

AKS UNIVERSITY, SATNA

Faculty of Commerce & Financial Studies

Study and Evaluation Scheme

OF

Bachelor of Commerce

Corporate Accounting Practice

2018-2021

(Applicable w.e.f Academic Session 2018-21 till revised)



**** The University Authorities reserve all the rights to make any additions/ deletions or changes/ modifications to this syllabus as deemed necessary.**

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 (Basic Maths) | 4 | | | 4 |
| 5 | 38EC105 | Mercantile Law | 4 | | | 4 |
| | | | 20 | 1 | 0 | 21 |
| | | TOTAL CREDITS | 21 | | | |

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 | 38MS201 | Business Statistics & Quantitative techniques | 4 | 1 | | 5 |
| 2 | 38EC202 | Macro Economics | 4 | | | 4 |
| 3 | 39MS203 | Quantitative Aptitude (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 |
| | | | 23 | 2 | 0 | 25 |
| | | TOTAL CREDITS | 25 | | | |

AKS University, Satna
Study and Evaluation Scheme
Bachelor of Commerce (H)CAP

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 | 4 | | | 4 |
| 5 | 39EC305 | Company law | 4 | | | 4 |
| 6 | 39CA306 | Advanced Accounting | 4 | | | 4 |
| | | | 24 | 2 | 0 | 26 |
| | | TOTAL CREDITS | 26 | | | |

AKS University, Satna
Study and Evaluation Scheme
Bachelor of Commerce (H)CAP

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 | 4 | | | 4 |
| 3 | 39AC403 | Advanced Cost Accounting | 4 | | | 4 |
| 4 | 39FM404 | Financial Management-II | 4 | | | 4 |
| 5 | 39AC405 | Advanced Accounting | 4 | | | 4 |
| 6 | 39EC406 | Indirect Taxation | 4 | | | 4 |
| | | | 24 | 0 | 0 | 24 |
| | | TOTAL CREDITS | 24 | | | |

AKS University, Satna
Study and Evaluation Scheme
Bachelor of Commerce (H)CAP
SEMESTER – V

| S.N. | Subject code | Subject | Period | | | Credit |
|------|--------------|--|-----------|----------|----------|-----------|
| | | | L | T | P | |
| 1 | 39AC501 | Auditing | 4 | | | 4 |
| 2 | 39MT502 | Advanced Accounting –II | 4 | 1 | | 5 |
| 3 | 39EC503 | Strategic management-I | 4 | | | 4 |
| 4 | 39EC504 | Basic securities law (Capital Market & Money market) | 4 | | | 4 |
| 5 | 39CA505 | Information Technology-I | 3 | | | 4 |
| | | | 19 | 1 | 0 | 20 |
| | | TOTAL CREDITS | 20 | | | |

AKS University, Satna
Study and Evaluation Scheme
Bachelor of Commerce (H)CAP
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 |
| | | | 19 | 1 | 0 | 20 |
| | | TOTAL CREDITS | 20 | | | |

B.Com (H) Corporate Accounting practice-I
39AC101: Financial Accounting

Duration: 3 hrs.

Marks: 100

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

Suggested 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

B.Com (H) CAP Corporate accounting practice-I
39EC102 Micro Economics

Duration: 3 hrs.

Marks: 100

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-I
39EC103 Business Ethics & Communication

Duration: 3 hrs.

Marks: 100

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

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

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, 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, 11th 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-I
39MS104 Quantitative Aptitude (Basic Math)

Duration: 3 hrs.

Marks: 100

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-I
39EC105 Mercantile Law

Duration: 3 hrs.

Marks: 100

Objectives: To give an exposure to the students of some of the important commercial laws, the knowledge of this 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-II
39MS201 Business Statistics & quantitative techniques

Duration: 3 hrs.

Marks: 100

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 their 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:

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) Corporate Accounting practice-II

39EC202 Macro Economics

Duration: 3 hrs.

Marks: 100

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.

Suggested Readings:

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

B.Com (H) Corporate Accounting practice-II

39MS203 Quantitative Aptitude II

Duration: 3 hrs.

