

# **Faculty of Commerce & Financial Studies**

**Study and Evaluation Scheme**

**Of**

**Bachelor of Commerce (Honours)**

**(Corporate Accounting Practice)**

**B.Com. (Hons.) (CAP)**

(Applicable w.e.f Academic Session 2015-18, till revised)



**AKS UNIVERSITY, SATNA**

**Study and Evaluation Scheme**

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**AKS University, Satna**  
**Study and Evaluation Scheme**  
**Bachelor of Commerce (H)CAP**  
**SEMESTER - I**

S.N.	Subject code	Subject	Period			Credit
			L	T	P	
1	39AC101	Financial Accounting	4	1		5
2	39EC102	Micro Economics	4			4
3	39EC103	Business Ethics & Communication	4			4
4	39MS104	Quantitative Aptitude-I (Basic Math)	4			4
5	39EC105	Mercantile Law	4			4
			<b>20</b>	<b>1</b>	<b>0</b>	<b>21</b>
		<b>TOTAL CREDITS</b>	<b>21</b>			

**AKS University, Satna**  
**Study and Evaluation Scheme**  
**Bachelor of Commerce (H)CAP**  
**SEMESTER - II**

S.N.	Subject code	Subject	Period			Credit
			L	T	P	
1	39MS201	Business Statistics & Quantitative techniques	4	1		5
2	39EC202	Macro Economics	4			4
3	39MS203	Quantitative Aptitude-II (Function calculus & Differential)	4			4
4	39AC204	Financial Accounting –II	4	1		5
5	39EC205	Contract Act & Corporate Law Introductions	4			4
6	39SS206-H/I	Spiritual Studies-H/I	3			3
			<b>23</b>	<b>2</b>	<b>0</b>	<b>25</b>
		<b>TOTAL CREDITS</b>	<b>25</b>			

**AKS University, Satna**  
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**SEMESTER - III**

S.N.	Subject code	Subject	Period			Credit
			L	T	P	
1	39TP301	Income Tax	4	1		5
2	39CA302	Cost Accounting	4	1		5
3	39EC303	Business law & Labor law	4			4
4	39FM304	Financial Management-I	4			4
5	39EC305	Company law	4			4
6	39CA306	Advanced Accounting –I	4			4
			<b>24</b>	<b>2</b>	<b>0</b>	<b>26</b>
		<b>TOTAL CREDITS</b>	<b>26</b>			

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**SEMESTER - IV**

S.N.	Subject code	Subject	Period			Credit
			L	T	P	
1	39TA401	Tax Planning & Allied Taxation Law	4			4
2	39TA402	Sales, Service & vat tax	4			4
3	39AC403	Advanced Cost Accounting	4			4
4	39FM404	Financial Management-II	4			4
5	39AC405	Advanced Accounting – II	4			4
6	39TA406	Indirect Taxation	4			4
			<b>24</b>	<b>0</b>	<b>0</b>	<b>24</b>
		<b>TOTAL CREDITS</b>	<b>24</b>			

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**SEMESTER - V**

S.N.	Subject code	Subject	Period			Credit
			L	T	P	
1	39AC501	Auditing	4			4
2	39AC502	Advanced Accounting III	4	1		5
3	39MT503	Strategic management – I	4			4
4	39EC504	Basic securities law ( Capital Market Money market)	4			4
5	39CA505	Information Technology-I	3			3
			<b>19</b>	<b>1</b>	<b>0</b>	<b>20</b>
		<b>TOTAL CREDITS</b>	<b>20</b>			

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**SEMESTER - VI**

S.N.	Subject code	Subject	Period			Credit
			L	T	P	
1	39AC601	Advanced Auditing	4			4
2	39AC602	Advanced Accounting-IV	4	1		5
3	39MT603	Strategic management – II	4			4
4	39MT604	Natural Environment & Sustainability (ECOLOGY)	4			4
5	39CA605	Information Technology-II	3			3
			<b>19</b>	<b>1</b>	<b>0</b>	<b>20</b>
		<b>TOTAL CREDITS</b>	<b>20</b>			

## **B.Com (H) Corporate Accounting practice**

### **39AC101 Financial Accounting**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objectives- To familiarize the students with the basic fundamentals of the accounting.**

#### **UNIT 1**

Introduction, Meaning of Accounting, Procedural Aspects of Accounting , Evolution of Accounting as a Social, Objectives of Accounting, Accounting Concepts, Accounting Principles, Accounting Conventions, Accounting Standards, Accounting Policies , Accounting Standards – Introduction, Measurement, Valuation and Accounting estimates

#### **UNIT 2**

Capital and Revenue Expenditures, Contingent Assets and Contingent Liabilities , Double Entry System, Accounting Equation, Golden Rules of Accounting, Journal, Ledgers, Trial Balance.

#### **UNIT 3**

Subsidiary Books, Cash Books, Bank Reconciliation Statement, Bills of Exchange and Promissory Notes, Depreciation.

#### **UNIT 4**

Rectification of Errors, Final Accounts of Sole Proprietors (Non-Manufacturing Entities & Manufacturing Entities)

#### **UNIT 5**

Fundamental of partnership, Introduction to Partnership Accounts.  
Treatment of Goodwill in Partnership Accounts

#### **READINGS**

- 1. M. C. Shukla, Advanced Accounts Vol. I, S. Chand & Company Ltd., Ram Nagar, New Delhi-55. T. S. Grewal & S. C. Gupta**
- 2. R. L. Gupta & Financial Accounting, Sultan Chand & Sons, New Delhi - 2. V. K. Gupta**
- 3. J. R. Monga Financial Accounting – Concepts & Applications; Mayoor Paperbacks, A-95, Sector 5, Noida (U.P.)**
- 4. S. N. Maheshwari & Advanced Accounting, Volume I; Vikas Publishing House (Pvt.) Ltd., Jangpura, S. K. Maheshwari New Delhi-14.**
- 5. S. P. Jain & Advanced Accounting, Volume I; Kalyani Publishers, Daryaganj, New Delhi - 2. K. L. Narang**

**Objectives- To ensure basic understanding of economic systems**

**UNIT 1**

What is Economics About?, Definitions and Scope of Economics, Nature of Economic, Methods of Study, Central Economic Problems, Production Possibilities Curve, How Different Economies Solve their Central Economic Problems? Nature and Scope of Economics

Definition, nature and scope of economics; micro and macroeconomics; positive and normative economics; Working of economic systems with special reference to the capitalistic, socialistic and the mixed economies.

**UNIT2**

Nature of Human Wants ,Marginal Utility Analysis,Indifference Curve Analysis,Utility analysis, total utility and marginal utility;Law of diminishing marginal utility; Law of equi-marginal utility; Consumers' equilibrium; Law of Demand

**UNIT 3**

Elasticity of demand; Introduction ,Determinants of Supply ,Law of Supply Shifts in the Supply Curve – Increase or Decrease in Supply ,Movements on the Supply Curve – Increase or Decrease in the quantity supplied ,Elasticity of Supply,Supply Analysis,Law of supply, elasticity of supply, demand and supply equilibrium.

**UNIT 4**

Meaning of Production ,Factors of Production ,Production Function ,Production Optimization Economies and Diseconomies of Scale ,Cost Analysis ,Cost Concepts,Cost Function ,Short run Total Costs ,Long run Average Cost Curve ,Revenue Analysis, Revenue Concepts and Revenue Curves. Concepts of Total Revenue, Average Revenue and Marginal Revenue ,Behavioral Principles

**UNIT 5**

Meaning of Market ,Market forms –characteristics, Types of Market Structures Market Forms and Equilibrium of the Firm and Industry,Determination of Prices a General View in following ,Perfect Competition ,Monopoly ,Imperfect Competition-Monopolistic Competition ,Oligopoly ,Changes in Demand and Supply ,Simultaneous Changes in Demand and Supply

**Suggested Readings:**

1. N. Gregory Mankiw, *Principles of Micro Economics*, Cengage Learning
2. Maddala G.S. and E. Miller; *Microeconomics: Theory and Applications*, McGraw-Hill Education.
3. Salvatore, D. *Schaum's Outline: Microeconomic Theory*, McGraw-Hill, Education.
4. Case and Fair, *Principles of Micro Economics*, Pearson Educa.

## **B.Com (H) CAP Corporate Accounting Practice**

### **39EC103 Business Ethics & Communication**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objectives:** To acquaint with the basic principle of business ethics & communication, and help students acquire competence in English to use the language.

#### **Part A: Business Ethics**

##### **UNIT-1**

Genesis, significance and scope; organization perspectives.,Ethical principles in business in Indian Perspective, ,Concept of the stakeholders' organization,Challenges of business ethics and corporate leadership.

