



**आईएफटीएम विश्वविद्यालय, मुरादाबाद, उत्तर प्रदेश**  
**IFTM University, Moradabad, Uttar Pradesh**  
**NAAC ACCREDITED**

**SCHOOL OF BUSINESS MANAGEMENT**

**DEPARTMENT OF COMMERCE**

**BACHELOR OF COMMERCE (HONOURS)**

**[II YEAR AND III YEAR]**

**[FOR ACADEMIC SESSION 2021-22]**

**IFTM UNIVERSITY**

**N.H.-24, Lodhipur Rajput, Delhi Road, Moradabad, Uttar Pradesh-244001**  
**Website: [www.iftmuniversity.ac.in](http://www.iftmuniversity.ac.in)**



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**SCHOOL OF BUSINESS MANAGEMENT  
DEPARTMENT OF COMMERCE**

**Study & Evaluation Scheme**

**of**

**Bachelor of Commerce (Honours)  
[II Year and III Year]**

**[for Academic Session 2021 -22]**

**Summary**

<b>Programme:</b>	<b>Bachelor of Commerce (Honours)</b>
<b>Programme Level:</b>	<b>Degree (Under Graduation)</b>
<b>Duration:</b>	<b>Three years (Six semesters) Full time</b>
<b>Medium of Instruction:</b>	<b>English</b>
<b>Minimum Required Attendance:</b>	<b>75%</b>
<b>Maximum Credits:</b>	<b>168</b>

# IFTM University, Moradabad

## Course Structure for Bachelor of Commerce (Honours) Programme

### Preamble

Education is a principal vehicle for promoting sustained growth in the economy of a country. For individuals, it is also a major instrument of achieving upward mobility. It is an absolute necessity for the youth of the country for its better prospects and living and thereby the advancement of the country. New frontiers relevant to the needs for development and the expansion of current economic and social matters of the country become a priority. The commerce education in 21<sup>st</sup> century should consider the globalization and its implications on commerce field at national and international levels. Changing global conditions demand that we think about commerce education for the 21<sup>st</sup> century. We should make our commerce education relevant to the contemporary and future economic and societal needs. Focus on quality and promotion of excellence is, therefore, of utmost significance. Keeping this in mind, it is imperative that the teaching – learning process, research, knowledge creation in our institutions are of global standards.

The degree course like Bachelor of Commerce (Honours) is becoming popular and is in great demand. The management education at the under-graduate level is intended to serve as a grooming ground for the future managers. This will make a student more receptive to the advanced level of theory and practice of management science

Bachelor of Commerce (Honours) programme at **IFTM University, Moradabad** aims at catering to the demand for the skilled and chiseled managing personnel in the industry in general and at all levels in the world of business. The expressed objective of this course is to provide a wider and sound base to the students not only for advanced course in commerce but also to open a range of career avenues like the trainees picked-up by the industry, as also in the business researches/studies engaged in by the business consulting houses giving a variety of vital services to the trade industry.

**Program Objectives:** The program aims to achieve the following objectives:

- ✓ Develop an understanding of commerce and apply the skills and knowledge in a business organization,
- ✓ Equip the graduates with the know-how of operating successfully in a continuously changing business environment,
- ✓ Equip graduates with the skills required to lead management position,
- ✓ Make informed and ethical decisions based on thorough knowledge of commerce concepts.

**Programme Outcomes (POs):** Students completing this programme will be able to:

- ✓ Integrate knowledge, skill and attitude that can enhance their creativity and personality.
- ✓ Demonstrate skills of accounting, management and develop such professional values which are useful for society and business,
- ✓ Learn relevant advanced accounting career skills, applying both quantitative and qualitative knowledge to their future careers in business,
- ✓ Encourage Analytical and critical thinking abilities for data driven decision making and forecasting,
- ✓ Prove proficiency with the ability to engage in competitive exams like CA, CS, ICWA and other courses,
- ✓ Do higher education and can make research in the field of finance and commerce.

**IFTM University, Moradabad**  
**Study and Evaluation Scheme**

**Programme: Bachelor of Commerce (Honours)**

**SEMESTER III**

S.No	Paper code	Subject title	Period	Credit	Evaluation Scheme		
			L		Internal	External	Total
1	BCOM (H)301	HUMAN RESOURCE MANAGEMENT	4	4	30	70	100
2	BCOM (H)302	INDIAN ECONOMY	4	4	30	70	100
3	BCOM (H)303	e-COMMERCE	4	4	30	70	100
4	BCOM (H)304	COMPANY LAW	4	4	30	70	100
5	BCOM (H)305	COST ACCOUNTING	4	4	30	70	100
6	BCOM (H)306	AUDITING	4	4	30	70	100
7	BCOM (H)307	COMPREHENSIVE VIVA- VOCE	--	4	--	100	100
<b>Total</b>			<b>24</b>	<b>28</b>	<b>180</b>	<b>520</b>	<b>700</b>

**SEMESTER IV**

S.No	Paper code	Subject title	Period	Credit	Evaluation Scheme		
			L		Internal	External	Total
1	BCOM (H) 401	BANKING LAW & PRACTICE	4	4	30	70	100
2	BCOM (H) 402	PRINCIPLES AND PRACTICES OF INSURANCE	4	4	30	70	100
3	BCOM (H) 403	GOODS & SERVICES TAX (GST)	4	4	30	70	100
4	BCOM (H)404	ENTREPRENEURSHIP DEVELOPMENT	4	4	30	70	100
5	BCOM (H)405	CORPORATE ACCOUNTING	4	4	30	70	100
6	BCOM (H) 406	FINANCIAL MANAGEMENT	4	4	30	70	100
7	BCOM (H) 407	COMPREHENSIVE VIVA- VOCE	--	4	--	100	100
8	BCOM (H)UDM	DISASTER MANAGEMENT	2	--	30	70	100*
<b>Total</b>			<b>26</b>	<b>28</b>	<b>180</b>	<b>520</b>	<b>700</b>

**\*Qualifying Paper**

**Summer Training of 6-8 weeks**

**SEMESTER V**

S.No	Paper code	Subject title	Period	Credit	Evaluation Scheme		
			L		Internal	External	Total
1	BCOM (H)501	BUSINESS ETHICS	4	4	30	70	100
2	BCOM (H)502	MANAGEMENT ACCOUNTING	4	4	30	70	100
3	BCOM (H)503	FINANCIAL MARKETS AND INSTITUTIONS	4	4	30	70	100
4	BCOM (H)504	ADVERTISING AND SALES MANAGEMENT	4	4	30	70	100
5	BCOM (H)505	INCOME TAX LAW AND PRACTICE	4	4	30	70	100
6	BCOM (H)506	ENVIRONMENTAL STUDIES	4	4	30	70	100
7	BCOM (H)507	SUMMER TRAINING PROJECT REPORT EVALUATION AND VIVA-VOCE	--	4	30	70	100
<b>Total</b>			<b>24</b>	<b>28</b>	<b>210</b>	<b>490</b>	<b>700</b>

**SEMESTER VI**

S.No	Paper code	Subject title	Period	Credit	Evaluation Scheme		
			L		Internal	External	Total
1	BCOM (H) 601	CORPORATE GOVERNANCE AND SOCIAL RESPONSIBILITY	4	4	30	70	100
2	BCOM (H)602	PUBLIC FINANCE	4	4	30	70	100
3	BCOM (H) 603	CORPORATE TAX PLANNING AND MANAGEMENT	4	4	30	70	100
4	BCOM (H)604	INDIAN BANKING SYSTEM	4	4	30	70	100
5	BCOM (H)605	SECURITY ANALYSIS	4	4	30	70	100
6	BCOM (H)606	LABOUR WELFARE AND SOCIAL SECURITY	4	4	30	70	100
7	BCOM (H) 607	COMPREHENSIVE VIVA- VOCE	--	4	--	100	100
<b>Total</b>			<b>24</b>	<b>28</b>	<b>180</b>	<b>520</b>	<b>700</b>

## **BCOM (H) 301: HUMAN RESOURCE MANAGEMENT**

**Objective:** This course aims to acquaint the students with the concept, systems and functions of Human Resource Management in an organization in context of dynamic business environment.

### **UNIT I (8 Sessions)**

**Introduction:** Elements of Human Resource Management (HRM)-Meaning, Nature and Scope, Evolution of HRM, HRM functions and objectives, Difference between HRM and Personnel Management, Human Resource Development in India, Role of HR managers.

### **UNIT II (12 Sessions)**

**Manpower Management:** Definition, purpose, process and limiting factors of Human Resource Planning; Job Analysis- Job description and Job specification; Recruitment and selection-methods and procedures, recruitment vs. selection process.

### **UNIT III (10 Sessions)**

**Human Resource Development:** Training and Development- Purpose, Methods and issues involved in training; Management development program; Mentoring and Coaching.

**Performance Appraisal and Job Evaluation:** Meaning, purpose of appraisal, procedures and techniques including 360-degree Performance Appraisal; Job Evaluation-concept, methods and types.

### **UNIT IV (10 Sessions)**

**Disciplinary Mechanism and Grievance Handling:** Meaning, Disciplinary Procedure, Grievance Handling mechanism.

**Job Enrichment:** Purpose, principles and types of promotion, transfer and separation, Concept of Job enrichment, Job enlargement and Job rotation.

**Course Outcomes:** Students completing this course will be able to:

- Develop the understanding of the concept of human resource management and to understand its relevance in organizations;
- Develop the necessary skill set for application of various HR issues;
- Analyse the strategic issues and strategies required to select and develop manpower resources;
- Integrate the knowledge of HR concepts to take correct business decisions.

#### **Suggested Readings:**

1. Aswathappa, K.: Human Resource Management. Tata Mc GrawHill.
2. Bratton, J. & Gold, J.: Human Resource Management: Theory and Practice. Palgrave McMillan.
3. Patnayak, B.: Human Resource Management. Prentice Hall India.
4. Mejjia, G.: Managing Human Resources. Pearson Education.

**Website Sources:**

- <http://www.pondiuni.edu.in/sites/default/files/HR%20Management-230113.pdf>
- <https://www.scribd.com/doc/55819808/Human-Resource-Management-Full-Notes>
- <https://www.macmillanihe.com/companion/Nieto-An-Introduction-To-Human-Resource-Management/student-zone/Lecturer-notes/>
- <http://kalyan-city.blogspot.com/2009/12/human-resource-management-human.html>

**Note: Latest editions of all the suggested readings must be used.**

**BCOM (H) 302: INDIAN ECONOMY**

**Objective:** This course attempts to acquaint the students with the basics concepts of economics to understand the nuances of economic changes occurring at national and international levels.

