

**SCHOOL OF COMMERCE**  
**Devi Ahilya Vishwa vidyalaya, Indore**

**Subject Scheme and Syllabus 2016**  
**B.Com(Accounting & Tax Management)**

*Semester-1 (July to December)*

<b>Code no.</b>	<b>Subject</b>	<b>Credit</b>
<b>BCM-1110</b>	<b>English(Enhance Ability)</b>	<b>4</b>
<b>BCM-1210</b>	<b>Financial Accounting (Core)</b>	<b>4</b>
<b>BCM-1310</b>	<b>Business Mathematics (Core)</b>	<b>4</b>
<b>BCM-1410</b>	<b>Business Economics (Core)</b>	<b>4</b>
<b>BCM-1510</b>	<b>Principles And Practices Of Management (Core)</b>	<b>4</b>
<b>BCM-1610</b>	<b>Introduction To Computers(Core)</b>	<b>4</b>
	<b>Lab Viva</b>	
	<b>CV Viva</b>	
	<b>Total</b>	

**ENGLISH**  
**COURSE CODE: BCM-1110**

**Objective:**

Familiarize students with functional use of grammar, understanding of the use of language.

**Contents:**

**Unit:1 PROSE WORK**

- (i) Tryst With Destiny – Jawaharlal Nehru
- (ii) Delhi In 1857- Mirza Ghalib
- (iii) The Heritage of Indian Art – Kapila Vatsyayan
- (iv) The portrait Of A Lady – Khushawantsingh
- (v) Raja's Diamond – R.l Stevenson

**Unit:2**

Comprehension

**Unit:3**

Composition

**Unit: 4**

Vocabulary

**Unit: 5**

Grammar & Usage: Modals, Tenses, direct/Indirect speech,  
Active/ Passive Voice.

# **FINANCIAL ACCOUNTING**

## **Sub Code: BCM-1210**

- Objectives:** 1. To make the acquire the conceptual knowledge of accounting.  
2. To equip the students with the knowledge of accounting process and Preparation of final accounts.

### **UNIT 1 :- Introduction to Accounting**

Need for Accounting-definition, features, objectives, functions, and scope of accounting; Branches of accounting, Advantages and limitations of Accounting, Accounting Principles: Accounting concepts and conventions. Accounting process, An Introduction to AS.

### **UNIT II :- Journal, Ledger, Trial Balance, Rectification Of Error And Final Accounts**

**Journal:-** Rules for recording (Journal) the transactions- One Book Journal for small business, Subsidiary books journal for large business, Types of Journal Entries.

**Ledger:-** Opening of Accounts, Posting from one Journal book & subsidiary books to Accounts.

**Trial Balance:-** Meaning, objectives, methods of preparation of trial balance.

**Errors & their rectification:-** Types of errors, two sided & one sided errors, Suspense Account, Rectification before & after final accounts, effect on profit.

**Final Account with Adjustment:** meaning, feature, uses and preparation of Manufacturing, Trading Account, Profit & Loss Account and Balance sheet.

### **UNIT III :- Branch A/c, Departmental Accounts**

**Branch Accounts:** - Meaning, objectives, Methods of Dependent Branches :- Debtors Method, Stock and Debtors Method, Final Account Method, Whole Sale Branch Method. Independendant Branch Method: - Inland Branches and Foreign Branches.

**Departmental Accounts:** - Meaning, objectives, Basis of Allocation of Expenses, Final Accounts of Departments.

### **UNIT IV:- Depreciation- Provision and Reserves:**

Meaning of Depreciation –Causes-objects of providing for depreciation – Factors affecting depreciation –Accounting treatment- methods of providing depreciation- straight line method – Diminishing balance method, provisions and reserves – Reserve fund- Different types of provisions and Reserves. AS-6.

### **UNIT V:-Partnership Accounts I :**

Final Accounts of Partnership Firm, Past Adjustment and Guarantee, Admission of Partner, Retirement and Death of Partner.

### **UNIT VI:-Partnership Accounts II :**

Dissolution of a firm with Insolvency, Piecemeal Distribution, Amalgamation of Firms, Conversion of Partnership Firm into Joint Stock Company.

**References:** 1. Principles and practice of accounting, R.L. Gupta & V.K. Gupta sultan chand & Sons.

2. Accountancy- I.S.P. Jain & K.L Narang kalyani publishers.
3. Financial Accounting – Dr.R.C.Gupta & Dr. P.K.Sanse.

**BUSINESS MATHEMATICS**  
**COUSE CODE:BCM-1310**

**Unit-1: Matrices and Determinants:**

Definition Of Matrix, Types Of Matrix, Algebra Of Matrices. Calculation of values of determinants upto third order, Adjoint of a Matrix, Elementary row operations, finding inverse of a matrix through adjoint and elementary row operations. Application of matrices.

**Unit-2: Logarithms & Anti-Logarithms:**

Properties of log, law of log, log system characteristics and mantissa of log, Determination of log of a number, Antilogarithms.

**Unit-3: Mathematical Finance:**

Cost price, Selling price, market price, profit, loss, Discount, Sequential Discount. Commission and Brokerage. Simple Interest, Compound Interest.

**Unit-4: Differentiation:**

Differentiation Coefficient, Derivatives of some standard functions, Rules of Differentiation. Differentiation of product of two functions and Quotient of two functions. Chain rule. Implicit functions. Parametric Equation and Parameter. Logarithmic Differentiation. Differentiation of infinite series. Differentiation of 1<sup>st</sup> function w.r.t. another function. Successive Differentiation, Maxima and minima.

**Unit-5: Integration:**

Integration standard formulæ, Methods of Integration, substitution method, four fundamental Integral, types of Integration, Integration by types, special functions, Definite and Indefinite Integral.

**References:**

1. Business Mathematics: S.Chand; Himalaya Publication Ltd.
2. Business Mathematics : S.Chand & Company Ltd- By P.N. Arora and Amit Arora

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**BUSINESS ECONOMICS**  
**COURSE CODE: BCM 1410**

**Objectives:**

To make students how to understand business organizations work by applying economics principles in their business management.

**Contents:**

**Unit-1: Introduction-**

Business Economics: Meaning, Characteristics, Scope, Uses, Role & Responsibilities.  
Tools For Analysis: Functional Relationships, Schedules, Graphs And Equations.

**Unit-2: Theory Of Demand And Analysis-**

Law Of Demand Its Determinants And Exceptions. Meaning Of Consumer Demand, Market Demand, Elasticity Of Demand.  
Consumer Behavior: Marginal Utility Approach And Indifferent Curve Analysis.  
Demand Estimation and Forecasting: Meaning, Objective & Methods.

**Unit-3: Law Of Supply-**

Meaning, Determinants Of Supply And Its Influence On Cost Of Production.  
Production Function: Equilibrium, Return To Factor & Return To Scale, Economics Of Scale, BEP. Theories of population.

**Unit-4: Market Structure And Factors Of Production:**

Forms Of Market: Perfect Competition, Monopoly, Oligopoly And Monopolistic Competition, Characteristics , Meaning And Profit Maximizing ,Kinked Demand Curve.

**Unit-5:National Income Trade Cycles And International Trade:**

Definition, Measurement, GDP, Fiscal Policy, Monetary Policy, Economic Systems, Liberalization, Privatization, Globalization. Classical & Keynes Theories Of Interest And Employment, IS-LM Curve. WTO: GATT, Objectives, Agreements, Functions, Structure.

Trade Cycles: Meaning, Phases, Consequences, Remedies, International Trade.BOP.

**References:**

1. Economics: Samuelson, Tata Mcgraw Hill.
2. Micro Economics – Sundaram & vaish
3. Principles of Economics- D. M. Mithani
4. Managerial Economics - Dr .D.N. Dwivedi
5. Business Economics by D. M. Mithani,

**PRINCIPLES AND PRACTICES OF MANAGEMENT**  
**COURSE CODE:1510**

**Objectives:** To Familiarize The Students With Concepts And Principles Of Management In Various Fields.

**Unit-1: Introduction-**

Management: Meaning, Concept, Features And Functional Areas Of Management, Management & Administration, Principles Of Management, Social Responsibility And Ethics Of Management.

