

COMMERCE

B.Com. I Year

Students should know the following listed concepts given under each paper.

Group 1 Business Administration Group

Paper 1 - Business Communication

- Basic forms of communication.
- Communication modes and process; Effective communication.
- Theories of communication and audience analysis.
- Development of positive personal attitudes; SWOT analysis.
- VOTES model of interdependence and whole communication.
- Formal and informal communication networks.
- Barriers, improving communication practices.
- Group Discussion, Mock Interview, Seminars, Effective Listening, Presentation and report writing.
- Principles of effective communication.
- Writing Skills; Business letters, resumes.
- Non-verbal aspects of communication.
- Interviewing skills.
- Modern forms of communication.
- Writing and presenting in interactional situations.
- Inter-cultural factors in interaction.
- Adapting to global business.

Paper 2 - Business Environment

- Indian business environment: Concept, components and importance.
- Economic Trends: Income, savings, investment, Industry, Trade, Balance of Payments, Money, Finance, Prices.
- Problems of Growth: Unemployment, Poverty, Inflation, Parallel Economy, Industrial sickness.
- Monetary and fiscal Policy, industrial policy, Industrial policy, industrial licensing.
- Privatization, Devaluation.
- Export-import policy: Foreign Investment.
- Five year plan.
- International Environment, International Trading.
- Trends in world Trade
- Foreign Trade and economic growth
- International economic institutions- GATT, WTO, UNCTAD, World Bank, IMF, GSP etc.

Group 2 Accounts and Law Group

Paper 3 - Financing Accounting

- Meaning, definitions, need and scope of accountancy.

- Branches and objectives of accounting.
- Classification of receipts and expenditure, receipts and payment Account; Income & Expenditure.
- Final Accounts; Insolvency and Royalty Account.
- Branch Accounts & methods of Branch Account.
- Hire-purchase and Instalments payment systems.
- Partnership accounts: Admission, Retirement, Death, and Dissolution.
- Gradual realization of assets & piecemeal distribution.

Paper 4 - Business Regulatory Framework

- Nature and classification of contract.
- Performance, discharge and breach of contract.
- Special Contracts: Indemnity, guarantee, Bailment & Pledge, Agency.
- Sale of Goods Act, 1930; Formation of contract of sale, goods, conditions and warranties, Transfer of property, performance, unpaid seller and his rights.
- Negotiable instruments Act 1986: Definition of Consumer, Grievances redressal machinery.
- Foreign Exchange Management Act, 2000.

Group 3 Applied Business Economics Group

Paper 5 - Business Economy

- Meaning and scope of business economics.
- Functions and duties of business economists.
- Elements of risk and uncertainty in business.
- Concept of demand; elasticity of demand, demand forecasting.
- Cost concepts, fixed, variable, average, marginal, total and opportunity costs.
- Revenue concepts, average, marginal and total revenue cost; revenue measurement.
- Market structure; Perfect competition, monopoly and Monopolistic competition.
- Capital budgeting; Meaning & Scope.
- Appraisal of capital projects, Payback period methods, ARR & ROI methods, Present value methods.
- Cost of Capital; meaning, cost of debt, preference, equity Capital, retained earnings, neglected average cost of capital.

Paper 6 - Business Statistics

- Meaning, scope, importance and limitations of statistics.
- Planning of statistical investigations, census and sampling methods.
- Collection of primary and secondary data, statistical errors and approx.
- Classification and tabulation of data, frequency distribution.
- Diagrammatic and graphical presentation, two dimensional diagrams, histogram, frequency polygon, frequency curve.
- Arithmetic mean, geometric mean, harmonic mean, median, mode.
- Range, Quartile Deviation, Variation, standard Deviation.
- Skewness and its coefficients.
- Karl Pearson's coefficient of correlation, rank difference.

- Probable error and interpretation of coefficient of correlation.
- Index numbers; utility, construction of index numbers, simple and weighted index number, Fisher's Index number.
- Tests of Reversibility.

B.Com. II

Group 1 Business Administration Group

Paper 1 - Principles of Business Management

- Concept, nature, process and significance of management.
- Mintzberg's management roles.
- Management thoughts; Classical and neo-classical systems.
- Concept of planning, Decision making, Bounded rationality.
- Management of objectives, corporate planning, Strategy formulation.
- Concept of Organizing; authority and responsibility, centralization and decentralization, departmentation, organization structure.
- Concept and theories of motivation.
- Concept, styles and theories of leadership.
- Concept of effective communication.
- Concept of managerial control.
- Concept of management of change.
- Emerging horizons of management in a changing environment.

Paper 2 - Fundamentals of Entrepreneurship

- Concept and theories of entrepreneurship.
- Leadership; risk taking; decision making and business planning.
- Promotion of a venture, opportunities analysis.
- External environmental analysis, venture capital.
- Innovation and entrepreneur; entrepreneurial behavior, psycho theories, social responsibility.
- Entrepreneurial Development Programmes.
- Role of government in organizing EDP's.
- Role of entrepreneur in economic growth, employment opportunities.
- Role of entrepreneurship in export promotion and import substitution.

Group 2 Accounts and Law group

Paper 3 - Cost Accounting

- Nature of cost accounting, cost concepts, methods and techniques.
- Concept of cost audit.
- Accounting for material, material concept.
- Pricing of material issues, treatment of material losses.
- Accounting for labour, labour cost control procedure.
- Labour turnover, idle time and over time.
- Methods of wage payment, incentive schemes.