Marks: 100

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

UNIT 1

Sets, Functions and Relations, Sets Venn Diagrams, Product Sets, Relations and Function, 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, Introduction, Bivariate Data, Correlation Analysis, Measures of Correlation Regression, Regression Analysis, Properties of Regression Lines, Review of Correlation and Regression Analysis

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) Corporate Accounting practice-II
39AC204 Financial Accounting –II

Duration: 3 hrs.

Marks: 100

Objective: To familiarize the students with the basic fundamentals of the accounting

Unit 1

Admission of a New Partner

Introduction, Revaluation Account or Profit and Loss Adjustment Account, Reserves in the Balance Sheet, Computation of new profit sharing ratio, Hidden Goodwill.

Retirement of a Partner

Introduction, Calculation of Gaining Ratio, Revaluation of Assets and Liabilities on retirement of a Partner, Reserve, Final payment to a Retiring Partner, Paying a Partner's loan in installment, Joint Life Policy, Separate Life Policy.

Death of Partner

Introduction, Special transactions in case of death: Joint Life Policy, Special transactions in case of death: Separate Life Policy, Special transactions in case of death: Payment of deceased Partner's share.

UNIT 2

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, Journal Entries for issue of shares for cash, Subscription of Shares, Full Subscription, Under subscription, Oversubscription, Shares issued at Discount , Accounting Treatment , Shares issued at Premium, Accounting Treatment , Oversubscription and Pro-rata Allotment , Calls-in-arrears and Calls-in-advance, Interest on Calls-in-arrears and Calls-in-advance. Forfeiture of Shares, Forfeiture of Shares which were issued at par, Forfeiture of Shares which were issued at a discount , Forfeiture of Shares which were issued at a premium, Forfeiture of fully paid-up shares, Re-issue of Forfeited Shares, Points for Consideration, Calculation of profit on re-issue of forfeited shares, Issue of Shares for Consideration other than Cash.

UNIT 3

Issue of Debentures

Introduction, Meaning, Features of Debentures, Distinction between Debentures and Shares, Types of Debentures, Issue of Debentures, Accounting entries for issue of Redeemable Debentures, Accounting for issue of Debentures payable in installments, Issue of Debentures as collateral security, Issue of Debentures in consideration other than for cash, Treatment of discount on, issue of Debentures, Interest on Debentures, Issue of debentures

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, Redemption of Preference Shares by Capitalization of Undistributed Profits. Redemption of Preference Shares by combination of fresh issue, and Capitalization of Undistributed Profits, Sale of Investments to provide sufficient funds for Redemption, Redemption of Partly Called-Up Preference Shares, Redemption of Fully Called but Partly Paid-Up Preference Shares, When Calls in Arrears is received by the Company, In case of Forfeited Shares, Redemption of preference 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.

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.

SUGGESTED 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
6. Ashok Sehgal & Advanced Accounting (Financial Accounting); Taxmann's, New Delhi. Deepak Sehgal

B.Com (H) Corporate Accounting practice-II
39EC205 Corporate & Contract Law

Duration: 3 hrs.

Marks: 100

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 who 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 Promissory Rights of Joint Promises , Time and Place for Performance of the Promise, Breach of contract and contingent contract, Quasi contract.

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) Secretarial Practice-III

39TP301 Income Tax

Marks: 100

Duration: 3 hrs.

(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: Income tax basics

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: salary

Income from Salaries

UNIT-3: house property

Income from House Property,

UNIT-4: profit and gain from business and profession

Income from Profit and Gains of Business or Profession

UNIT-5: Capital gain and other source

Income from Capital Gains, Income from other sources

Suggested reading:

1. Income tax Law & Practices, H.C. Mehrotra, Sahitya Bhawan Publication,
2. Taxation, K.L. Singhania, Taxmen publication
3. Taxation, Girish & Ahuja, Bharat's Pulication

B.Com (H) Corporate Accounting practice-III
39CA302 Cost Accounting

Duration: 3 hrs.

Marks: 100

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: allocation, Apportionment, Reapportionment, Absorption

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

Suggested reading:

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. BhaleraoMarg, Kelewadi, Girgaon, Mumbai-400 004.

B.Com (H) Corporate Accounting practice-III

39EC303 Business law& Labor law

Duration: 3 hrs.