**Unit-2: Planning And Controlling-**

Planning: Nature, Importance And Objectives Of Planning, Planning Process, Types Of Planning, Barriers To Effective Planning, Operational Plan. Strategic Planning.

**Unit-3: Organizing And Staffing-**

**Organization:** Definition, Line, Staff, Functional And Matrix Type Organization, Span Of Control, Centralization VS Decentralization.

**Staffing & Motivation:** Concept, Manpower Planning, Job Design, Recruitment & Selection, Training And Development, Performance Appraisal, Motivation, Motivators And Satisfaction, Motivating Towards Organizing Objectives, Morale Building.

**Unit-4: Leadership & Communication-**

Defining Leadership And Its Role, Should Managers Lead, Leadership Style, Leadership Development, Leadership Behavior.

**Communication:** Process, Bridging Gap Using Tools Of Communication, Electronic Media In Communication.

**Unit-5: Production & Marketing Management:**

Types Of Production, Quality Control Tools Used,

**Marketing Management:** Definition And Concept Of Marketing, Functions Of Marketing. Market Research, Types Of Markets, Sales.

**References:**

Principles of management: W.L. Hill and Steven L Mcshane. Tata Mcgraw Hill.

Principles and practices of management: Dr. R.D. Agrawal

# INTRODUCTION TO COMPUTERS

## COURSE CODE: BCM-1610

**Objective:** To Impart Basic Knowledge About Computer With Application of Various Packages.

### **Contents:**

**Unit-1: Devi Ahilya Vishwa vidyalaya, Indore Introduction:** Introduction, Block Diagram, Characteristics, Types of Computers, Generations of computers, Types of Hardware & Software, Input Output Devices and their Description.

**Unit-2 Memory :** Types of memory, Ram ,Rom , Prom , EProm, Hard Disk, Primary And Secondary Memory, Cache , Physical And Virtual Memory.

**Unit-3: Operating System and Windows-** Meaning, Definition, Functions, Types of Operating System, Booting process.

**Disk Operating System:** Definition, Internal and External Commands.

**Windows Operating System:** Start Menu, Control Pane, Windows Accessories.

### **Unit-4: Application Packages:**

**Ms- Word:** Meaning and Features of Word Processing, Advantages and Application of Word Processing, Lab Practices.

**Ms- Excel:** Features, Work Sheet/ Workbook, Applications of Excel, Lab Practices.

**Ms-PowerPoint:** Features, Applications, Menus, Lab Practices.

**Unit-5: Computer Networking & Internet:** Introduction, Essential of Networks, Types of Networks, Network topologies, Types of communication, Types of transmission media, Types of connectivity devices, Internet technologies, access devices, WWW, Multimedia.

### **References:**

1. Information Technology: Dennis P. Curtin; Mcgraw Hill International
2. Fundamentals of Computers: P.Mohan, Himalaya Publishing House.
3. Fundamentals Of Computers: Atul Kahate; Tata Mcgraw Hill.
1. Information Technology by Dr. Sushila Madan

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**B.Com(Accounting & Tax Management)**

*Semester-2 (jan-june)*

<b>Code no.</b>	<b>Subject</b>	<b>Credit</b>
<b>BCM-2110</b>	<b>French (Core)</b>	<b>4</b>
<b>BCM-2210</b>	<b>Business Environment in india Enhance Ability</b>	<b>4</b>
<b>BCM-2310</b>	<b>Principal Of Marketing(Core)</b>	<b>4</b>
<b>BCM-2410</b>	<b>Business Statics (Core)</b>	<b>4</b>
<b>BCM-2510</b>	<b>Cost Accounting (Core)</b>	<b>4</b>
<b>BCM-2610</b>	<b>Database Management System (Core)</b>	<b>4</b>
	<b>CV Viva</b>	
	<b>Total</b>	



**FRENCH**  
**Course code:2110**

**UNIT 1**

1. Phonetics Sounds
2. Numbers
3. Days of the week
4. Months of the year
5. Introduction to groups of verbs.

**UNIT 2**

1. 1st, 2<sup>nd</sup> groups and irregular verbs
2. Basic Grammar –I
3. Nationality
4. Professions
5. Sentence form translation

**UNIT 3**

1. Basic Grammar-II
2. Festivals of France
3. Introduction of oneself in French
4. 3<sup>rd</sup> and 4<sup>th</sup> group verbs
5. Small Para translation

**UNIT 4.**

1. Basic Grammar –III
2. Civilisation of France
3. Small Passage Writing
4. Translations (Eng-French)
5. Translation(French-English)
6. Unseen Passage

**BUSINESS ENVIRONMENT IN INDIA**  
**COURSE CODE: BCM-2210**

**Course Objective**

The course shall provide an understanding of the different aspects of Business Environment at the determining element in management of business in a society, with special reference to business in India.

**Course Contents:**

**1. Nature of the Environment of Business:** .Concept significance and nature of business environment, Elements of environment- internal and external.

**2. Economic Environment :** Significance of economic environment, Economic Structure, Economic Policies- Industrial, Monetary & Fiscal polices.

**3. Socio-Cultural Environment :** Business as a social institution operating for economic goals, Culture and Organizational Behavior, Demographic features, poverty, Labour and employment, Education,

**4 .Legal and Political Environment :** Mergers & Acquisitions / MRTP Act, 1969 & Competition Act, Impact of Political Environment on Business.

**5. Technological Environment:** Concept and Significance of Technological Environment ,Sources of Technological dynamics, Impact of Technology on Globalisation.

**6. Global Issues :** Foreign Direct Investment, Introduction liberalization, privatization & Globalization, WTO and its impact,

**Text Readings:**

1. Justin Paul, “**Business Environment Test & Cases**”, Tata McGraw Hill
2. Companies, New Delhi, 2006.
3. Bhagwati J., “**India in Transition**”, New Delhi, Oxford University Press, 1994.
4. Rugman & Hodgetts, “**International Business**”, McGraw Hill Publication, 1995.
5. Steiner & Steiner, “**Business, Government and Society**”, Western Publishing, 2000.
6. Aswathappa K, “**Essentials of Business Environment**”, Himalaya Publishing, New Delhi, 2000.
7. Adhikari M., “**Managerial Economics**”, N.D. Khalsa Pub, 1999, New Delhi.
8. David J.R. & Chang “**Managerial Economics**”, Prentice Hall , 1999, New Delhi.

# **PRINCIPLES OF MARKETING**

## **COURSE CODE:BCM-2310**

### **OBJECTIVES:**

To help students to understand the concept of marketing and its applications. Also to expose the students to the latest trends in marketing.

### **UNIT –1: Introduction to Marketing**

Introduction to Marketing: Definition, nature, scope and importance & Philosophies of marketing, Approaches to the study of marketing and economic development, traditional and modern concept of marketing. Functions of marketing, Introduction to services.

### **UNIT –2: Marketing Environment (Micro &Macro)**

Analyzing needs & trends in the Macro environment – Demographic, Economic Natural, Technological, Political– Legal, Socio cultural environment .Marketing Mix – The elements of marketing mix. Market Segmentation: Bases for Market segmentation, Requisites of sound marketing segmentation – Market Targeting strategies –Positioning – Undifferentiated marketing – Concentrated marketing.

### **UNIT –3: Product**

Classification of Products, Product mix decision- Product line, product addition & deletion, Product life cycle, Product planning, New product development process, branding, packaging, labeling.

### **UNIT –4: Pricing**

Pricing objectives, price determination, factors influencing pricing policy, method of pricing policies and strategies.

### **UNIT –5: Channels of distribution and Logistics**

Definition – Need – channel design decision – channel management decision – factors affecting channels, Types of marketing channels

### **UNIT –6: Promotion**

Nature and importance of promotion, elements of Mix, AIDA Model Promotional.

### **UNIT –7: Recent Trends in Marketing**

E-business, Tele-marketing, M-Business, Relationship Marketing, Retailing, Concept Marketing and Virtual Marketing.

