupta S.C
2. Statistical Methods Gupta S.P
3. Statistics for Management Levin & Rubin
4. Statistics-Problems and Solutions Kapoor V.K.

5. Fundamentals of Statistics Elhance.D.N
6. Microsoft Office Excel 2003 and 2007- step by step, Frye, PHI
7. Statistics Gupta B.N.

ENVIRONMENTAL STUDIES

CODE 01 ABC 103

MAXIMUM MARKS:100

EXTERNAL MARKS: 70

INTERNAL MARKS: 30

Unit I:

The Multidisciplinary nature of environmental studies Definition , scope and importance Need for public awareness.

Unit II:

Natural Resources: Renewable and non-renewable resources: Natural resources and associated problems, Forest resources: Use and over-exploitation, deforestation, case studies, Timber, extraction, mining, dams and their effects on forests and tribal people, Water resources: Use and over-utilization of surface and groundwater, floods, drought, conflicts over water, dams-benefits and problems. Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies. Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies. Energy resources: Growing energy needs, renewable and nonrenewable energy sources, use of alternate energy sources. Case studies. Land resources: Land as a resource, Land degradation, man induced Landslides, soil erosion and desertification.

Unit III:

Ecosystems, Concept of an ecosystem. Structure and function of an ecosystem. Producers, consumers and decomposers. Energy flow in the ecosystem Ecological succession Food chains, food webs and ecological pyramids .Introduction, types, characteristic features, structure and function of the following ecosystem: Forest ecosystem, Grassland ecosystem. Desert ecosystem Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)

Unit IV:

Biodiversity and its conservation, Introduction – Definition: genetic, species and ecosystem diversity. Biogeographically classification of India. Value of biodiversity: consumptive use, productive use, social, ethical, aesthetic and option values. Biodiversity at global, National and local levels. India as a mega-diversity nation. Hot- spots of biodiversity. Threats to biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts. Endangered and endemic species of India. Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity.

Unit V:

Environmental Pollution, Definition, Causes, effects and control measures of Air pollution, Water pollution , Soil pollution ,Marine pollution, Noise pollution, Thermal pollution , Nuclear hazards, Solid waste Management: Causes, effects and control measures of urban and industrial wastes. Role of an individual in prevention of pollution .Pollution case studies. Disaster management: floods, earthquake, cyclone and landslides.

PRINCIPLES OF FINANCIAL ACCOUNTING

CODE 01 ABC 104

MAXIMUM MARKS:100

EXTERNAL MARKS: 70

INTERNAL MARKS: 30

.UNIT-1: Introduction to Accounting:

Need for Accounting – definition, features, objectives, functions, systems and bases and scope of accounting - Book keeping and Accounting - Branches of Accounting - Advantages and limitations-basic terminology used- – Accounting concepts and conventions.

Accounting Process-Accounting cycle-Accounting equation-classification of accounts-rules of double entry book keeping – identification of financial transactions- Journalizing –Posting to Ledgers, Balancing of Ledger Accounts

UNIT- II: Subsidiary Books and Bank Reconciliation Statement :

Sub Division of Journal-Preparation of Subsidiary Books including different types of cashbooks-simple cashbook, cashbook with cash and discount columns, cashbook with cash, discount and bank columns, cashbook with cash and bank columns and petty cash book.

Bank Reconciliation Statement- Need - Reasons for difference between cash book and pass book balances - problems on favorable and over draft balances - Ascertainment of correct cash book balance.

UNIT- III: Trial Balance, Final Accounts; Errors and Rectification:

Trial Balance: meaning, objectives, methods of preparation - Final Accounts: Meaning, features, uses and preparation of Manufacturing, Trading Account, Profit & Loss Account and Balance Sheet-Adjusting and Closing entries.

Errors and their Rectification - Types of Errors - Rectification before and after preparations of final Accounts - Suspense Account- Effect of Errors on Profit.

