



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

SCHOOL OF BUSINESS MANAGEMENT

DEPARTMENT OF COMMERCE

BACHELOR OF COMMERCE

[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



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**SCHOOL OF BUSINESS MANAGEMENT
DEPARTMENT OF COMMERCE**

Study & Evaluation Scheme

of

**Bachelor of Commerce
[II Year and III Year]**

[for Academic Session 2021-22]

Summary

Programme:	Bachelor of Commerce
Programme Level:	Degree (Under Graduation)
Duration:	Three years (Six semesters) Full time
Medium of Instruction:	English
Minimum Required Attendance:	75%
Maximum Credits:	120

IFTM University, Moradabad

Course Structure for Bachelor of Commerce 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 have now become a priority. The commerce education in 21st century should consider the globalization and its implications on commerce field at national and international levels. Changing global conditions demand us to think about commerce education for the 21st 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 is becoming popular and is in great demand. The commerce 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 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 more 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 specific objectives are:

- ✓ To develop numerical abilities of students
- ✓ To inculcate writing skills and business correspondence
- ✓ To analyze relationship among commerce, trade industry, services, management and administration.
- ✓ To create awareness of law and legislations related to commerce and business
- ✓ To introduce recent trends in business, organizations and industries
- ✓ To acquire practical skills related with banking and other business.

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

- ✓ Gain thorough systematic and subject skills within various disciplines of finance, auditing and taxation, accounting, management, communication, computer,
- ✓ Learn relevant Advanced accounting career skills, applying both quantitative and qualitative knowledge to their future careers in business,
- ✓ Enhance the capability of decision making at personal and professional levels,
- ✓ Do higher education and can make research in the field of finance and commerce
- ✓ Demonstrate Progressive learning of various tax issues and tax forms related to individuals and businessmen and setting up their own business startup.

IFTM UNIVERSITY, MORADABAD**Study and Evaluation Scheme
Programme: Bachelor of Commerce****SEMESTER III**

S.No	Paper code	Subject title	Period	Credit	Evaluation Scheme		
			L		Internal	External	Total
1	BCOM301	BUSINESS ENVIRONMENT	4	4	30	70	100
2	BCOM302	FINANCIAL MANAGEMENT	4	4	30	70	100
3	BCOM303	BUSINESS STATISTICS	4	4	30	70	100
4	BCOM304	COMPANY LAW	4	4	30	70	100
5	BCOM305	COMPREHENSIVE VIVA-VOCE	--	4	--	100	100
Total			16	20	120	380	500

SEMESTER IV

S.No	Paper code	Subject title	Period	Credit	Evaluation Scheme		
			L		Internal	External	Total
1	BCOM401	COST ACCOUNTING	4	4	30	70	100
2	BCOM402	ENVIRONMENTAL STUDIES	4	4	30	70	100
3	BCOM403	HUMAN RESOURCE DEVELOPMENT	4	4	30	70	100
4	BCOM404	INDIAN BANKING SYSTEM	4	4	30	70	100
5	BCOM405	COMPREHENSIVE VIVA-VOCE	--	4	--	100	100
6	BCOM UDM	DISASTER MANAGEMENT	2	--	30	70	100*
Total			16	20	120	380	500

***Qualifying Paper**

SEMESTER V

S.No	Paper code	Subject title	Period	Credit	Evaluation Scheme		
			L		Internal	External	Total
1	BCOM501	PRINCIPLES OF INSURANCE	4	4	30	70	100
2	BCOM502	MARKETING THEORY AND PRACTICE	4	4	30	70	100
3	BCOM503	MANAGEMENT ACCOUNTING	4	4	30	70	100
4	BCOM504	BUSINESS AND INDUSTRIAL LAWS	4	4	30	70	100
5	BCOM505	COMPREHENSIVE VIVA-VOCE	--	4	--	100	100
Total			16	20	120	380	500

SEMESTER VI

S.No	Paper code	Subject title	Period	Credit	Evaluation Scheme		
			L		Internal	External	Total
1	BCOM601	AUDITING	4	4	30	70	100
2	BCOM602	PUBLIC FINANCE AND BUDGETING	4	4	30	70	100
3	BCOM603	FINANCIAL MARKETS, INSTITUTIONS AND SERVICES	4	4	30	70	100
4	BCOM604	INCOME TAX	4	4	30	70	100
5	BCOM605	COMPREHENSIVE VIVA-VOCE	--	4	--	100	100
Total			16	20	120	380	500

BCOM 301: BUSINESS ENVIRONMENT

Objective: This paper attempts to make students understand various factors that influence business environment and enable them to critically analyze associated opportunities, risks and challenges and their relevance for managerial decisions.