#### **Part B: Business Communication**

##### **UNIT-2**

Business Communication , Meaning and significance, limitation of good communication; Principles & essential of business communication; Means of communication - oral, written, visual, audio-visual; essentials of a good business letter, etc. Process of communication, Barrier to communication

##### **UNIT-3**

Business Correspondence ,Personnel: drafting of interview letters, call letters and offer of appointment; provisional appointment,Orders; final orders of appointment. Purchase: requests for quotations, tenders, samples and drawings; test order; complaints and follow-up. Sales: drafting of sales letters, circular letters, preparation of sale notes with conditions of sale;

##### **UNIT-4**

Status Inquiries; reports to sales manager such as sales promotion matters.

Accounts: correspondence with various agencies: customers - regarding dues, follow up letters; banks Essentials of good English

Grammar and usage, Enriching vocabulary, words /multiple meaning ,single word for a group of word , choice of word, words frequently miss spell, punctuation , Prefix & Suffix,

##### **UNIT-5**

Parts of speech, Article, Synonyms & Antonyms, tenses, Idioms and phrases, foreign words & Phrases commonly used, Abbreviation, numerals, Pronunciation, Latin French & Roman words which are used in abbreviated form like E.g. RSVP etc.

#### **Suggested Readings:**

1. Bovee, and Thill, *Business Communication Today*, Pearson Education
2. Lesikar, R.V. & Flatley, M.E. Kathryn Rentz; *Business Communication Making Connections in Digital World*, 11<sup>th</sup> ed., McGraw Hill Education.
3. .An Introduction to Business Ethics , Joseph Desjarding, McGraw-Hill, 2003
4. Business Ethics and Corporate Governance, S S Khanka, S Chand Publications

**B.Com (H) CAP Corporate Accounting Practice**  
**39MS104 Quantitative Aptitude (Basic Math)**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objective:-** To give an exposure to the students of some of the important Quantitative Aptitude

**UNIT 1**

Ratio and Proportion, Indices,

**UNIT 2**

Logarithms, Equations, Linear – simultaneous linear equations up to three variables, quadratic and cubic equations in one variable, Introduction, Simple Equation, Simultaneous Linear Equations in two unknowns, Method of Solution, Method of Solving Simultaneous Linear Equation with three variables Problems Leading to Simultaneous Equations

**UNIT 3**

Application of Equations in Co-ordinate Geometry, Intersection of straight lines, Equation of a Straight Line, Graphical Solution to Linear Equations, Quadratic Equation, How to Construct a Quadratic Equation, Nature of the Roots, Problems on Quadratic Equation, Solution of Cubic Equation

**UNIT 4**

Inequalities, Linear Inequalities in one variable and the Solution space, Graphs of inequalities in two variables - common region, Sequence and Series – Arithmetic progressions  
Sequence, Series, Arithmetic Progression (A.P.)

**UNIT 5**

Geometric Progression (G.P.), Geometric Mean, Special series

**Suggested Readings:**

1. J.K. Thukral, *Mathematics for Business Studies*, Mayur Publications
2. J. K. Singh, *Business Mathematics*, Himalaya Publishing House.
3. J. K. Sharma, *Business Statistics*, Pearson Education.
4. S.C. Gupta, *Fundamentals of Statistics*, Himalaya Publishing House.

## **B.Com (H) Cap Corporate Accounting Practice**

### **39EC105 Mercantile Law**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 52**

**Objectives:** To give an exposure to the students of some of the important commercial laws, the knowledge of which is essential for an understanding of the legal implications of the general activities of a modern business organization.

#### **UNIT-1**

Law, Meaning of law, its significance and relevance to modern civilized society; sources of law, high court, supreme court, sources of Indian law.

#### **UNIT-2**

Law Relating to Contract – An Overview, Contract - meaning; essentials of a valid contract; nature of contract; performance of contract; termination and discharge of contract.

#### **UNIT-3**

Law Relating to Sale of Goods – An Overview, Essentials of a contract of sale; sale distinguished from agreement to sell, bailment, contract for work and labor and hire-purchase; conditions and warranties; transfer of title by non-owners; doctrine of caveat emptor; performance of the contract of sale; unpaid seller - his rights against the goods and the buyer.

#### **UNIT-4**

Law Relating to Negotiable Instruments – An Overview

Definition of a negotiable instrument; instruments negotiable by law and by custom; types of negotiable Instruments; parties to a negotiable instrument - duties, rights, liabilities and discharge; material alteration; Crossing of cheques; payment and collection of cheques and demand drafts; presumption of law as to negotiable instruments, Negotiation & assignment, Noting & Protest.

#### **UNIT-5**

Law Relating to Partnership – An Overview

##### **Registration and Dissolution of a firm**

##### **General Nature of a Partnership**

#### **Suggested Readings:**

1. Kuchhal, M.C. and Vivek Kuchhal, *Business Law*, Vikas Publishing House, New Delhi.
2. Singh, Avtar, *Business Law*, Eastern Book Company, Lucknow.
3. Maheshwari & Maheshwari, *Business Law*, National Publishing House, New Delhi.

**B.Com (H) Corporate Accounting practice**  
**39MS201 Business Statistics & quantitative techniques**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objectives-** To test the grasp of elementary concepts in Mathematics and Statistics and application of the same as useful quantitative tools.

**UNIT 1**

Introduction of statistics, Meaning, Origin, Definition, Limitation, Importance, Collection of data, Classification of data, Statistical Representation of Data, Diagrammatic representation of data, Frequency distribution, Graphical representation of Frequency Distribution – Histogram, Frequency Polygon, Ogive, Pie-chart

**UNIT 2**

Measures of Central Tendency, Definition, Criteria for an ideal measure of Central Tendency, Arithmetic Mean, Median, Partition Values, Mode, Geometric Mean and Harmonic Mean, Dispersion and there Coefficient, Definition of Dispersion, Range, Mean Deviation, Standard Deviation, Quartile Deviation, Coefficient of Variation, Coefficient of Quartile Deviation

**UNIT 3**

Index Numbers, (a) Uses of Index Numbers, (b) Problems involved in construction of Index Numbers, (c) Methods of construction of Index Numbers, (d) Shifting and Splicing of Index Numbers, (e) Test of Adequacy, Time Series Analysis – basic application including Moving Average, Moving Average Method, (b) Method of Least Squares

**UNIT 4**

Simple and Compound Interest Including Annuity – Applications, Introduction, Why is Interest Paid, Definition of Interest and some other Related Terms, Simple Interest and Compound Interest, Effective Rate of Interest, Annuity, Future Value, Present Value, Basic Concepts of Sets, Permutations and Combinations Introduction.

**UNIT 5**

Probability, Introduction, Random Experiment, Classical Definition of Probability, Statistical Definition of Probability, Operations on Events: Set Theoretic Approach to Probability, Axiomatic or Modern Definition of Probability, Addition Theorems.

**Suggested Readings:**

5. J.K. Thukral, *Mathematics for Business Studies*, Mayur Publications
6. J. K. Singh, *Business Mathematics*, Himalaya Publishing House.
7. J. K. Sharma, *Business Statistics*, Pearson Education.
8. S.C. Gupta, *Fundamentals of Statistics*, Himalaya Publishing House.

## **B.Com (H) Corporate Accounting practice**

### **39EC202 Macro Economics**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 52**

**Objectives-** To test the grasp of elementary concepts in Macro Economics .

#### **UNIT 1**

National Income in India, Understanding of Tax System in India, Basic Concepts in National Income and Output , Methods of Measuring National Income , Trends in India's National Income Growth and Structure , Understanding of Tax System in India, Meaning of Direct and Indirect Taxes , Merits and Demerits of Direct and Indirect Taxes , Tax Structure in India

#### **UNIT 2**

**Inflation**, Meaning and Types of Inflation , Price Trends in India, Causes of Inflation in India , Measures to Check Inflation , Inflation & Deflation, Budget and Fiscal Deficits in India, Balance of Payments, Budget and Fiscal Deficits in India, Meaning of Budget and Fiscal Deficits , Trends in India's Budget and Fiscal Deficits, Balance of Payments, Meaning of Balance of Payments and Balance of Trade, Foreign trade and India's balance of payments., Trends in Balance of Payments of India

#### **UNIT 3**

**External Debt**, External debts, meaning, External Debts in India, Select areas of Indian Economy – Population, Poverty, Population, Meaning of Population , Demographic Trends in India , Causes of the Rapid Growth of Population , Growth of Population in India and its effects on Economic Development , Government Measures for solving the Population Problem., Select areas of Indian Economy – Population, Poverty, Population , Meaning of Population , Demographic Trends in India.