**UNIT I** **(10 Sessions)**

**Introduction:** Economic Growth vs. Economic Development, Features and Determinants of economic development; Measures to promote economic growth, India as an underdeveloped country or developing country; Basic Problems of Economic Growth-poverty, inequalities, unemployment, population, transport & foreign trade.

**UNIT II** **(10 Sessions)**

**Agriculture:** Agrarian growth and performance, role of agriculture in Indian economy, causes of low agricultural productivity, green revolution; Irrigation- means of irrigation in India; Land Reforms, evaluation of land reforms; Food policy and public distribution system.

**UNIT III** **(8 Sessions)**

**Industry:** Phases of industrialization, contribution of industries in economic development, interdependence between agriculture and industry; Large- and small-scale industries; Industrial finance.

**UNIT IV** **(12 Sessions)**

Concept of National Income Economic Reforms in India- Liberalization, Privatization and Globalization, Financial sector reforms, Five Year Plans in India, NITI Aayog- Constitution, composition and functions, Make in India.

**Course Outcomes:** Students completing this course will be able to:

- Understand the Indian economy and its problems;
- Understand the concepts of national income;
- Understand how the development of the agriculture sector is important for the economic development and what are the problems faced by the Indian agriculture sector;
- Appreciate the relative importance of the types of industries, industrial policy, its role and contribution in economic development;
- Understand the role of planning and economic reforms.

**Suggested Readings:**

1. Aggarwal, A.N.: Indian economy Problems of Development and Planning. New Age International Publishers Ltd.
2. Gadgil, D.R.: Indian Economy: Problems and Prospects. Oxford University Press.
3. Kalia, U.: Indian Economy: Performance and policies. Academic Foundation.
4. Shukla, M.B.: Indian Economy. Taxman Publications.
5. Singh, R.: Indian Economy. TataMcGraw Hill.



**Website Sources:**

- <https://economictimes.indiatimes.com/topic/indian-economy>
- <https://iasscore.in/upsc-prelims/national-income-conceptcalculation-of-national-income>
- [https://www.ripublication.com/ijafst\\_spl/ijafstv4n4spl\\_11.pdf](https://www.ripublication.com/ijafst_spl/ijafstv4n4spl_11.pdf)
- <http://www.economicdiscussion.net/economic-policies/new-economic-policy-of-india-since-1991-reforms/10171>

**Note: Latest editions of all the suggested readings must be used.**

**BCOM (H) 303: e-COMMERCE**

**Objective:** This course imparts an understanding of the concepts and application of e-commerce in business operations.

**UNIT I** **(10 Sessions)**

**Overview of e-Commerce:** Meaning and importance, Advantages and limitations of e-commerce; e-commerce vs. e-business; Role of internet in e-commerce, an overview of mobile commerce.

**UNIT II** **(12 Sessions)**

**Business Models:** Business to Consumer (B2C) model, Business to Business (B2B) model, Business to Government (B2G), Consumer to Consumer (C2C), Consumer to Business (C2B)- Meaning and operations.

**UNIT III** **(10 Sessions)**

**e-Payment:** Meaning, need and importance; Types of e-Payment; Online Banking- Evolution, advantages and limitations.

**e-CRM:** Concept, features, Goals of e-CRM business framework,

**UNIT IV** **(8 Sessions)**

**Enterprise Resource Planning (ERP):** Concept, features, major characteristics and uses; Security issues of e-commerce- Firewall, E-Locking, Encryption, Cyber laws- aims and salient provisions, Public key infrastructure.

**Course Outcomes:** Students completing this course will be able to:

- Define basics of e-Commerce and its advantages and limitations;
- Understand the role of internet in e-commerce;
- Identify different Business Models and distinguish between them;
- Understand the concept of e-Payment and e-CRM;
- Define the concept and features of ERP;
- Understand the security-related concerns and issues.

**Suggested Readings:**

1. Bhaskar, B.: Electronic Commerce- Framework, Technologies and Applications. Tata McGraw Hill.
2. Chaffey, D.: E-Business and E-Commerce Management- Strategy, Implementation and Practice. Pearson Education.
3. Elias, M.A.: Electronic Commerce- From Vision to Fulfillment. Prentice Hall of India.
4. Joseph, P.T. & Joseph, S.J.: E-Commerce – An Indian Perspective. Prentice Hall of India.
5. Schneider, G.P. & Perry, J.T.: Electronic Commerce Strategy. Cengage Learning.
6. Turban, E., King, D., Viehland, D. & Lee, J.: Electronic Commerce – A Managerial Perspective. 4<sup>th</sup> Edition, Pearson Education.

**Website Sources:**

- [https://www.tutorialspoint.com/e\\_commerce/e\\_commerce\\_tutorial.pdf](https://www.tutorialspoint.com/e_commerce/e_commerce_tutorial.pdf)
- [https://www.wirc-icai.org/material/7-An-Overview-Enterprise-Resource-Planning%20ERP\\_.pdf](https://www.wirc-icai.org/material/7-An-Overview-Enterprise-Resource-Planning%20ERP_.pdf)

**Note: Latest editions of all the suggested readings must be used.**

**BCOM (H) 304: COMPANY LAW**

**Objective:** This paper aims to acquaint the students with the importance of company law to understand the legal formalities involved in the management of an organization from its formation to winding-up.

**UNIT I**

**(10 Sessions)**

**Introduction:** Meaning, nature and characteristics of company, evolution of company legislation in India, objectives and features of the Companies Act, 2013; Classification of companies on the basis of- liability, number of members, control and ownership; Formation of company-incorporation, certificate, difference between certificate of incorporation and certificate of commencement of business, promotion of company and promoter.

**UNIT II**

**(12 Sessions)**

Memorandum of Association, Articles of Association, Relationship between Articles and Memorandum, Doctrines of Constructive Notice, Doctrines of Indoor Management, Doctrines of Intra-vires and Doctrines of Ultra-vires; Prospectus: meaning, nature and contents; Mis-statement in prospectus and consequences thereof, statement in lieu of prospectus, Concept of Red Herring Prospectus; Membership- Modes of Acquisition and Termination of Membership; Meetings and Proceedings- General Meetings of Shareholders, Requisites of a valid meeting.

**UNIT III**

**(8 Sessions)**

**Management of Companies:** General provisions, qualifications and disqualifications of directors, number of directors and directorship, appointment, remuneration, removal, legal position, powers, duties and liabilities of directors, managing directors and managers; prevention of oppression and mismanagement.

**UNIT IV**

**(10 Sessions)**

**Capital Borrowing Powers and Winding up of Companies:** Share Capital- Types and characteristics; Issue of Shares at Par, Premium and Discount; Forfeiture and Re-issue of forfeited shares, legal provisions regarding share certificates and share warrants; Debentures-classification of debentures, provisions regarding issue of debenture, winding up of a company, mode of winding up, liquidator.

**Course Outcomes:** Students completing this course will be able to:

- Understand the background of the new Company Act 2013 and explain kinds of company;
- Apprise themselves with the new concepts involving in company law regime;
- Understand memorandum of association and articles of association;
- Determine private placement and prospectus and misrepresentation in prospectus;
- Understand the meaning and nature of capital share and capital;
- Identify the difference between shares, debentures and owned capital and debt capital;
- Explain membership in a company and its procedure and analyse the meaning of directors and concepts.

### **Suggested Readings:**

1. Gower, L.C.B.: Principles of modern Company Law. Stevens & Sons, London.
2. Ramaiya, A.: Guide to the Companies Act. Wadhwa and company, Nagpur.
3. Singh, A.: Company Law. Eastern Book Company, Lucknow.
4. Kuchal, M.C.: Modern India Company Law. Shri Mahavir Books.
5. Kapoor, N.D.: Company Law. Sultan Chand & Sons, New Delhi.
6. Bagrial, A.K.: Company Law. Vikas Publishing House, New Delhi.

### **Website Sources:**

- [www.mca.gov.in](http://www.mca.gov.in)
- [www.cleartax.in](http://www.cleartax.in)
- [www.caclubindia.com](http://www.caclubindia.com)
- [www.incomtaxindia.gov.in](http://www.incomtaxindia.gov.in)
- [www.indiafilings.com](http://www.indiafilings.com)
- [www.legalserviceindia.com](http://www.legalserviceindia.com)
- [www.businessdictionary.com](http://www.businessdictionary.com)
- [www.en.wikipedia.org](http://www.en.wikipedia.org)
- [www.managementstudyguide.com](http://www.managementstudyguide.com)

**Note: Latest editions of all the suggested readings must be used.**

**BCOM (H) 305: COST ACCOUNTING**

**Objective:** This paper aims to acquaint the students with various concepts used in cost accounting and various elements and methods involved in cost ascertainment systems.

**UNIT I**

**(10 Sessions)**

**Cost Accounting:** Meaning, features, scope, techniques, methods, objectives, importance and limitations; Difference between cost accounting, financial accounting and management accounting; Cost- main elements and types; Role of a cost accountant in an organization; Concept and preparation of cost sheet.

**UNIT II**

**(12 Sessions)**

**Accounting and Control for Material Cost:** Meaning of material and material control; material purchase procedure; Methods of pricing of material issue-FIFO, LIFO, Weighted Average; Material losses- problems and solutions.

**UNIT III**

**(10 Sessions)**

**Labor Cost:** Importance, methods of time keeping and time booking; treatment and control of labor turnover, wage payment methods, incentive wage plans- Halsey and Rowan premium plan.

**UNIT IV**

**(8 Sessions)**

**Overheads:** Classification, departmentalization, over and under absorption of overheads; determination of overhead rates.

**Cost Records:** Integrated and non-integrated system; Reconciliation statement of cost and financial accounts- its need, method of preparation.

**Course Outcomes:** Students completing this course will be able to:

- Understand Basic Cost concepts, Elements of cost and cost sheet;
- Provide knowledge about difference between financial accounting and cost accounting;
- Ascertain of Material and Labor Cost;
- Use methods of time keeping and manage idle & over time;
- Get knowledge of different methods and techniques of cost accounting;
- Impart Knowledge about the concepts and principles application of Overheads;
- Prepare the reconciliation statement.