UNIT - IV: Consignment and Joint Ventures:

Consignment - Features, Terms used Proforma invoice - Account sale Delcredere commission -Accounting treatment in the books of the consignor and the consignee - Valuation of consignment stock - Normal and abnormal Loss - Invoice of goods at a price higher than the cost price.

Joint ventures -features-difference between joint venture and consignment, Accounting Procedure – Methods of keeping records for Joint venture accounts-method of recording in co ventures books-separate set of books method .

UNIT- V : Depreciation - Provisions and Reserves:

Meaning of Depreciation - Causes- objects of providing for depreciation -Factors affecting depreciation - Accounting Treatment- Methods of providing depreciation - Straight line method - Diminishing Balance Method. ,

Suggested Readings:

1. Financial Accounting, A Dynamic Approach;Bhattacharya, PHI
2. Accountancy-1: Haneef and Mukherjee Tata Mcgraw Hill co.
3. Principles and Practice of Accounting R.L. Gupta & V.K. Gupta Sulthan Chand &sons
4. Accountancy-1:S.P. Jain & K.L Narang - Kalyani Publishers
5. Accountancy – I: Tulasian: Tata Mcgraw Hill Co
6. Advanced Accountancy – Arulanandam, Himalaya publishers

MANAGERIAL ECONOMICS

CODE 01 ABC 105

MAXIMUM MARKS:100

EXTERNAL MARKS: 70

INTERNAL MARKS: 30

Unit - I :

Introduction , Economic and Non-Economic Activities—Nature and scope of Business Economics -micro and macro economics - positive and normative—inductive and deductive approaches—reading of graphs-concept of slope—Utility-cardinal and ordinal utility-Law of diminishing marginal utility-Law of Equi-marginal Utility.

Unit- II :

Demand, Supply and Market Equilibrium ,Demand-meaning-individual demand—law of demand-properties of demand curve-income effect and substitution effect-exceptions to the law of demand—individual demand and Market Demand—demand function—determinants of demand and market demand—shift of demand vs. movement along a demand curve—Elasticity of demand-price elasticity-meaning and measurement-price elasticity and total revenue of a firm-income elasticity-classification of goods based on income elasticity-cross elasticity-classification of goods into substitutes and complements—Supply-law of supply-determinants of supply—market equilibrium—concept of consumer surplus.

Unit III:

Production and Costs ,Production function—Distinction between short-run and long-run—Production with one variable input-relationship between total, marginal and average production functions-law of variable proportion—production with two variable inputs-isoquants -isocosts-techniques of maximization of output, minimization of cost and maximization of profit-scale of production-economies and diseconomies of scale—Cost function—short-run total and average costs—long-run total and average cost.

Unit IV:

Market Structure and Factors of Production , Market structure—characteristics—perfect competition-characteristics-equilibrium price—profit maximizing output in the short and long-run—Monopoly-characteristics-profit maximizing output in the short and long run-defects of monopoly—monopolistic competition-characteristics—product differentiation-profit maximizing price and output in the short and long-run—Oligopoly-characteristics-price rigidity-the kinked demand curve—Factors of Production.

Unit V:

National Income, Trade Cycles and International Trade , National Income—Definition-Measurement—GDP-meaning—Fiscal deficit—Economic systems- Socialism- Mixed economy system- Free market economies - Concepts of Economic Liberalization, privatization, Globalization- Recent trends; International Trade-Concepts – Comparative Cost Theory-Balance of Trade-Balance of payments; WTO—Objectives—Agreements—Functions; Trade cycles- Meaning- Phases- Consequences- Remedies;

Suggested Readings:

1. Business Economics: Manab Adhikary – 2nd. Edition; Excel Books.
2. Paul A Samuelson: “Economics”
3. Stonier & Hague: “A Test Book of Economic Theory”
4. I.C.Dhingra: Business Economics
5. KPM Sundaram: Micro Economics
6. Pailwar: Economics Environment of Business. PHI

BUSINESS ORGANIZATION AND MANAGEMENT

CODE 01 ABC 106

MAXIMUM MARKS:100

EXTERNAL MARKS: 70

INTERNAL MARKS: 30

Unit I

Fundamental Concepts, Concepts of business, trade, industry and commerce- Business – features of business, Trade – Classification- Aids to Trade – Industry- Classification – Commerce- Relationship between trade, industry and commerce- Business Organization- Concept- – Functions of Business. Entrepreneur – Meaning-Characteristics of Entrepreneurs – Types of Entrepreneurs – Functions of an entrepreneur - Steps to start Enterprise– Sources of finance –Long Term-Short Term.