### **BOOKS FOR REFERENCE:**

1. Philip Kotler - Marketing Management
2. J.C. Gandhi - Marketing Management
3. William M. Pride and O.C. Ferrell– Marketing.
4. Stanton W.J. etzal Michael& Walker, Fundamentals of Management

**BUSINESS STATISTICS**  
**COURSE CODE: BCM-2410**

**Objective:** It enables the students to gain undergoing of Statistical techniques as are applicable to business.

**UNIT I: INTRODUCTION TO STATISTICS:**

Introduction: Meaning, Scope and Uses, Collection of data i) Primary and ii) secondary data – Classification and tabulation, Planning & organisation of statistical survey.

**UNIT II: PROBABILITY:**

**Theories of Probability** – Probability as a concept, Approaches to defining probability, Addition & Multiplication laws of probability, Conditional probability.

**Probabilities Distributions** –As a concept, Binomial, Poisson & Normal distributions- their properties, Bayes Theorem and Inverse Probability.

**UNIT III: INTRODUCTION TO MEASUREMENT OF CENTRAL TENDENCY AND DISPERSION:**

Types of central tendency and its application. Introduction to Measures of dispersions, Types and its application.

1. **Central Tendency** :- Introduction, Definition, Objective of Measuring Central Tendency and its Application; Arithmetic Average, Arithmetic Average in continuous Series, Median, Mode, Geometric Mean, Harmonic Mean, Limitations of Average.
2. **Dispersion** :- Introduction, Definition, Objective of Measuring Dispersion and its Application. Range: Inter quartile Range. Semi Inter Quartile Range, Merits and Demerits, Standard Deviation.

**UNIT IV: CORRELATION AND REGRESSION:**

Correlation: Meaning and definition of correlation, Types of correlation, Methods of studying correlation i) Graphic method ii) Karl Pearson's method iii) Rank correlation method

Regression: Meaning and definition of Regression, Methods of studying regression i) Graphic method ii) Regression equations and iii) Regression Coefficient

**UNIT V: INDEX NUMBERS AND ANALYSIS OF TIME SERIES :**

Concepts, uses & types, methods of constructing Index number.

- i) Simple aggregative method
- ii) Weighted aggregative method – Price index number – Quantity index numbers.

Time Series :- Introduction, Definition, Utility, Components, Preliminary Adjustments, Analysis of Time Series, Measurement of Trends, Moving Average Method, Least square Method.

**BOOKS RECOMMENDED:**

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

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**COST ACCOUNTING**  
**COURSE CODE: BCM-2510**

**OBJECTIVES:** To familiarize students with the various concepts and element of cost.  
To create cost consciousness among the students.

**UNIT – 1: COST ACCOUNTING**

Introduction – Meaning of Cost, costing and Cost Accounting – Comparison between Financial Accounts and Cost Accounts – Elements of cost and their classification

**UNIT – 2: ELEMENTS OF COST**

**MATERIAL COSTING:** Concept and Types of Material, Methods of pricing materials issues – LIFO– FIFO – Weighted Average Method – Simple Average Method , Concept and importance of Inventory Management, Techniques of inventory control,EOQ & Inventory Ratio.

**LABOUR COSTING:** Meaning and classification, Accounting for Labour , Methods of Wage payment, Incentive Schemes, Labour cost control procedure.

**OVERHEAD COSTING :** Definition – Classification of overheads – Procedure for accounting and control of overheads –Allocation of overheads – Apportionment of overheads – Apportionment of Service department costs to production departments – Repeated Distribution method – Simultaneous equation method –absorption of OH's

**UNIT-3: i) UNIT COSTING:** Meaning, Cost Sheet, Production Statement, Production Account,

Preparation of Tender price.

**ii) CONTRACT COSTING:** Features of Contracts, Procedure of Contract Costing, Profit on

Incomplete Contracts, Estimated Contract.

**UNIT-4: i) PROCESS COSTING:** Nature of Process Costing, Preparation of Process Cost

Accounts(Including interposes profit)

**ii) OPERATING COSTING:** Meaning, Objectives, and Types.

**UNIT –5: RECONCILIATION OF COST AND FINANCIAL ACCOUNTS :**

Need for reconciliation – Reasons for difference in profits – Problems on preparation of Reconciliation statements including Memorandum Reconciliation account.

**MARGINAL COSTING:** BEP, P/V Ratio, Margin of Safety.

**BOOKS RECOMMENDED:**

1. M.I. Singhai, Cost Accounts – Universal Publication,Agra
2. prof. sanjay Mehta & Prof. Mukesh Brahmhatt- Devi Ahilya Prakhan.
3. M.C. Shukla, T.S.Grewal and M.P.Gupta, Cost Accounting – Text and problems, S.Chand & Co., New Delhi.
4. Ravi M. Kishore, Cost Accounting and Financial Management,, Taxman Allied Services (P) Ltd., New Delhi.
5. Cost Accounting – Singhal, Sanse, Pandey & Waghela.

# **Database management system**

## **Course code-BCM 2610**

**Objective:** This course provide students the basic knowledge, concept and Applications of DBMS & RDBMS in organization.

### **Unit 1:**

**Introduction:** DBMS Concepts and architecture, Database approach v/s Traditional file accessing approach, Advantages of database systems, Schemas and instances, Three Levels Architecture, Data Independence, Data Dictionary, Database Users, Data Administrators.

### **Unit 2:**

**Entity-Relationship Model:** Entities and attributes, Entity types, Value, Sets, Keys attributes, Relationships, Defining the E-R diagram of database , data definition and manipulation languages.  
**RDBMS** –Concept, Components, Data Integrity, Keys, Relational data Manipulations and Relational Algebra, Tuple Calculus.

### **Unit 3:**

**Normalization:** Definition, Decomposition, Basic Concepts like FD, Objectives of Normalization. Normal Forms- First, Second, Third Normal Form, BCNF, Concept of Multi Valued Dependencies & Higher Normal Forms.

**Data models:** relational model, hierarchical model, network model.

### **Unit 4:**

**Structured Query Language:** Introduction to SQL, DDL, DML, and DCL statements, Creating Tables, Adding Constraints, Altering Tables, Update, Insert, Delete & various Form of SELECT- Simple, Using Special Operators for Data Access. Nested Queries & Exposure to Joins, Aggregate Functions.

Reference Books :

1. Ullman J.D. : Data base management systems
2. Date C.J. : Data base management systems vol.
3. Alexis Leon & Mathews Leon : Data base management systems

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*Semester-3 (july-December)*

<b>Code no.</b>	<b>Subject</b>	<b>Credit</b>
<b>BCM-3110</b>	<b>Business Communication &amp; Report Writing (Skill Dev.)</b>	<b>4</b>
<b>BCM-3210</b>	<b>Direct Taxation</b>	<b>4</b>
<b>BCM-3310</b>	<b>Management Accounting (Core)</b>	<b>4</b>
<b>BCM-3410</b>	<b>Business Legislation (Core)</b>	<b>4</b>
<b>BCM-3510</b>	<b>Human Resources Management (Core)</b>	<b>4</b>
<b>BCM-3610</b>	<b>Accounting Information Sys. &amp; Packages (Core)</b>	<b>4</b>
	<b>CV Viva</b>	
	<b>Total</b>	

**BUSINESS COMMUNICATION & REPORT WRITING**  
**COURSE CODE – BCM-3110**

**OBJECTIVE:**

The object of this subject is to cultivate effective communication skills oral as well as Written in the students.

**UNIT – I Introduction:** Introduction to Communication, Process of communication, Principles of effective communication, Types of communication- informal and formal, Forms of communication – Verbal & Non Verbal.

**UNIT-II Factors Affecting Communication:** Barriers to Communication, Effective listening – Types, Essentials and Barriers to listening.

**UNIT-III Interpersonal Communication:** Johari Window, Transactional Analysis, Prevocational Analysis, Personality types, time Management – Stephen COVEY, 80:20 Rule.

**UNIT-IV Business Writing :**Preparing Business letter- Letter to Customers, Letter to Bank, Letter of Enquiry, Tenders, Quotations, Complaints, Writing Notices, Preparing Reports.

**UNIT- V Resume Writing:** Job Application Letter, Presentation Skills, Group Discussion, Types of Interview & Interview Skill.