- Accounting for overheads, absorption of overheads.
- Determination of overhead rates, under and over absorption.
- Ascertainment of cost, unit costing, job, batch and contract costing.
- Operating costing, process costing.
- Integral and non-integral system.
- Reconciliation of cost and financial accounts.

Paper 4 - Income Tax

- Concept of income, agriculture income, casual income, assessment year, previous year, gross total income, total income.
- Tax invasion, avoidance and tax planning.
- Scope of total income, residence and tax liability.
- Heads of Income; salaries, income from house property, profit and gains from business or profession, capital gains, income from other sources.
- Computation of tax liability, computation of total income.
- Aggregation of income, set-off and carry forward of losses.
- Tax deduction at source, Advance payment of Tax.
- Assessment procedures.
- Tax planning for individuals.
- Tax administration, Authorities, Appeals.

Group 3 Applied Business Economics Group

Paper 5 - Public Finance

- Meaning and scope of public finance.
- Public goods vs private goods, principle of maximum social advantage.
- Meaning and nature of public expenditure.
- Effects on production, distribution and economic stability.
- Meaning of public revenue, Tax revenue.
- Direct and indirect taxes, Progressive, proportional and regressive taxes, Value Added Tax.
- Division of tax burden, incidence of tax, taxable capacity.
- Role and classification of public debts, Tax vs Loan
- Financial federalism under constitution, financial adjustments in India.
- Finance commission, review of Indian Tax System.
- Budgetary procedure and financial control in India.

Paper 6 - Industrial Law

- The factories Act; Provisions of Act relating to health, safety and weapons of the workers. Working hours of adults and young persons.
- Industrial Disputes Act; meaning, authorities of under act, their duties and rights, strikes and lockouts, lay off and retrenchment.
- Indian Trade Union Act; definitions and resignation of trade unions, rights and liabilities of registered trade unions.
- Employees State insurance Act; Constitution and functions, standing committees and medical benefit council.
- Workman Compensation Act; Provisions relating to act.

B.Com III year

Group 1 Business Administration Group

Paper 1- Information Technology and its implications in Business

- Information Revolution and information technology.
- Basic features of IT, impact of IT on business.
- Fundamentals of computers, electronic data processing.
- Number systems and codes, Computer Arithmetic and Gates.
- Computer processing system, hardware/software concept.
- Generation of computers, input/ output devices, storages devices.
- Systems software, DOS and windows, computer Networks.
- Data transmission, communication channel.
- Client-server concept.
- Computer-based Business Applications, Word Processing.
- MS-word, Electronic Spreadsheet.
- Practical knowledge of wings accounting, tally etc.
- Concept of Data Base Management System (DBMS)
- Electronic Data interchange (EDI)
- Internet and its basic concept.
- Application of internet in business, education, governance etc.
- Information System Audit.

Paper 2 - Money and Financial System

- Concept of money, measures to money supply.
- High powered money, sources of charges.
- Role of finance in an economy.
- Financial System, financial intermediaries.
- Indian banking System, Commercial banks, Regional Rural Banks, Cooperative banks.
- Balance sheet of a bank, meaning of main liabilities and assets.
- Process of credit creation by banks.
- Determination of money supply and total bank credit.
- Development Banks, Non-banking Financial Institutions.
- Unregulated credit markets in India.
- Reserve Bank of India.
- Instruments of monetary and credit control.
- Monetary Supply since independence.

Group 2 Accounts and Law Group

Paper 3 - Corporate Accounting

- Issues, forfeiter and re-issue of Shares.
- Concept of share capital.
- Redemption of preference shares.
- Concept of debentures, issue and redemption.
- Final accounts.

- Valuation of Goodwill and shares.
- Accounting for internal reconstruction.
- Accounting for banking companies.
- Accounting for General Insurance Companies.

Paper 4 – Auditing

- Origin of audit in India.
- Meaning and objectives of Auditing.
- Types of audit; concept of investigation.
- Appointment of an auditor, qualification, remuneration.
- Audit process, Audit programme.
- Concept of Audit note book.
- Internal check system; Internal control.
- Audit procedure.
- Audit of Limited companies.
- Company Auditor; Appointment, powers, duties and liabilities.
- Divisible profits and dividend.
- Auditor's report.
- Special audits, Educational institutions, Insurance companies.
- Audit of non-profit companies.
- Meaning, specimens and types of audit report.
- Recent trends in auditing.

Group 3 Applied Business Economics Group

Paper 5 - Financial Management

- Concept of financial management.
- Financial Goals, Profit vs health maximization.
- Financial functions, financial planning.
- Capital budgeting, investment decisions, investment evaluation criteria, payback period, ROR, NPV.
- Cost of capital; significance, cost of debt, preference shares, equity capital, retained earnings.
- Analyzing alternate financial plans.
- Capitalization and capital structure- theories and determinants.
- Dividend policies; issues and models, M.M. Hypothesis.
- Forms of dividends, determinants of dividend.
- Management of working capital, nature, significance.
- Operating cycles.

Group 3 Applied Business Economics Group

Paper 6 - Management Accounting

- Meaning, nature, scope and functions of Management Accounting.
- Role of management accounting vs Financial Accounting.
- Meaning and types of financial statements.

- Objects and methods of financial statements analysis.
- Ratio Analysis.
- Funds Flow Statement, Cash Flow statement.
- Concept of marginal costing.
- Break even analysis.
- Meaning of budget and budgetary control.
- Zero-base budgeting.
- Meaning of standard costing and its application.
- Variance Analysis.