UNIT I (8 Sessions)

Introduction: Meaning, nature and significance; Environment Scanning - meaning, nature, scope, and process, interrelation between internal and external environment; Overview of economic, political, socio-cultural, legal, technological and global environment.

UNIT II (12 Sessions)

Economic Environment: philosophy and strategy of planning in India, NITI Aayog- constitution, composition and functions; Economics Systems - characteristics, merits and demerits; The New Economic Policy and EXIM Policy, public sector vs. private sector.

UNIT III (10 Sessions)

Politico-Legal Environment: Business and Government; introduction to Competition Act 2002; Foreign Exchange Management Act (FEMA) 1999; Consumer Protection Act 1986; RBI-roles and functions, monetary and fiscal policy.

UNIT IV (10 Sessions)

Socio-Cultural Environment: Indian culture and values; Consumerism; Changing role of Indian society- issues and challenges. Social Responsibility of business enterprises.

Technological Environment: Features, impact and management of technology and technological initiatives.

Global Environment: Liberalization, Privatization and Globalization (LPG) - objectives, function and principles.

Course Outcome: Students completing this course will be able to:

- Understand relationship between environment and business;
- Apply the environmental analysis techniques in practice;
- Understand Economic, Socio-Cultural and Technological Environment;
- Know state policies, Economic legislations and Economic reforms laid by the government;
- Identify an organization's purpose, its stakeholders and the basic principles of its governance;
- Demonstrate an understanding of the interface between the organization and its environment, the role of uncertainty and the impact that the environment has on management decisions.

Suggested Readings:

1. Aswathappa, K.: Essentials of Business Environment. Text, Cases and Exercises. Himalaya Publishing House.
2. Bedi, S.: Business Environment. Excel Books.

3. Cherunilam, F.: Business Environment: Text and Cases. Himalaya Publishing House.
4. Mishra, S.K. &Puri, V.K.: Economic Environment of Business. Himalaya Publishing House
5. Mittal, V.: Business Environment. Excel Book.

Website Sources:

- pestleanalysis.com
- www.pondiuni.edu.in
- www.economicdiscussion.net/economic-policies
- <https://www.indianeconomy.net>

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

BCOM 302: FINANCIAL MANAGEMENT

Objective: This paper aims to acquaint students with the importance and role of financial management in managerial decision making for the overall growth and development of an organization.

UNIT I **(8 Sessions)**

Introduction: Meaning, nature, scope and objectives of Financial Management, Time value of money- concept and techniques.

UNIT II **(12 Sessions)**

Capital Budgeting Decision: Capital budgeting process: Non-discounted and discounted cash flow techniques – Payback period, ARR, NPV, IRR and Profitability index.

Cost of Capital-concept, features and techniques for measuring cost of capital.

UNIT III **(10 Sessions)**

Financial and Dividend Decision: Factors determining capital structure, Capital structure theories - NI, NOI, MM and traditional approach.

Determinants of dividend- Relationship between dividend and corporate valuation; Dividend theories- Walter model, Gordon Model and MM hypothesis.

UNIT IV **(10 Sessions)**

Working Capital Management: Meaning and nature of working capital, determination of working capital requirement. Overview of cash management, inventory management and receivables management.

Course Outcome: Students completing this course will be able to:

- Demonstrate the applicability of the concept of Financial Management to understand the managerial Decisions and Corporate Capital Structure;
- Analyze the complexities associated with management of cost of funds in the capital Structure;
- Explain that how the concepts of financial management and investment, financing and dividend policy decisions could integrate;
- Demonstrate how risk is assessed.

Suggested Readings:

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

Website Sources:

- <http://www.yourarticlelibrary.com/financial-management/financial-management-definition-aims-scope-and-functions/29384>

- <https://accountingexplained.com/managerial/capital-budgeting/>
- <http://www.yourarticlelibrary.com/financial-management/capital-structure/capital-structure-meaning-concept-importance-and-factors-accounting/65150>
- <http://www.yourarticlelibrary.com/theories/theories-of-dividend-walters-model-gordons-model-and-modigliani-and-millers-hypothesis/29462>
- <https://www.wisdomjobs.com/e-university/working-capital-management-tutorial-360/working-capital-management-theories-introduction-11875.html>

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

BCOM 303: BUSINESS STATISTICS

Objective: This paper aims to impart knowledge of statistical tools and techniques with emphasis on their application in business decision process and management.

UNIT I (8 Sessions)

Introduction: Meaning, scope, significance, limitations and applications of statistics; Classification and tabulation of data; **Frequency distribution**-significance, types and construction of diagrams and graphs.

UNIT II (12 Sessions)

Measures of Central Tendency: Meaning, objectives, application and limitation.

Measures of Variation: Significance and properties of good measures of variation.

Measures of Dispersion: Range, Mean deviation, Quartile deviation, Standard deviation, coefficient of variation, Skewness.