**Suggested Readings:**

1. Arora M.N.: Cost Accounting-Principles and Practice. Vikas, New Delhi
2. Bhattacharyya, S.K. & Dearden, J.: Accounting for Management. Vikas Publication.
3. Horngren, T.: Introduction to Management Accounting. Pearson Education.
4. Khan, M.Y. & Jain, P.K.: Management Accounting. Tata McGraw-Hill.
5. Kishore R.M.: Advanced Management Accounting. Taxmann Publications.
6. Pandey, I.M.: Management Accounting. Vikas Publication.

### **Website Sources:**

- [https://en.wikipedia.org/wiki/Cost\\_accounting](https://en.wikipedia.org/wiki/Cost_accounting)
- <http://www.yourarticlelibrary.com/cost-accounting/cost-sheet/cost-sheet-definition-elements-of-cost-and-calculations/58055>
- <http://www.yourarticlelibrary.com/material-management/material-control-meaning-objectives-necessity-and-importance/26145>
- <https://accountlearning.com/labour-cost-meaning-classification-labour-cost-control/>
- [https://en.wikipedia.org/wiki/Overhead\\_\(business\)](https://en.wikipedia.org/wiki/Overhead_(business))
- <https://financial-dictionary.thefreedictionary.com/Cost+records>

**Note: Latest editions of all the suggested readings must be used.**

**BCOM (H) 306: AUDITING**

**Objective:** The objective of this paper is to understand the principles and practices of auditing generally followed in the verification and evaluation of the company accounts.

**UNIT I**

**(10 Sessions)**

**Introduction:** Origin and meaning, nature, objectives, characteristics and advantages of auditing; Difference between book keeping, accountancy, auditing and investigation; Qualities of an auditor; Generally Accepted Auditing Practices, classification of audit, audit planning; Internal control- nature and characteristics, parts of internal control.

**UNIT II**

**(8 Sessions)**

**Audit Procedure:** Vouching- vouching of various transactions; Verification of assets & liabilities- verification of cash, goodwill and other fixed assets.

**UNIT III**

**(10 Sessions)**

**Audit of Limited Companies:** Company Auditor-qualifications and disqualifications, appointment, removal, remuneration, rights, duties and liabilities of auditor, audit programme, audit working papers, audit notebook, contents and types of auditor's report.

**UNIT IV**

**(12 Sessions)**

**Special areas of Audit:** Features of cost audit, tax audit and management audit; Audit of banking companies, insurance companies and educational institutions, basic considerations of audit in EDP environment (An overview only); Relevant Auditing and Assurance Standards (AASs), relevant case studies/problems.

**Course Outcomes:** Students completing this course will be able to:

- Understand the principles and practices of auditing;
- Understand the generally accepted auditing standards;
- Distinguish between vouching and verification;
- Get thorough knowledge of qualifications, disqualifications, appointment, removal and remuneration of auditor;
- Understand the basic considerations of audit in EDP environment.

**Suggested Readings:**

1. Aruna, J.: A Student's Guide to Auditing. Taxmann Publications.
2. Tandon, B.N., Sudharsanam, S., Sundharabahu, S.: A Handbook of Practical Auditing. Sultan Chand and sons.
3. Dinkar, P. Principles and Practice of Auditing. Sultan Chand and sons.
4. The Institute of Chartered Accountants of India, Auditing and Assurance Standards. ICAI, New Delhi.
5. Gupta, K. & Arora, A.: Fundamentals of Auditing. Tata McGraw Hill.

**Website Sources:**

- [www.icaai.org](http://www.icaai.org)
- [www.cag.gov.in](http://www.cag.gov.in)
- [naaa.gov.in](http://naaa.gov.in)
- [www.icmai.in](http://www.icmai.in)

**Note: Latest editions of all the suggested readings must be used.**

**BCOM (H) 307: Comprehensive Viva-voce (100 Marks)**

**BCOM (H) 401: BANKING LAW AND PRACTICE**

**Objective:** This paper aims to provide a basic knowledge of banking and asset liability management and to enable them to explore various perspectives in the current banking environment.

**UNIT I** **(10 Sessions)**

**Introduction:** Origin of Bank and Banking System in India- Meaning, types and functions; opening and conduct of banking accounts, closing of accounts; Banker and customer-general and special relations; Commercial banks- types of commercial banks, nationalized and private banks, role and functions of central bank.

**UNIT II** **(10 Sessions)**

**Negotiable Instruments:** Meaning, characteristic and types of negotiable instruments; Law relating to Cheques- Bill of exchange, discounting of bill of exchange, practice relating to cheques; Endorsement-meaning, types and effect of endorsement, essentials of a valid endorsement.

**UNIT III** **(10 Sessions)**

**Banking Instruments:** Banker's credit, advance and overdrafts; Traveler cheque, letter of credit, confirmed bankers credit, unconfirmed bankers credit, acceptance credits and documentary credit.

**UNIT IV** **(10 Sessions)**

**Bank Lending:** Meaning and forms of bank lending; Secured advances- lien, pledge, mortgage and hypothecation, revolving credit, banker's advance against marketable securities, goods & produce, debentures and life insurance policies; Unsecured advances- guarantees, precautions/duties of banker.

**Course Outcomes:** Students completing this course will be able to:

- Define Banking with the functions of a bank;
- Appreciate the role of banking in Indian economy;
- Describe Negotiable Instruments;
- Define Bank lending and its importance.

**Suggested Readings:**

1. Tannan, M.L.: Banking Law & Practice. Wadhwa & Company, Nagpur.
2. Holden, J.M.: The Law and Practice of Banking. Universal Law Publishing.
3. Ghosh, B.C.: An introduction to banking principles, practice and law. Oxford University Press, Calcutta.
4. Shrivastava, P. K.: Banking Theory and Practice, Himalaya Publishing House.
5. Gomez, C.: Banking and Finance - Theory, Law and Practice. Prentice Hall of India.
6. Bedi, H.L.: Theory and Practice of Banking. Jeevan DeepPrakasan, Bombay
7. Gupta, R.K.: Banking Law and Practice. Modern Law Publications.



**Website Sources:**

- <http://www.economicdiscussion.net/>
- <https://corporatefinanceinstitute.com/resources/careers/companies/commercial-banks-in-india/>
- <https://www.incometaxindia.gov.in/pages/acts/negotiable-instruments-act.aspx>
- <https://economictimes.indiatimes.com/>

**Note: Latest editions of all the suggested readings must be used.**

## **BCOM (H) 402: PRINCIPLES AND PRACTICES OF INSURANCE**

**Objective:** This course is intended to provide an in-depth understanding of conceptual and operational framework of Insurance companies in India.

### **UNIT I** **(8 Sessions)**

**Introduction:** Purpose and need of insurance, insurance as a social security tool; Insurance and economic development; Principles of insurance, contract of insurance.

### **UNIT II** **(12 Sessions)**

**Life Insurance:** Principles and types of life insurance plans; Life insurance contracts-nature and characteristics, parties involved, conditions and terms of policy; Present structure & growth of life insurance in India.

### **UNIT III** **(8 Sessions)**

**General Insurance:** Principles and types of general insurance; Contracts and Insurable Interests; Progress of general and miscellaneous insurance in India.

### **UNIT IV** **(12 Sessions)**

**Insurance Intermediaries:** Meaning and functions of agents, procedure for becoming agent; Revocation of suspension/termination of agent appointment, code of conduct, unfair practices; Regulations regarding insurance services- main acts and salient features.

**Course Outcomes:** Students completing this course will be able to:

- Understand the principles and practices of Insurance in India;
- Understand the nationalization of Life Insurance as well as General Insurance in India;
- Get thorough knowledge of Insurance principles prevailing in India Insurance Industry;
- Understand the functioning of insurance intermediaries.

#### **Suggested Readings:**

1. Magee, H.H: Life Insurance. The Ronald Press, New York.
2. Ackerman, S.B.: Insurance. The Ronald Press, New York.
3. Robert, R. & Miller, J.S.: Insurance Principles & Practices. Prentice Hall, New Jersey.

#### **Website Sources:**

- <http://www.nios.ac.in/media/documents/VocInsServices/m2--f2.pdf>
- [https://www.irdai.gov.in/ADMINCMS/cms/frmGeneral\\_NoYearList.aspx?DF=ACT&mid=4.1](https://www.irdai.gov.in/ADMINCMS/cms/frmGeneral_NoYearList.aspx?DF=ACT&mid=4.1)
- <http://www.nios.ac.in/media/documents/VocInsServices/m2--f1.pdf>

**Note: Latest editions of all the suggested readings must be used.**

**BCOM (H) 403: GOODS & SERVICES TAX (GST)**

**Objective:** To equip the students with the knowledge of principles and provisions of GST.

**UNIT I**

**(10 Sessions)**

**Introduction:** Constitutional framework of Indirect Taxes before GST (Taxation Powers of Union & State Government); Major Defects in the structure of Indirect Taxes prior to GST; Rationale for GST; Structure of GST (SGST, CGST, UTGST & IGST); GST Council, GST Network, State Compensation Mechanism.

**UNIT II**

**(10 Sessions)**

**Registration and Collection of GST:** Types of Registration (Compulsory Registration, Casual Dealer, Non-resident Supplier, Compounding Dealer, Black Listing Supplier); Surrender of Registration, Cancellation of Registration.

**Taxable event-** “Supply” of Goods and Services; Place of Supply: Within state, Interstate, Import and Export; Time of supply; Valuation for GST- Valuation rules, taxability of reimbursement of expenses; Exemption from GST: Small supplies and Composition Scheme; Classification of Goods and Services: Composite and Mixed Supplies.

**UNIT III**

**(10 Sessions)**

**Procedure and Special Provisions:** Tax Invoice; Credit and Debit Notes; Returns; Audit in GST; Assessment: Self-Assessment, Summary and Scrutiny; Taxability of E-Commerce, Anti-Profitteering, Avoidance of dual control.

**UNIT IV**

**(10 Sessions)**

**Input Tax Credit:** Input tax credit under GST; Refund and Adjustment of GST; Collection of GST; Compounding Option; Payment Process; Methods of Payment in GST; Other features of Dual GST Model.