Marks: 100

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 & gratuity act

Introduction ,definition (section 2) ,employees' provident fund scheme (section 5) Employees' pension scheme (section 6a) ,employees' deposit-linked insurance scheme other provisions , 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, pledge and agency

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 .

Suggested reading:

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-III
39FM304 Financial Management

Duration: 3 hrs.

Marks: 100

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

UNIT 1

SCOPE AND OBJECTIVES OF FINANCIAL MANAGEMENT-Introduction, Meaning of Financial Management , Procurement of Funds ,Effective Utilization 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

Capitalization-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 Books:

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-III

39EC305 Company law

Duration: 3 hrs.

Marks: 100

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 Practicing 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

Suggested Books:

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-III

39CA306 Advanced Accounting –I

Duration: 3 hrs.

Marks: 100

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.

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

Duration: 3 hrs.

Marks: 100

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 ruling, Provisions of AR, Meaning of advance ruling 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:

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

B.Com (H) Corporate Accounting practice-IV

39TA402 Sales, Service & vat tax

Duration: 3 hrs.

Marks: 100

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. Singhanian Vinod K. and Monica Singhanian, *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 practices-IV
39AC403 Advance Cost Accounting

Duration: 3 hrs.

Marks: 100

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, 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 Budget, Budgeting and Budgetary Control, Budget Concept, Manual, Fixed and Flexible Budget Preparation and Monitoring of Various Types of Budgets, Budgetary Control System: Advantages, Limitations and, Installation, Zero Base Budgeting, Programme and Performance Budgeting

UNIT 3: Cost Accounting Records – Integral & Non Integral Accounting.

Introduction, Interlocking System, Various Journal entries for both integrated and non-integrated systems of accounting, Ledgers Maintained Under Cost Accounting System, Various Control Accounts under Interlocking System, Difference between integrated and non-integrated systems of accounting.

UNIT-4: Cost Audit

Cost Audit Nature and Scope of Cost Audit Cost Accounting Records and Cost Audit under , 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 .Reconciliation statement Cost and financial Accounting, Meaning, reasons for the difference between the results shown by Cost Accounts and Financial Accounts. Understand the reasons for differences between financial and cost accounts, Preparation of Reconciliation statement, and Memorandum reconciliation account.

UNIT-5: Marginal 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 and Stock Valuation Difference between Marginal Costing and Absorption Costing, Income Measurement under Marginal Costing and Absorption Costing,

Suggested reading:

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. BhaleraoMarg, Kelewadi, Girgaon, Mumbai-400 004.
4. S.N. Maheshwari : Cost and Management Accounting; Sultan Chand & Sons, 23, Daryaganj New Delhi -110 002.

B.Com (H) Corporate Accounting practice-IV
39FM404 Financial Management-II

Duration: 3 hrs.

Marks: 100

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

UNIT 1

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, and 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-mismanagement 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
6. Chandra, P. *Fundamentals of Financial Management*. McGraw Hill Education

B.Com (H) Corporate Accounting practices-IV
39AC405 Advance Accounting

Duration: 3 hrs.

Marks: 100

Objective: To acquire knowledge and understanding of the concepts of advance 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, Spread Sheets Prepackaged Accounting Software: Advantages, Disadvantage, Selection of Pre-Packaged Accounting Software, Customised Accounting Software: Advantages, Disadvantages, Accounting Software as Part of Enterprise Resource Planning (ERP), Advantages ERP, Disadvantages ERP, Choosing ERP,

UNIT 2: HIRE PURCHASE AND INSTALMENT SALE TRANSACTIONS

Introduction, Meaning , Act 1972 Important Definitions, Cash Price, Hire Purchase Charges, Net Hire Purchase Price Net Cash Price, Important Provisions Right of the hirer to purchase with rebate Termination of the agreement, Rights of the owner on termination, Calculation of interest when both the cash price and the rate of interest are given, calculation of interest when the cash price given but the rate of interest are not given, calculation of cash price calculation of amount of installment use of annuity value to find cash price, Journal entries and Ledger accounts in the books of Hire Purchaser and Hire vendor under Asset Accrual method. Repossession, Complete Repossession, Partial Repossession Installment Payment System, Difference of Hire Purchase Agreement and Installment Payment Agreement