Unit II

Forms of Organization, Sole Proprietorship, Partnership, Business Organization – Forms of Business Organization – Classification – Factors influencing the choice of suitable form of organization.

Sole Proprietorship -Meaning –Characteristics – Advantages and disadvantages – suitability. Partnership – Meaning –Characteristics –Kinds of partners- Registration of partnership – Partnership deed – Rights and obligations of partners.

Unit III:

Joint Stock Company – Meaning – Characteristics –Advantages - Kinds of Companies – Difference between private and public companies –Promotion of A Company: Promotion – Stages-Promoters –Characteristics –Registration –Capital subscription – Commencement of Business – Preparation of Important documents – Memorandum of Association – Significance – Clauses – – Articles of Association – Contents — Prospectus – Contents – Statement in lieu of Prospectus.

Unit: IV:

Management, Planning and Decision Making, Management- Meaning – Significance- Management Vs Administration – Functions of management – Levels of Management – Skills of management –Leadership-Leader Vs Manager-Traits of successful Leaders- Scientific Management – features- Fayol’s Principles of Management . Planning – Meaning – Significance –Types of Plans – Decision making – Steps in Process Decision making process

Unit V:

Centralization – Decentralization –Meaning – Differences between delegating and decentralization Organizing – meaning – Features – the process of organization – principles of

organization- Elements of organizations –organization chart Delegation of authority – meaning
- Elements – Principles – Types – Difficulties in delegation – Guidelines for making delegation
effective

Suggested Readings:

1. Govindarajan and Natarajan : Principles of Management, Prentice Hall
2. Bhushan Y K: Business Organization and Management, Sultan Chand
3. RK Sharma and Shashi K.Gupta: Industrial Organization and Management, Kalyani
4. CB Gupta : Industrial Organization and Management, Sultan Chand
5. Sherlekar: Business Organization and Management, Himalaya
6. Talloo : Business Organization and Management. Tata

PART II

FUNDAMENTAL OF ADVANCED ACCOUNTING

CODE 02 ABC 101

MAXIMUM MARKS:100

EXTERNAL MARKS: 70

INTERNAL MARKS: 30

UNIT – I:

Accounts from Incomplete Records - Hire purchase and installment purchase system.
Single Entry: Features – books and accounts maintained- Recording of transactions -
Ascertainment of Profit. Hire Purchase System - Features -- Accounting Treatment in
the Books of Hire Purchaser and Hire Vendor - Default and Repossession -
Installment Purchase System - Difference between Hire purchase and Installment
purchase systems -Accounting Treatment in the books of Purchaser and Vendor

UNIT-II :

Branch and Departmental Accounts .Dependent Branches: features-Books of accounts-
methods of accounting of dependent branches - Debtors System, Stock and debtors
system. Departmental Accounts: need, features, Basis for Allocation of Expenses,
treatment of Inter - Departmental Transfer at cost or Selling Price-Treatment of
Expenses that cannot be allocated – Preparation of departmental profit and loss.

UNIT-III :

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 Sheet.

UNIT - IV :

Partnership Accounts. Legal provisions in the absence of Partnership Deed - Fixed and Fluctuating Capitals –Preparation of final accounts. – Accounting 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).

UNIT-V :

Company Accounts: Issue of Shares at par, Premium and at Discount - Forfeiture and Reissue of Shares-Rights issue (Theory Only).