**Note: In case of any subsequent notifications/amendments regarding GST by the government, the syllabus would be updated accordingly.**

**Course Outcomes:** Students completing this course will be able to:

- Understand the concept of Goods & Services Tax (GST) in Indian scenario;
- Understand the GST structure/framework in India;
- Know the applicability of procedure of registration under GST regime;
- Know and understand the various functional activities under the GST procedure;
- Understand the various methods of payments under GST.

**Suggested Readings:**

1. The Central Goods and Services Tax Act, 2017, The Gazette of India
2. The Integrated Goods and Services Tax Act, 2017, The Gazette of India
3. The Union Territory Goods and Services Tax Act, 2017, The Gazette of India
4. Gupta, S.S.; GST- How to meet your obligations (April 2017), Taxmann Publications

**Website Sources:**

- [www.gst.gov.in](http://www.gst.gov.in)
- [www.services.gst.gov.in/services/login](http://www.services.gst.gov.in/services/login)
- [www.wikipedia.org/wiki/Goods\\_and\\_Services\\_Tax\\_\(India\)](http://www.wikipedia.org/wiki/Goods_and_Services_Tax_(India))
- [www.gstcouncil.gov.in](http://www.gstcouncil.gov.in)
- [www.taxmann.com](http://www.taxmann.com)
- [www.gstn.org](http://www.gstn.org)
- [www.gstindia.com](http://www.gstindia.com)
- [www.clearatax.in](http://www.clearatax.in)

**Note: Latest editions of all the suggested readings must be used.**

## **BCOM (H) 404: ENTREPRENEURSHIP DEVELOPMENT**

**Objective:** This paper aims to provide fundamental knowledge of the role, function and operations performed by an entrepreneur in setting up an enterprise.

### **UNIT I (10 Sessions)**

**Introduction:** Meaning of Entrepreneur, evolution, characteristics, types, functions of entrepreneur, distinction between an entrepreneur, intrapreneur and a manager, problem faced by entrepreneurs; Entrepreneurship- concept, theories, process, growth of entrepreneurship in India, factors influencing entrepreneurship, role of entrepreneurship in economic development.

### **UNIT II (12 Sessions)**

**Small Scale Industries:** Meaning, product range, capital investment, ownership pattern; Importance and role played by SSI in the development of the Indian economy; Problems faced by SSI's and the steps taken to solve the problems; Policies governing SSI's.

**Sickness in SSI's** - Meaning and definition of a sick industry, Causes of industrial sickness, Preventive and remedial measures for sick industries, role of BIFR.

### **UNIT III (10 Sessions)**

**Procedure for setting of a Small Enterprise:** Electronic commerce and small enterprises, Franchising; Leadership in the new economy, hiring the right employees, building the right organizational culture and structure, the challenge of motivating workers, management succession.

### **UNIT IV (8 Sessions)**

**Business Plan (BP):** Meaning and importance of BP, typical BP format- Financial, Marketing, Human Resource, Technical, Social aspects of the BP, Preparation of BP, Common pitfalls to be avoided in preparation of a BP.

**Course Outcomes:** Students completing this course will be able to:

- Understand the insight on key aspects and challenges of being an entrepreneur;
- Gain knowledge of systems and techniques to manage and strategically position ventures in the national and international context;
- Understand the insight on key aspects and challenges of small and medium sized enterprises (SMEs);
- Gain knowledge of systems and techniques to manage and strategically position;
- Understand the skills and the intricacies involved in starting an entrepreneurial venture.

### **Suggested Readings:**

1. Michael, P.P.: Entrepreneurship. Tata McGraw Hill.
2. Holt, D.H.: Entrepreneurship: New venture creation. Prentice Hall India.
3. Doliinger, M.J.: Entrepreneurship: Strategies and Resources. Prentice Hall India.
4. Gupta, C.B: Entrepreneurship Development in India. Sultan Chand and Sons.
5. Desai, V.: Problems and Prospects of Small Scale Industry. Himalaya Publishing House.

**Website Sources:**

- <http://download.nos.org/srsec319new/319EL9.pdf>
- [http://www.ymcaust.ac.in/mba/images/Study\\_Material/Entrepreneurship-Development-notes.pdf](http://www.ymcaust.ac.in/mba/images/Study_Material/Entrepreneurship-Development-notes.pdf)
- <http://www.yourarticlelibrary.com/industries/small-scale-industries-in-india-definition-characteristic-and-objectives/23464>
- <http://www.economicdiscussion.net/india/industrial-sickness/industrial-sickness-meaning-incidence-nature-and-factors-causing-it/11045>

**Note: Latest editions of all the suggested readings must be used.**

## **BCOM (H) 405: CORPORATE ACCOUNTING**

**Objective:** This paper aims to impart the conceptual knowledge of corporate accounting and its applications in the business concerns.

### **UNIT I** **(10 Sessions)**

**Introduction:** Accounting for share capital-Issue, forfeiture and reissue of forfeited shares; Issues of rights and bonus shares; Redemption of preference shares and buy back of shares.

### **UNIT II** **(10 Sessions)**

**Accounting for Debentures:** Meaning, kinds of debentures, issue of debentures, methods of redemption of debentures.

### **UNIT III** **(12 Sessions)**

**Amalgamation of Companies:** Accounting for amalgamation of companies with reference to Accounting Standard-14 (excluding inter-company transactions and holdings).

**Internal Reconstruction:** Accounting for Internal Reconstruction (excluding preparation of scheme for internal reconstruction).

### **UNIT IV** **(8 Sessions)**

**Valuation of Goodwill:** Meaning, nature and types of goodwill, factors relating to goodwill; Methods of valuing goodwill- average profit method, super profit method, capitalization method, annuity method.

**Course Outcomes:** Students completing this course will be able to:

- Understand the methodology of issue of shares and debentures in a Joint Stock Company;
- Get in-depth knowledge of AS-14 (revised);
- Distinguish between Amalgamation and Internal Reconstruction;
- Get thorough knowledge about the methods of valuation of Goodwill;
- Understand the basic functioning of redemption of preference shares and buy back of equity shares.

#### **Suggested Readings:**

1. Gupta, S.C.: Advanced Accounts. Sultan Chand and sons.
2. Shukla, M.C. & Grewal, T.C.: Advanced Accounts. Sultan Chand and sons.
3. Monga, J.R, Ahuja. G. & Sehgal, A.: Company Accounts. Sultan Chand and sons.
4. Gupta, R.L., & Radhaswami, M.: Company Accounts. Sultan Chand and sons.
5. Goel, D.K.: Corporate Accounting. Arya Publications, New Delhi.
6. Jain, S.P. & Narang, K.L.: Advanced Accountancy Kalyani Publisher.

#### **Website Sources:**

- <https://www.investopedia.com/terms/i/issuedshares.asp>
- <http://www.yourarticlelibrary.com/accounting/share/forfeiture-of-shares-meaning-effects/46847>

- <http://download.nos.org/srsec320newE/320EL24.pdf>
- <http://www.accountingnotes.net/debentures/issue-of-debentures/issue-of-debentures-meaning-expenses-and-writing-off-discount/8487>
- <http://www.accountingnotes.net/debentures/redemption-of-debentures-with-illustrations/8403>
- <https://corporatefinanceinstitute.com/resources/knowledge/finance/what-is-business-amalgamation/>
- <https://keydifferences.com/difference-between-internal-and-external-reconstruction.html>
- <https://www.oreilly.com/library/view/corporate-accounting/9788131754511/xhtml/chapter011.xhtml>
- <https://www.accountingtools.com/articles/how-to-calculate-goodwill.html>
- <https://www.investopedia.com/articles/investing/112814/how-calculate-goodwill.asp>

**Note: Latest editions of all the suggested readings must be used.**



**BCOM (H) 406: FINANCIAL MANAGEMENT**

**Objective:** This paper aims to familiarize the students with the principles and practices of financial management.

**UNIT I** **(8 Sessions)**

**Introduction:** Meaning, concept, scope, objectives and functions of financial management, organization of finance function, role of finance manager, time value of money.

**UNIT II** **(12 Sessions)**

**Capital Structure Planning:** Meaning and concept, criteria for determining optimum capital structure, factors influencing capital structure, capital structure theories; Capitalization- Meaning, types, consequences and remedies; Long-term sources of finance.

**UNIT III** **(10 Sessions)**

**Management of Fixed Capital:** Meaning and importance of capital budgeting; Cost of capital; Techniques of capital budgeting- Payback, NPV, IRR and ARR methods and their application, an overview of risk analysis in capital budgeting.

**UNIT IV** **(10 Sessions)**

**Management of Earnings:** Concept and relevance of dividend decision; Dividend Models- Walter, Gordon, MM Hypothesis.

**Management of Working Capital:** Meaning, need, determinants, estimation of working capital, factors affecting working capital requirement.

**Course Outcomes:** Students completing this course will be able to:

- Understand the principles of financial management;
- Understand the concept of capitalization and capital structure;
- Distinguish between working capital decisions and capital budgeting decisions;
- Get thorough knowledge of management of earnings;
- Understand the basic terms like NPV, IRR, ARR etc.

**Suggested Readings:**

1. Pandey, I.M.: Financial Management. Vikas Publishing House (P) Ltd.
2. Khan, M.Y. & Jain, P.K.: Financial Management. Tata McGraw Hill.
3. Chandra, P.: Financial Management. Tata McGraw Hill.
4. Bhalla, V.K.: Financial Management and Policy. Anmol Publications, Delhi
5. Tulsian, P.C.: Introduction to Accounting. Pearson Education.
6. Kulkarni, P.V.: Financial Management. Himalaya Publishing House, Mumbai.
7. Kucchal, S.C.: Corporation Finance. Chaitanya Publishing House, Allahabad

**Website Sources:**

- [https://www.crectirupati.com/sites/default/files/lecture\\_notes/finance%20notes.pdf](https://www.crectirupati.com/sites/default/files/lecture_notes/finance%20notes.pdf)
- [http://qu.edu.iq/ade/wpcontent/uploads/2016/02/financial\\_management\\_www.accfile.com\\_.pdf](http://qu.edu.iq/ade/wpcontent/uploads/2016/02/financial_management_www.accfile.com_.pdf)
- <http://www.ddegjust.ac.in/studymaterial/bba/bba-205.pdf>
- [http://www.universityofcalicut.info/SDE/Study\\_material\\_financial\\_mgmnt.pdf](http://www.universityofcalicut.info/SDE/Study_material_financial_mgmnt.pdf)
- [http://www.pondiuni.edu.in/storage/dde/downloads/mbaii\\_fm.pdf](http://www.pondiuni.edu.in/storage/dde/downloads/mbaii_fm.pdf)

**Note: Latest editions of all the suggested readings must be used.**

**BCOM (H) 407: Comprehensive Viva-voce (100 Marks)**

## **BCOM (H) UDM: DISASTER MANAGEMENT**

### **Objectives:**

- To provide students an understanding to the concepts and aspects of disaster and its relationship with development.
- To ensure awareness of Disaster Risk Reduction (DRR) approaches among students.
- To assist students, develop ability to respond to their environment with potential response to disaster.