#### **UNIT 4**

Select areas of Indian Economy – Unemployment, Infrastructural Challenges Unemployment Meaning and Types of Unemployment , Nature of the Unemployment in India , Causes of Unemployment in India Extent of Unemployment in India, Infrastructural Challenges: Energy, Transportation, Communication, Health, Education, Economic Reforms in India, Background.

#### **UNIT 5**

Money, Meaning of Money, Functions of Money, Money Stock in India , Commercial Banks, Nationalization of Commercial Banks , The Reserve Bank of India (RBI), Indian Monetary Policy Liberalization, Privatization and Disinvestment, Globalization, Major economic reforms since 1991, Concept of WTO an overview.

#### **Text Books:-**

1. Business Environment: - DR.VINAY RISHISHWAR ANJU AGARWAL , Sahitya Bhawan Publications.
2. Business Environment: **Vivek Mittal**-

**B.Com (H) Corporate Accounting practice**

**39MS203 Quantitative Aptitude II**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objectives-** To test the grasp of elementary concepts in Quantitative Aptitude.

**UNIT 1**

**Sets, Functions and Relations**

Sets Venn Diagrams

Product Sets

Relations and Functions

Domain & Range of a Function

Various Types of Function, Probability and

**UNIT 2**

Expected Value by Mathematical Expectation, Theoretical Distributions Binomial, Poisson and Normal.

**UNIT 3**

Sampling Theory, Basic Principles of sampling theory, Comparison between sample survey and complete enumeration, Errors in sample survey, some important terms associated with sampling, Types of sampling, Theory of Estimation, Determination of sample size. **Limits and Continuity - Intuitive**

**Approach**, Introduction, Types of Functions, Concept of Limit, Useful Rules of Theorems on Limits

Some Important Limits, Continuity

**UNIT 4**

Basic concepts of Differential, Differential Calculus, Introduction, Derivative or Differential Coefficient  
Some Standard Results (Formulas), Derivative of a Function of Function, Implicit Functions

Parametric Equation, Logarithmic Differentiation, Some More Examples, Basic Idea about Higher Order  
Differentiation, Geometric Interpretation of the Derivative Integral Calculus (excluding trigonometric  
functions), Integral Calculus Integration, Basic Formulas, Method of Substitution (change of variable)  
Integration by Parts, Method of Partial Fraction, Definite Integration, Important Properties

**UNIT 5**

**Correlation and**, Introduction, Bivariate Data, Correlation Analysis, Measures of Correlation

**Regression**, Regression Analysis, Properties of Regression Lines, Review of Correlation and Regression  
Analysis

**Suggested Readings:**

9. J.K. Thukral, *Mathematics for Business Studies*, Mayur Publications
10. J. K. Singh, *Business Mathematics*, Himalaya Publishing House.
11. J. K. Sharma, *Business Statistics*, Pearson Education.
12. S.C. Gupta, *Fundamentals of Statistics*, Himalaya Publishing House.

## **B.Com (H) Corporate Accounting practice**

### **39AC204 Financial Accounting –II**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objective/s:** To familiarize the students with the basic fundamentals of the accounting and Auditing

#### **UNIT 1**

##### **Introduction to Company Accounts**

Introduction, Meaning of Company, Salient Features of a Company , Types of Companies, Books of Account , Preparation of Financial Statements.,**Issue, Forfeiture and Reissue of Shares**  
Introduction, Share Capital, Types of Shares , Issue of Shares for Cash.

#### **UNIT 2**

##### **Forfeiture of Shares**

Forfeiture of Shares, Forfeiture of Shares which were issued at par, Forfeiture of Shares which were issued at a discount , Forfeiture of Shares,**Issue of Debentures**

#### **UNIT 3**

##### **Redemption of Preference Shares**

Introduction, Purpose of issuing Redeemable Preference Shares, Provisions of the Companies Act (Section 80), Redemption of Irredeemable Preference Shares (Section 80-A), Methods of Redemption of fully paid-up shares, Redemption of Preference Shares by Fresh Issue of Shares.

#### **UNIT 4**

##### **Sale of Goods on Approval or Return Basis**

Introduction , Accounting Records, When the business sends goods casually on sales or return, When the business sends goods frequently on sale or return basis, When the business sends goods numerously on sale or return, (d) Sale of goods on approval or return basis.

##### **Consignment**

Meaning of Consignment Account, Distinction between Consignment and Sale, Accounting for Consignment Transactions and Events in the books of the Consignor, Valuation of Stock, Goods Invoiced above Cost ,Abnormal Loss, Normal Loss, Commission, Ordinary Commission, Del-credere Commission, Over-riding Commission ,Return of Goods from the Consignee, Account Sales, Accounting Books of the Consignee, Advance by the Consignee Vs security against the Consignment.

#### **Unit-5**

##### **Joint Ventures**

Meaning of Joint Venture, Features of Joint Venture, Distinction of Joint Venture with Partnership, Methods of maintaining Joint Venture Accounts, When separate set of books are maintained, When no separate set of books are maintained.

#### **READINGS**

1. M. C. Shukla, **Advanced Accounts Vol. I**, S. Chand & Company Ltd., Ram Nagar, New Delhi-55. T. S. Grewal & S. C. Gupta
2. R. L. Gupta & **Financial Accounting**, Sultan Chand & Sons, New Delhi - 2. V. K. Gupta
3. J. R. Monga **Financial Accounting – Concepts & Applications**; Mayoor Paperbacks, A-95, Sector 5, Noida (U.P.)
4. S. N. Maheshwari & **Advanced Accounting, Volume I**; Vikas Publishing House (Pvt.) Ltd., Jangpura, S. K. Maheshwari New Delhi-14.

**B.Com (H) Corporate Accounting practice**  
**39EC205 Contract act & Corporate Law introductions**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 52**

**Objectives-To understand the basic concepts of company law with brief explanation.**

**UNIT 1**

Introductory of company, Definition of company, ,Distinguish other association of persons, Characteristics of company. ,Lifting of corporate veil, ,Kinds of company.

Promotion & incorporation of a company , function of a promoter, legal position a promoter, Memorandum & Articles of association, distinction between Memorandum & Articles of association,, Constructive notice of Memorandum & Articles, ,Doctrine of indoor management. How does company function.

**UNIT 2**

Meaning of director, , Definition of Director, who can be a Director, , Who cannot be a Director, only individual can be a Director, , Number of Director. Appointment and removal of Director , Managerial Personal, Membership , Shareholder, Secretary, Managing Director and Manager Meaning of meeting, , kinds of meeting i.e., ,AGM, Statutory meeting , EGM, Class Meeting ,Board Meeting, Board Meeting , ,Debenture holder Meeting, Contributories meeting ,Notices of Meeting.

**UNIT 3**

MCA, E-Governance of company.

**Nature of Contracts**

What is Contract? .Essential Elements of a Valid Contract , Types of Contract ,Proposal/Offer Acceptance ,Communication of Offer and Acceptance ,Revocation of Offer and Acceptance

**UNIT 4**

**Consideration**,What is Consideration ? ,Legal Requirements regarding Consideration Suit by a Third Party on an Agreement ,Validity of an Agreement without Consideration

**Other Essential Elements of a Valid Contract**, Capacity to Contract ,Free Consent Elements Vitiating Free Consent

**UNIT 5**

**Performance of Contract**, By whom Contract may be Performed ? , Distinction between Succession and Assignment , Effect of Refusal to Accept Offer of Performance Effect of a Refusal of Party to Perform Promise , Liability of Joint Promisors Rights of Joint Promisees , Time and Place for Performance of the Promise,Breach of contract and contingent contract,Quasi contract.

**Suggested Readings:**

4. Kuchhal, M.C. and Vivek Kuchhal, *Business Law*, Vikas Publishing House, New Delhi.
5. Singh, Avtar, *Business Law*, Eastern Book Company, Lucknow.
6. Maheshwari & Maheshwari, *Business Law*, National Publishing House, New Delhi.

**B.Com (H) Corporate Accounting Practice**

**39TP301 Income Tax**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**(Assessment year 2016-2017 & updated Provisions of 2016)**

**Objective:** To acquire expert knowledge of practical and procedural aspects relating to Direct Tax Laws.

**UNIT 1**

- Taxation of Individuals including Non-Residents,
- Basics and Definitions - Income Tax Act , 1961 Background,
- Concept and Mechanism of Income Tax Definitions,
- Concept of Income, Previous Year, Assessment Year,
- Distinction between Capital and Revenue Receipts and Expenditure,
- Residential Status.

**UNIT-2**

- Income from Salaries.

**UNIT-3**

- Income from House Property,

**UNIT-4**

- Income from Profit and Gains of Business or Profession.