**BOOKS FOR REFERENCE:**

1. R.C. Sharma & Krishna Mohan: Business Communication & Report Writing, TMH, New Delhi.
2. Raman. S & Swami. R: Business Communication – A Practical Approach, Professional Publications, Madras.
3. Ramesh & Pattanashetti: Effective Business English & Correspondence.
4. Majumdar: Commercial Correspondence



**DIRECT TAXATION**  
**COURSE CODE: BCM-3210**

**COURSE CONTENTS:**

**UNIT 1. ACCESSIBILITY CRITERIA :**

Definitions, Basic concept, person, Assessment year; previous year, assesses, Residential status & Incidence of tax of all assesses income's exempt from tax, Agriculture Income.

**UNIT 2. COMPUTATION OF INCOME UNDER VARIOUS HEADS:**

**A. Income under head salary:** Meaning of salary, Basis of charge of salary income, different forms of salary, different forms of allowances, perquisites, permissible deductions from salary income, tax treatment of provident fund & approved Superannuation fund, special tax treatment of salary income of nonresident technicians. Questions (Practical Problems) for computation of Salary Income.

**B. Income from house property:**

(i) Basis of charge, property income not charge to tax, basis of computing income from

Let out house property, computing income from self occupied property.

(ii) Special Provisions when unrealized rent is realized subsequently, Mode of taxation of arrears of

rent in the year of receipt, when such arrears are not charged to Income – Tax for any previous year.

**C. Income under the head “Profits and gains of business or profession”: Part - A**

**Part - A**

(i) Meaning of Business.

(ii) Meaning of Profession/ vocation.

(iii) Business income not taxable under the Head “profits and gains of business or profession.”

(iv) Tax incidence arises in respect of all business or professions.

(v) Chargeable Income.

(vi) Scheme of Business deduction / allowances.

(vii) Compulsory Maintenance of book of Accounts.

(viii) How and when undisclosed income/ investment are tarad (sec.68, 69, 69A, 69B, 69C, 69D).

(ix) Special Provisions for computing income on ESTIMATED BASIS (Sec.44AD & 44AE).

**Part – B**

**“Taxation of Companies”**

**THEORETICAL PROVISIONS ONLY**

“Classification of Companies for Taxation, Corporate Tax Rates, Provision of (Sec.115JB, MAT) Minimum Alternate Tax, Dividend Distribution Tax, i.e. Tax on Distribution of Profits.

**D. Capital gains:**

(i) Basis of charge.

(ii) Definition of “CAPITAL ASSETS”.

(iii) Classification CAPITAL ASSETS as short term /Long term Capital Assets.

(iv) Definition of “TRANSFER” Including list of transactions not included in transfer.

(v) Valuation of capital asset; chargeability; computation of capital gain; short term and long term;

computation of tax on capital gains. Exemption from capital gains.

**E. Income from other sources:** basis of charge; chargeable incomes; specific deductions; amount not deductible; computation of taxable income from other sources.

**UNIT 3. “SET-OFF AND CARRY FORWARD OF LOSSES AND PERMISSIBLE DEDUCTIONS FROM GROSS TOTAL INCOME”.**

- (1) Mode of set off and carry forward
  - (a) Inter Source adjustment under the same head of Income.
  - (b) Inter –Head adjustment in same Assessment year.
  - (c) Carry forward of loss.
- (2) Basic rules governing deduction under section 80C to 80U & Rebate U/s 87A  
**Specially:** - 80C, 80CCC, 80CCD, 80D, 80DD, 80DDB, 80E, 80EE, 80G, 80GG, 80TTA, 80U & Sec. 87A.

**UNIT 4. COMPUTATION OF TAXABLE INCOME OF PART 1 :**

- (i) **INDIVIDUAL** :- Including the provisions of clubbing of Income.
- (ii) **HUF:-** (Including practical problems according to level).

**UNIT 5. RETURN OF INCOME :-**

- (i) Income Tax Return U/s 139(1).
- (ii) Return of loss U/s 139(3).
- (iii) Belated Return U/s 139(4).
- (iii) Revised Return U/s 139(5).
- (iv) PAN Permanent A/c No. U/s 139A.
- (v) Self Assessment U/s 140A.
- (vi) Interest on late filling of Tax return etc..
- (vii) Advance tax.

**Books Recommended:-**

1. Direct Taxes – Law and Practice – Vinod Singhnia
2. Direct Taxes – Ravi Kishore
3. Direct Taxes – J. P. Jakhotiya
4. Direct Taxes- Ahuja
5. Bare Acts and rules of the relevant taxes

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**MANAGEMENT ACCOUNTING**  
**COURSE CODE – BCM-3310**

**Objective**

**To enable the students to understand the importance of the subject through analysis and interpretation of financial statements & Application of Various Calculative Tools.**

**Course Inputs**

**UNIT 1: Introduction:**

Meaning Objective Functions, nature and scope of Management Accounting role of management accounting- relationship between financial accounting, cost accounting and management accounting.

**UNIT-II Ratio Analysis:**

Meaning importance utility of ratios classification of ratios, Ratios from financial statement & financial statement from ratios.

**UNIT-III Fund Flow & Cash Flow Analysis:**

**Fund Flow Analysis-** Preparation of statement of change in working capital, Preparation of Fund flow analysis.

**Cash Flow Analysis-** Cash flow from operating activities, Investment activities & financing activities, Preparation of Cash flow statement AS-3(Revised).

**UNIT-IV- Capital Budgeting & Marginal costing for Decision:**

**Capital Budgeting:-**Meaning, objectives, methods of Capital budgeting.

**Marginal costing for Decision:-** Decision regarding sales-Mix, Make or buy Decisions, Discontinuation of a product line, capturing Foreign market, selection of Marketing Channel etc.

**UNIT- V Standard costing & Variance Analysis:**

**Standard costing :** Meaning, Importance & types of standards,

**Variance Analysis:** Competition of material & labour variance.

**Books Recommended:-**

1. MANAGEMENT ACCOUNTING : Agarwal,Agarwal ,Jain; Ramesh book Depot.
2. MANAGEMENT ACCOUNTING: M.Y. Khan , P.K. Jain; The McGraw-Hill .
3. MANAGEMENT ACCOUNTING: Madhu Vij ;MacMillan.

**BUSINESS LEGISLATION**  
**COURSE CODE – BCM-3410**

**Course Objective**

The objective of this course is to give basic knowledge of important business and economic laws applicable to Indian business houses so that decisions are taken in the legal framework.

**Course contents:**

**Unit-I The Indian Contract Act,1872 :**

- (a) Contract – meaning, characteristics and kinds
- (b) Essentials of valid contract - Offer and acceptance, consideration, contractual capacity, free consent, legality of object, void agreements
- (c) Contract of Agency
- (d) Discharge of contract – modes of discharge including breach and its remedies.

**Unit –II The Sale of Goods Act,1930 :**

- (a) Contract of sale, meaning and difference between sale and agreement to sell.
- (b) Conditions and warranties
- (c) Transfer of ownership in goods
- (d) Performance of contract of sale
- (e) Unpaid seller – meaning and rights of an unpaid seller against the goods and the buyer.

**Unit-III The Negotiable Instruments Act,1881 :**

- (a) Meaning, nature, types and characteristics of Negotiable Instruments,
- (b) Holders and Holder-in-due course, Privileges of Holders-in-due course.
- (c) Negotiation and endorsement, crossing of cheques, types of crossing,
- (d) Bouncing of cheques.

**Unit-IV The Indian Partnership Act,1932 :**

- (a) Introduction, meaning, characteristics, formation and registration, partnership deed.
- (b) Types of partnerships and partners, rights and duties of partners.
- (c) Reconstitution of firm, dissolution of firm.