Suggested Readings:

1.Principles and Practice of Accounting &sons	R.L. Gupta & V.K. Gupta Sulthan Chand	
2. Accountancy – I Co	Tulasian	Tata Mcgraw Hill
3.Accountancy - I Publishers	S.P. Jain & K.L Narang Kalyani	
4.Financial Accounting, A Dynamic Approach	Bhattacharya,	PHI
5.Financial Accounting –	Dr.V.K.Goyal	Excel Books
6. Advanced Accountancy - publishers	Arulanandam	Himalaya

ELEMENTARY COMPUTER APPLICATIONS

CODE 02 ABC 102

MAXIMUM MARKS:100

EXTERNAL MARKS: 70

INTERNAL MARKS: 30

UNIT- I

Introduction to Information Technology, evolution and generation of computers, type of computers, micro, mini, mainframe and super computer. Architecture of a computer system: CPU, ALU, Memory (RAM, ROM families) cache memory, input/output devices, pointing devices.

UNIT- II

Number system (binary, octal, decimal and hexadecimal) and their inter-conversions, character codes (ASCII, EBCDIC and Unicode). Logic gates, Boolean Algebra, machine, assembly and high level language including 3GL and 4GL.

UNIT- III

Concept of Operating system, need and types of operating systems, batch, single user, multi-processing, distributed and time-shared operating systems. Process and memory management concepts. Introduction to Unix, Linux, Windows, Windows.

UNIT- IV

Internet: Concepts, email services, world wide web, web browsers, search engines, simple programs in HTML, type of HTML documents, document structure element, type and character formation, tables, frames and forms.

UNIT- V

Word processing packages, standard features like tool bar, word wrap, text formatting, paragraph formatting, effect to text, mail-merge. Presentation Packages: Slide creation, slide shows, adding graphics, formatting, customizing and printing.

BASICS OF SERVICE – BANKING & INSURANCE

CODE 02 ABC 103

MAXIMUM MARKS:100

EXTERNAL MARKS: 70

INTERNAL MARKS: 30

Unit I :

Introduction to Financial Services, Meaning of Financial Services, Structure of Indian Financial System Importance of Financial system for the economic development.(Financial and Banking system charts), Definition of Bank, Functions of Commercial Banks and Reserve Bank of India.(Lab work: Forms of various accounts and deposits of Commercial Banks) ,Definition/ Meaning of Insurance and reinsurance, Principles of Insurance, kinds of Insurance, advantages of insurance, globalization of insurance and insurance sector reforms in India.

Unit II :

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.

Unit III:

Banker and customer, loans and advances: Banker and customer definition and their relationship, types of customers and modes of operations, procedure and precaution for opening an account, pass book & its features, Rights, duties and obligations of the payee banker. Promissory Note and Bills of Exchange and Cheque, differences between them, types of crossing the cheque, payment of cheque and consequences of wrongful dishonor, collection of local and upcountry cheques, responsibilities and liabilities of collecting banker and statutory protection to the collecting banker.

Unit IV.

Financial Markets & Services: Indian Money Market- Characteristics, Structure, composition (call and notice money, market, treasury bills market, CDs, CPs, short term bill market) problems and reforms in Indian money markets . Indian capital market-composition and growth of primary and secondary , markets, differences between primary and secondary markets, capital market reforms and NBFCs in capital markets; Stock Exchanges, BSE,NSE, OTCEI,

Unit V

Types of Insurance and its regulation, Life Insurance – Practical aspects of Life Insurance, procedure for issuing a life , insurance policy, issue of duplicate policies, nomination, surrender value, policy loans, assignment, revivals and claim settlement. Non Life Insurance- Types of products and scope. Fire Insurance, Marine Insurance, Health Insurance, Social Insurance and Rural Insurance. Regulation of Insurance in India- Insurance Act,1938 and IRDA 1999.