**UNIT-5**

- Income from Capital Gains, Income from other sources.

**Suggested Books**

- **Income tax Law & Practices, H.C. Mehrotra, Sahitya Bhawan Publication,**
- **Taxation, K.L. Singhanian, Taxmen publication**
- **Taxation, Girish & Ahuja, Bharat's Pulication**

## B.Com (H) Corporate Accounting practice

### 39CA302 Cost Accounting

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objective-** To acquire knowledge and understanding of the concepts, techniques and practices of cost accounting and to develop skills for decision making.

#### UNIT 1

**Introduction to Cost Accounting**, Cost Accounting: Evolution, Meaning, Objectives and Scope, Concepts of Costs, Classifications and Elements of Cost, Cost Centre and Cost Unit, Methods and Techniques of Costing, Cost Accounting Standards, Installation of a Costing System, Practical Difficulties in Installing a Costing System, Role of Cost Accountant in Decision Making, Relationship of Cost Accounting, Financial Accounting,

#### UNIT 2

**Material Cost**, Materials Control - Concept and Techniques, Procurement Procedures and Documentation: Methods of Purchasing; Procedure of Purchases, Stores and Issue of Material; Stock Verification, Methods of Pricing of Material: FIFO, LIFO, Simple Average, Weighted Average Accounting and Control of Material Losses, Wastage, Scrap, Spoilage and Defectives, Inventory Management: Techniques of fixing of minimum, maximum and reorder levels, Economic Order Quantity, ABC, Analysis; Stock Verification and Perpetual Inventory

#### UNIT 3

**Labour Cost**, Meaning and Classification of Labour Costs, Accounting and Control of Labour Costs, Time Keeping and Time Booking, Attendance and Payroll Procedures, Time Recording, Overtime and Idle Time, Labour turnover and Remedial Measures, Efficiency Rating Procedures; Remuneration Systems and Incentive Schemes, **Direct Expenses and Overheads**, Direct Expenses: Meaning, Nature, Collection, Classification and Treatment of Direct and Indirect Expenses, Overheads:

#### UNIT 4

**Unit costing Batch Costing**, Preparation of Cost Sheet Meaning, Importance, Characteristics, Elements and Steps involved, Traditional Costing, Uses and Limitations, **Costing Systems-II**, Unit and Output Costing, Job Costing: Job Cost Cards, Collecting Direct Costs, Allocation of Overheads and its Applications, Batch Costing: Features and Applications

#### UNIT 5

**Contract Costing**: Features, Distinction between Job and Contract, Costing, Progress Payments, Retention Money, Escalation, Clause, Contract Accounts, Accounting for Material, Accounting for Plant Used in a Contract, Contract Profit and Accounting Entries, **Process Costing**: Features, Applications and Types of Process, Costing, Process Loss, Abnormal Gains and Losses, Equivalent, Units, Inter-Process Profit, Joint Products, By-Products and Accounting

#### Recommended Readings and References:

1. S.P. Jain & K.L. Narang : Cost and Management Accounting; Kalyani Publishers, 23, Daryaganj, New Delhi-110 002. .2. V.K. Saxena & C.D. Vashist : Cost and Management Accounting; Sultan Chand & Sons, 23, Daryaganj New Delhi -110 002.
3. M.N. Arora : Cost and Management Accounting (Theory and Problems); Himalaya Publishing House, Ramdoot, Dr. Bhalerao Marg, Kelewadi, Girgaon, Mumbai-400 004.

## **B.Com (H) Corporate Accounting practice**

### **39EC303 Business law & Labor law**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objective-** To acquire knowledge and understanding of the concepts Business law & Labor law.

#### **UNIT 1**

##### **THE NEGOTIABLE INSTRUMENTS ACT,**

Introduction ,Meaning of Negotiable Instruments ,Characteristics of Negotiable Instrument  
Definitions .

#### **UNIT 2**

##### **THE PAYMENT OF BONUS ACT,**

Introduction , Applicability of the Act , Act not to apply to certain classes of Employees (Section 32)  
Application of the Act to establishments in certain cases (Section 20) , Definition

#### **UNIT 3**

##### **THE EMPLOYEES' PROVIDENT FUNDS AND MISCELLANEOUS PROVISIONS ACT, –**

Introduction ,Definition (Section 2 ) ,Employees' Provident Fund Scheme (Section 5)  
Employees' Pension Scheme (Section 6A) ,Employees' Deposit-Linked Insurance Scheme  
Other Provisions

##### **THE PAYMENT OF GRATUITY ACT,**

An Introduction , Aims and Objects of the Act ,Extent & Applicability , Important Definitions .

#### **UNIT 4**

##### **THE INDIAN CONTRACT ACT, 1872**

Background , Consideration ,Other Essential Elements of a Contract ,Performance of Contract  
Breach of Contract ,Contingent and Special Contracts ,Contract of Indemnity and Guarantee

#### **UNIT 5**

##### **Bailment and Pledge –**

What is Bailment,,Bailor's Duties and Rights ,Duties and Rights of a Bailee , Rights and Duties of  
Finder of Goods ,General Lien and Particular Lien , Pledge , Pledge by Mercantile Agents  
Distinction between Bailment and Pledge **Agency** ,Modes of Creation of Agency  
Extent of Agent's Authority ,Duties and Obligations of an Agent .

#### **READINGS**

1. P.L. Malik : Industrial Law; & Business Law Eastern Book Company; 34, Lalbagh, Lucknow.

2. N.D. Kapoor : Handbook of Industrial Law; Sultan Chand & Sons, 23, Darya Ganj, New Delhi – 110002.

## **B.Com (H) Corporate Accounting practice**

### **39FM304 Financial Management**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objective-** To acquire knowledge and understanding of the concepts Financial Management.

#### **UNIT 1**

##### **SCOPE AND OBJECTIVES OF FINANCIAL MANAGEMENT**

1. Introduction, Meaning of Financial Management , Procurement of Funds ,Effective Utilisation of Funds , Evolution of Financial Management

TIME VALUE OF MONEY

FINANCIAL ANALYSIS AND PLANNING

#### **UNIT 2**

Ratio analysis for performance evaluation ,financial health and decision .

Introduction Ratio Analysis .Types of Ratios ,Liquidity Ratios ,Activity Ratios ,Profitability Ratios

Capital Structure/Leverage Ratios .Activity Ratios ,Profitability Ratios ,Application of Ratio Analysis in Financial Decision Making.,Financial Ratios for Evaluating Performance ,Limitations of Financial Ratios

#### **UNIT 3**

Cash flow and funds flow analysis,Introduction ,Utility of Cash Flow Analysis ,Funds Flow Analysis,Meaning of Fund

#### **UNIT 4**

Cost of capital & Financing decision,Introduction ,Definition of Cost of Capital ,Measurement of Cost of Capital ,Cost of Debt ,Cost of Preference Shares ,Cost of Equity ,Cost of Retained Earnings ,Cost of Depreciation,Weighted Average Cost of Capital (WACC) ,Calculation of WACC  
Marginal Cost of Capital ,Conclusion ,Capital structure decisions, Meaning of Capital Structure

#### **UNIT 5**

Capitalisation-Capital structure decision,Capital Structure and Taxation ,Over Capitalisation ,Causes of Over Capitalisation Business risk and financial risk,Introduction ,Business Risk and Financial Risk

#### **Suggested Readings**

1. James C. Van Horne and Sanjay Dhamija, *Financial Management and Policy*, Pearson Education
2. Levy H. and M. Sarnat . *Principles of Financial Management*. Pearson Education
3. Joy, O.M. *Introduction to Financial Management*. Mc Graw Hill Education.
4. Brigham and Houston, *Fundamentals of Financial Management*, Cengage Learning
5. Khan and Jain. *Basic Financial Management*, McGraw Hill Education
6. Chandra, P. *Fundamentals of Financial Management*. McGraw Hill Education

## **B.Com (H) Corporate Accounting practice**

### **39EC305 Company law**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objective:** To acquire knowledge and develop understanding of the regulatory framework of companies with reference to various provisions of Companies Act and its schedules, rules, notifications, circulars, clarifications there under including case laws and Secretarial standards.

#### **Unit-1**

- Introduction, Historical Development of Concept of Corporate Law in India
- Company-Definition, Meaning, Nature and its Characteristics, Nature and Forms of Business
- Company vis-à-vis other Forms of Business, Concept of Corporate Personality, Corporate Veil, Limited Liability and Citizenship, Incorporation and its Consequences

#### **Unit-2**

- **Contracts & Conversion**, Financial Structure `Concept of Capital and Financing of Companies - Sources of Capital; Classes and Types of Shares; Equity Shares with
- Differential Rights; Issue of Shares at Par, Premium and Discount; Forfeiture and Surrender of Shares; Bonus Issues; Rights Issues; Issue of Sweat Equity Shares; Employees Stock
- Option Scheme; Private Placement; preference shares and other forms of securities
- Alteration of Share Capital - Reduction of Capital; Buy-Back of Shares.
- Prospectus- Definition; Abridged Prospectus; Red-Herring Prospectus; Shelf Prospectus; Information Memorandum; Contents, Registration; Misrepresentations and Penalties, Debt Capital.