UNIT III (10 Sessions)

Correlation: Meaning, significance, properties and types of Correlation; Scatter Diagram method, Karl Pearson coefficient of Correlation.

Regression: Meaning, regression lines and regression coefficient – their properties and applications.

UNIT IV (10 Sessions)

Probability: Meaning and concept; Probability theorem: addition, multiplication and conditional probability (numerical problems).

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

- Understand the principles of Statistics used in Business;
- Understand Central Tendency, Variation and Dispersion and their application to Business;
- Distinguish between Correlation and Regression;
- Get thorough knowledge Probability Analysis;
- Understand various theorems of Probability.

Suggested Readings:

1. Anderson, N.D.: Statistics for Business and Economics. Cengage Learning.
2. Gupta, S.P. & Gupta, A.: Statistical Methods. Sultan Chand and Sons.
3. Hooda, R.P.: Statistics for Business and Economics. Vikas Publications.
4. Levin, R. & David S.R.: Statistics for Management, Prentice Hall of India.
5. Spiegel, M.D.: Theory and Problems of Statistics. Tata McGraw Hill.

Website Sources:

- [https://gurukpo.com/Content/B.Com/Business_Statistics\(B.Com\)P-1.pdf](https://gurukpo.com/Content/B.Com/Business_Statistics(B.Com)P-1.pdf)
- http://onlinestatbook.com/2/summarizing_distributions/measures.html
- <https://people.richland.edu/james/lecture/m170/ch03-var.html>
- <https://www.statpac.com/statistics-calculator/correlation-regression.htm>
- <http://www.maths.qmul.ac.uk/~pjc/notes/prob.pdf>

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

BCOM 304: COMPANY LAW

Objective: This paper aims to provide a conceptual understanding of the company law and its importance in the management of an organization.

UNIT I

(10 Sessions)

Introduction: Evolution of company legislation in India, objectives and salient features of the Companies Act, 2013; Nature, formation, kinds of company, one-member company, conversion of private company into public company and vice-versa, role and functions of promoter, registration of companies, commencement of business, certificate of incorporation vs. certificate of commencement.

UNIT II

(10 Sessions)

Memorandum of Association (MOA): Meaning, nature and contents; Articles of Association (AOA)- meaning, nature and contents, MOA vs. AOA.

Prospectus- Meaning, nature and contents; Mis-statement in prospectus and consequences thereof, statement in lieu of prospectus, concept of red herring prospectus; Doctrines of constructive notice, indoor management, intra-vires and ultra-vires.

UNIT III

(10 Sessions)

Management of Companies:General provisions, qualifications of director, 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: Provisions, investigation, Majority Power and Protection of Minority; Powers of Registrar, investigation by central government.

UNIT IV

(10 Sessions)

Capital Borrowing Powers of Companies:Types of shares and their characteristics; Issue of shares at par and premium, forfeiture and re-issue of forfeited shares, legal provisions regarding share certificates and share warrants; Debentures- meaning and classification of debentures.

Winding Up of Companies: Meaning, modes, procedure of winding up by the court, voluntary winding up, consequences.

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

- Understand the background of the new Company Act 2013 and explain kinds of company;
- Define Memorandum of Association and Articles of Association;
- Determine private placement and prospectus and misrepresentation in prospectus;
- Write the meaning and nature of capital share and capital;
- Identify the difference between share and debenture 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. Ramaiya, A.: Guide to the Companies Act. Wadhwa and company, Nagpur.
2. Singh, A.: Company Law. Eastern Book Company, Lucknow.
3. Kuchal, M.C.: Modern India Company Law. ShriMahavir Books.
4. Kapoor, N.D.: Company Law. Sultan Chand and sons.
5. Bagrial, A.K.: Company Law. Vikas Publishing House, New Delhi.

Website Sources:

- www.mca.gov.in
- www.cleartax.in
- www.caclubindia.com
- www.incometaxindia.gov.in
- www.indiafilings.com
- www.legalserviceindia.com
- www.businessdictionary.com
- www.en.wikipedia.org
- www.managementstudyguide.com

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

BCOM 305: Comprehensive Viva-voce (100 Marks)

BCOM 401: COST ACCOUNTING

Objective: This paper aims to provide an understanding of the use of costing data for accounting, control and managerial decision making.

UNIT I

(10 Sessions)

Introduction: Meaning, nature and scope of cost accounting; Cost concepts and classification; Methods and techniques; Installation of costing system; Role of a cost accountant in an organization.

Cost sheet: Concept and its preparation.

UNIT II

(12 Sessions)

Material Cost: Material control; Concept and techniques; Pricing of material issues- FIFO, LIFO, Weighted Average; Treatment of material losses.