**Unit-V The Monopolistic And Restrictive Trade Practices Act**

Remove the material and substitute:-

A) Introduction, meaning of Monopolistic trade practices, Intellectual Property rights, India

Legal Regime

- a) Definition and Nature of IPR

b) Copy right Act 1957 to 2012-13 (Bollywood amendment) ; Trade marks 1999 (Distinction between TM/ PM; Geographical. India Cation Act 1999; Industrial Designs Act 1911/2000; Patents Act,1970/2005; Lay out Designs of Semi- Integrated Act, 2000  
c) Protection of Plant Verities and farmers rights Act, 2001; Bio- Diversity Act 2002  
d) Transactions of IPR Modes:-

- i) Starter
- ii) Joint Venture
- iii) Licensing
- iv) Assignment

B) Completion Law 2002 as amen dent:-

- a) Meaning of Monopolistic Practices gts – type
- b) Restrictive Trade Practices, gts type

c) Unfair Trade Practices

**Unit- VI The Foreign Exchange Management Act,1999**

- (a) Introduction, meaning, definition and relevant provisions.
- (b) Distinction between FEMA and FERA.

**Books (Text)**

1. Elements of Business and Economic Laws – N.D. Kapoor
2. Commercial & Industrial Law – Sen & Mitra
3. Element of Company Law – N.D. Kapoor
4. Mercantile Law – M.C. Shukla
5. Texman-Competition Law
6. M.K.Bandari-Law of Intellectual Property Right
- 7.S.P. Tripathi- Intellectual Property Right Central Book Publication

**HUMAN RESOURCES MANAGEMENT**  
**COURSE CODE – BCM-3510**

**Course Contents:**

**1 The Field of HRM:** An Overview, Concept and Functions, Personnel to HRM, ASTD HRM Model.

**2 Acquisition of Human Resources:** Objectives, Policies and Process of Human Resource Planning, Human Resource Planning in Evolving Small and Entrepreneurial Organization, Job Analysis, Job Description, Job Specification, Job Design (Nature of Job Design, Job Characteristics, Reengineering Jobs, Using Teams in Jobs ,Advantages and Disadvantages of Team Jobs, Consequences of Job Design), Recruitment,, Promotion and Transfer.

**3 Structure of Human Resource Management** The Human Resource Organization, Structure of Human Resource Management, Role and Responsibilities of the Human Resource Selection, induction, Placement Department (Administrative, Operational and Strategic Role of HR).

**4 Human Resource Policies:** formulation and Essentials of Sound HR Policies.

**5 Development of Human Resources:** Learning, Training and Development, Evaluation of Training and Performance Appraisal (Appraising individual and Team Performance), introduction to Career and Succession Planning.

**6 Maintenance of Human Resources:** Job Evaluation, Designing and Administering the Wage and Salary Structure, Compensation, Grievance Handling Procedure .

**7 Separation Processes:** Turnover, Retirement, Layoff, Retrenchment and Discharge, VRS (Mechanism of VRS, VRS in Public Sector and Private Sector), Rehabilitation of Surplus Employees.

**8 Emerging Trends and Challenges in HRM:** Economic & Technological Change, Work force Availability and Quality, Enhancing Organizational Performance, Expanding Human Capital, Ethics and HRM, HR Management Competencies and Careers – Knowledge of Business Organizations and Organization Culture, influence and Change Management, Specific HR Knowledge and Expertise.

**Text Readings**

1. Michael Armstrong, “**A Handbook of Human Resource Practice**”, London, Kogan Page, 8<sup>th</sup> Edn., 2001.
2. David S. Decenzo and VSP Rao, Ashwattapa “**Personnel/Human Resource Management**”, New Delhi, Prentice Hall, 3<sup>rd</sup> Edn., 1988.
3. Robert L. Mathis and John H. Jackson, “**Human Resource Management**”, 9<sup>th</sup> Edn., South Western College Publishing, 1995.

**Suggested Readings**

1. William B. Werther Jr. and Keith Davis, “**Human Resources and Personnel Management**”, Singapore, McGraw Hill, 4<sup>th</sup> Edn. 1993.
2. Arun Monappa and Mirza S. Saiyadain, “**Personnel Management**”, New Delhi, Tata McGraw Hill, 1995.
3. P Subba Rao, “**Essentials of Human Resource Management and industrial Relations: Text, Cases and Games**”, Mumbai, Himalaya, 2000.
4. Biswajeet Patanayak, “**Human Resource Management**” New Delhi, Prentice Hall India, 2001.
5. Holloway J. Ed., “**Performance Measurement and Evaluations**”, New Delhi, Sage Publications, 1996
6. Guy V. & Mattock J., “**The New international Manager**”, London, Kogan Press, 1993.

# ACCOUNTING INFORMATION SYSTEM & PACKAGES

## COURSE CODE – BCM-3610

### **Objective**

To enable the students to understand the importance of the subject through analysis and interpretation of accounting information system and packages.

### **Course Inputs**

#### **UNIT 1-Introduction:-**

Introduction to AIS :Advantages and Disadvantages of AIS. Steps in Designing AIS.Features of good AIS. History and background of accounting softwares and commercial language.Limitation of traditional accounting information architecture, manual accounting information system v/s computerized accounting.

**UNIT 2- Introduction TO SQL:-**Query databases to provide insights about business operations and performance creation of master files, Designing of Transaction file structure for cash vouusing SQL. Designing of Transaction for Journal Voucher. Sales voucher & purchase entry. Designing of Transaction file for Sales & Purchase. Extracting information from the files.

#### **UNIT 3-VOUCHERS :-**

Various types of vouchers used in account entries. Effect of vouchers on trial balance, P&L and Balance sheet.

#### **UNIT 4- Introduction TO TALLY:-**

Concept of accounting, master files and transaction files. Cash vouchers entry in Accounting packages like tally. Bank vouchers entry in accounting packages like tally, desingning of transaction files for bank voucher using VFP. Journal vouchers entry in accounting packages like tally etc.

#### **UNIT 5 SYSTEM ANALYSIS AND DESIGN:-**

System Analysis and design of a business event driven system, EDP controls

### BOOKS FOR REFERENCE:

1. J.L.Boockholdt : Accounting Information System
2. Alex Leon & Methews Leon: Database Management system.

**SCHOOL OF COMMERCE**  
**Devi Ahilya Vishwavidyalaya, Indore**

**Subject Scheme and Syllabus 2016**

**B.Com(Accounting & Tax Management)**

*Semester-4 (jan-june)*

<b>Code no.</b>	<b>Subject</b>	<b>Credit</b>
<b>BCM-4110</b>	<b>Organizational Behavior</b>	<b>4</b>
<b>BCM-4210</b>	<b>Company Law</b>	<b>4</b>
<b>BCM-4310</b>	<b>Indirect Taxation</b>	<b>4</b>
<b>BCM-4410</b>	<b>Operations Research</b>	<b>4</b>
<b>BCM-4510</b>	<b>Fundamentals of Banking &amp; Insurance</b>	<b>4</b>
<b>BCM-4610</b>	<b>E-Commerce</b>	<b>4</b>
	<b>CV Viva</b>	
	<b>Total</b>	



**ORGANIZATIONAL BEHAVIOUR**  
**COURSE CODE:BCM-4110**

**OBJECTIVE:**

The objective is to develop an understanding of an individual personality motivational as well their impact on organization. It also aims to develop skills in team building, leadership, managerial effectiveness and conflict resolutions.

**Course Contents:**

**UNIT-I Organisation behaviour:**

Introduction, Concept and Significance ; Relationship Between Management and Organisational Behaviour; Emergence and Ethical Perspective; Attitudes; Perception; Learning; Personality; Transactional Analysis.

**UNIT-II Motivation & Leadership:**

Motivation: Process of Motivation, Theories of Motivation- Need Hierarchy Theory, X And Y Theory, Two Factor Theory  
Leadership: Concept, Definition, Leadership Styles.

**UNIT-III Group dynamics and team development:**

Group Dynamics- Definition And Importance, Types of Groups, Group Formation, Group Development, Group Performance Factors, Principle – Centered Approach to Team Development.

**UNIT-IV Organisational conflict:**

Dynamic And Management, Sources, Patterns, Levels, And Types of Conflict, Traditional and Modern Approaches to Conflict Functional And Dysfunctional Organisational Conflicts, Resolution of Conflict.

**UNIT-V Organisational development:**

Concept, Need for Change, Resistance to Change, Theories of Planned Change, Change Agent & its role in management changes.