Suggested Readings:

- 1 Sethi & Bhatia Elements of Banking and Insurance, PHI
- 2 Guruswamy: Banking Theory Law and Practice, Tata
3. Maheshwari and Paul R.R... Banking theory law and practice
4. Sundaram and Varsheney... Banking theory law and practice
5. Mithani & Gordon Banking and financial Services
- 6 Tannans-- Banking law and practice in India

INCOME TAX

CODE 02 ABC 104

MAXIMUM MARKS: 100

EXTERNAL MARKS: 70

INTERNAL MARKS: 30

Unit-I:

Introduction - Basic concepts :Income, Person, Assessee, Assessment year, Previous year, Income, Casual. income, Gross total income. Agricultural income and its assessment, Residential status and incidence of tax (Including problems), Incomes exempt from tax, Tax evasion Vs. Tax avoidance.

Unit - II:

Income from salary –Salary, meaning, allowances, perquisites, profits in lieu of salary, provident funds and its treatment, deductions from salary income, computation of salary income. Income from House property – meaning, annual value, let-out house, self-occupied house, deemed to be let-out house, deductions from annual value, deemed ownership, co-ownership, unrealized rent, computation of income from house property.(including problems)

Unit – III:

Income from business and profession – differences between business and profession, chargeability, *deductions expressly allowed and disallowed, General deductions, computation of profits and gains* from business and profession. Depreciation – meaning, basis, rates, block of assets, Unabsorbed depreciation.(Including problems)

Unit – IV:

Capital gains – capital assets, meaning, types, cost of inflation index, Transfer- types, transfer not regarded as transfer- cost of acquisition of various assets, deductions from capital gains. Computation of taxable capital Gains.
Income from other sources – Interest on securities, Bond washing transaction, Dividends on shares, casual income, family pension, gifts received and other general incomes including deductions, deemed income. (Including problems)

Unit – V:

Deductions from gross total income and Rebates, Clubbing and aggregation of incomes, Set off and carry forward of losses, Computation of total income and tax liability of Individual Assessee, (including problems).Assessment procedure - Filing of returns, Self-assessment, Regular assessment, Best judgment assessment, Income tax authorities (Theory only).

Suggested Readings

1. Student guide to Income tax : Singhania - Taxman publications
2. Income tax and accounts ; H.C. Mehrotra - Sahitya bhavan publications
3. Elements of Income tax : Gaur and Narang - Kalyani publications
4. Direct taxes : Bhagawathi prasad – Vishwa prakashan
5. Elements of income tax : A.Sudhakar,P.V.Ramana Rao , Dr. S. Krishnaiah Goud - National publishing
6. Elements of income tax : H.Prem raj - Hamsarala publications

BUSINESS LAWS

CODE 02 ABC 105

MAXIMUM MARKS:100

EXTERNAL MARKS: 70

INTERNAL MARKS: 30

Unit I :

Law of Contracts :Definitions - Essential elements of a valid contract - Classifications of contracts - Offer - Acceptance - Communication and revocation of Offer and Acceptance - Consideration - Capacity of parties - Consent - Free consent - Flaws in consent - Coercion - Undue influence - Fraud - Misrepresentation - Mistake - Legality of Object - Illegal and immoral agreements - Agreements opposed to public policy

Unit-II:

Quasi Contracts:Contingent contacts - Performance of contracts - Various modes of discharge of contract - Certain relations resembling those created by contacts - Breach of contacts - Remedies for breach of contract.

Unit- III:

Special Contracts:Contract of Indemnity and guarantee - Definitions - Distinction - Rights and Liabilities of Surety - Discharge of Surety - Bailment contracts - Definitions - Essentials - Rights and duties - Bailor and Bailee - Bailee's Lien - Finder of Lost goods - Discharge of Bailment contracts - Agency Contracts - Agency Creations and Termination of Agency - Various modes - Types of agents - Rights and duties of Agents and Principals.

Unit - IV:

Sale of Goods Act, 1930:Contract of sale - Conditions and warranties - Transfer of properties and titles of goods - Rights and duties of seller and Buyer - Rights of unpaid seller. Essential commodities Act, 1955, Definitions - Objectives - Power to control - Production - Supply - Distribution - Penalties for violation - Consumer Protection Act 1986 - Definitions - Aims and Consumer Protection Councils - Consumer Disputes - Redressal agencies at various levels - District forums - State Commission - National Commission - Penalties for violation.