Labor Cost: Labor cost control procedure; Labor turnover; Idle time and overtime; Methods of wage payment- time and piece rates; Incentive schemes- Halsey Premium Plan and Rowan Bonus Plan.

UNIT III

(10 Sessions)

Overheads: Classification and departmentalization; Under and over absorption of overheads and its treatment; Determination of overhead rates.

Cost Calculation: Methods of costing- unit, job, batch, contract, operating and process costing (theory only).

UNIT IV

(8 Sessions)

Cost Records: Integral and non-integral system- meaning, objects and advantages. **Cost Audit:** Concept and its necessity.

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

- Define the various components of total cost;
- Determine various levels of material;
- Use methods of time keeping and manage idle & over time;
- Use cost sheet to compute the cost per unit.

Suggested Readings:

1. Arora, M.N.: Cost Accounting-Principles and Practice. Vikas Publications.
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. Kishorem, 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://www.tutorialspoint.com/accounting_basics/cost_accounting_cost_sheet.htm
- <http://cptcwa.blogspot.com/2013/02/material-costing-formula.html>
- <https://strategiccco.com/labor-costs/>
- <https://www.accountingtools.com/articles/what-is-overhead.html>
- <https://financial-dictionary.thefreedictionary.com/Cost+records>
- <http://www.yourarticlelibrary.com/cost-accounting/cost-audit/cost-audit-meaning-advantages-and-types/58435>

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

BCOM 402: ENVIRONMENTAL STUDIES

Objective: The objective of this paper is to inculcate an awareness and sensitivity towards the concept and importance of environment related issues and need for environmental management in the present scenario.

UNIT I (10 Sessions)

Introduction: multidisciplinary nature of environmental studies, meaning, scope and importance; Need for public awareness; Ecological system; Human activities- food, shelter, economic and social security; Effect of human activities on environment; Overview of Environmental Impact Assessment (EIA).

UNIT II (10 Sessions)

Natural Resources: renewable and non-renewable resources- meaning and types- water resource, forest resource, mineral resource, food resource, land resource, energy resource; Conventional and 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, cause, effect and types– air pollution, water pollution, soil pollution, marine pollution, noise pollution, thermal pollution, nuclear pollution; Control measures; Solid waste management; Disaster management.

UNIT IV (10 Sessions)

Impact of Social Issues on Environment: Population growth; Climate change and Global Warming; Urbanization; Sustainable development; Acid rain; Ozone layer depletion; Environmental Protection Acts in India; Role of Government; Initiatives by NGOs.

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

- Articulate the basic structure, functions, and processes of key social systems affecting the environment;
- Assess/weigh ethical considerations as a component of environmental decision-making and problem-solving;
- Make the students understand how interactions between organisms and their environments drive the dynamics of individuals, populations, communities, and ecosystems;
- Design and evaluate strategies, technologies, and methods for assessment and sustainable management of environmental systems and for the remediation or restoration of degraded environments;
- Characterize and analyse human impacts on the environment;
- Understand legislation governing environmental research and the environment in India.

Suggested Readings:

1. Agarwal, K.C.: Environmental Biology. Nidhi Publications, Bikaner.
2. Sharma, B.K.: Environmental Chemistry. Geol 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:

- www.ugc.ac/env.pdf
- www.envfor.nic.in/legis/forest/forest4.html
- www.fra.org.in/
- www.envfor.nic.in/legis/wildlife/wildlife1.html
- www.india.gov.in/wildlife-protection-act-1972-3
- www.managementhelp.org
- www.nbaindia.org

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

IFTM University, Moradabad
Bachelor of Commerce Programme

BCOM 403: HUMAN RESOURCE DEVELOPMENT

Objective: This paper intends to develop an understanding of the concepts, techniques, theories and practices of Human Resource (HR) related issues in the organizations.

UNIT I

(8 Sessions)

Introduction: meaning, objectives, functions, scope and importance of Human Resource Development (HRD), evolution of HRD in India, qualities of a good HR Manager, Personnel Management vs. Human Resource Development (HRD). Overview of Human Capital and Human Resource Accounting (HRA).

UNIT II

(10 Sessions)

Human Resource Planning: objectives, activities, process; Job analysis: job description and job specification.

Recruitment and Selection: sources and process of recruitment and selection, recruitment vs. selection; Placement and induction.

UNIT III

(12 Sessions)

Training and Development: meaning, purpose and methods of training, training need assessment, executive development.

Performance Appraisal: meaning, purpose of appraisal, procedures and techniques including 360-degree performance appraisal, job evaluation -concept, methods and types.

UNIT IV

(10 Sessions)

Job Enrichment: Promotion, Transfer and Separation: Promotion – purpose, principles and types; Transfer – reason, principles and types; Separation – lay-off, resignation, dismissal, retrenchment, Voluntary Retirement Scheme. Job Enrichment, Job Enlargement, Job rotation.