**References:**

1. Luthans, Fred: Organisational Behaviour, Mc-Graw Hill, Newyork.
2. Robbins, Stephen P: Organisational Behaviour, Prentice Hall, New Delhi.
3. Shukla, Madhukar: Understanding Organisations: Organisation Theory And Practice In India, Prentice Hall, New Delhi.
4. Rao: Organisational Behaviour, Himalaya publications.

**COMPANY LAW**  
**COURSE CODE:BCM-4210**

**OBJECTIVE:**

The objective is to impart Knowledge of the Indian Companies Act to the Students so that it is easy for them to understand the functioning of the Corporate World.

**COURSE CONTENTS**

**UNIT – I CORPORATE PERSONALITY**

- Evolution of Company Law in India
- Nature, advantages and disadvantages of incorporation of company
- Kinds of companies
- Difference between; company and corporation, company and partnership firm

**UNIT – II INCORPORATION OF COMPANY**

- Procedure of incorporation of company
- Memorandum of Association, its alteration and doctrine of Ultra virus
- Article of Association, rule of constructive notice and principle of Indoor management
- Relation between Memorandum of Association and Article of Association

**UNIT – III SHARE CAPITAL, DIVIDENDS & PROSPECTUS**

- Share and its kinds
- Allotment of Share
- Transfer & Transmission of Share
- Prospectus, its kinds & liability for misstatement in prospectus
- Conditions for payment of dividends

**UNIT – IV BORROWING, DEBENTURE & CHARGES**

- Consequences of unauthorized borrowing
- Charges & its kinds
- Registration and crystallization of charge
- Debenture & its kinds
- Difference between share and debenture

**UNIT – V DIRECTORS & MEETINGS**

- Position of Director
- Powers of Director and his duties
- Kinds of Meetings
- Procedures and requisites of valid meeting

**UNIT – VI WINDING UP OF COMPANY**

- Kinds of winding up
- Grounds of Winding up by Court
- Voluntary winding up & its procedure
- Insolvency Law
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- **SUGGESTED READINGS**
- (1) Avtar Singh Indian Company Law
- (2) M C Bhandari Guide to Company Law
- (3) Sen Gupta B K Company Law
- (4) Ramaiahya Guide to Company Law
- (5) Insolvency Law-Taxman

**INDIRECT TAXATION**  
**COURSE CODE: BCM-4310**

**COURSE CONTENTS**

**UNIT I : “CENTRAL EXCISE DUTY”:**

- (a) Laws Relating to Central Excise (Including rules & Constitutional Background)
- (b) Taxable/Dutiable Event, definition of Manufacture/ Deemed manufacture & Manufacturer  
Under different cases.
- (c) Definitions. : (i). Excisable goods. (ii) Job workers.(iii) Captive Consumption, etc
- (d) **CENTRAL EXCISE TARIFF ACT (CETA)**
  - Classification of Goods Rules.
  - Determination of Tariff Headings.
- (e) Valuation of Goods:
  - MRP Bored goods valuation.
  - Transaction value is value,
  - Valuation Rules.
  - Valuation on capacity Based Production/ compound levy scheme etc,
- (f) Concessions for SSI UNITS
- (g) Types of Excise duties:
  - Rate of duty.
  - Composition of Excise Duty.

**UNIT II: “Service Tax”**

- (i) Back ground of service Tax.
- (ii) Concept of negative list instead of positive list of services.
- (iii) Various Definitions:
- (iv) Exemption, Abatements and compositions in Service Tax.
- (v) Classification and valuation of service.
- (vi) Person liable to pay service Tax provision of reverse charge.
- (vii) Payment of Tax, Registration and service Tax returns.

**UNIT 3. “CUSTOMS DUTY”:**

- (i) Basics and charge of duty (In Detail).
- (ii) Various Definitions.
- (iii) Various types of Customs Duties.
- (iv) Valuation Rules of Import/ Export goods,.
- (v) Exemptions, Abatement, Remission of duty.
- (vi) Import & Export Procedures.

**UNIT 4.”CENVAT CREDIT FOR EXCISE DUTY AND SERVICE TAX RULE 2004”:**

- (i) Eligibility of CENVAT Credit.
  - various definitions, (input goods, capital goods, etc.) (output service, input service etc. )
- (ii) Utilization of CENVAT Credits.

**UNIT 5. VAT (Value Added Tax ):**

- (i) Various Definition.
- (ii) Incidence of tax and different rates of Tax.
- (iii) Registration procedure etc.
- (iv) Return and self assessment.
- (v) Determination of value, payment of VAT.
- (vi) Relief; Exemptions & Repayments.

**Books Recommended:-**

1. Indirect Taxes- Law & Practices- V.S. Datey
2. Indirect Taxes- Jakotiya
3. Indirect Taxes- Ravi M.Kishore
4. Indirect Taxes- Dr. Sanjeev Kumar
5. Indirect Taxes- Yogendra Bangar & Vandana Bangar
6. Indirect Taxes- Snowwhite Publications.
7. VAT Ready Reacnor- Saxena
8. Income Tax – Dr. Vinod Singhani

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**Operations Research**  
**Course code:4410**

**Unit – 1 Introduction:**

Introduction to Operations Research Meaning, Scope of Quantitative Techniques and Operations Research, Advantages and Limitations of Quantitative Techniques, Computers in OR and OR Models

**Unit – 2 Linear Programming :**

Graphical and Simplex Method Meaning of Linear .Programming, General Mathematical Formulation of LPP, Graphical Analysis, Simplex Method, Two-phase Method, Big M Method. Duality and Post Optimality Analysis Advantage and Limitations of LPP. Dynamic Programming

**Unit – 3 Transportation Model**

Introduction and Assumptions, Mathematical Formulation, Initial Basic Feasible Solution, Vogel's Approximation Method, Optimization (Minimization and Maximization) Using Modified Distribution Method and Stepping Stone Method.

**Unit-4 Assignment Problems :**

Assignment Problems and Game Theory Introduction, Comparison with transportation and optimal solution of Assignment Problem, Maximisation, crew and unbalanced Assignment Problems. Graphical method, 2 X n Games and Exploiting an Opponents Mistakes.

**Unit – 5 Inventory management:**

Introduction to inventory management, types of inventory models. Introduction and terms related to PERT/CPM, Investment analysis and Annuity.

**Text Readings**

1. Hamdy A.Taha, **Operations Research: An Introduction**, Pearson 2008
- 2 H.M. Wagner, **Principles of Operations Research with Application to Managerial Decisions**, PHI Learning. 2nd Ed., 2009.
- 3 Chawla, **Operation Research**, Kalyani Publication Ludhiyana,2009
- 4 Sharma Anand, **Operation Research**, 2008, Himalaya Publishing House
- 5 Kalawati, **Operations Research**, Vikas Publication Pvt.ltd.2008

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# **Fundamentals of Banking & Insurance**

## **Course code:BCM-4510**

### **COURSE CONTENTS**

#### **UNIT1 Introduction to Bank**

Definition and classification of banks – Functions of commercial banks. Functions of a Central Bank (RBI), Control over Banks by RBI.

#### **UNIT 2 Banker and Customer:**

Definition and functions of a Banker, Relationship between banker and customer – banker's rights and obligations – Garnishee order – Clayton's case – special types of bank customers – minors, co-depositors (joint accounts), partnership and joint stock companies, KYC Norms and Opening of Banks Deposit Accounts.

#### **UNIT 3 Practice and Laws relating to negotiable instruments:**

Definition and essential features of cheques, Bills of exchange, promissory notes and hundies. Holder and holder in due course. Payment in due course – endorsement – crossing of cheques – Discounting of cheques and bills

**UNIT 4. Recent Developments in Banking Sector :** Plastic Money-Credit Card, Debit Card, Smart Card, Internet & Mobile Banking, Remittances of Funds RTGS, NEFT, Cyber Security in Banking.

**UNIT 5. Introduction to Insurance:** Purpose and need of insurance; Insurance as a social security tool; Insurance and economic development.