Unit-V:

Companies Act 1956:Appointment of Directors - Disqualifications - Removals -.Powers and duties of Directors - Meetings - Resolutions - Doctrine of Ultravires - Doctrine of Indoor Management - Prevention of Oppression and mismanagement - Winding Up.

Suggested Readings

1. Bare Acts : Indian Contract Act, 1872, Sale of Goods Act 1930, Essential Commodities Act 1955, Consumer Protection Act 1986 and The Companies Act 1956.
2. Elements of Mercantile Law N.D. Kapoor
3. Mercantile Law M.C. Shukia
4. Handbook of Mercantile Law E.Venkatesam
5. Mercantile & Industrial Law Chawla and Garg
6. Mercantile Law S.I. Iyengar

PART III
TAXATION

CODE 03 ABC 101

MAXIMUM MARKS:100

EXTERNAL MARKS: 70

INTERNAL MARKS: 30

UNIT I :

Taxes – Meaning – Need for Rational of taxes – Direct and Indirect Taxes - Constitutional Provisions on Taxation – Union List - State List – Tax Rates – Blanket Rate Method – Slab Rate Method – Surcharge – Cess – Progressive v/s Regressive Taxes. – An Overview of Taxation System in India.

UNIT – II:

Wealth Tax Act 1957 – Charge of Wealth Tax – Valuation Date – Location of Assets -Assets – Meaning – Deemed Assets – Exempted Assets – Net Wealth – Computation of Net Wealth – Valuation of Assets - Return of Wealth and Procedure of Assessment – Time Limit for Completion of Assessment. (Including Problems)

UNIT – III:

Central Sales Tax – Definitions - Dealer, Declared Goods, Place of Business, Sale, Sale Price, Turnover – Inter State Trade or Commerce – Computation of Taxable Turnover - Assessment and Returns under CST Act (Including Problems)
APVAT Act, 2005 – Statement of Objectives and Reasons – Definitions: Business Casual Trader, Dealer, Input Tax, Output Tax, Place of Business, Tax Invoice, Total Turnover, Turnover Tax. – Computation of Taxable Turnover – Registration Procedure (Including Problems)

UNIT – IV:

Service Tax Act, 1994 – Introduction – Meaning of Service – Classification of Taxable Services – Valuation of Taxable Services - Registration – Assessment Procedure.

UNIT – V:

Central Excise Duty – Definitions – Taxable Event under Central Excise – Types of Duties – Classification – Valuation - Registration Procedure - CENVAT Credit.
Customs Duty – Important Definitions – Goods, Import, Export, Importer, Exporter, Territorial Waters, India, Bill of Entry - Import and Export Procedure – Various Documents used in Foreign Trade - Baggage – Stores – Valuation Rules.

Suggested Readings:

1. Direct taxes law & practice – Vinod K Singhania, Kapil Singhania, Taxmann's
2. Direct taxes law & practice – Girish Ahuja, Dr. Ravi Gupta, Bharat's
3. Direct taxes law & practice – BB Lal – Pearson's
4. Indirect taxes law & practice – V.S. Datey, Taxmann's
5. Indirect taxes – V. Nagaragan, Asia Law house
6. Central Exercise Manual – Law & procedure – P. Verra Reddy, Asia Law house

CORPORATE ACCOUNTING

CODE 03 ABC 102

MAXIMUM MARKS:100

EXTERNAL MARKS: 70

INTERNAL MARKS: 30

UNIT – I

Issue and Redemption of Debentures – Redemption out of profits and capital. Issue of Bonus Shares – Accounting treatment. Acquisition of business and profits prior to incorporation. Underwriting of shares – Accounting treatment (simple problems)

UNIT – II

Accounting Standards – Need and importance – An overview of Indian Accounting Standards. Valuation of Goodwill - Need and methods – Normal Profit Method, Super Profits Method – Capitalization Method, Valuation of shares - Need for Valuation - Methods of Valuation – Net assets method, Yield basis method, Fair value method.