UNIT-3 INVESTMENT ACCOUNTS AND SELF BALANCING LEDGERS

Introduction, Classification of Investments, Current Investments, Long Term Investments, Investment Acquisitions, Disposal of Investments, Valuation in case of Reclassification of Investment Introduction, Self Balancing System, Working of the Self Balancing system, Advantages of Self Balancing System, Various Ledgers to be maintained in Self Balancing Ledger System, Sectional Balancing Advantages of Sectional Balancing System, Distinction between Self-Balancing and Sectional Balancing Systems, Rectification of Errors, Rectification of errors before Opening Suspense Account, Rectification of errors after Opening Suspense Account, Ruling of Subsidiary Books, Secret Account

UNIT-4: PROFIT OR LOSS PRE AND POST INCORPORATION & ISSUES IN PARTNERSHIP

Introduction, Methods of Computing Profit or Loss Prior to Incorporation, Basis of Apportionment, Pre-incorporation Profits and losses, Debtors and Creditors Suspense Accounts
Meaning, Partner's Capital, Current Account, Valuation of Goodwill, Treatment of Admission, Retirement, Death With Practical Problem.

UNIT 5 AMALGAMATION

Meaning of Amalgamation, Types of Amalgamation, Purchase Consideration, Methods of Accounting for Amalgamations, Journal Entries to Close the Books of Vendor Company, Entries in the Books of Purchasing Company

Suggested reading:

1. M.C. Shukla, T.S. Grewal : Advanced Accounts Vol. II; S. Chand & Company Ltd., 7361, Ram Nagar, & S.C. Gupta New Delhi-110 055.
2. R.L. Gupta & : Company Accounts; Sultan Chand & Sons,23, Daryaganj, New DelhiM. Radhaswamy 110 002.
3. S.P. Jain & K. L. Narang : Advanced Accountancy-Vol.II; Kalyani Publishers, 23, Daryaganj, New Delhi - 110 002.
4. S. N. Maheshwari & : Advance Accounting Vol. II; Vikas Publishing House (Pvt.) Ltd., A-22, S.K. Maheshwari Sector 4, Noida – 201 301.

B.Com (H) Corporate Accounting practice-IV
39TA406 Indirect Taxation

Duration: 3 hrs.

Marks: 100

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

UNIT 1: BASIC CONCEPTS OF INDIRECT TAXES

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

UNIT 2: 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: OTHER PROVISION RELATING TO CENTRAL EXCISE DUTY

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 livable in certain cases

UNIT 5: OTHER PROVISION RELATING TO CUSTOM DUTY

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

B.Com (H) Corporate Accounting practice-V
39AC501 Auditing I

Duration: 3 hrs.

Marks: 100

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

UNIT 1: Introduction to Auditing and Basic Concept in Auditing

Definition of Auditing, Objectives of Auditing, Scope of an audit, Qualities of an Auditor, Basic principles governing an audit, Independent audit, Relationship of auditing with other disciplines, Types of Error, Audit Evidence, Analytical Procedure, Audit Materiality, Written representation, External Confirmation, Disclosure of Accounting Policies, Accounting Assumption.

UNIT 2: Standard on Auditing and Guidance Note

Standard on auditing SA- 200 (Revised), SA-220 (Revised), SA -240 (Revised), SA-250 (Revised), SA-260 (Revised), SA-265, SA-299, SA-402(Revised), SA-450, SA-501(Revised), SA-510(Revised), SA-550(Revised), SA-560 (Revised), SA-570 (Revised) SA-600, SA-620(Revised)

UNIT 3: Preparation for an Audit

Auditor's Engagement, Audit Process, Audit Technique, Sample Engagement letter, Audit Planning, Advantages and limitation of audit program, Efficient Audit, Audit working Papers, Audit Documentation, Audit Sampling, and Surprise Checks.

UNIT 4: Internal Control

Basics of an Internal Control, Review of I.C. by auditor, Examination in Depth/walk through test, Internal Control Evaluation, Internal control questionnaire, Internal Check, Audit risk and its components, Internal Audit.

UNIT 5: E.D.P. Audit

Internal control in E.D.P. audit, Types of EDP account system, Audit Trail in EDP environment, Approaches to EDP auditing, Computer Assisted audit technique(CAAT)- Types, Advantages, Audit in a computer information System.