**UNIT 6. Fundamentals/Principles of Life Insurance/General Insurance:** Various types of Contracts, Insurance Contract. Insurable interest: Asymmetry of Information in insurance business; Moral Hazards. Organizational set-up of the Insurance Companies: Promotion Strategy

#### **Suggested Readings:**

1. Tannan, M.L., Banking Law and Practice in India (India Law House).
2. Skekhar and Shekhar, Banking Theory and Practice (Vikas).
3. Basu, A.K. Fundamentals of Banking Theory and Practice.
4. Mishra, M.N. : Insurance Principles and Practice: S. Chand and Co. New Delhi
5. Gupta, O.S. : Life Insurance; Frank Brothers, New Delhi
6. Vunayakam. N: Radhaswamy and Vasudevan SV: Insurance- Principles and Practice, S. Chand and Co. New Delhi.
7. Principles & Practices of Banking :- IIBF

**E-COMMERCE**  
**COURSE CODE: 4610**

**Objective:** To have knowledge about computers in the field of E-Commerce.

**Contents:**

**Unit-1: Introduction:** Meaning, Types of E-Commerce, Functions of E-Commerce, Technologies for E-Commerce.

**Unit-2: concepts of E-payments:** Understanding E-Payments, Establishing E-Payment System, Credit card transaction, SET standards.

**Unit-3:Internet Concepts:** WWW, Internet and E-Commerce, Linking to the Internet, IP Addressing.

**Electronic Data Interchange-** Evolution, uses, Benefits, Working of EDI, EDI Standards(includes variable length EDI standards

**Unit-4: Networking:** Basic elements in networking ,Network topology , Common network services file services, print services, message services, application services, database services, Different types of network- LAN,WAN,MAN,VAN,SAN. Networks connecting devices. Open System Interconnection model(OSI)- different OSI layers.

**Unit-5:Legal Framework**

Legal Framework for E-Commerce – Net Threats – Cyber Laws – Aims and Salient Features of Cyber Laws in India – Cyber Crimes.

**References:**

1. Doing Business on the Internet E-COMMERCE (Electronic Commerce for Business): Jaiswal, Galgotia Publications
2. Electronic Commerce: Greenstein, Merylin, Tata Mc.Graw Hill
3. E-Commerce: Schneider, Thomson Publication

# **SCHOOL OF COMMERCE**

**Devi Ahilya Vishwavidyalaya, Indore**

**Subject Scheme and Syllabus 2016**

**B.Com(Accounting & Tax Management)**

*Semester-5 (july-December)*

<b>Code no.</b>	<b>Subject</b>	<b>Credit</b>
<b>BCM-5110</b>	<b>Corporate Accounting</b>	<b>4</b>
<b>BCM-5210</b>	<b>Corporate Tax Management</b>	<b>4</b>
<b>BCM-5310</b>	<b>Introduction to Foreign Trade</b>	<b>4</b>
<b>BCM-5410</b>	<b>Financial Institutions &amp; Market</b>	<b>4</b>
<b>BCM-5510</b>	<b>Entrepreneurship</b>	<b>4</b>
<b>BCM-5610</b>	<b>Research Methodology</b>	<b>4</b>
	<b>CV Viva</b>	
	<b>Total</b>	



# Corporate Accounting

## BCM-5110

**Objective:**The objective of this course is to expose students to maintain company accounts as per company law and accounting standards and handling accounting adjustments related to companies.

### **Course Inputs:-**

#### **UNIT-I Accounting of Shares:-**

Concept, types of Shares, Issue, forfeiture, Reissue, Redemption & Buy-back of shares.

#### **Unit 2: Accounting of Debentures:-**

Meaning, features, types of debentures, Issue of debentures, redemption of debentures, methods of redemption of debentures.

#### **UNIT 3 Company Final Accounts:-**

Introduction, purpose, statutory requirement, Disposal of profit- Dividend, Bonus share & Reserves. Preparation of Financial statement of Company as per schedule III of Company Act.2013 (excluding managerial remuneration).

#### **UNIT4 Amalgamation & Internal Reconstruction of Companies:-**

**Amalgamation:** Accounting for amalgamation of companies with reference to AS-14 issued by the ICAI (excluding inter-company transactions and holding)

**Internal Reconstruction:** Meaning, internal reconstruction scheme.

#### **Accounting for Holding and subsidiary Companies:**

Defination, need of consolidated financial statement, preparation of consolidated financial statement (excluding inter company holding), minority interest.

#### **UNIT 5 Valuation of Goodwill & Shares:-**

**Goodwill:** Meaning Definition & Elements of goodwill, Types of Goodwill & methods of valuation of goodwill.

**Shares:**-Meaning & need for valuation of shares, factors affecting valuation & methods of valuation of shares.

#### **Accounting relating to liquidation of Companies:-**

Introduction, order of payment, preferential payments (creditors),overriding preferential payments, preparation of statement of affairs & Liquidation final statement of account.

### **References:-**

Accounting for Managers : J. Dearden and S.K. Bhattacharya  
Advanced Accountancy Vol II : S.N. Maheshwari  
Advanced Accounting : M.C. Shukla and T.S. Grewal  
Advanced Financial Accounting : R.L. Gupta  
Corporate Accounts : Dr. Ramesh Mangal  
Corporate Accounting- Sanse & Tripathi

**CORPORATE TAX MANAGEMENT**  
**COURSE CODE: BCM-5210**

**Objective:** To gain knowledge of all aspects relating to tax in Corporate .

**Course Inputs:-**

Introduction Meaning of Tax Planning, Tax avoidance and tax evasion.

**UNIT-I “Computation of Taxable Income of Part II”**

- (i) Partnership Firm - With Practical sum.
- (ii) AOP/BOI – Required, Knowledge of Related Law Provisions.
- (iii) CHARITABLE TRUST –Required, Knowledge of Related Provisions.

**UNIT-II “Taxation of Companies”:**

**Objective** – Practical Application of related provisions of Law regarding taxation of corporate entities like companies.

- (i) Residential status of companies and tax incidence.
- (ii) Corporate Tax RATES.
- (iii) (MAT) - Minimum Alternate Tax
- (iv) OTHERS :- (a) Tax on profit / income distribution (b) Tax on income received from venture capital companies and venture capital funds.

**UNIT-III : “INCOME TAX PAYMENT AND ASSESSMENT” –**

- (a) Tax deduction at source( TDS).
- (b) Tax collection at source (TCS).
- (c) When maintenance of books of Accounts become compulsory.
- (d) When audit of accounts is compulsory.
- (e) Assessment U/s 143(1)
- (f) Best judgment assessment sec.144 .

**UNIT-IV. “SPECIAL PROVISIONS RELATING TO NON-RESIDENTS”**

- (i) Double Taxation Avoidance Relief.
- (ii) Provisions regulating transfer pricing.

**UNIT-V Tax planning :**

**Part (A) :-** Tax planning with reference to setting up of a new business

- (a) Location aspect, nature of business, form of organization.
- (b) Tax planning with reference to financial management Decision – Capital structure, dividend Including deemed dividend and bonus shares.
- (c) Tax planning with reference to employees' remuneration.
- (d) Tax planning with reference to distribution of assets at the time of liquidation.
- (e) Tax planning with reference to conversion of capital assets into stock in trade.
- (f) Tax planning to transfer of firms assets to partnership Firm and Vice Versa.
- (g) Tax planning conversion of debenture etc into share sec. 49(2A)

**Part (B) :- “Tax planning with reference to business restructuring”**

Amalgamation, De-Merger, Slump sale, Conversion of sole proprietary concern partnership firm into company, Transfer of assets between Holding and Subsidiary companies.

**References:**

1. Acharya, Shuklendra and M.G. Gurha. *Tax Planning under Direct Taxes*. Allahabad: Modern Law Publication, n.d.
2. Ahuja, Girish and Ravi Gupta. *Corporate Tax Planning and Management*. New Delhi: Bharat Law House, n.d.
3. Goyal, S.P. *Direct Tax Planning*. Agra: Sahitya Bhawan, n.d.
4. Mittal, D.P. *Law of Transfer Pricing*. New Delhi: Taxmann, n.d.
5. Pagare, Dinkar. *Direct Tax Planning and Management*. New Delhi: Sultan Chand and Sons, n.d.
6. Singhania, Vinod K., Kapil Singhania and Monica Singhania. *Direct Taxes Planning and Management*. New Delhi: Taxmann, n.d.