#### **Unit-3**

- Membership in a Company, Modes of Acquiring Membership, Rights and Privileges of Members, Register of Members, Investments, Loans & Deposits

#### **UNIT-4**

- Registers, Forms and Returns, Statutory Books and Registers prescribed under various provisions of the Company Law - Maintenance, Authentication, Place of Keeping and Inspection, Filing of various Forms and Returns with the Authorities, Procedure and Penalties for Delayed Filing, Annual Return - Nature and Significance; Contents; and Certification by Practising Company Secretary, Inspection and Investigation, Power of the Registrar of Company, Investigation into Affairs of the Company

#### **UNIT-5**

- Limited Liability Partnerships
- Striking names of company.

#### **Readings:**

1. Dr. Avtar Singh : Company Law; Eastern Book Company, 34, Lalbagh, Lucknow – 226 001
2. C.R. Datta : Datta on the Company Law; Lexis Nexis, Butterworths Wadhwa, Nagpur
3. A. Ramaiya : Guide to the Companies Act; Lexis Nexis, Butterworths Wadhwa, Nagpur

**B.Com (H) Corporate Accounting practice**

**39CA306 Advanced Accounting –I**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objective:** To acquire knowledge and develop understanding of the regulatory framework of Advanced Accounting.

**UNIT 1**

**ACCOUNTING STANDARDS**

**Introduction to Accounting Standards** , Standards Setting Process ,**Overview of Accounting Standards**,Status of Accounting Standards ,Applicability of Accounting Standards  
Criteria for classification of non-corporate entities as decided by the Institute of Chartered Accountants

**UNIT 2**

**FINANCIAL STATEMENTS OF COMPANIES –**

**Preparation of Financial Statements**,Meaning of Company ,Maintenance of Books of Account  
Maintenance at Registered Office ,Maintenance at place other than Registered Office In case of Branch  
Office ,Requisites of Proper Books of Accounts ,Proper books not deemed to be kept ,Statutory  
Books,Annual Return ,Final Accounts ,Revised Schedule VI ,Managerial Remuneration ,Divisible  
Profit ,**Cash Flow Statement**,Introduction ,Elements of Cash Fund ,Calculation of Cash Flows from  
Operating Activities

**UNIT 3**

**INSURANCE CLAIMS FOR LOSS OF STOCK AND LOSS OF PROFIT –**

Introduction ,Meaning of Fire , Claim for Loss of Stock , Relevant points  
Claim for Loss of Profit , Terms Defined , Conditions included in a Loss of Profit Insurance Policy

**ACCOUNTS FROM INCOMPLETE RECORDS –**

Introduction , Features , Types , Ascertainment of Profit by Capital Comparison.

**UNIT 4**

**FINANCIAL STATEMENTS OF NOT-FOR-PROFIT ORGANISATIONS**

Introduction ,Nature of Receipts and Payments Account ,Limitations of Receipts and Payments  
Account ,Income and Expenditure Account

**UNIT 5**

**Average Due Date**,Introduction ,Due Date ,Calculation of due date after Taking into consideration  
days of grace ,Calculation of Due date of Bill or Note Payable Few Months after,Date or sight  
,Calculation of Due date when the maturity day is a holiday ,Types of Problems ,**Account  
Current**,Introduction ,Preparation of Account Current ,**ACCOUNTING FOR BONUS  
ISSUE**,Introduction ,Definition ,Issue of Bonus Shares ,Conditions for Bonus Issue ,Restriction on  
bonus issue ,Journal Entries ,**INTERNAL RECONSTRUCTION**,Meaning of Reconstruction  
,Difference between Internal and External Reconstruction ,Methods of Internal Reconstruction  
Alteration of Share Capital ,Variation of Shareholders Rights ,Reduction of Share Capital  
,Compromise/Arrangements ,Surrender of Shares.

**READINGS**

1. M. C. Shukla, Advanced Accounts Vol. I, S. Chand & Company Ltd., Ram Nagar, New Delhi-55. T. S. Grewal & S. C. Gupta
2. R. L. Gupta & Financial Accounting, Sultan Chand & Sons, New Delhi - 2. V. K. Gupta
3. J. R. Monga Financial Accounting – Concepts & Applications; Mayoor Paperbacks, A-95, Sector 5, Noida (U.P.)

**B.Com (H) Corporate Accounting practice**  
**39TA401 Tax Planning & Allied Taxation Law**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 52**

**Objectives-** To develop the basic understanding of the students about the concepts, techniques and processes relating to Tax planning, management & International Trade & Tax and treaties including World Trade Organization,

**UNIT-1**

- Minimum Alternate Tax ,Marginal relief,Tax Provisions Relating to Companies

**UNIT-2**

- Provisions concerning Procedure for Filing Returns, Signatures, E Filing, Assessment, Reassessment,Collection and Recovery of Tax;Refunds,, Appeals and Revisions;,, Penalties Imposable, Offences and Prosecution

**UNIT-3**

- Tax Planning & Tax Management
- Concept of Tax planning, Tax planning with reference to setting up a New Business Location
- Nature of Business; Tax Holiday, etc.
- Tax Planning with regard to Specific Management Decisions such as Mergers and Takeovers
- Employees' Remuneration; Voluntary Retirement; Tax Planning with reference to Financial
- Management Decisions such as Borrowing or Investment Decisions; Reorganization or Restructuring of Capital

**UNIT-4**

- Advance Rulings concepts & procedures,Party of advance rulling,Provisions of AR,Meaning od advance rulling authority.

**UNIT-5**

- Basic Concepts of International Taxation,Residency Issues; Source of Income;
- Tax Havens; Withholding Tax, Unilateral Relief and Double Taxation Avoidance Agreements Controlled Foreign Corporation, Advance Rulings and Tax Planning, Authority for Advance Rulings.Transfer Pricing, Concepts, Meaning of International Transactions
- Computation of Arm's Length Price & Methods,Documentation and Procedural Aspects

**Suggested Books**

- **Income tax Law & Tax planning, H.C. Mehrotra Sahitya Bhawan Publication,**
- **Taxation, K.L. Singhanian, Taxmen publication**
- **Taxation, Girish & Ahuja, Bharat's Pulication**

**B.Com (H) Corporate Accounting practice**  
**39TA402 Sales, Service & vat tax**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 52**

**Objectives-** To develop the basic understanding of the students about the concepts, relating to Sales, service & Vat .

**UNIT-1**

An Overview of Service Tax: Background, Negative List Approach, Taxable Services, Administrative Mechanism, Registration and Procedural Aspects, Rate and Computation of Tax, Levy, Collection and Payment of Service Tax

**UNIT-2**

An Overview of Value Added Tax: Legislative Background, Concept of VAT, Declared Goods, Administrative Mechanism, Registration and Procedural Aspects, Rate and Computation of Tax, Levy, Payment of VAT

**UNIT-3**

Central Sales Tax; Tax on Inter- State Trade and Exports .

**UNIT-4**

Registration, Preparation and Filing of E>Returns, Rates of Tax. Assessment and Refunds.

**UNIT-5**

Introduction of GST ,Features,Advantages,Disadvantages,Importance

**Suggested Readings:**

1. Singhania Vinod K. and Monica Singhania, *Students' Guide to Indirect Taxes*, Taxmann Publications Pvt. Ltd., Delhi.
2. V.S. Datey. *Indirect Tax Law and practice*, Taxmann Publications Pvt. Ltd., Delhi, Latest edition.
2. Sanjeev Kumar. *Systematic Approach to Indirect Taxes*, Latest edition.
3. S. S. Gupta. *Service Tax -How to meet your obligation* Taxmann Publications Pvt. Ltd., Delhi, Latest edition.
4. Grish Ahuja and Ravi Gupta, *Indirect Taxes*, Flair Publication Pvt. Ltd.

