

B.COM.,

First Year

Paper I	- Business Organisation	BCO 11
Paper II	- Financial Accounting	BCO 12
Paper III	- Business Economics	BCO 13

Second Year

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Paper V	- Banking Theory, Law and Practice	BCO 22
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Third Year

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B.COM.,

PAPER – I

BUSINESS ORGANISATION (BCO 11)

Block – I:

Nature and scope of business . Business versus Profession and Employment, characteristics of business, branches of business, interrelationship between industry commerce and trade . Objectives and essentials of business . Forms of business organization . Sole Proprietary concerns . Partnership Firms . Co-Operative Societies.

Block - II:

Joint stock company . Features . Company versus Partnership Firms . Kinds of Companies . Private versus Public Companies . Privileges of a Private Company . Formation of a company . Promotion and its stages, Incorporation, Commencement of business . Memorandum and Articles of Association . Alteration of Memorandum and Articles.

Block – III:

Financing of companies . Shares . Debentures and others . Methods of raising capital . Prospectus, contents, legal importance, implications of misstatements in prospectus . Underwriting . Public deposits.

Block – IV:

Structure of company management . Powers, duties and responsibilities of directors . Company Meetings . Meetings of Board of Directors and Share holders . Resolutions in shareholders meetings . Dividends and bonus shares.

Block – V:

Scale of operation and size of the firm . Business combinations . Government and business . Public utilities . Social responsibilities of business.

BOOKS RECOMMENDED:

1. Y.K. Bhushan - Fundamentals of Business organization and Management, Sultan Chand & Sons, New Delhi.
2. C.B. Gupta - Business organization and Management, Sultan Chand & Sons., New Delhi.

PAPER – II

FINANCIAL ACCOUNTING (BCO 12)

Block – I:

Basic Accounting concepts . Accounting process . Trial balance . Final Accounts of sole traders . Common adjustments in the preparation of final accounts . Adjusting and closing entries . Manufacturing account.

Block – II:

Bills of Exchange . Trade bills and accommodation bills . Accounts of non-trading concerns, Receipts and payments account and Income and Expenditure account - Capital versus Revenue Expenditure.

Block – III:

Accounts from incomplete records . Net worth method and Conversion method . Self-balancing ledgers . Insurance claims, claims against stock destroyed, asset destroyed, loss of profit (Simple problems only).

Block – IV:

Consignment and Joint venture . Account current . Average due date . Depreciation, various method of providing depreciation.

Block – V:

Departmental accounts . Branch accounts, kept at the Head Office . Independent branches (excluding foreign branches).

BOOKS RECOMMENDED:

1. R.L. Gupta and M. Radhaswamy . Advanced Accountancy Sultan Chand & Sons., New Delhi.
2. S.N.Maheswari Introduction to Accounting, Vikas Publishing House, New Delhi.
3. M.C.Shukla, T.S.Grewal and S.C. Gupta . Advanced Accounts, S.Chand and Company Ltd., New Delhi.

PAPER – III

BUSINESS ECONOMICS (BCO 13)

Block – I:

Introduction to Economics . Nature, scope and limitations of Economics . Definitions . Adam Smith, Marshall and Lionel Robbins . Fundamental concepts . Business Economics.

Consumer analysis . Characteristics and classification of human wants - Law of Diminishing marginal utility . Law of Equimarginal utility.

Block – II:

Demand Analysis . Law of Demand . Types . Determination of Demand . Demand schedule . Changes in Demand . Elasticity of Demand . Measurement . Types of elasticity . Factors determining elasticity of demand . Importance . Forecasting.

Consumer Equilibrium - Cardinal and Ordinal utility . Indifference curve analysis . Criticism of indifference curve . Marshallian utility compared production analysis.

Block – III: Production Analysis:

Factors of production . Theories of production . Laws of Return . Economics of Scale . Optimum combination of inputs.

Cost curves . Fixed and variable costs . Average and marginal costs . Short run cost curves and long run cost curves . Break-even analysis.