Industrial Relations: Discipline and Grievance handling.

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

- To understand HRD and the role of HRD in effective business administration;
- Develop knowledge on the importance and functions of implementing HRD techniques in organizations;
- Deliver the idea and relevance of qualitative practices in the field of HRD;
- Understand the importance of Employee participation and Industrial Relations.

Suggested Readings:

1. Aswathappa, K.: Human Resource Management. Tata McGraw Hill.
2. Bratton, J. & Gold, J.: Human Resource Management: Theory and Practice, PalgraveMcMillian.
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 404: INDIAN BANKING SYSTEM

Objective: This paper aims to create an awareness of the operations, regulatory environment and other developments in the Indian banking system.

UNIT I (8 Sessions)

Overview of Indian Banking System: Evolution, meaning, structure and organization of Banks; Commercial Banks: nature and scope, functions, general structure and methods of Commercial Banking. Mechanism of credit creation, systems of banking.

UNIT II (10 Sessions)

RBI and Monetary Policy: Objectives, organization, functions and working of RBI; Monetary Policy-Credit Control Measures and their effectiveness.

State Bank of India: Brief history, objectives, functions, structure and organization, working and progress.

UNIT III (12 Sessions)

Development Banks: concept, objectives, functions, importance of Development Banks in India.

Regional Rural and Co-operative banks in India: Functions, progress and performance; role of Regional Rural and Co-Operative Banks in rural India.

UNIT IV (10 Sessions)

Banking Regulation Act, 1949: History, social control; Banking Regulation Act as applicable to Banking Companies, Public Sector Banks and Co-operative Banks; Banking Commission and Recommendations of Narasimham Committee.

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

- Define Banking with its functions;
- Understand the role of banking in Indian economy;
- Describe the role of development bank;
- Define Banking Regulation Act.

Suggested Readings:

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

Website Sources:

- <https://rbi.org.in/Scripts/OccasionalPublications.aspx?head=Banking%20Regulation%20Act>
- <https://www.indianeconomy.net/lms/glossary/narasimham-committee/>

- <https://www.ibef.org/industry/banking-india.aspx>
- <http://www.economicdiscussion.net/>
- <https://corporatefinanceinstitute.com/resources/careers/companies/commercial-banks-in-india/>

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

BCOM 405: Comprehensive Viva-voce (100 Marks)

BCOM UDM: DISASTERMANAGEMENT

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

(08 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

(08 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 (07 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. Kapur Anu 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 501: PRINCIPLES OF INSURANCE

Objective: This paper intends to provide a basic understanding of the insurance mechanism and its fundamental concepts.

UNIT I (8 Sessions)

Introduction: Meaning, need and purpose of insurance, Insurance as a social security tool; Insurance and economic development, principles of Insurance; Contract of Insurance.

UNIT II (10 Sessions)

Life Insurance: Meaning, principles and types of life assurance; Life assurance contracts- their nature and characteristics; Parties to the contract and their rights and duties; Present structure & growth of Life insurance in India; Nominations and Assignment; Practice in connection with collection of premium, revivals, loans, surrenders, claims, bonuses and annuity payments.

UNIT III (12 Sessions)

General Insurance: Meaning, principles of General Insurance; Types of General Insurance- Medical Insurance, Fire Insurance, Marine Insurance, Crop and Cattle Insurance; Contracts and Insurable Interests; Progress of Miscellaneous Insurance in India.

UNIT IV (10 Sessions)

Insurance Intermediaries: Meaning, concept and functions of an Agent, procedure for becoming an Agent; Pre-requisite for obtaining a license; Duration of license; Cancellation of license; Revocation of suspension/termination of agent appointment; Regulations regarding Insurance services- main Acts and salient features.

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

- Understand meaning and principles of insurance;
- Learn about insurance and its principles;
- Use insurance as a tool to manage personal and group assets.

Suggested Readings:

1. Magee, H.H: Life Insurance. The Ronald Press, New York.
2. Ackerman, S.B.: Insurance. The Ronald Press, New York.
3. Riegel, R. & Miller J.S.: Insurance Principles & Practices. Prentice Hall, New Jersey.
4. Taylor & Taylor: From Proposal to Policy.

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
- <http://www.nios.ac.in/media/documents/VocInsServices/m2--f5.pdf>

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

BCOM 502: MARKETING THEORY AND PRACTICE

Objective: This paper intends to impart basic knowledge of the concepts, tools and techniques of marketing for effective managerial decision making.

UNIT I

(10 Sessions)

Introduction: Meaning, concept, nature, scope and importance of marketing; Evolution of marketing concepts, Marketing mix, Strategic marketing planning – an overview, Marketing vs. selling, Industrial and individual buyer behavior, factors influencing buying behaviour.