### **UNIT I: Introduction to Disasters**

**(12Sessions)**

- Definition: Disaster, Hazard, Vulnerability, Resilience, Risks
- Types of disasters – Earthquake, Landslide, Flood, Drought, Fire, campus shooting, bomb threat, terrorist incidence and financial emergency etc.
- Causes and Impacts including social, economic, political, environmental, health, psychosocial, etc. Differential impacts- in terms of caste, class, gender, age, location, disability.
- Global trends in disasters: urban disasters, pandemics, complex emergencies, Climate change- Dos and Don'ts during various types of Disasters

### **UNIT II: Approaches to Disaster Risk Reduction**

**(10 Sessions)**

- Disaster life cycle – its analysis, phases, culture of safety, prevention, mitigation and preparedness
- Community based DRR (Disaster Risk Reduction), Structural-nonstructural measures,
- Roles and responsibilities of community: Panchayati Raj Institutions/Urban Local Bodies (PRIs/ULBs), States, Centre, and other stakeholders

### **UNIT III: Inter-Relationship between Disasters And Development**

**(8 Sessions)**

- Factors affecting Vulnerabilities, impact of Development projects such as dams, embankments, changes in Land-use etc.
- Climate Change Adaptation- IPCC Scenario and Scenarios in the context of India – Relevance of indigenous knowledge, appropriate technology and local resources.
- Role of international cooperations in Disaster Management

### **UNIT IV: Disaster Risk Management In India**

**(8 Sessions)**

- Hazard and Vulnerability profile of India. Components of Disaster Relief: Water, Food, Sanitation, Shelter, Health, Waste Management

- Institutional arrangements (Mitigation, Response and Preparedness, Disaster Management Act and Policy – Other related policies, plans, programmes and legislation).
- Role of GIS and Information Technology Components in Preparedness, Risk Assessment, Response and Recovery Phases of Disaster – Disaster Damage Assessment.

### **UNIT V: Disaster Management: Applications, Case Studies and Field Works (7 Sessions)**

The project /fieldwork is meant for students to understand vulnerabilities and to work on reducing disaster risks and to build a culture of safety. Projects must be conceived creatively based on the geographic location and hazard profile of the region where the college is located. A few ideas or suggestions are discussed below.

Several governmental initiatives require Urban Local Bodies (ULBs) and Panchayati Raj Institutions (PRIs) to be proactive in preparing DM plans and community-based disaster preparedness plans. Information on these would be available with the district collector or Municipal corporations.

Teachers could ask students to explore and map disaster prone areas, vulnerable sites, vulnerability of people (specific groups) and resources. The students along with teacher could work on ways of addressing these vulnerabilities, preparing plans and consultation with local administration or NGOs.

Students could conduct mock drills in schools, colleges or hospitals. They could also work on school safety, safety of college buildings, training in first aid.

Other examples could be- identifying how a large dam, road/ highway or an embankment or the location of an industry affects local environment and resources or how displacement of large sections of people creates severe vulnerabilities may be mapped by student project work.

The suggested topics for Project work for student could be as follows:

- Monitoring and evaluation plan for disaster response
- Low-cost Home-based water purification methods
- Planning Nutrition intervention programmes
- Safety tips before during and after earthquake, cyclone, floods and fire accidents.
- MockDrills
- Major disasters in India
- Disaster Management in India
- Flood affected areas and damages in India
- Heat waves in India
- Earth quakes in India
- Historical Tsunamis in India
- Nuclear emergence

- Traffic accidents in India
- Train Accidents
- Major disease outbreak
- Disaster management structure in India
- Precaution, mitigation of disaster in India
- Warning system in India to prevent disaster
- Bhopal gas tragedy
- Kutch earth quake
- Tsunami (2004)
- Kosi Calamity 2008
- Mayapuri radiation exposure Delhi (2010)
- Mock exercises

**Any field works related to disaster management.**

**Course Outcomes:** Students completing this course will be able to:

- Increase the knowledge and understanding of the disaster phenomenon, its different contextual aspects, impacts and public health consequences;
- Increase the knowledge and understanding of the International Strategy for Disaster Reduction (UN-ISDR) and to increase skills and abilities for implementing the Disaster Risk Reduction (DRR) Strategy;
- Ensure skills and abilities to analyse potential effects of disasters and of the strategies and methods to deliver public health response to avert these effects;
- Ensure skills and ability to design, implement and evaluate research on disasters.

### **Teaching Resources**

Emphasis will be on interactive teaching learning methods. Tools could be Range of Films- documentaries and feature films related to disasters and their impacts and on vulnerabilities of people are available which a teacher could choose with care and screen. This could form a basis for classroom discussion.

### **Suggested Readings:**

1. SatishModh, Introduction to Disaster Management, Macmillan Publisher India Ltd
2. Alexander David, Introduction in 'Confronting Catastrophe', Oxford University Press
3. Blaikie, P, Cannon T, Davis I, Wisner B: At Risk Natural Hazards, Peoples' Vulnerability and Disasters, Routledge.
4. Damon P. Coppola, Introduction to International Disaster Management, Butterworth-Heinemann,
5. Singhal J.P. "Disaster Management", Laxmi Publications. ISBN-10: 9380386427 ISBN-13: 978-9380386423

6. Tushar Bhattacharya, “Disaster Science and Management”, McGraw Hill India Education Pvt. Ltd., . ISBN-10: 1259007367, ISBN-13: 978-1259007361]
7. Gupta Anil K, Sreeja S. Nair. Environmental Knowledge for Disaster Risk Management, NIDM, New Delhi
8. KapurAnu Vulnerable India: A Geographical Study of Disasters, IAS and Sage Publishers, New Delhi.
9. Carter, Nick. Disaster Management: A Disaster Manager's Handbook. Asian Development Bank, Manila Philippines.
10. Cuny, F. Development and Disasters, Oxford University Press. Document on World Summit on Sustainable Development.
11. Govt. of India: Disaster Management Act 2005, Government of India, New Delhi. Government of India, 2009.
12. Sreeja S. Nair. Environmental Knowledge for Disaster Risk Management, NIDM, New Delhi Indian Journal of Social Work.
13. Special Issue on Psychosocial Aspects of Disasters, Volume 63, Issue 2, April.

**Website Sources:**

- <http://nidm.gov.in/>
- <http://nidmssp.in>
- <http://www.drishtiiias.com/upsc-exam-gs-resources-COMMUNITY-BASED-DISASTER-MANAGEMENT>

**Note: Latest editions of all the suggested readings must be used.**

**BCOM (H) 501: BUSINESS ETHICS**

**Objective:** This paper aims to identify ethical elements required for business activity and broaden the understanding of ethical issues and decision making in business.

**UNIT I** **(8 Sessions)**

**Introduction:** Meaning and need of ethics; Distinction between values and ethics; Concept of Personal ethics and Professional ethics

**Business Ethics:** Meaning, nature and importance; Factors influencing business ethics; ethics and law; an overview of Indian value system.

**UNIT II** **(10 Sessions)**

**Business Ethics and Functional Areas:** Ethical issues in Marketing, Finance, Human Resource Management and Information Technology; Ethics and Corporate Social Responsibility.

**UNIT III** **(12 Sessions)**

**Values impact on Business:** Teaching from scriptures and tradition (Geeta, Ramayana, Mahabharata, Bible and Quran); Employee's obligations to firm; Firm's duties to the Employees; Whistle blowing.

**UNIT IV** **(10 Sessions)**

**Ethical decision making in business:** Models and Theories; A review of best ethical practices and case studies among Indian corporations; An overview of broader ethical issues in society: Corruption, Bribery, Euthanasia, Cruelty to animals, Environmental ethics.

**Course Outcomes:** Students completing this course will be able to

- Provide the skills with which to recognise and resolve ethical issues in business;
- Enhance awareness and critical self-examination of one's own values, and to appreciate the relevance of personal values;
- Understand ethical issues arise in conducting economic research and strategies for resolving them;
- Apply the principles of business ethics and corporate social responsibility to business decisions;
- Promote understanding of the importance, for business and the community, of ethical conduct;
- Encourage reflection on the ethical dimension of Indian scriptures and traditions.

**Suggested Readings:**

1. Murthy, C.S.V.: Business Ethics: Text and Cases. Himalaya Publishing House.
2. Hartman, L.P. & Chatterjee. A.: Business Ethics. Tata McGraw Hill.
3. Sharma, F.C.: Business Values & Ethics. Mahavir Publications, New Delhi.

**Website Sources:**

- <https://www.hinduwebsite.com/hinduintrod4.asp>
- <https://www.scu.edu/ethics/focus-areas/business-ethics/resources/googles-handling-of-the-echo-chamber-manifesto/>
- <https://www.scu.edu/ethics/focus-areas/business-ethics/resources/facebook-and-our-fake-news-problem/>

**Note: Latest editions of all the suggested readings must be used.**

## **BCOM (H) 502: MANAGEMENT ACCOUNTING**

**Objective:** This paper aims to acquaint the students with the concepts of management accounting and their applications in managerial decision making.

### **UNIT I (8 Sessions)**

**Introduction:** Meaning, scope, importance, advantages and limitations of management accounting; Management Accountant- Role and Responsibilities; Relationship between financial accounting, cost accounting and management accounting; Tools & techniques of Management accounting.

### **UNIT II (10 Sessions)**

**Marginal Costing:** Meaning and concept of marginal cost and marginal costing; Marginal costing v/s absorption costing; Cost-Volume-Profit Analysis – Contribution, Profit Volume Ratio, Break-even analysis; Applications areas of marginal costing.