Block – IV: Market Analysis:

Pricing under perfect competition . Monopoly . Price discrimination . Pricing under monopolistic competition . Oligopoly and Duopoly . Pricing in public utilities.

Block – V:

Government and business: Industrial policy . Public Enterprises . National Income . Computation of National Income . Types of National Income . National income in India.

Books for Reference

1. Eswar C. Dhingra, The Indian Economy Environment and Policy S. Chand and Sons, New Delhi, 18th Edition, 2004.
2. Ruddar Dutt and K.P.M. Sundaram, The Indian Economy, 50th Edition, Sultan and Chand, New Delhi, 2004.
3. S.K. Mishra and Puri, The Indian Economy, 22nd Edition, Himalaya Publishing House, New Delhi, 2004.

PAPER IV

BUSINESS CORRESPONDENCE AND OFFICE METHODS (BCO 21)

Block – I:

Form and arrangement of business letters . characterization of a good business letter . Trade letters: inquiries, offers, quotations . Orders . Confirmation . Execution, refusal and cancellation of an order . Claims, Complaints and adjustments.

Block – II:

Status enquiry . Letters of collection . Business circular letters . Letters relating to import and export . Agency correspondence.

Block – III:

Banking correspondence . Transport and Insurance letters . Correspondence with Government Central and State . Report writing: Drafting reports by individuals and committees.

Block – IV:

Organization of a modern office . Layout and environment . Functions and importance of Office . Relationship of office with other Departments . Office manuals . Handling mail: inward and outward . Internal and External communication.

Block – V:

Maintenance of Office records . Filing . Indexing . Office machines and Labour saving appliances.

BOOKS RECOMMENDED:

1. B.N. Tandon, Manual of Office Management and Correspondence, S.Chand & Co., Ltd., New Delhi.
2. R.S.N. Pillai and Bagavathi, Modern Commercial Correspondence, S.Chand & Co., Ltd., New Delhi.
3. S.P. Arora, Office Organization and methods, Vikas Publishing House Pvt. Ltd.,

PAPER – V

BANKING THEORY, LAW AND PRACTICE (BCO 22)

Block – I:

Banking systems . Branch banking versus Unit Banking and other banking systems . Deposit Banking versus Commercial banking . Industrial banking versus Development Banking . Commercial bank functions . Creation of credit by Commercial banks . Stature and functions of a Central Bank . Methods of Credit control . Quantitative and qualitative methods.

Block – II:

Structure and characteristics of the banking system in India . Banking sector reforms . Reserve Bank of India . Organisation, functions . Salient features of the Banking Regulation Act 1949.

Block – III:

Definition of banker and customer . Relationship between banker and customer . Obligation to honour cheques . Banker's lien . Opening of Accounts . Special types of customers . Precautions to be taken . Types of Deposits . Bank Pass Book.

Block – IV:

Cheques . Essentials of a valid cheques . Crossing, Marking and Endorsement of cheques . Holder & Holder in due course . Payment of cheques . Statutory protection to paying banker . Refusal of payment cheques . Collection of cheques . Statutory protection to the collecting banker.

Block – V:

Loans and advances by commercial banks . Cash credit, Over Draft and Loans secured and unsecured . Modes of creating charges . Lien, pledge, Hypothecation and Advance against documents of title to goods, stock exchange securities, Mutual funds, Life insurance policies, Real estate, fixed deposit receipts, Book debts and supply bills . Precautions to be taken . Purchase and Discounting of bills.

BOOKS RECOMMENDED:

1. Sundharam and Varshney, Banking theory Law & Practice, Sultan Chand & Sons., New Delhi.
2. Banking Regulation Act, 1949.
3. Report of the Narasimham committee on Banking Sector Reforms 1998.
4. Reserve Bank of India, Report on currency and Finance 2003-2004.