UNIT II

(10 Sessions)

Market Segmentation, Targeting, & Positioning: Concept & importance of segmentation, Bases for segmentation; Target marketing-types of targeting; Concept & importance of positioning, repositioning & de positioning.

UNIT III

(12 Sessions)

Marketing Mix: Meaning, concept, scope and importance; Product- Meaning & types, new product development process, product life cycle; Price- Pricing objectives, factors influencing pricing decisions, pricing strategies; Distribution- Concept and importance, types of distribution channels; Promotion- Meaning & importance, elements of promotion mix, factors determining promotion mix.

UNIT IV

(8 Sessions)

Marketing Information System & Marketing Research: Concept and components of a Marketing information system; Meaning, scope and importance of marketing research; Marketing Research process, Recent developments in marketing.

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

- Define marketing and its various concepts;
- Differentiate between segmentation, targeting and positioning;
- Describe marketing mix, product, price, distribution and the elements of promotion mix;
- Understand and apply the concept of marketing research and marketing information system in taking various marketing related decisions.

Suggested Readings:

1. Panda, K.P.: Marketing Management-Text and Cases. Excel Books.
2. Quelch, J.A.: Marketing Management. Tata McGraw Hill.
3. Kotler, P., Armstrong, G., Haque, E.U. & Agnihotri, P.Y.: Principles of Marketing. Pearson Education.
4. Kotler, P. & Keller, K.L.: Marketing Management. Pearson Education.
5. Ramaswamy, V.S. & Namakumari, S.: Marketing Management Global Perspective, Indian Context. Macmillan and Company.

Website Sources:

- www.uobabylon.edu.iq/eprints/paper_12_19309_1049.pdf
- www.pondiuni.edu.in/storage/dde/downloads/mbaii_mm.pdf
- https://www.crectirupati.com/sites/.../lecture_notes/Marketing%20Management.pdf
- newhorizonindia.edu/nhc-marathahalli/wp.../MARKETING-MANAGEMENT.pdf
- www.universityofcalicut.info/SDE/BComBBAMarketing.pdf
- <http://www.thehomeofknowledge.com/the-importance-of-market-segmentation/>
- <http://www.yourarticlelibrary.com/marketing/need-and-importance-of-marketing-research/32281>

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

BCOM 503: MANAGEMENT ACCOUNTING

Objective: This paper aims to acquaint the students with the concepts used in management accounting and various methods involved in use of costing data for planning, control and decision making.

UNIT I

(10 Sessions)

Introduction: Meaning, scope, importance and limitations of management accounting; Management Accounting vs. Cost Accounting vs. Financial Accounting; Forms of financial statements; Tools of Financial Analysis; Tools and techniques of management accounting.

UNIT II

(10 Sessions)

Marginal Costing: Meaning and concept of Marginal cost and Marginal Costing; Cost-Volume-Profit Analysis- Contribution, Profit Volume Ratio, Break-even Analysis; Advantages, limitations and applications of Marginal Costing.

UNIT III

(12 Sessions)

Standard Costing: Meaning, advantages, limitations and applications of standard costing; Variance analysis- Significance of variance analysis; Computation of material and labour variances.

UNIT IV

(8 Sessions)

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

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

- Critically analyze and provide recommendation to improve the operations of organizations through the application of management accounting technique;
- Demonstrate mastery of costing systems, cost management systems, budgeting systems and performance measurement systems;
- Demonstrate the need for a balance between financial and non-financial information in decision making, control and performance evaluation applications of management accounting.

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 Publications.
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:

- <http://www.ddegjust.ac.in/studymaterial/mcom/mc-105.pdf>
- <https://gurukpo.com/Content/MBA/Management%20Accounting%20I.pdf>
- http://content.inflibnet.ac.in/data-server/eacharya-documents/53e0c6cbe413016f234436f6_INFIEP_18/10/ET/18-10-ET-V1-S1__etext_sc.pdf
- [http://rccmindore.com/wpcontent/uploads/2015/10/B_Com_5/Management%20Accounting\(1,2,3\)-MJ.pdf](http://rccmindore.com/wpcontent/uploads/2015/10/B_Com_5/Management%20Accounting(1,2,3)-MJ.pdf)

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

BCOM 504: BUSINESS AND INDUSTRIAL LAWS

Objective: This paper aims to impart essential knowledge about relevant business and industrial laws concerned with operational mechanisms in business organization.

UNIT I

(10 Sessions)

The Indian Contract Act, 1872: Meaning and essentials, kinds, offer and acceptance, contractual capacity, free consent, consideration, void agreements, quasi contracts, modes of discharge of contracts, remedies of breach of contracts.