### **UNIT III (10 Sessions)**

**Budgets and Budgetary Control:** Meaning, objectives merits and limitations of budgetary control; Types of budget; Preparation of different functional budget, Problems on Cash budget, Fixed and Flexible budgeting; An overview of Zero Base Budgeting.

### **UNIT IV (12 Sessions)**

**Standard Costing:** Meaning, advantages, limitations and applications of standard costing; Variance analysis – Significance of Variance Analysis; Computation of Material and Labour Variances (Excluding Mix and Yield Variances).

**Course Outcomes:** Students completing this course will be able to:

- Explain the relationship between cost accounting-financial accounting and managerial accounting;
- Define budgeting and operating budgets concepts;
- Prepare cash budget and flexible budget;
- Define standard cost concept, determination of standard costs and standard costs variations;
- Critically analyse and provide recommendations to improve the operations of organisations through the application of management accounting techniques.

### **Suggested Readings:**

1. Bhattacharyya, S.K. & Dearden, J.: Accounting for Management. Vikas Publication.
2. Horngren, T.: Introduction to Management Accounting. Pearson Education.
3. Khan, M.Y. & Jain, P.K.: Management Accounting. Tata McGraw-Hill.
4. Kishore R.M.: Advanced Management Accounting. Taxman.
5. Pandey, I. M.: Management Accounting. Vikas Publication.
6. Charles, T. & Gary, L. S.: Introduction to Management Accounting. Prentice Hall of India Ltd., New Delhi.

**Website Sources:**

- [https://www.icmai.in/upload/Students/Syllabus-2008/StudyMaterial/Cost\\_Mgmt\\_Ac.pdf](https://www.icmai.in/upload/Students/Syllabus-2008/StudyMaterial/Cost_Mgmt_Ac.pdf)
- <http://www.ddegjust.ac.in/studymaterial/mcom/mc-105.pdf>
- [http://www.pondiuni.edu.in/storage/dde/downloads/finiii\\_ma.pdf](http://www.pondiuni.edu.in/storage/dde/downloads/finiii_ma.pdf)
- <https://www.imanet.org/insights-and-trends/ima.../management-accounting-case-book>
- <http://www.pondiuni.edu.in/sites/default/files/Accounting%20management230813.pdf>

**Note: Latest editions of all the suggested readings must be used.**



## **BCOM (H) 503: FINANCIAL MARKETS AND INSTITUTIONS**

**Objective:** This paper aims to acquaint the students with the overview of financial system and helps in understanding the significance of financial services in India.

### **UNIT I**

**(8 Sessions)**

**Introduction:** Meaning, components, structure and features of Indian Financial System; Deficiencies and Recent Developments; Financial sector reforms in India, Financial Markets and Institutions- nature, features, functions, structure and types; Role of financial markets in economic development.

### **UNIT II**

**(12 Sessions)**

**Financial Markets:** Money and Capital Market- Functions, organization and instruments; RBI- Role and functions; Regulation of money and credit, monetary and fiscal policies; Debt and Equity market; Primary and Secondary-Role of stock exchanges in India; SEBI and its role.

### **UNIT III**

**(10 Sessions)**

**Financial Institutions:** Depository and non-depository institutions, Commercial banking- introduction, role in project finance and working capital finance; Development Financial Institutions (DFIs)-An overview and role in Indian economy; Life and non-life insurance companies in India; Non-Banking Financial Companies (NBFCs).

### **UNIT IV**

**(10 Sessions)**

**An Overview of Financial Services:** Merchant banking; Lease and Hire Purchase; Factoring & Forfaiting; Mutual Funds- Introduction, features and their role in capital market development; Plastic Money; High-Tech Banking; E-Banking, Venture Capital Financing, Credit Rating, emerging trends.

**Course Outcomes:** Students completing this course will be able to:

- Define the functions of financial markets and intermediary institutions;
- Explain the recent developments in the Indian financial system;
- Describe the methods of issuing shares and role of intermediaries in the primary market.

### **Suggested Readings:**

1. Khan, M.Y.: Indian Financial System (Theory and Practice). Vikas Publishing House.
2. Pathak, B.: Indian Financial System. Pearson Education, New Delhi.
3. Bhole, L.M.: Financial Markets and Institutions. Tata McGraw-Hill.
4. Meir, K.: Financial Institution and Market, Oxford University Press, New Delhi.
5. Clifford, G.: Financial Markets, Institutions and Financial Services. Prentice Hall India.
6. Fabozzi: Foundations of Financial Markets and Institutions. Pearson Education.
7. Srivastava, R.M. & Nigam, D.: Management of Indian Financial Institutions. Himalaya Publishing House.

**Website Sources:**

- [www.finmin.nic.in](http://www.finmin.nic.in)
- [www.indianchamber.org](http://www.indianchamber.org)
- [www.indiantradeportal.in](http://www.indiantradeportal.in)
- [www.sebi.gov.in](http://www.sebi.gov.in)
- [www.rbi.org.in](http://www.rbi.org.in)
- [www.capitalmarket.com](http://www.capitalmarket.com)
- [www.moneycontrol.com](http://www.moneycontrol.com)
- [www.nseindia.com](http://www.nseindia.com)
- [www.bseindia.com](http://www.bseindia.com)
- [financialservices.gov.in](http://financialservices.gov.in)
- [dipp.nic.in](http://dipp.nic.in)
- [ficci.in](http://ficci.in)

**Note: Latest editions of all the suggested readings must be used.**

## **BCOM (H) 504: ADVERTISING AND SALES MANAGEMENT**

**Objective:** This paper aims to develop an understanding of the modern concepts and latest techniques of advertising and sales which constitute fast growing areas of marketing.

### **UNIT I**

**(10 Sessions)**

**Introduction:** Communication and marketing; Communication process; Communication response hierarchy models; Advertising- meaning, importance and nature; Advertising and publicity; Types of Advertising; Advertising management process; Advertising objectives; DAGMAR Approach; Determination of target audience and positioning; Advertising budget – factors influencing budget decision and methods.

### **UNIT II**

**(12 Sessions)**

**Advertising Message and Media Decisions:** Creativity and advertising; Creative process; Creative appeals and execution styles; Media Decisions–Types of media, Advertising through internet and interactive media; Developing media plan, media selection and scheduling.

**Advertising in India:** Social and regulatory aspects of advertising in India; Recent development and issue in advertising.

### **UNIT III**

**(8 Sessions)**

**Personal Selling:** Nature and importance of selling; Types of selling; Personal selling, salesmanship and sales management; Process of effective selling; Sales management process; Environmental factors impacting selling; Managing ethics in selling environment; Role of personnel selling in customer relationship management

### **UNIT IV**

**(10 Sessions)**

**Sales Planning and Organization:** Setting personal selling objective; Market analysis and sales forecasting; Sales budget; Sales territory; Sales quota; Role of IT in sales planning, Relationship of sales department with other departments; Distribution networks relationship.

**Sales Force Management:** Evaluation and control of the sales effort – Evaluation of sales personnel performance, Sales and cost analysis.

**Course Outcomes:** Students completing this course will be able to:

- Define communication and explain the process of communication;
- Describe advertising and various approaches to determine the target audience;
- Analyse the advertising media and take media decisions;
- Explain personal selling and salesmanship;
- Understand the sales forecasting methods and sales force management process.

### **Suggested Readings:**

1. Aaker, D.A., Batra, R. and Mayers, J.G.: Advertising Management. Prentice Hall of India.
2. George, B. & Michael, B.: Advertising and Promotion: An Integrated Marketing Communications Perspective. Tata McGraw Hill.

3. Still, R.R., Cundiff, E.W. & Govoni, N.A.P.: Sales Management: Decisions, Strategies and Cases. Pearson Education.
4. Anderson, B.R.: Professional Selling. Universe Publications Limited.
5. Johnston, M.W. & Marshall, G.W.: Sales Force Management: Leadership, Innovation, Technology. Routledge.
6. Sharma, K.: Advertising: Planning and Decision Making. Taxmann Publication.

**Website Sources:**

- [www.himpub.com](http://www.himpub.com)
- <http://www.pondiuni.edu.in>
- [www.ddegjust.ac.in](http://www.ddegjust.ac.in)
- <https://www.tutorialspoint.com>

**Note: Latest editions of all the suggested readings must be used.**

## **BCOM (H) 505: INCOME TAX LAW AND PRACTICE**

**Objective:** This paper aims to acquaint the students with the taxation system in India with special reference to income tax laws and practices and their importance for personal tax planning.

### **UNIT I**

**(8 Sessions)**

**Introduction:** Brief history of Income Tax; Concept of income, agricultural income, casual income, assessment year, previous year, gross total income, total income, person, Tax evasion, avoidance and tax planning.

### **UNIT II**

**(8 Sessions)**

**Residential Status:** Rules for determining residential status of an individual, HUF, Firm and Company, need to determine residential status, Incidence of tax and residential status (practical / numerical problems).

### **UNIT III**

**(12 Sessions)**

**Computation of Income under Different Heads:** Salaries; Income from house property; Profit and gains of business or profession, Capital gains; Income from other sources.

### **UNIT IV**

**(12 Sessions)**

Deemed income; Aggregation of income, Set-off and carry forward of losses; Tax Authorities; Assessment procedures; Working knowledge of preparation of return of income-Permanent Account Number (PAN); Manually and e-filing of returns of income & TDS; Provision & procedures of compulsory e-filing of returns for specified assesses.

*Note: Latest amendments made in the relevant Act should be considered.*

**Course Outcomes:** Students completing this course will be able to:

- Understand the concept of Income tax and provisions of Income Tax Act, 1961;
- Know the concept and process of determining the residential status of a person;
- Calculate the taxable income of five heads of income i.e. Income from Salary, Income from House Property, Profits or Gains from Business or Profession, Capital Gains and Income from Other Sources;
- Calculate the tax liability of a particular person;
- Understand the applicability of provisions of Income Tax Act, 1961 with reference to deductions u/s 80(C) to 80(U), Set-off and Carry Forward of Losses, Assessment procedures, PAN, TDS, e-filing of returns.

### **Suggested Readings:**

1. Singhania, V.K. & Singhania, M.: A student guide for income tax. Taxmann Publication, New Delhi.
2. Ahuja, G.K. & Gupta, R: Systematic Approach to Income Tax and Central Sales Tax. Bharat Law House, New Delhi.
3. Income Tax Act. Income Tax Rules and Annual Finance Act.