**B.Com (H) Corporate Accounting practice**  
**39AC403 Advanced Cost Accounting**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objective:** To acquire knowledge and understanding of the concepts, techniques and practices of Advance cost and management accounting and to develop skills for decision making

**UNIT1**

**Service Operating Costing** ,Service Costing: Features and Applications, Unit Costing and Multiple Costing, Application, Identification of Cost Unit and Cost Determination and Control

**UNIT 2**

Standard Costing ,Definition, Significance and Applications, Various Types of Standards

- Installation of Standard Costing System-for Material, Labour, and Overhead
- Variance Analysis for Materials, Labour and Overheads and Accounting Treatment of Variances
- Benchmarking for Setting of Standards ,Variance Reporting to Management

**UNIT 3**

**Cost Accounting Records & Integral & Non Integral Accounting**

**UNIT 4**

Cost Audit,Purpose, Scope and Advantages of Cost Audit,Implementing Authorities of Cost Audit

- Cost Audit Techniques and Programmes,Cost Audit Report
- Cost Auditor - Appointment, Rights and Responsibilities,. Cost Accounting Records and Cost Audit,Nature and Scope of Cost Audit ,Cost Accounting Records and Cost Audit under Companies Act,1956

**UNIT 5**

Unit costing Batch Costing, Meaning, Advantages, Limitations and Applications ,Breakeven Analysis ,Cost-Volume Profit Analysis P/V Ratio and its Significance Margin of Safety , Absorption Costing: System of Profit Reporting .

**Recommended Readings and References:**

1. S.P. Jain & K.L. Narang : Cost and Management Accounting; Kalyani Publishers, 23, Daryaganj, New Delhi-110 002. .2. V.K. Saxena& C.D. Vashist : Cost and Management Accounting; Sultan Chand & Sons, 23, Daryaganj New Delhi -110 002.
3. M.N. Arora : Cost and Management Accounting (Theory and Problems); Himalaya Publishing House, Ramdoot, Dr. BhalaraoMarg, Kelewadi, Girgaon, Mumbai-400 004.

**B.Com (H) Corporate Accounting practice**

**39FM404 Financial Management-II**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objective:** To acquire knowledge and understanding of the concepts of Financial Management.

**UNIT 1**

**TYPES OF FINANCING-I**

Introduction , Financial Needs and Sources of Finance of a Business , Financial Needs of a Business  
Sources of Finance of a Business , Financial sources of a business can also be classified as follows by  
using different basis , Long Term Sources of Finance

**TYPES OF FINANCING-II**

Other Sources of Financing , Seed Capital Assistance , Internal Cash Accruals , Unsecured Loans ,  
Deferred Payment Guarantee

**UNIT 2**

**INVESTMENT DECISIONS**,Capital Budgeting Definition ,Purpose of Capital Budgeting  
Capital Budgeting Process

**INVESTMENT DECISIONS-II**, Net Present Value Technique (NPV) , Desirability  
Factor/Profitability Index/Present Value Index Method (PI)

**UNIT 3**

**MANAGEMENT OF WORKING CAPITAL**,MEANING, CONCEPT AND POLICIES OF  
WORKING CAPITAL,Introduction , Importance of Adequate Working Capital

**MANAGEMENT OF WORKING CAPITAL-II**,MANAGEMENT OF INVENTORY

MANAGEMENT OF RECEIVABLES ,MANAGEMENT OF PAYABLES (CREDITORS)

**FINANCING OF WORKING CAPITAL**

**UNIT 4**

**TREASURY AND CASH MANAGEMENT**, Treasury Management: Meaning

Functions of Treasury Department ,Cash budget for short period , Cash Budget for long period

**UNIT 5**

**CAPITAL STRUCTURE DECISIONS**

Meaning of Capital Structure ,Designing Capital Structure , Key Concepts for Designing Optimal  
Structure , Leverages , Coverage Ratio Cash Flow Analysis Optimal Capital Structure

EBIT-EPS Analysis Cost of Capital, Capital Structure and Market Price of Share , Capital Structure  
Theories Net Income Approach (NI) , Net Operating Income Approach (NOI) Modigliani-Miller  
Approach (MM) , Traditional Approach

**Suggested Readings**

1. James C. Van Horne and Sanjay Dhamija, *Financial Management and Policy*, Pearson Education
2. Levy H. and M. Sarnat . *Principles of Financial Management*. Pearson Education
3. Joy, O.M. *Introduction to Financial Management*. Mc Graw Hill Education.
4. Brigham and Houston, *Fundamentals of Financial Management*, Cengage Learning
5. Khan and Jain. *Basic Financial Management*, McGraw Hill Education

## **B.Com (H) Corporate Accounting practice**

### **39AC405 Advanced Accounting – II**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objective:** To acquire knowledge and understanding of the concepts of Advanced Accounting.

#### **UNIT 1**

##### **ACCOUNTING IN COMPUTERISED ENVIRONMENT –**

Introduction , Salient Features of Computerised Accounting System  
Significance of Computerised Accounting System ,Codification and Grouping of Accounts  
Maintaining the Hierarchy of Ledgers , Accounting Packages

#### **UNIT 2**

##### **HIRE PURCHASE AND INSTALMENT SALE TRANSACTIONS**

Introduction , Nature of Hire Purchase Agreement , Special Features of Hire Purchase Agreement  
Terms used in Hire Purchase Agreements , Ascertainment of Total Cash Price , Calculation of Total  
Cash Price without using Annuity Table , Calculation of Total Cash Price with the help of Annuity  
Table , Ascertainment of Interest , **INVESTMENT ACCOUNTS** ,Introduction , Classification of  
Investments

#### **UNIT 3**

##### **SELF BALANCING LEDGERS** ,Introduction ,Self Balancing System

Working of the Self Balancing system ,**PROFIT OR LOSS PRE AND POST INCORPORATION**  
Introduction

#### **UNIT 4**

##### **AMALGAMATION**,Meaning of Amalgamation ,Types of Amalgamation

**ISSUES IN PARTNESHIP ACCOUNTS –** , Definition and Features of Partnership Accounts

##### **ACCOUNTS FROM INCOMPLETE RECORDS –** , Introduction, Features, Types,

Ascertainment of Profit by Capital Comparison , Methods of Capital Comparison

Difference between Statement of Affairs and Balance Sheet , Preparation of Statement of Affairs and  
Determination of Profit. ,

#### **UNIT 5**

##### **FINANCIAL STAEMENTS OF NOT-FOR-PROFIT ORGANISATIONS**

Introduction ,Nature of Receipts and Payments Account ,Limitations of Receipts and Payments  
Account ,Income and Expenditure Account ,Main Sources of Income ,Distinction between Receipts  
and Payments Account and

#### **READINGS**

1. M. C. Shukla, Advanced Accounts Vol. I, S. Chand & Company Ltd., Ram Nagar, New Delhi-55. T. S. Grewal & S. C. Gupta
2. R. L. Gupta & Financial Accounting, Sultan Chand & Sons, New Delhi - 2. V. K. Gupta
3. J. R. Monga Financial Accounting – Concepts & Applications; Mayoor Paperbacks, A-95, Sector 5, Noida (U.P.)

## **B.Com (H) Corporate Accounting practice**

### **39TA406 Indirect Taxation**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objective:** To acquire knowledge and understanding of the concepts of Indirect Taxation.

#### **BASIC CONCEPTS OF INDIRECT TAXES**

##### **UNIT1 – : INTRODUCTION**

Background ,Direct and Indirect Taxes , Features of indirect taxes , Constitutional provisions  
Principal indirect taxes , Administration of indirect taxes

##### **UNIT2 – : CENTRAL EXCISE DUTY**

What is excise duty? , Constitutional provisions , Types of excise duties , Sources of central excise law , Levy of duty , Goods and excisable goods , Manufacture ,Manufacturer

##### **UNIT 3**

Collection of duty , Classification of excisable goods , Valuation of excisable goods , Small scale industry (SSI) exemption , General procedures

##### **UNIT 4 – : CUSTOMS DUTY**

What is customs duty,Constitutional provisions , Sources of customs law , Levy of customs duty  
Customs duty not leviable in certain cases

##### **UNIT 5**

Exemption from customs duty ,Classification of imported/export goods  
,Valuation of imported and export goods ,Date for determining the rate of duty and tariff valuation of imported goods ,Date for determining the rate of duty and tariff valuation of export goods  
Types of customs duties , Import and export procedures

#### **Suggested Books**

- **Indirect tax Law & Practices, H.C. Mehrotra, Sahitya Bhawan Publication,**
- **Taxation, K.L. Singhanian, Taxmen publication**
- **Taxation, Girish & Ahuja, Bharat's Pulication**

## **B.Com (H) Corporate Accounting practice**

### **39AC501 Auditing I**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objective:** To acquire knowledge and understanding the concepts of Auditing.