The Sale of Goods Act, 1930: Meaning, sale and agreement of sale, conditions and warranties, transfer of property in goods, unpaid seller and his rights.

UNIT II

(10 Sessions)

The Limited Liability Partnership Act(LLP), 2008: Nature and salient features of LLP, difference between LLP and Partnership, LLP and Company, LLP agreement, partners, designated partners, incorporation document; Change of name, partners and their relations, extent and limitation of liability of LLP and partners, whistle blowing, contributions, financial disclosures, annual return.

UNIT III

(13 Sessions)

Payment of Wages Act, 1936: Definitions-employed person, employer, factory, industrial or other establishment and wages; Responsibility for payment of wages, fixation of wage period, time of payment of wages, mode of payment, deductions from wages and fines.

The Payment of Bonus Act, 1965: Definitions- accounting year, allocable surplus, available surplus, employee and employer; Establishments, establishment in public sector, salary or wage; Determination and calculation of bonus, eligibility and disqualifications for bonus, payment of minimum and maximum bonus, adjustment of customary or interim bonus, deductions of certain amounts from bonus payable, time limit for payment of bonus, recovery of bonus from an employer.

UNIT IV

(7 Sessions)

Payment of Gratuity Act, 1972: Applicability and Non- Applicability of the Act, employee, employer, continuous service, payment of gratuity, forfeiture of gratuity, employer's duty to determine and pay gratuity, recovery of gratuity, penalties.

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

- Explain the concepts in business laws with respect to Indian Contract Act & The Sale of Goods Act;
- Apply the global business laws to current business environment with respect to LLP;
- Explain concept of Payment of Wages Act & The Payment of Bonus Act;
- Integrate concept of Payment of Gratuity Act with recovery of it.

Suggested Readings:

1. Sharma, J.P. &Kanojia, S.: Business and Industrial Laws. Ane Books Pvt Ltd.
2. Kuchhal, M.C.: Business Laws. Vikas Publishing House.

3. Tulsian, P.C.: Business Law. Tata McGraw Hill, New Delhi.
4. Singh, A.: Introduction to Labour and Industrial Laws. Wadhwa Publications, Nagpur.
5. Sharma, J.P.: Simplified Approach to Labour Laws. Bharat Law House.
6. Chadha, P.R. & Bagriyal, A.K.: Business Law. Pragati Publications, New Delhi.

Website Sources:

- https://en.wikipedia.org/wiki/Indian_Contract_Act,_1872
- https://labour.gov.in/sites/default/files/ThePaymentofWagesAct1936_0.pdf
- www.advocatekhoj.com
- www.lawnotes.in/Indian_Contract_Act,_1872
- <https://indiankanoon.org/doc/651105/>
- www.lawteacher.net
- www.mca.gov.in/MinistryV2/llpact.html
- https://en.wikipedia.org/wiki/The_Limited_Liability_Partnership_Act,_2008
- https://en.wikipedia.org/wiki/The_Payment_of_Gratuity_Act,_1972

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

BCOM 505: Comprehensive Viva-voce (100 Marks)

BCOM 601: AUDITING

Objective: The objective of this paper is to understand the principles and practices of auditing required for the verification and evaluation of the company accounts.

UNIT I

(10 Sessions)

Introduction: Meaning, origin, objectives 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 – internal check and internal audit.

UNIT II

(8 Sessions)

Audit Procedure: Vouching and verification of assets and liabilities.

UNIT III

(12 Sessions)

Audit of Limited Companies: Company auditor- qualifications and disqualifications, appointment, removal, remuneration, rights, duties and liabilities, audit committee; Auditor's report- contents and types, auditor's certificates, relevant case studies/problems.

UNIT IV

(10 Sessions)

Cost Audit: Features and process; Tax Audit-features and scope; Management Audit-nature and features, meaning of interim audit; Audit of banking companies, insurance companies and educational institutions.

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

- Articulate knowledge of fundamental audit concept;
- Outline the role of auditing;
- Comprehend the knowledge about appointment, rights, duties and responsibility of auditor;
- Acquire knowledge of audit documentation and audit evidence.

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 Mc-Graw Hill.

Website Sources:

- <https://www.slideshare.net/vishwacrv/auditing-notes-27123132>
- http://archive.mu.ac.in/myweb_test/study%20TYBCom%20Accountancy%20Auditing-II.pdf
- <http://www.gdcbemina.com/docs/Auditing.pdf>
- <http://rccmindore.com/wp-content/uploads/2015/06/Auditing123-DYC.pdf>

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

BCOM 602: PUBLIC FINANCE AND BUDGETING

Objective: This paper aims to provide an understanding of the importance of public revenue, public expenditure and budgeting system in the formulation, implementation, and evaluation of policy framework in an economy.

UNIT I

(10 Sessions)

Introduction: Meaning, nature, scope and significance of public finance, public vs. private finance, theory of maximum social advantage.