4. Mehrotra, H.C.& Goyal, S.P.: Income Tax Planning and Management. Shahitya Bhawan Publication.
5. Singhanian, V.K.: Direct Tax Planning and Management. Taxmann Publication.

**Website Sources:**

1. [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in)
2. [www.icai.org](http://www.icai.org)
3. [www.caclubeindia.com](http://www.caclubeindia.com)
4. [www.incometaxindiaefiling.gov.in](http://www.incometaxindiaefiling.gov.in)
5. [www.clearartax.in](http://www.clearartax.in)

**Note: Latest editions of all the suggested readings must be used.**

## **BCOM (H) 506: ENVIRONMENTAL STUDIES**

**Objective:** This paper aims to make the students familiar with the concept and elements of environment and techniques of environmental management.

### **UNIT I**

**(10 Sessions)**

**Introduction:** Meaning, scope, importance and need for public awareness; Ecological System; Human activities- Food, Shelter, Economic & Social Security; Effects of human activities on environment-Agriculture, Housing, Industry, Mining & Transportation activities; Environmental Impact Analysis (EIA).

### **UNIT II**

**(10 Sessions)**

**Natural Resources:** Renewable & Non-Renewable resources- Water Resource, Forest Resource, Mineral Resource, Food Resource, Land Resource, Energy Resource; Conventional & Non-Conventional energy sources; Fossil fuel-based energy sources; alternative future source of energy; Role of an individual in conservation of natural resources.

### **UNIT III**

**(10 Sessions)**

**Environmental Pollution:** Meaning, causes, effects and control measures of – Air Pollution, Water Pollution, Soil Pollution, Marine Pollution, Noise Pollution, Thermal Pollution, Nuclear Pollution; Solid waste management.

### **UNIT IV**

**(10 Sessions)**

**Social Issues and the Environment:** Population growth; Global Warming- Meaning and effects; Urbanization; Acid rain; Ozone layer depletion; Environmental Protection- Acts and reforms in India; Role of Government; NGO's initiatives to protect the environment.

**Course Outcomes:** Students completing this course will be able to:

- Learn about the basics of environment;
- Understand the harmful effects of human activities on environment and their solutions;
- Understand the importance of natural resources and environmental legislation;
- Understand the concept of climate change, global warming, acid rain, various disasters and its mitigation measures.

### **Suggested Readings:**

1. Agarwal, K.C. : Environmental Biology. Nidhi Publications, Bikaner.
2. Sharma, B.K. : Environmental Chemistry. Goel Publications House, Meerut.
3. Uberoi, N.K. : Environmental Management. Excel Books, New Delhi.
4. Pandey, G.N. : Environmental Management. Vikas Publishing House, New Delhi.
5. Gupta, N.D. : Environmental Accounting. Wheeler Publishing, New Delhi.
6. Mohanty, M. : Environment & Pollution Law. S.K. Universal Law Publishing.

### **Website Sources:**

- <https://www.ugc.ac.in/oldpdf/modelcurriculum/Chapter1.pdf>
- <http://dnr.maryland.gov/Pages/default.aspx>
- <https://www.epa.gov/clean-air-act-overview/air-pollution-current-and-future-challenges>
- <http://www.globalissues.org/>

**Note: Latest editions of all the suggested readings must be used.**

**BCOM (H) 507: Summer Training Project Report Evaluation and Viva-voce (100 Marks)**

**IFTM University, Moradabad**  
Bachelor of Commerce (Honours) Programme

**BCOM (H) 601: CORPORATE GOVERNANCE AND SOCIAL RESPONSIBILITY**

**Objective:** This paper aims to familiarize the students with the understanding of issues and practices of corporate governance in the Indian and global context.

**UNIT I** **(10 Sessions)**

**Introduction:** Conceptual Framework, models of corporate governance, benefits of good corporate governance, concept of corporate excellence; Ethical Governance, Code of Ethics; Insider Trading, Rating Agencies, Green Governance/ E-governance.

**UNIT II** **(12 Sessions)**

**Corporate Governance Framework in India:** Corporate Board and its powers, Responsibilities, Disqualifications; Board Committees and their Functions- Remuneration Committee, Nomination Committee, Compliance Committee, Shareholders Grievance Committee, Investors Relation Committee, Investment Committee, Risk Management Committee, and Audit Committee; Clause 49 of Listing Agreement; Corporate Governance in Public Sector Undertakings.

**UNIT III** **(10 Sessions)**

**Major Codes and Standards on Corporate Governance:** Sir Adrian Cadbury Committee (UK), 1992, OECD Principles of Corporate Governance, 1999, and Sarbanes-Oxley (SOX) Act, 2002 (USA)

**Whistle-Blowing and Corporate Governance:** Concept of Whistle-Blowing; Types of Whistle-Blowers; Whistle-Blower Policy; Whistle-Blower Legislation across countries.

**UNIT IV** **(08 Sessions)**

**Corporate Social Responsibility (CSR)** –Meaning and concept of CSR, CSR and Corporate Sustainability, CSR and Business Ethics, CSR and Corporate Governance, Environmental Aspect of CSR, CSR Models, Drivers of CSR, Global Reporting Initiatives, ISO 26000.

**Course Outcomes:** Students completing this course will be able to:

- Explain the concept of Corporate Governance;
- Understand the Corporate Governance Frame work in India;
- Explain major codes & standard on Corporate Governance;
- Recognize the Concept of CSR.

**Suggested Readings:**

1. Rani, G.D. & Mishra, R.K.: Corporate Governance-Theory and Practice. Excel Books, New Delhi
2. Sharma, J.P.: Corporate Governance, Business Ethics & CSR. Ane Books Pvt Ltd, New Delhi
3. Sharma, J.P.: Corporate Governance and Social Responsibility. Taxman Publications.
4. Mallin, C.A.: Corporate Governance (Indian Edition), Oxford University Press.
5. Blowfield, M. & Murray, A.: Corporate Responsibility, Oxford University Press.



**Website Sources:**

- [www.oecd.org](http://www.oecd.org)
- [www.nseindia.com](http://www.nseindia.com)
- [www.sebi.gov.in](http://www.sebi.gov.in)
- [www.indianlaw.in](http://www.indianlaw.in)
- [www.digitalindia.gov.in](http://www.digitalindia.gov.in)
- [www.managementhelp.org](http://www.managementhelp.org)

**Note: Latest editions of all the suggested readings must be used.**

**BCOM (H) 602: PUBLIC FINANCE**

**Objective:** This paper aims to acquaint the students with the process of formulation, implementation and evaluation of public finance policies and its role in the functioning of economy.

**UNIT I**

**(10 Sessions)**

**Introduction:** Meaning, nature, scope and significance of public finance, Public v/s Private Finance; Principle of maximum social advantage.

**Tax:** Classification of tax revenue, canons and theories of taxation; Impact, shifting and incidence of taxes; Theories of tax shifting, economic effects of taxes, salient features of Indian tax structure.

**UNIT II**

**(8 Sessions)**

**Public Revenue:** Meaning and classification, main sources of public revenue.

**Public Expenditure:** Nature, objective, canons and classification of public expenditure, reasons for increasing public expenditure in India, effects of public expenditure on production, distribution and economic stability.

**UNIT III**

**(12 Sessions)**

**Public Debt:** Meaning, concept, significance, classification and sources of public debt, effects of public debt, different methods of repayment of public debt, limitations of public debt, public debt of the government of India.

**Deficit Financing:** Meaning, concept, objectives, significance, limitations and methods of deficit financing, deficit financing in India.

**UNIT IV**

**(10 Sessions)**

**Public Budget:** Concept and objectives, classification of public budget, features of recent union budget.

**Financial Administration in India:** Concept and principles, instruments of financial administration, role of Comptroller and Auditor General (CAG) of India.

**Course Outcomes:** Students completing this course will be able to

- Familiarize themselves with the public sector reform agenda with a focus on public finance issues;
- Demonstrate administrative, political, and economic constraints to public finance reforms;
- Argue the theoretical basis of public expenditures and to analyze their types and economic effects;
- Classify public revenues and integrate them into the fiscal and tax system;
- Classify public revenues and expenditures through the budget and to analyze the instruments and objectives of budgetary policy.

**Suggested Readings:**

1. Chand, S.N.: Public Finance. Atlantic Publishers.
2. Rosen, H.: Public Finance. Irwin/McGraw-Hill Publishers.
3. Bhatia, H.L.: Public Finance. Vikas Publishing House Pvt. Ltd.
4. Musgrave, R.A. & Musgrave, P.B.: Public Finance in Theory and Practice. Tata MacGraw Hill.
5. Singh, S.K.: Public Finance in Theory and Practice. Sultan Chand and sons.

**Website Sources:**

- <http://www.rjspm.com>
- <http://www.universityofcalicut.info>
- <http://www.retawprojects.com>
- <http://www1.worldbank.org/publicsector>
- <http://www.mccc.edu>

**Note: Latest editions of all the suggested readings must be used.**

## **BCOM (H) 603: CORPORATE TAX PLANNING AND MANAGEMENT**

**Objective:** This paper aims to acquaint the students with the corporate tax in India and its importance and utilization in management decision making.

### **UNIT I**

**(8 Sessions)**

**Introduction:** Corporate tax in India, Types of companies, residential status of companies and tax incidence, taxation of companies and minimum alternate tax.

### **UNIT II**

**(12 Sessions)**

**Introduction to Tax management:** Meaning and concept; Tax avoidance and tax evasions; Corporate taxation and dividend tax.

**Tax planning for new business:** Location aspect, nature of business, forms of organisation (Simple numerical problems based on decision making)

### **UNIT III**

**(12 Sessions)**

**Tax planning:** Financial Management Decisions-Capital structure decision, dividend policy, Bonus Shares (Numerical Problems Based on decision making); Managerial decisions- own or lease, sale of assets, use for scientific research, make or buy decision, Repair, replace, renewal or renovation and shutdown or continue decisions (Numerical Problems Based on decision making).

### **UNIT IV**

**(8 Sessions)**

**Other Important Planning:** Tax Planning in respect of non-resident, advance payment of tax, deduction of tax at source and E-TDS Return; Interest payable by assessee/government; Tax Refund.