PAPER – VI
PRINCIPLES OF MANAGEMENT (BCO 23)

Block – I:

Management . Meaning, features, functions and importance . Management process . Management and administration . Levels of management . Evolution of Management theory . Taylor's scientific Management theory, Fayol's Administration Management theory, Weber's Bureaucracy theory, Behavioural theory and Modern management theory . Quantitative theory, systems theory, contingency theory and operational theory.

Block – II:

Planning . Nature, characteristics, importance and types . Objectives . Concept of MBO . Planning premises . Steps in planning . Approaches to planning . Forecasting . Decision making.

Block – III:

Organization . Nature and importance . Theories of organization . Types: Line, Staff, Line and Staff, Functional and Committee organization . Authority and Responsibility . Delegation . Departmentation . Decentralisation . Group in organization . Formal and Informal.

Block – IV:

Staffing . Selection and training . Motivation and Behaviour . Theories of motivation . Leadership theories and styles . Communication process . Communication Network . Barrier to communication.

Block – V:

Directing . Significance . Supervision . Control . Span of control . Traditional and modern devices of control . Co-ordination . Need and importance . Principles and techniques of co-ordination.

BOOKS RECOMMENDED:

1. Koontz and O'Donnel, Principles of Management.
2. Peter E. Drucker, The Practice of Management.
3. Neera Vasisth, Students' Guide to Management, Taxman Allied Services Pvt. Ltd., New Delhi, 2003.
4. Lallan Prasad and S.S. Gulshan, Management Principles and Practices, S. Chand and Co., Ltd., New Delhi, 2001

PAPER – VII

BUSINESS STATISTICS (BCO 24)

Block – I: Introduction:

Meaning . Definition . Functions . Scope and uses . limitations . Collection of data i) Primary and ii) secondary data . Classification and tabulation . Diagrammatic and graphic representation - Definition . Objectives of averaging . Characteristics of a good average . Types of average i) Mean ii) Median iii) Mode iv) geometric mean and v) Harmonic mean . Merits and demerits of averages . Choice of suitable averages.

Block – II: Measures of Dispersion:

Definition . Concept of variation . Absolute and relative measure of dispersion . Methods of measuring dispersion i) Range ii) Quartile deviation iii) Mean deviation iv) Standard deviation and v) Co-efficient of variation . Choice of suitable measure of dispersion.

Block – III: Correlation and Regression:

Meaning and definition of correlation . Types of correlation . Methods of studying correlation i) Graphic method ii) Scatter diagram iii) Karl Pearson's method iv) Rank correlation and v) concurrent deviation method . correlation and regression . Methods of studying regression: i) Graphic method ii) Regression equations and iii) Regression coefficients.

Block – IV: Index Numbers:

Meaning . Definition . Characteristics . Types . Methods of constructing Index number i) Simple aggregative method ii) Weighted aggregative method . Price index number . Quantity index numbers . Tests of adequacy of index numbers.

Block – V: Time Series:

Meaning . Utility . Components of time series i) Trend ii) Seasonal iii) Cyclical and iv) Irregular . Methods of finding trend i) Graphic ii) Semi-average iii) Moving average and iv) Least square . Methods of finding seasonal variations i) Simple average ii) Ratio to trend iii) Moving average and iv) Link relatives.

BOOKS RECOMMENDED:

1. Statistics (Theory, Methods and applications) . Dr.D.C.Sancheti and V.K.Kapoor Sultan Chand & Sons., New Delhi.
2. Business Statistics . S.P.Gupta, Sultan Chand & Sons., New Delhi.
3. Fundamentals of Statistics . D.H. Elhance
4. Statistics (Theory and Practice) . R.S.N.Pillai and Bagavathi, S. Chand & Company Ltd., New Delhi.
5. Fundamentals of Statistics . S.C.Gupta, Himalaya Publishing House.

PAPER – VIII

MARKETING (BCO 25)

Block – I:

Introduction . Definition . Features of modern marketing . Marketing mix . Functions of marketing (in brief): Buying, assembling, selling . Transportation, Storage and warehousing . Risk bearing . Market information . Grading and Standardization . Market finance.