#### **UNIT 1**

**Auditing concepts** ,Introduction ,Definition of Auditing ,Nature and limitation,basic principles,ethical principles,relationship of auditing. **Standards on auditing and guidance notes**

#### **UNIT 2**

**Auditing engagement** ,Auditor's Engagement ,Audit Process ,Audit Techniques ,Audit Procedure ,Audit Planning ,Audit Programme ,Methods of work ,Continuous and Final Audit

#### **Documentation**

Audit working papers,audit files ,permanent and current audit files,ownership and custodyof working papers.

#### **UNIT 3**

**Audit evidence**,Audit procedures for obtaining evidence,sources,methods,Re-computation.

Internal control,elements,Review,**internal control** check list,internal audit.

#### **UNIT 4**

**Auditing Sampling,Types,test checking,Techniques**

Internal control and computerized environment,approaches

#### **UNIT 5**

**Analytical review procedures ,features,elements,importance.**

#### **READINGS**

1. M. C. Shukla, **Advanced Accounts & auditing Vol. I**, S. Chand & Company Ltd., Ram Nagar, New Delhi-55. T. S. Grewal & S. C. Gupta
2. R. L. Gupta & **Financial Accounting**, Sultan Chand & Sons, New Delhi - 2. V. K. Gupta
3. J. R. Monga **Financial Accounting & auditing – Concepts & Applications**; Mayoor Paperbacks, A-95, Sector 5, Noida (U.P.)
4. S. N. Maheshwari & **Advanced Accounting, Volume I**; Vikas Publishing House (Pvt.) Ltd., Jangpura, S. K. Maheshwari New Delhi-14.

**B.Com (H) Corporate Accounting practice**

**39AC502 Advance Accounting III**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objective:** To acquire knowledge and understanding the concepts of Advance Accounting.

**UNIT 1**

**FRAMEWORK FOR PREPARATION AND PRESENTATION OF FINANCIAL STATEMENTS**

Introduction ,Purpose of the Framework ,Status and Scope of the Framework

**ACCOUNTING STANDARDS** ,Introduction ,23 TO 29 AS

**UNIT 2**

**ADVANCED ISSUES IN PARTNERSHIP ACCOUNTS –**

**Dissolution of Partnership Firms**,Introduction ,Circumstances Leading to Dissolution of Partnership  
Consequences of Dissolution ,**Amalgamation, Conversion and Sale of Partnership Firms**

Amalgamation of Partnership firms

**UNIT 3**

**COMPANY ACCOUNTS** ,Unit **ESOP and Buy-back of Shares**,Employees Stock Option Plan

Important terms to be remembered ,**Underwriting of Shares and Debentures**,Introduction

Underwriting Commission ,**Redemption of Debentures**,Introduction

**UNIT 4**

**ACCOUNTING FOR BRANCHES INCLUDING FOREIGN BRANCHES**

Introduction , Distinction between Branch Accounts and Departmental Accounts

Dependent branches , Methods of charging goods to branches ,Non Integral foreign operation (NFO)

**Amalgamation and Reconstruction**,Amalgamation ,Types of Amalgamation ,Reconstruction

Advanced Problems.

**UNIT 5**

**Liquidation of Companies**,Statement of Affairs ,Deficiency account ,Overriding preferential payments ,Preferential creditors ,Liquidator's final statement of account ,B list contributories

**FINANCIAL STATEMENTS OF INSURANCE COMPANIES**

**Introduction to Insurance Business**,Introduction ,Principles of Insurance

Various types of insurance ,Life Insurance Policy ,General Insurance ,Various Types of General Insurance ,Fire Insurance ,Marine Insurance ,Miscellaneous Insurance Policies

**READINGS**

1. M. C. Shukla, *Advanced Accounts Vol. I*, S. Chand & Company Ltd., Ram Nagar, New Delhi-55. T. S. Grewal & S. C. Gupta

2. R. L. Gupta & *Financial Accounting*, Sultan Chand & Sons, New Delhi - 2. V. K. Gupta

3. J. R. Monga *Financial Accounting – Concepts & Applications*; Mayoor Paperbacks, A-95, Sector 5, Noida (U.P.)

**B.Com (H) Corporate Accounting practice**

**39MT503 Strategic management – I**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objective:** To acquire knowledge and understanding the concepts of Strategic management.

**UNIT 1**

**BUSINES ENVIRONMENT (MICRO)** ,Introduction ,Business ,Objectives of a Business  
Environmental Influences on Business ,Problems in understanding the environmental influences

**BUSINES ENVIRONMENT (MACRO)**,Elements of Macro Environment ,Demographic Environment  
Economic Environment ,Political-Legal Environment

**UNIT 2**

**BUSINESS POLICY AND STRATEGIC MANAGEMENT**,Introduction

Business Policy as a Discipline ,Meaning and Nature of Management

What is a Strategy ,Corporate Strategy ,Nature, scope and concerns of corporate strategy ,What does  
corporate strategy ensure? ,The Dynamics of Competitive Strategy ,Strategic Management ,Framework  
Importance of Strategic Management ,Strategic Decision Making ,Strategic Management Model  
Vision, Mission and Objectives ,The Vision ,Mission ,Objectives and Goals ,Strategic Levels in  
Organisations

**UNIT 3**

**STRATEGIC ANALYSIS** ,Introduction ,Situational Analysis ,Strategic Analysis

**UNIT 4**

**STRATEGIC PLANNING** ,Introduction ,Planning ,The Stages of Corporate Strategy Formulation-  
Implementation Process

**UNIT 5**

**FORMULATION OF FUNCTIONAL STRATEGY**

Introduction ,Marketing Strategy Formulation ,Delivering value to Customer ,The Marketing Process

## **B.Com (H) Corporate Accounting practice**

### **39EC504 Basic securities law (Capital Market Money market)**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objective-** To provide expert knowledge and understanding of securities laws and the stock exchange regulation and mechanism regulatory framework concerning in India.

#### **UNIT-1**

Market Infrastructure Institutions - Stock Exchanges, Functions and Significance of Stock Exchanges, Operations and Trading Mechanism of Stock Exchanges, Settlement of Securities, Stock Market Indices, Risk Management, Surveillance Mechanism at Stock Exchanges, Straight through Processing Demutualization of Stock Exchanges, SME Exchange & Latest amendments 2014-2015.

#### **UNIT-2**

Resource Mobilization in International Capital Market, Listing of Securities Issued Outside India Foreign Currency Convertible Bonds, Global Depository Receipts, American Depository Receipts, External Commercial Borrowings, Procedure for Issue of Various Instruments & Latest amendments 2014-2015.

#### **UNIT-3**

Indian Depository Receipts, Indian Depository Receipts: Procedure for Making Issue of IDRs, Conditions for Issue of IDRs, Listing of IDRs, Securities Contracts (Regulation) Act, 1956 SEBI Act, 1992, Objective, Power and Functions of SEBI, Securities Appellate Tribunal, Appeals, Appearance before SAT.

#### **UNIT-4**

Depositories Act, 1996, Definitions, Setting up of Depository, its type, Role and Functions, Depository Participants, Admission of Securities, Difference between Dematerialization & Rematerialisation Depository Process, Inspection and Penalties, Internal Audit and Concurrent Audit of Depository Participants, Issue and Listing of Securities, Listing of Securities, Issue of Capital and Disclosure Requirements (ICDR), Procedure for Issue of Various Types of Shares and Debentures, Employee Stock Option Scheme and Employee Stock Purchase Scheme Delisting of Securities & Latest amendments 2014-2015.

#### **UNIT-5**

Regulatory Framework relating to Securities Market, Intermediaries, Primary Market and Secondary Market Intermediaries: Role and Functions, Merchant Bankers, Stock Brokers, Syndicate Members, Registrars, Underwriters, Bankers to an Issue, Portfolio Managers, Debenture Trustees, Foreign Institutional Investors, Custodians, Credit Rating Agencies, Venture Capitalists An Overview of Law relating to Insider Trading and Takeovers, Latest amendments 2014-2015.

## **B.Com (H) Corporate Accounting practice**

### **39CA505 Information Technology-I**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objective-** To provide expert knowledge and understanding of securities laws and the stock exchange regulation and mechanism regulatory framework concerning in India.

#### **UNIT-1**

**Contents:, Information Technology Law, Information Technology Act - Definitions, Important terms under Information Technology Legislation, Digital Signatures, Electronic Records, Certifying Authority Digital Signature Certificate. Cyber Regulation Appellate Tribunal, Offences and Penalties**

#### **UNIT-2**

##### **Information Systems**

Systems- An Overview, Information and Data: Definition and Distinctions , Information as a Corporate Resource Features and Qualities of Information ,Types of Information Process of Generating Information , Information Needs at Various Levels of Management Factors, Influencing Information Needs ,Information Systems: Definition and Elements , Information System Activities , Types of Information Systems , Information Systems in Business Management.