**Note:** *Latest amendments made in the relevant Act should be considered.*

**Course Outcomes:** Students completing this course will be able to:

- Understand the principles and practices of Taxation in India;
- Understand the basic terms like, TDS, TCS, PAN etc.;
- Distinguish between tax evasion and tax avoidance;
- Get thorough knowledge of tax planning;
- Understand various methods of tax management.

### **Suggested Readings:**

1. Singhanian, V.K. & Singhanian, M.: Corporate Tax Planning and Business Tax Procedures. Taxmann Publication, New Delhi.
2. Ahuja, G.K. & Gupta, R: Systematic Approach to Income Tax and Central Sales Tax. Bharat Law House, New Delhi.
3. Income Tax Act. Income Tax Rules and Annual Finance Act.
4. Lakhota, R.N: Corporate Tax Planning. Vision Publications.
5. Mehrotra, H.C.& Goyal, S.P.: Corporate Tax Planning and Management. Shahitya Bhawan Publication.
6. Singhanian, V.K.: Direct Tax Planning and Management. Taxmann Publication.

**Website Sources:**

- [www.icaai.org](http://www.icaai.org)
- [www.incometaxindia.gov.in/pages/acts/income-tax-act.aspx](http://www.incometaxindia.gov.in/pages/acts/income-tax-act.aspx)
- [www.taxmann.com/income-tax-acts.aspx](http://www.taxmann.com/income-tax-acts.aspx)
- [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in)
- [www.incometaxindia.gov.in/pages/about-us/central-board-of-direct-taxation.aspx](http://www.incometaxindia.gov.in/pages/about-us/central-board-of-direct-taxation.aspx)
- [www.incometaxmanagement.com/Pages/Tax-Management-Procedure/Tax-Management-Procedures-Contents.html](http://www.incometaxmanagement.com/Pages/Tax-Management-Procedure/Tax-Management-Procedures-Contents.html)
- [www.caclubindia.com](http://www.caclubindia.com)

**Note: Latest editions of all the suggested readings must be used.**

## **BCOM (H) 604: INDIAN BANKING SYSTEM**

**Objective:** This paper aims at imparting a comprehensive knowledge on Indian banking, its operations and regulatory environment.

### **UNIT I (8 Sessions)**

**Introduction:** Evolution of banking; Forms of banking; Structure of Indian banking system, scheduled vs. non-scheduled bank, role of banking system in the economic growth and development.

### **UNIT II (10 Sessions)**

**Central Banking and Monetary Policy:** Constitution, objectives, functions, structure of central bank, credit control measures and their effectiveness, recent trends in central banking, critical appraisal of the functioning of central bank; Monetary policy- objectives, money supply and control of inflation.

### **UNIT III (14 Sessions)**

**Commercial Banking:** Social control in banks; Nationalized Banks-Nationalization of banks- Arguments for and against nationalization; Objectives of nationalization, progress of nationalized banks; State Bank of India (SBI): Evolution, organization, management, role and performance of SBI; Private Sector Banks-Progress and performance of private sector banks in India after 1969; Foreign Banks in India- Progress and performance, regulation of foreign banks in India.

### **UNIT IV (8 Sessions)**

**Development Banking:** Meaning objective, characteristics and functioning of development banks, types and their constitutions, development banking vs. commercial banking.

**Course Outcomes:** Students completing this course will be able to:

- Understand the evolution of banking system in India;
- Understand various policies framed by RBI and GoI;
- Distinguish between Monetary Policy and Fiscal Policy;
- Get thorough knowledge of Commercial Banking;
- Understand the necessity of Development Banks in India.

#### **Suggested Readings:**

1. Khan, M.Y. (2004): Indian Financial System. Tata McGraw Hill.
2. Shekhar, K.C., & Shekhar, L. (2013): Banking Theory and Practice. Vikas Publishing House Pvt. Ltd.
3. Sayers, R.S. (1967): Modern Banking. Oxford University Press.
4. Panandikar, S.G. & Mithani, D.M. (1975): Banking in India. Orient Longman.
5. Muraleedharan, D. (2014): Modern Banking: Theory And Practice. Prentice-Hall of India Pvt. Ltd.
6. Machiraju, H.R. (2009): Indian Financial System. Vikas Publishing House.

**Website Sources:**

- <https://www.projectguru.in/publications/evolution-indian-banking-system/>
- <https://accountlearning.com/development-banks-meaning-objectives-commercial-vs-development-banks/>
- [https://www.rbi.org.in/scripts/FS\\_Overview.aspx?fn=2752](https://www.rbi.org.in/scripts/FS_Overview.aspx?fn=2752)

**Note: Latest editions of all the suggested readings may be used**

**BCOM (H) 605: SECURITY ANALYSIS**

**Objective:** This paper aims to acquaint the students with the working of security market and principles of security analysis.

**UNIT I** **(10 Sessions)**

**Introduction:** Meaning of Investment, Investment, Speculation and Gambling; Investment decision process, Types of investments; Indian securities market- features, functions and operations; mechanics of investing; market participants; market indices and return; risk-return relationship.

**UNIT II** **(10 Sessions)**

**Equity Analysis:** Fundamental Analysis, Technical Analysis; Valuation of equity shares; Efficient Market Hypothesis.

**UNIT III** **(12 Sessions)**

**Bond Analysis:** Fixed Income Securities- Bond fundamentals, valuation of bonds, estimating bond yields, bond management strategies.

**UNIT IV** **(8 Sessions)**

**Regulatory Framework:** Securities and Exchange Board of India (SEBI)- Introduction, constitution, functions, powers, activities, role in regulating the securities market, recent development in security market.

**Course Outcomes:** Students completing this course should be able to:

- Know the basics of Investment, its types along with the Indian Securities Market;
- Understand the Equity analysis and the different tools used for the same;
- Comprehend the fundamentals of Bonds with the strategies to manage them;
- Get hold of the regulatory framework associated with the Indian Securities Market.

**Suggested Readings:**

1. Bhalla, V.K.: Investment Management: Security Analysis and Portfolio Management. Sultan Chand Publication, New Delhi.
2. Cox, J.C & Rubinstein, M.: Options Markets. Prentice Hall Inc.
3. Pandian, P: Security analysis & portfolio management. Vikas Publication.
4. Chandra, P.: Investment Analysis & Portfolio Mgmt. Tata McGraw Hill.
5. Hull, J.C.: Options Futures and other Derivative Securities. Prentice Hall of India, New Delhi.
6. Fischer, D.E & Jordon, R.J.: Security Analysis & Portfolio Management. PHI.
7. Avadani, V.A.: Security analysis & portfolio management. Himalaya publication.

**Website Sources:**

- [www.bseindia.com](http://www.bseindia.com)
- [www.sebi.gov.in](http://www.sebi.gov.in)
- [www.nseindia.com](http://www.nseindia.com)
- [in.finance.yahoo.com](http://in.finance.yahoo.com)

**Note: Latest editions of all the suggested readings must be used.**



## **BCOM (H) 606: LABOUR WELFARE AND SOCIAL SECURITY**

**Objective:** This paper aims to provide an understanding of the concept of labour welfare and security schemes to create an awareness of critical issues in industrial relations.

### **UNIT I** **(8 Sessions)**

**Introduction:** Meaning, scope, philosophy and principles of labour welfare, Indian constitution and labour welfare, labour welfare policy, historical perspectives of labour welfare in India.

### **UNIT II** **(10 Sessions)**

**Welfare Measures:** Statutory provisions for employees' welfare; voluntary and mutual welfare schemes; Impact of International Labour Organization (ILO) on Labour Welfare in India; Agencies of labour welfare and their roles; Factories Act, 1948- Aims, objectives and scope, definitions and authorities under the Act.

### **UNIT III** **(10 Sessions)**

**Social Security:** Meaning, constituents of social security, evolution of security, Social assistance and social insurance and growth of social security in India.

**Compensation and Benefit Schemes:** Workmen's compensation and allied schemes; Maternity benefit schemes.

### **UNIT IV** **(12 Sessions)**

**Security Schemes:** Provident fund schemes for industrial employees and schemes of family pension and gratuity.

**State Insurance Scheme:** Scope, benefits, contributions, financial structure and medical benefits under the Employees State Insurance Scheme, Introduction to Employees' State Insurance Act 1948; issues relating to instituting a comprehensive scheme; Worker trade union vis-a-vis Labour Welfare and role, status and functions of Labour Welfare Officer.

**Course Outcomes:** Students completing this course should be able to:

- Know the conceptual framework of Labour Welfare in India;
- Relate with the various measures taken under Labour Welfare in accordance with the ILO;
- Appreciate the provisions and laws pertaining to Social Security in India;
- Know the diverse schemes related to Social Security and Social Insurance.

### **Suggested Readings:**

1. Hasan, N.: The Social Security System of India, Sultan Chand and sons.
2. Misra, S.N. & Misra, S.K.: Labour and Industrial Laws. Allahabad Law Agency, Allahabad.
3. Varandani, G.: Social Security System for Industrial Workers in India. Deep & Deep, New Delhi.
4. Verma, P: Labour Economics and Industrial Relations, Tata McGraw Hill.
5. Srivastava, S.C.: Industrial Relations and Labour Laws. Vikas Publishing House Pvt. Ltd.

**Website Sources:**

- [http://shodhganga.inflibnet.ac.in/bitstream/10603/610/15/15\\_chapter7.pdf](http://shodhganga.inflibnet.ac.in/bitstream/10603/610/15/15_chapter7.pdf)
- [http://www.academia.edu/8098638/A\\_STUDY\\_ABOUT\\_THE\\_LABOR\\_WELFARE\\_AND\\_SOCIAL\\_SECURITY\\_MEASURES\\_IN\\_INDIA](http://www.academia.edu/8098638/A_STUDY_ABOUT_THE_LABOR_WELFARE_AND_SOCIAL_SECURITY_MEASURES_IN_INDIA)
- <https://www.scribd.com/doc/49447173/Labour-Welfare-and-Social-Security-in-India>
- [http://planningcommission.gov.in/plans/planrel/fiveyr/10th/volume2/v2\\_ch3\\_5.pdf](http://planningcommission.gov.in/plans/planrel/fiveyr/10th/volume2/v2_ch3_5.pdf)
- <https://labour.gov.in/social-security>

**Note: Latest editions of all the suggested readings must be used.**

**BCOM (H) 607: Comprehensive Viva-voce (100 Marks)**