UNIT – III

Liquidation of Companies – Meaning – Preparation of statement of affairs – Liquidator's statement of accounts. Bank Accounts – Legal provisions, Preparation of final accounts.

UNIT – IV

Life Insurance Companies – Preparation of final accounts, Accounting treatment (as per new format) Insurance claims – Accounting treatment, Calculation of loss of stock, Average Clause.

UNIT - V

Amalgamation – In the nature of merger and purchase (as per Accounting Standard 14) Internal Reconstruction - Calculation of purchase consideration, Accounting Treatment (excluding inter- company holdings).

Suggested Readings:

1. Advanced Accountancy: Shukla and Grewal
2. Advanced Accountancy: Jain and Narang
3. Advanced Accountancy: R.L. Gupta and Radhaswamy
4. Advanced Accountancy: Chakraborty
5. Advanced Accountancy: Arula Nandam
6. Advanced Accountancy: Hanif & Mukharjee

AUDITING

CODE 03 ABC 103

MAXIMUM MARKS:100

EXTERNAL MARKS: 70

INTERNAL MARKS: 30

Unit – I :

Auditing : Meaning – definition – Objectives – Types of audit : Internal audit, statutory audit, Government audit, Balance sheet audit, Periodical audit - position of an auditor in case of fraud –generally accepted auditing practices – advantages and limitations of audit –. Personal qualities of an auditor.

Unit – II :

Audit planning and control: Determining the scope of audit – audit programme and planning – Internal control: meaning –importance, Internal check – Internal audit –. Vouching: Vouching of cash transactions and trading transactions n- Verification and valuation of assets and liabilities – Audit of sole trader and partnership firms.

Unit – III :

Audit of Joint Stock companies: -Qualifications, appointment, remuneration and removal of company auditors – powers and duties of an auditor – Liabilities of an auditor. – Professional conduct and ethics - Audit report- content of audit report – Types of reports – Investigation – Difference between investigation and auditing -

Unit – IV :

Audit for the purpose of statutory report and prospectus; Audits of Govt. Companies with references to section 619 of the companies Act 1956. Audit Report and Audit Certificates, Investigation.

Unit- V:

Organizational communication: Practical aspects of communication - verbal communication – Non-verbal communication – Intra and inter personal communication – Business letters: Types and basic principles of letter writing – Business reports: types – Styles.

Suggested Readings :

- | | |
|--------------------------|---------------------------------------|
| 1. Contemporary Auditing | : Kamal Gupta |
| 2. Auditing | : N.D.Kapoor |
| 3. Practical Auditing | : T.N.Tandon |
| 4. Auditing | : Dinkar Pagare |
| 5. Auditing | : R.G.Saxena (Himalaya Publications) |

BUSINESS DATA PROCESSING AND ACCOUNT SYSTEMS

CODE 03 ABC 104

MAXIMUM MARKS:100

EXTERNAL MARKS: 70

INTERNAL MARKS: 30

UNIT – I :

Windows: Meaning and purpose of windows – Features of windows operating system – Mouse actions – menus – dialog boxes- Icons – Desktop and task bar – Control Panel – Find – My computer - Recycle bin – Network Neighborhood- Files and Folders- File management under windows – Built in applications in windows (Accessories) calculator, special character map, clock, notepad, word pad, paint, imaging, phone dialer, hyper terminals- shortcuts – Screen Saver.

Unit – II:

Data Processing concepts: Meaning and purpose of data processing – Data – Information – source documents – data input – data manipulation – output of information – data storage, file creation, accessing, manipulation and maintenance of files- generation of sequential, indexed sequential and direct file organization with their advantages and disadvantages – direct processing- batch, online and real time.DBMS Concepts: Meaning, purpose, features, advantages and disadvantages of DBMS- fields, records, tables, data files- Architecture – views- DML, DDL, TCL- functions of DBA – models- query languages- E/R models- Information to Normalization – Integrity constraints - Designing a database through MS ACCESS.