#### **UNIT-3**

**Computer Hardware - An Overview, Computers: An Introduction, Computer System: Concept, Types, Categories and Emerging, Technologies, Components of a Computer System, Primary and Secondary Storage, Computer Storage Capacities, Computer Peripherals - Inputs, Output and Storage Devices**

**Computer Software - An Overview, Computer Software: An Introduction, Software Trends, Multi-Programming, Multi-Processing, Time Sharing, Batch Processing, On-Line and Real Time Processing Application Software. Systems Securities**

#### **UNIT-4**

**Internet and Other Technologies, Internet and World-Wide Web, Intranets, Extranets, Applications of Internet, Internet Protocols, E-Commerce - Nature, Types (B2B, B2C, C2C), Supply Chain Management, CRM, Electronic Data Interchange (EDI), Electronic Fund Transfers (EFT), Payment Portal, E-Commerce, Security, Mobile Commerce, Bluetooth and Wi-Fi**

#### **UNIT-5**

**Management Information Systems - An Overview, Concept, Evolution and Elements  
Structur, Computerized MIS, Enterprise Resource Management, E-Governance in India  
Systems Audit - An Overview, Nature, Significance and Scope of Systems Audit**

**B.Com (H) Corporate Accounting practice**

**39AC601 Advanced Auditing**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objective-** To provide expert knowledge and understanding of Advanced Auditing.

**UNIT 1**

**Audit of payments** ,Introduction ,Definition of Auditing ,Nature and limitation,basic principles,ethical principles,relationship of auditing. **Audit of receipts.**

**UNIT 2**

**Audit of sales** ,Auditor's Engagement ,Audit Process ,Audit Techniques ,Audit Procedure ,Audit Planning Audit Programme ,Methods of work ,Continuous and Final Audit.

**UNIT 3**

**Audit of suppliers ledger and the debtors ledger**, introduction, self balancing system, total of control accounts, credit customers. Credit suppliers, provision for doubtful and bad debts, and writing of bad debts.

**UNIT 4**

**Auditing of impersonal ledger**

Internal control and computerized environment, capital expenditure, deffered revenue expenditure, revenue expenditure, outstanding expenses and income, repairs and renewals, distinction between reserves and provisions, change in basis of accounting and its implication.

**UNIT 5**

**Audit of assets & liabilities, Company audit**

Audit of shares, eligibility, qualifications and disqualification of auditors, appointment of auditors, removal of auditors, remuneration of auditors, powers of auditors.

**B.Com (H) Corporate Accounting practice**

**BCAP 602 Advance Accounting-IV**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objective-** To provide expert knowledge and understanding of Advanced Auditing.

**Unit 1**

**Accounting Technique of General Insurance Business**

**Financial Statements of Insurance Companies**

**FINANCIAL STATEMENTS OF BANKING COMPANIES –**

**Unit: Some relevant provisions of the Banking Regulations Act,**

**UNIT 2**

**Unit: Books of Accounts, Returns and Forms of Financial Statements**

**Capital Adequacy Norms**

**UNIT 3**

**Income Recognition, Classification of Assets and Provisions**

**Some Special Transactions of Banks**

**UNIT 4**

**Preparation of Financial Statements of Banks**

**Annexure I: Schedules forming part of Balance Sheet**

**Annexure II: Schedules forming part of Profit and Loss Account**

**Annexure III: Guidelines of Reserve Bank of India for Compliance of Financial Statements**

**Annexure IV: Risk weights for calculation of capital charge for credit risk**

**FINANCIAL STATEMENTS OF ELECTRICITY COMPANIES –**

**Relevant Legal and Administrative Provisions**

**UNIT 5**

**Preparation of Financial Statements**

**DEPARTMENTAL ACCOUNTS**

**FRAMEWORK FOR THE PREPARATION AND PRESENTATION**

**OF FINANCIAL STATEMENTS ,APPLICABILITY OF ACCOUNTING STANDARDS TO**

**VARIOUS ENTITIES ,APPENDIX III : ACCOUNTING STANDARDS**

**B.Com (H) Corporate Accounting practice**

**BCAP 603 Strategic management – II**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objective-** To provide expert knowledge and understanding of Advanced Auditing.

**UNIT 1**

**Internal control system**

Introduction, meaning, features, types, difference between internal check & internal audit.

**UNIT 2**

**REACHING STRATEGIC EDGE**

Introduction

Business Process Reengineering

Benchmarking

Total Quality Management (TQM)

Principles guiding TQM

TQM and Traditional Management Practices

Six Sigma and Management

What is Six Sigma?

Six Sigma Methodology

**UNIT 3**

**REACHING STRATEGIC EDGE- II**

What's new about Six Sigma?

Six Sigma as a System of Management

Six Themes of Six Sigma

Contemporary Strategic Issues

Strategies for Internet Economy

Strategic Management in Non-Profit and Government Organization

**UNIT 4**

Strategy Implementation and control, Organisational structure, Establishing strategic business units; Establishing profit centers by business, product or service, market segment or customer; Leadership and behavioural challenges.

**UNIT 5**

Strategic alliances & collaboration, features, types, importance, merits & demerits.

**B.Com (H) Corporate Accounting practice**  
**Semester-VI**  
**39MT604 Natural Environment & Sustainability**

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objective-** To provide expert knowledge and understanding of Natural Environment & Sustainability.

**Part-A**

**UNIT-1**

**INTRODUCTION TO ENVIRONMENTAL SCIENCES: NATURAL RESOURCES :**

Environmental Sciences - Relevance - Significance - Public awareness - Forest resources - Water resources - Mineral resources - Food resources - conflicts over resource sharing - Exploitation - Land use pattern - Environmental impact - fertilizer - Pesticide Problems - case studies.

**UNIT-2**

**ECOSYSTEM, BIODIVERSITY AND ITS CONSERVATION:**

Ecosystem - concept - structure and function - producers, consumers and decomposers - Food chain - Food web - Ecological pyramids - Energy flow - Forest, Grassland, desert and aquatic ecosystem.

Biodiversity - Definition - genetic, species and ecosystem diversity - Values and uses of biodiversity -

**UNIT-3**

**ENVIRONMENTAL POLLUTION AND MANAGEMENT**

Environmental Pollution - Causes - Effects and control measures of Air, Water, Marine, soil, solid waste, Thermal, Nuclear pollution and Disaster Management - Floods, Earth quake, Cyclone and Land slides. Role of individuals in prevention of pollution - pollution case studies.

**UNIT-4**

**SOCIAL ISSUES - HUMAN POPULATION**

Urban issues - Energy - water conservation - Environmental Ethics - Global warming - Resettlement and Rehabilitation issues - Environmental legislations - Environmental production Act. 1986 - Air, Water, Wildlife and forest conservation Act - Population growth and Explosion - Human rights and Value Education - Environmental Health - HIV/AIDS - Role of IT in

**Part-B CORPORATE SUSTAINABILITY**

**UNIT-5**

Genesis, meaning, nature, objectives, significance and scope of corporate sustainability. Sustainability reporting - frameworks and guidance; trends and drivers; business benefits of corporate sustainability reporting; leadership programmes and stakeholder engagement; corporate sustainability management systems. Legal framework; conventions and treaties on environmental, health and safety and social security issues. Principle of Absolute Liability - Case studies. Contemporary development.

**Text Book:-**Reliance Concise Concept on Governance, business ethics & sustainability by S.K. Aggrawal, Abha Aggrawal

**Suggested Reading:-** Pooja Law Publishing Co. by Abhishek Mittal, S.K Panab lawpoint

## 39CA605 Information Technology-II

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objective-To understand the general as well as specific concepts relating to information system and e-governance**

### UNIT-1

Information systems and IT fundamentals- Importance of IT, Concept of computing, Overview of IS layers, Computing technologies and hardware, cloud computing and mobile computing, overview of latest devices and technologies example, ipad, touchpad, smartphone, notebook etc.

### UNIT-2

Telecommunication and network – Fundamentals of telecommunication components of telecommunication, Data networks, types of architecture, LAN, WAN .Overview of computing architectures- centralized decentralized, mainframe etc. network fundamentals-components, standards and protocols, VPN Encryption. Information facilitation, Internet working, e-commerce, m-commerce

### UNIT-3

Business process management and IT

Introduction of business processes, business process automation, data flow diagrams, system flow diagrams, value chain automation. Impact of IT on business processes, Business risks, Business process re-engineering.

### UNIT-4

Business information systems – Information and its role, ERP, Core banking system, CRM, SCM, HRMS. Relationship between organizations, business reporting, specialized systems, artificial intelligence.

### UNIT-5

Business process automation through application software- Business application, information processing, Key types of application controls, Grid computing, Cloud delivery model.