Suggested Readings:

1. CA Surbhi Bnasal, CA Surbhi Bnasal Hindi Edition, *Bestwords Publications Pvt. Ltd. New Delhi*
2. CA Pankaj Garg, *Taxmann Publication, Mumbai*
3. Dinkar Pagare, *Sultan chand & Sons, New Delhi*
4. *G.sekar & B.Saravana Prasath, Padhuka Publications, Bangalore*

B.Com (H) Corporate Accounting practice-V
39AC502 Advance Accounting III

Duration: 3 hrs.

Marks: 100

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

UNIT 1: FRAMEWORK FOR PREPARATION & PRESENTATION OF FINANCIAL STATEMENTS & AS

Introduction, Purpose of the Framework, Status and Scope of the Framework, Components of Financial Statements, Objectives and Users of Financial Statements, Qualitative Characteristics, Elements of Financial Statements, Introduction, Overview of AS 4, AS 5, AS 11, AS 12, AS 16, AS 19, AS 20, AS 26, AS 29,

UNIT2: ADVANCED ISSUES IN PARTNERSHIP ACCOUNTS:

Dissolution of Partnership Firms Introduction, Circumstances Leading to Dissolution of Partnership, Consequences of Dissolution before expiry of a fixed term, Closing of Partnership Books on Dissolution, Consequences of Insolvency of a Partner, Loss arising from Insolvency of a Partner, Piecemeal Payments, Conversion and Sale of Partnership Firms: Amalgamation of Partnership firms, closing the books of old firm, Opening the books of the new firm, Conversion of Partnership Firm into a Company, Apportionment of shares amongst the partners

UNIT 3:

Underwriting of Shares and Debentures: Introduction, Underwriting Commission, Provisions in the Companies Act Affecting Underwriting, Underwriting Contract, Determination of Liability in respect of a Normal Underwriting Contract, Determination of Liability where whole of the issue has been underwritten by one person, Determination of Liability where only part of the issue has been underwritten, Firm Underwriting, When the issue is fully underwritten [with Firm Underwriting]
Redemption of Debentures: Introduction, Redemption of Debentures, Debenture Redemption Reserve, Liability of the Company to create Debenture Redemption Reserve, Balance in Debenture Redemption Reserve, Investment of Debenture Redemption Reserve Amount, Methods of Redemption of Debentures, By payment in Lump sum, By payment in Installments, Purchase of Debentures in Open Market

UNIT 4:

ACCOUNTING FOR BRANCHES INCLUDING FOREIGN BRANCHES Introduction, Meaning, Definition, Debtor's method, Stock & Debtors method Final Accounts method, foreign branches, Practical Problems

UNIT 5:

Liquidation of Companies: Statement of Affairs, Deficiency account, Liquidator's final statement of account, Practical Problem, FINANCIAL STATEMENTS OF INSURANCE COMPANIES Introduction to Insurance Business: Introduction, Important Terms, Principles of Insurance, Various types of insurance, Life Insurance Policy, General Insurance, Various Types of General Insurance, Fire Insurance, Marine Insurance, Miscellaneous Insurance Policies, Distinction between Life Insurance and other forms of Insurance, Accounting Technique of General Insurance Business, Functional divisions and books of account maintained therein, Claims provision at divisional offices Claims paid, Co-insurance, Outstanding premium, Commission, Loans Investments Unexpired risks reserve Re-insurance

B.Com (H) Corporate Accounting practice-V
39MT503 Strategic management – I

Duration: 3 hrs.

Marks: 100

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 Organizations

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-V
39EC504 Basic securities law (Capital Market Money market)

Duration: 3 hrs.

Marks: 100

Objective- To provide expert knowledge and understanding of securities laws and the regulatory framework concerning capital markets in India.

UNIT-1 OVERVIEW OF CAPITAL MARKET AND ITS INSTRUMENTS

Overview of Capital Market , Indian Capital Market, Authorities Governing Capital Markets in India, Profile of Securities Market, Securities Market Reforms and Regulatory Measures to Promote, Investor Confidence, Features of Developed Capital Market: IOSCO, Overview of Depository System in India, Capital Market Instruments, Pure, Hybrid and Derivatives.