Block – II:

Product policies . Product mix . Product life cycle . Branding and packaging . New product development . Classification of consumer goods in marketing.

Block – III:

Buyer behaviour . Buying motives . Factors influencing buyer behaviour . Theories of buyer behaviour . Market segmentation . Important bases for segmenting consumer and industrial market.

Block – IV:

Pricing of products . Pricing objectives and policies . Channels of distribution . Factors influencing channel decisions.

Block – V:

Sales promotion . Promotion mix . Consumer sales promotion . Dealer sales promotion . Advertising . Requisition of a good copy . Media decisions . Testing effectiveness of advertisement . Advertising agencies . Personal selling . Recruitment, Selection and training of sales force . Sales force compensation and control.

BOOKS RECOMMENDED:

1. Raja Nair, Marketing, Sultan chand and Sons., New Delhi.
2. Philip Kotler, Principles of Marketing, Prentice Hall India, New Delhi.
3. Jerome McCarthy and William D.Perant, Jr., Basic Marketing, Universal Book House, New Delhi.

PAPER – IX
COST ACCOUNTING (BCO 31)

Block – I:

Meaning, Scope, Objectives, Functions, Importance, advantages and limitations of cost accounting. Financial Accounting versus Cost Accounting . Elements of Cost . Cost centre and Profit centre . Preparation of Cost Sheet . Direct materials . Purchase routine . Stores control . Stock levels and EOQ.

Block – II:

Bin card . Stores ledger . Perpetual inventory system . ABC method . Material handling . Control of wastage, scrap, spoilage and defectives . Methods of pricing the issues . Labour cost . time keeping and Time booking . Overtime, Idle time and labour turnover.

Block – III:

Methods of wage payment . Overheads . Classification allocation, apportionment and absorption of overheads . Methods of absorption . Reasons for variation in profits shown by cost accounts and financial accounts . Reconciliation.

Block – IV:

Methods of Costing . Job costing, process costing, operating costing and contract costing.

Block – V:

Marginal costing . Break even analysis, P/V ratio, Margin of safety . Application of marginal costing in decision making: Fixation of selling price, make or buy decisions, selection of suitable sales mix and deciding desirable volume of output . Standard costing . Fixation of standard costs . Variance analysis (Simple problems only).

BOOKS RECOMMENDED:

1. M.C. Shukla, T.S.Grewal and M.P.Gupta, Cost Accounting . Text and Problems, S.Chand & Co., New Delhi.
2. Ravi M. Kishore, Cost Accounting and Financial Management, Taxman Allied Services (P) Ltd., New Delhi.
3. Charles t. Horngren, Srikant M. Datar and George Foster, Prentice Hall of India (P) Ltd., New Delhi.

PAPER – X

COMMERCIAL LAW AND INDUSTRIAL LAW (BCO 32)

Block – I:

Introduction and nature of contract . Essentials of valid contract . Voidable contracts . Void agreements . Contingent contract . Performance of contracts . Reciprocal promises . Appropriation of payments.

Block – II:

Quasi contracts . Breach of contract and its consequences . Contract of indemnity and contract of guarantee . Bailment and Pledges . Contract of agency . Rights and duties of parties . Liabilities to third parties . Termination.

Block – III:

Sale of goods . Sale and agreement to sell . Formation of contract of sale . Implied conditions and warranties . Performance of contract of sale . Duties and rights of seller and buyer.

Block – IV:

Factories Act.

Block – V:

Workmen's Compensation Act . Industrial Disputes Act . Employees State Insurance Act.

BOOKS RECOMMENDED:

1. N.D.Kapoor, Business Laws, Sultan Chand & Sons., New Delhi.
2. G.K. Varshney, Elements of Business Law S. Chand & Co., New Delhi.
3. M.C.Shukla, A manual of Mercantile Law, S. Chand & Co., New Delhi.