Unit – III:

Accounting Packages: Computerized Accounting - Meaning and Features – Advantages and disadvantages – Computerized vs. Manual Accounting – Creating of Company – Grouping of accounts - Creation Accounts and Inventory – Entering Transactions: Vouchers – Types – Numbering – Deleting and Editing Vouchers – Opening and Closing Balances - Stock Valuation.

Unit – IV:

Reports: Petty Cash Book – Trial Balance – Profit and Loss Account – Balance Sheet – Group wise – Accounts wise – Data Range Reports - Preparation of Departmental Accounts – Preparation of Bank Accounts – Bank Reconciliation Statement – Stock Reports – Budget Variance Reports – Transactions list – Accounts list.

Unit – V:

Tax Accounting: Value Added Tax (VAT): VAT Register, VAT Reports – Service Tax: Service Tax Register, Service Tax Reports.

Suggested Readings:

1. The ABCs of Microsoft Office: Guy Hart Davis, BPB Publications.
2. Business Data Processing System: P. Mohan, Himalaya Publications.
3. Business Data Processing and Accounting System : V. Srinivas, Kalyani Publications.
4. Accounting Systems: Prof. Sulochana, Kalyani Publications.
5. Implementing Tally 6.3: Nadhani & Nadhani, BPB Publications.
6. Manuals supplied along with respective packages.

SMALL & MEDIUM ENTERPRISES

CODE 03 ABC 105

MAXIMUM MARKS:100

EXTERNAL MARKS: 70

INTERNAL MARKS: 30

UNIT - I :

Small industry: Meaning and importance Definition of small industrial unit - Role of small scale industry in India Economy - Small industry under five years plans - Products reserved for small scale industrial units.

UNIT - II :

Steps for starting small industry: Decision to become entrepreneur Steps to be taken - search for a business idea, source of ideas processing, selection of idea, input requirements - Preparation of project report feasibility study - location selection of types of organization - size of the unit - preparation of project report guidelines factory design and layout formalities for registration and licensing.

UNIT - III :

Incentives and subsidies : Policy initiatives for entrepreneurial growth meaning of incentives and subsidies - Need for incentives and subsidies - need for incentives under licensing system - scheme of incentives in operation ~ incentives under the licensing regulations incentives for the development of backward areas - subsidies consultancy services marketing studies and indigenous technology - Machinery on Hire purchase or on lease. Transport subsidies - seed capital assistance, Taxation benefits to small scale units - subsidies and incentives in Andhra Pradesh - New Pastures for industrial development Exploring export possibilities -Industrial set up for export assistance - Export incentives.

UNIT - IV :

Finance and production planning: Financial requirements - Structure and Management of fixed and working capital - Sources of capital - Financial Institution system problems in financing a small scale unit. Production planning: Size of plant - product mix-costs of production - production facilities and their optimum utilization - procurement of raw materials - problems involved - role of Government in Supplying machinery and raw materials.

UNIT - V :

Marketing and manpower planning: Method of pricing, Distribution –Competition - Sales Management - Role of government - Export Assistance. Man power planning: Source of manpower - Requirement and turnover - absenteeism Competition and welfare measures - Grievances disputes- settlement machinery.
Sickness in Small Industry: Diagnosis and Measurement, causes and consequences – Remedial Measures.

Suggested Readings:

1. Entrepreneurial Development's Gupta and N. P Srinivasan
2. Management of Scale Industry: Himalaya Pub. House Sultanchand
3. Management of Small Scale Industry: R.K. Khan, Sultanchand
4. How to succeed in Small Scale Industry, Vikas Pub. House, New Delhi
5. Legal Requirements for an Industrial Unit a Work: Sunarshan Lal Navranga, New Delhi
6. Management Development Institute: Small Scale Industries – An Assessment of Institutional