UNIT-2 RATING, SECURITIES MARKET INTERMEDIARIES & MARKET INFRASTRUCTURE INSTITUTIONS

Grading of Instruments, Rating agencies in India Primary market and secondary market intermediaries Role and Functions, Stock Exchange: Function, significance, operation, trading mechanism, Settlement of Securities, Stock Market Indices, Risk Management, Surveillance Mechanism at Stock Exchanges, Straight through Processing Demutualization, SME exchange

UNIT-3 DEBT MARKET AND MONEY MARKET

Right to recall or redeem prior to maturity, Consolidation and re-issuance, Issue of Debt Securities, Electronic book mechanism for issuance of debt securities on private placement basis, Securitized Debt Instrument, Municipal Bonds, Growth of Money Market in India – Structure and Institutional Mechanism, Money Market Instruments: Treasury Bills, Commercial Bills, Commercial Paper, Factoring Agreements & Discounting of Bill.

UNIT-4 MUTUAL FUND, VENTURE CAPITAL AND COLLECTIVE INVESTMENT SCHEME

Mutual Fund: Introduction, Definitions, Schemes, Risks Involved, Setting Up, Role, Advantage, Concept of Trustee and Asset Management Company, Legal & Regulatory Framework, Offer Document, Accounting Valuation & Taxation, Investment Management, Measuring & Evaluating Performance, Investor's Rights and Obligations, Concept of Venture Capital, Registration, Investment Conditions and Restrictions, Foreign Venture Capital Investors, Private Capital Funds, Regulatory Framework, Restrictions on Business Activities, Submission of Information and Documents, Trustees.

UNIT-5 RESOURCE MOBILIZATION IN INTERNATIONAL CAPITAL MARKET, IDR

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, Indian Depository Receipts: Procedure for Making Issue of IDRs, Conditions for Issue of IDRs, Listing of IDRs.

Suggested reading:

1. E. Gordon & : Capital Market in India; Himalaya Publishing House, Ramdoot, K. Natarajan Dr. Bhalerao Marg, Girgaon, Mumbai - 400004.
2. Sanjeev Aggarwal : Guide to Indian Capital Market; Bharat Law House, 22, Tarun Enclave, Pitampura, New Delhi – 110 034.

B.Com (H) Corporate Accounting practice-V
39CA505 Information Technology-I

Duration: 3 hrs.

Marks: 100

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

UNIT-1: 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 and Computer Software

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 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-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 and Systems Audit

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

Suggested reading:

1. Fundamentals of Computer: P.K.Sinha
2. Fundamentals of Computer, E. Balagurusamy ,Tata Mcgraw Hills Publication

B.Com (H) Corporate Accounting Practice-VI
39AC601 Advance Auditing

Duration: 3 hrs.

Marks: 100

Objective- To provide expert knowledge and understanding of Advance Auditing

UNIT-1: Vouching

Audit of cash transaction, Audit of payments, cash receipts, Verification of bank balance and Cash-in-hand, Audit of Trading transaction, Audit of purchases, Sales, Cut-off Arrangement, audit of Ledges, outstanding liabilities, outstanding Assets, General scrutiny of expenses Accounts, Income accounts, Assets Accounts, Liabilities, Balance sheet audit, Analytical Procedures, Direct Confirmation of Balances.

UNIT-2: Verification of Assets and Liabilities

Capital and Revenue Expenditure, Depreciation, Verification of Assets, Verification of Specific Assets, Current Assets, Trade Receivables, Bank Balances, Cash in hand, Miscellaneous Expenditure, Verification of Liabilities, Contingent Liabilities, Events Occurring after the balance sheet date, Prior period and Extraordinary Items.

UNIT-3: The Company Audit-I

Eligibility, Qualifications and Disqualifications of an auditor, Appointment of auditor, Rotation of Auditor, Provision relating to Audit Committee, Auditor's Remuneration, Removal of Auditors, Ceiling on number of Audits, Powers/Rights of Auditors, Duties of Auditors, Audit Report, Disclosure in Auditor Report, Joint Audit, Audit of Branch office, Cost Audit, Punishment for non-compliance.