PAPER – XI

ADVANCED ACCOUNTING (BCO 33)

Block – I:

Partnership Accounts . Admission, Retirement and Death of a partner .
Dissolution of partnership . Sale to a company . Insolvency of partner/partners .
Price-meal distribution.

Block –II:

Company Accounts . Issue and forfeiture of shares . Redemption of
preference shares . Issue and redemption of debentures . Preparation of final
accounts . Profits prior to incorporation . Valuation of goodwill and shares.

Block – III:

Amalgamation, Absorption and Reconstruction of Companies (inter company
owings and holdings excluded)

Block – IV:

Preparation of final accounts of Banking companies and Insurance
companies . Liquidation of companies . Liquidators final statement of Account.

Block – V:

Installment purchase and Hire Purchase . Default and Repossession of
goods sold on Hire Purchase basis . Insolvency of individuals . Statements of
Affairs and Deficiency Account . Accounting for Royalties.

BOOKS RECOMMENDED:

1. R.L. Gupta and M. Radhaswamy . Advanced Accountancy Sultan Chand & Sons.,New Delhi.
2. S.N.Maheswari Introduction to Accounting, Vikas Publishing House, New Delhi.
3. M.C.Shukla, T.S.Grewal and S.C. Gupta . Advanced Accounts, S.Chand and Company Ltd., New Delhi.

PAPER – XII

AUDITING (BCO 34)

Block – I:

Introduction . Definition, Scope, Objectives, techniques and standards of auditing . Generally accepted auditing practices . Internal check . Internal Audit . Internal control . Interface between Internal Auditor and Statutory Auditor . Audit Planning and control.

Block – II:

Vouching . Cost transactions and trading transactions . Audit of ledger . Verification and valuation of Assets and liabilities.

Block – III:

Depreciation and Reserves . Auditing under EDP environment.

Block – IV:

Audit of limited companies . Qualification, Appointment, Removal, Remuneration, Powers and Duties . Special considerations in company audit . Audit of Financial statements, share capital and debentures . Divisible profits and dividends.

Block – V:

Investigation . Objects and classes of investigation . Legal position and liability of an Auditor . Professional conduct and Ethics.

BOOKS RECOMMENDED:

1. B.N. Tandon, S. Sudharsanam and S. Sundharababu, A Handbook of Practical Auditing, S.Chand & Co., Ltd., New Delhi.
2. S.D.Sharma, Taxmann's Auditing Principles and Practice, Taxman Allied Services (P) Ltd., New Delhi.
3. Ravindar Kuamr & Virender Sharma, Fundamentals of Practical Auditing, Prentice Hall of India (P) Ltd., New Delhi.

PAPER – XIII

INSURANCE (BCO 35)

Block – I:

Definition, Nature and Evolution of Insurance . Functions and need for insurance . Principles of insurance . Kinds of insurance . Insurance contract.

Block – II:

Nature of Life Insurance Contract . Classification of policies . Annuities . Selection of risk . Measurement of risk and Mortality table.

Block – III:

Calculation of premium . Life fund and investment of funds . Surrender value . Valuation and Surplus . Claims under life policies.

Block – IV:

Marine Insurance . Classification of marine insurance . Elements of marine insurance contract . Marine losses . Measure of indemnity . Payment of claims.

Block – V:

Fire insurance contract . Kinds of policies . Policy conditions . Rate fixation in fire insurance . Payment of fire claims . Miscellaneous insurance contracts: Motor insurance, Burglary and Personal accident insurance.

BOOKS RECOMMENDED:

1. M.N. Mishra, Insurance Principles and Practice, S.Chand & Co., New Delhi.
2. D.C. Srivastava and Shashank Srivastava, Indian Insurance Industry . Transition and prospects, New Century Publications, Delhi.
3. Taxmann's Insurance Law Manual with IRDA Circulars & Notifications, Taxmann Allied Services Pvt. Ltd., New Delhi.