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

UNIT II

(8 Sessions)

Public Revenue: Meaning and classification, sources of revenue.

Public Expenditure: Nature, objective, canons and classification of public expenditure, public expenditure in India.

UNIT III

(12 Sessions)

Public Debt: 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 in India.

Deficit Financing: Concept, objectives, significance and limitations, methods of deficit financing, deficit financing in India.

UNIT IV

(10 Sessions)

Public Budget: Concept, objectives, classification of public budget, balanced and unbalanced budget, performance budgeting, zero-base budgeting, budgeting process in India, 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:

- Understand to the public sector reform agenda with a focus on public finance issues;
- Demonstrate administrative, political, and economic constraints to public finance reforms;
- Analyze the functioning of modern public finance and to identify the types of public needs and the mechanisms of their financing;
- 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 Mac Graw 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>

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

BCOM 603: FINANCIAL MARKETS, INSTITUTIONS AND SERVICES

Objective: This paper aims to provide the basic knowledge of financial markets and institutions and to understand the major financial services in India.

UNIT I

(10 Sessions)

Introduction: Meaning, features, structure and elements of Indian Financial System, financial sector reforms in India, role of financial markets in economic development; Reserve Bank of India (RBI)- roles and functions; Monetary and Fiscal policies.

UNITII

(12 Sessions)

Financial Markets: Money market- functions, organization and instruments; Role of central bank in money market; Capital Market- components, functions, organization and instruments; Stock exchanges in India- meaning, functions, importance in economic development; Security Exchange Board of India (SEBI)- role, features and importance.

UNITIII

(10 Sessions)

Financial Institutions: Functions and classification of financial institutions; Constitution and objectives of DFIs- IDBI, ICICI, IFCI, NABARD, RRB`s; State Level Institutions; Non Banking Financial Companies (NBFCs)- status, types, working and strategies for commercial viability.

UNITIV

(8 Sessions)

Financial Services: Meaning and forms of financial services, Leasing, hire purchase; E-Banking, Venture capital financing, credit rating; Mutual funds in India.

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

- Understand the evolution of Indian Financial System;
- Understand the structure of Capital Market and Money Market;
- Distinguish between Monetary Policy and Fiscal Policy;
- Get thorough knowledge of various financial services provided by banking as well as non banking financial corporation;
- Understand the necessity of Commercial Banking in India.

Suggested Readings:

1. Khan, M.Y.: Indian Financial System (Theory and Practice). Vikas Publishing House.
2. Pathak, B.: Indian Financial System. Pearson Education.
3. Bhole, L.M.: Financial Markets and Institutions. Tata McGrawHill.
4. Singh, J.K.: Venture Capital Financing in India; DhanpatRai and Company.
5. Kohn, M.: Financial Institution and Market. Oxford University Press, New Delhi.
6. Clifford, G.: Financial Markets, Institutions and Financial Services, Prentice Hall India.
7. Srivastava, R.M. & Nigam, D.: Management of Indian Financial Institutions. Himalaya Publishing House.

Website Sources:

- www.finmin.nic.in
- www.indianchamber.org
- www.indiantradeportal.in
- www.sebi.gov.in
- www.rbi.org.in
- www.capitalmarket.com
- www.moneycontrol.com
- www.nseindia.com
- www.bseindia.com
- financialservices.gov.in
- dipp.nic.in
- ficci.in

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

IFTM University, Moradabad
Bachelor of Commerce Programme

BCOM 604: INCOME TAX

Objective: This paper aims to acquaint the students with the laws and practices pertaining to income tax in India.

UNIT I **(8 Sessions)**

Introduction: Definitions and terminology related to income tax; Agriculture Income, Residence & Tax Liability (Basis of charge), Exemptions from Tax (Non-Taxable income).

UNITII **(12 Sessions)**

Income from Salaries: Salaries- meaning, basis of charges and different forms of salaries; Allowances and perquisites- Tax treatment, Provident fund and its treatment, retirement benefits.

Income under the head of house property: valuation and deduction.

UNITIII **(12 Sessions)**

Profits and Gains of Business or Profession and Capital Gain: Basic principle arriving at business income, scheme of business deductions /Allowances, Depreciation; Income under the head of Capital Gains- types and valuation.

UNIT IV **(8 Sessions)**

Income from other sources: Valuation and deduction allowed; Clubbing of income and aggregation of income, set off and carry forward of losses; Deductions to be made in computing total income under section 80c to 80u.

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.: 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:

- www.incometaxindia.gov.in
- www.icaai.org
- www.caclubeindia.com
- www.incometaxindiaefiling.gov.in
- www.cleartax.in

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

BCOM 605: Comprehensive Viva-voce (100 Marks)