UNIT-4: The Company Audit-II

General Consideration In a company audit, specific provision as regards Accounts in the Companies Act, 2013, Special requirements in company Audit, Audit of Share Capital, Option on Share Capital, Shares Transfer Audit, Verification of Issue of Bonus Share, Audit of Debentures, Audit of Dividends.

UNIT-5: Special Audits

Government Audit, Audit of Local Bodies, Audit of Non-Government Organizations (NGO's), Miscellaneous Audits

Suggested Readings:

1. CA Surbhi Bnasal, CA Surbhi Bnasal Hindi Edition, *Bestwords Publications Pvt. Ltd. New Delhi*
2. CA Pankaj Garg, *Taxmann Publication, Mumbai*
3. Dinkar Pagare, *Sultan chand & Sons, New Delhi*
4. *G.sekar & B.Saravana Prasath, Padhuka Publications, Bangalore*

B.Com (H) Corporate Accounting practice-VI
39AC602 Advanced Accounting-IV

Duration: 3 hrs.

Marks: 100

Objective- To provide expert knowledge and understanding of Advanced Auditing

UNIT 1

FINANCIAL STATEMENTS OF BANKING COMPANIES – Some relevant provisions of the Banking Regulations Act, Meaning of banking, Types of Banks, Service provided by schedule commercial bank, Banking Company Business, Function of commercial banks, Non performing Assets, Calculation of Non Performing Assets Theory of tier I and Tier II Capital, Practical Problem on Tier I and Tier II Capital, Bill Discounting Practical Problem on Bill Discounting

Unit 2

Reserve fund and Cash Reserve, Investment Evaluation, Acceptance and Endorsement, Cash Reserve Ratio, Statutory liquidity Ratio, Bills for Collection, Final Accounts of Banking Company, Practical Problem on Banking Company,

UNIT 3

COMPANY ACCOUNTS: ESOP: Employees Stock Option Plan, Important terms to be remembered, Practical problems

UNIT 4

Amalgamation and Reconstruction, Amalgamation, Motive of amalgamation, Types of amalgamation, in the nature of purchase, in the nature of merger, Calculation of purchase consideration, Accounting for amalgamation, Practical Problems

UNIT 5

DEPARTMENTAL ACCOUNTS, Introduction, Advantages of Departmental Accounting, Allocation of common expenditure, Types of department, Computation of gross profit ratio, Content ratio given, Net profit Ratio, Computation of manager commission, Memorandum accounts

Suggested Readings:

1. Maheshwari, S.N. and S. K. Maheshwari. *Corporate Accounting*. Vikas Publishing House, New Delhi.
2. Sehgal, Ashok and Deepak Sehgal. *Corporate Accounting and auditing* Taxman Publication, New Delhi.
3. Gupta, Nirmal. *Corporate Auditing* Sahitya Bhawan, Agra.
4. Jain, S.P. and K.L. Narang. *Corporate Accounting*. Kalyani Publishers, New Delhi.

B.Com (H) Corporate Accounting practice-VI
39MT603 Strategic management – II

Duration: 3 hrs.

Marks: 100

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, Organizational structure, Establishing strategic business units; Establishing profit centers by business, pr Systems Audit o Systems Audit d Systems Audit act or service, market segment or customer; Leadership and behavioral challenges.

UNIT 5

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

Suggested reading:

1. ICSI guide on strategic management
2. Journal & study material, ICSI, New Delhi

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

Duration: 3 hrs.

Marks: 100

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

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 Landslides. 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

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.

Suggested Reading

1. Reliance Concise Concept on Governance,business ethics & sustainability by S.K.Aggrawal,Abha aggrawal
2. Pooja Law Publishing Co. by Abhishek Mittal,S.K Panab lawpoint publication

B.Com (H) Corporate Accounting practice-VI
39CA605 Information Technology-II

Duration: 3 hrs.

Marks: 100

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, iPod, 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 workingmen-commerce-commerce

UNIT-3

Business process management and IT Introduction of business processes, business process automation, data flow diagrams, system flow diagrams, and 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.

Suggested reading:

1. Fundamentals of Computer: P.K.Sinha
2. Fundamentals of Computer, E. Balagurusamy ,Tata Mcgraw Hills Publication