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# **INTRODUCTION TO FOREIGN TRADE**

**COURSE CODE: MBA (FT) -5310**

## **Unit :1 Introduction to Foreign Trade :**

Meaning of trade and Components Of Trade, Concept and component of Foreign Trade, Need and necessity of foreign Trade, Advantages & disadvantages of foreign Trade, BOT(Balance of Trade) & BOP(Balance of Payment) capital A/C. Terminology of Foreign trade.

## **Unit:2 Free trade V/s Protectionism:**

Concept of free Trade, concept of Protectionism, Arguments for and against protectionism, Methods of Protectionism, Arguments for free trade .

## **Unit:3 Process of Export & Import:**

Process of Export from India, Process of Imports to India, The role of RBI, key documentation for Foreign Trade, Import & Export documentation, Modes of deliveries for Imports & Exports, Modes of payments for Import & Export, Insurance & Indemnity in FT.

## **Unit:4 Intimation of Organization on Trade Issues:**

GATT & WTO, MF, World Bank (IBRD),Bank for international settlements(BIS).

## **Unit:5 India's Foreign Trade Policy:**

Features, Objective & Strategy of FTP of India ,Main Provision, General Provision regarding Import & Export, Highlights of India's current Foreign Trade policy.

# **Financial Institutions and Markets**

## **BCM-5410**

**Objective** This course aims at providing students with an understanding of the structure, organization and working of financial markets and institutions in India.

### **Course Inputs:**

- 1. Introduction:** Nature and role of the financial system and financial markets: Financial system and economic development; Indian financial system – an overview.
- 2. Financial Markets :** Money and capitals markets: Money market- meaning, constituents, functions of money market; Money market instruments- call money, treasury bills, certificates of deposits, commercial bills, trade bills etc; Recent trends in Indian money market; Capital market- primary and secondary markets; Depository system; Government securities market; Role of SEBI- an overview; Recent developments.
- 3. Reserve Bank of India:** Organization, management and functions; Credit creation and credit control; monetary policy.
- 4. Commercial Banks:** Meaning, functions, management and investment policies of commercial banks: Present structure-banking and e-trading; Recent developments in commercial banking.
- 5. Development Banks:** Concept, objective and functions of development banks; Operational and promotional activities of development banks, state financial corporations.
- 6. Insurance Sector:** Objectives, role, investment practices of LIC and GIC; Insurance Regulatory and Development Authority- role and functions.
- 7. Unit Trust of India:** Objective, functions and various schemes of UTI; Role of UTI in industrial finance.
- 8. Non – Banking Financial Institutions:** Concept and role of non banking financial institutions; Sources of finance; Functions of non – banking financial institutions; Investment policies of non banking financial institutions in India.
- 9. Mutual Funds :** Concept, performance appraisal and regulation of mutual funds (with special reference to SEBI guidelines) ; Designing and marketing of mutual funds schemes; Latest mutual fund scheme in India an overview.
- 10. Merchant Banking:** Concept, functions and growth; Government policy on merchant Banking services; SEBI guidelines; Future of merchant banking in India.

### **References:-**

Adjani: investment and securities Markets in India, Himalaya Publications, Delhi.  
Bhole, L.M. Financial Markets and Institutions, Tata McGraw hill, Delhi.  
Ghosh, D: Banking Policy in India, Allied Publications, Delhi.  
Giddy, I.H.: Global Financial Markets, A.I.T.B.S., Delhi  
Khan, M.Y.: Indian Financial System, Tata McGraw Hill, Delhi.  
Reserve Bank of India, Various Reports, RBI Publication Mumbai.  
Varshney, P.N.: Indian Financial system, Sultan Chand & Sons, New Delhi.  
Shrivastava R.M.: Management of Indian Financial Institution; Himalaya Publishing House, Mumbai.  
Verma J.C. Guide to Mutual Funds and Investment Portfolio, Bharat Publishing House, New Delhi.  
Bharti Parhak ; Indian Financial System.

# **ENTREPRENEURSHIP**

## **Course code-5510**

### **Objective**

It provides exposure to the student, to the entrepreneurial culture and industrial growth so as to preparing them to set up and manage their own small units.

### **UNIT-I Concept of Entrepreneurship:**

Meaning, definition and characteristics of entrepreneurship: Emergence of entrepreneurial class Theories of entrepreneurship: Role of Socio-economic environment, Characteristics/Qualities of Entrepreneur, Leadership, Risk taking, Decision making, and business planning.

### **UNIT-II Promotion of a Venture:**

Opportunity analysis, external environment analysis- economic, social & technological, competitive & risk factors, legal & tax consideration requirement for establishment of new unit, and raising of funds, venture capital sources and documentation required.

### **UNIT-III Entrepreneurial Behaviour:**

Innovation and Entrepreneur,entrepreneurial behaviour and motivation psycho-theories, social responsibility.

### **UNIT-IV Entrepreneurial Development Program (EDP):**

EDP, their role and achievements, role of government in organising EDPs.Implementation of the project - Financial assistance through SFC's, SIDBI,Commercial Banks, Non financial assistance from MSME, SIDO,

### **UNIT-V ROLE OF ENTREPRENEUR:**

Role of an entrepreneur in economic growth as an innovator,generation of employment opportunities, complementing and supplimentary economic growth, bringing about, social stability and balanced regional development of industries.

### **References:**

1. Tandon B.C: Environment and Entrepreneur; Chugh Publications, Allahabad.
2. Siner A David: Entrepreneurial Megabuks; John Wiley and Sons, New York.
3. Shrivastava S. B: A Practical Guide to Industrial Entrepreneurs; Sultan Chand And Sons, New Delhi.
4. Prasanna Chandra: Project Preparation, Appraisal, Implementation, Tata Mcgraw Hill. New Delhi
5. Pandey IM; Venture Capital- The Indian Experience, Prentice Hall of India

## **RESEARCH METHODOLOGY**

**COURSE CODE:5610**

### **OBJECTIVES:**

The objective is to teach the students basic techniques of the Research which is useful for developing analytical ability.

### **COURSE CONTENTS:**

#### **UNIT-I Introduction:**

Introduction, Definition, Importance, Scope and Limitations of Research, Objectives, Types of Research , Planning and Designing Research.

#### **UNIT-II Collection & Analysis of Data:**

Introduction, objectives, scope, methods of collection of data. Primary & Secondary Data Preparation, Classification and tabulation of data. Data analysis and Interpretation, Hypothesis testing, Univariate, Bivariate and Multivariate analysis.

#### **UNIT-III Sampling and Questionnaire Design:**

Introduction to Sampling, Sampling Process, Sampling Designs, Sample Size, Steps involved in Questionnaire Designs. Attitude- Measurement and scaling techniques.

#### **UNIT-IV Application of Research:**

An Over view of Market Research, Product Research, Advertising and Sales Promotion Research, Sales Control Research, Research in Financial Matters and Matters Related to Human Resource Management

#### **UNIT-V Report Writing and presentation:**

Steps in report writing, substance of reports formats of reports presentation of a report

### **BOOKS:**

- (1) Agrawal - Marketing Research
- (2) Boyd West Fall - Marketing Research-Text and Cases
- (3) D A Aaker and G S Dey - Marketing Research
- (4) Weiers - Marketing Research
- (5) Malhotra - Marketing Research
- (6) Luke and Rubin - Marketing Research

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**SCHOOL OF COMMERCE**  
**Devi Ahilya Vishwavidyalaya, Indore**  
**Subject Scheme and Syllabus 2016**  
**BCom(Accounting & Tax Management)**  
*Semester-6 (jan-June)*

<b>Code no.</b>	<b>Subject</b>	<b>Credit</b>
<b>BCM-6110</b>	<b>Advanced Auditing</b>	<b>4</b>
<b>BCM-6210</b>	<b>Public Finance</b>	<b>4</b>
<b>BCM-6310</b>	<b>Financial Management</b>	<b>4</b>
<b>BCM-6410</b>	<b>Strategic Tax Management</b>	<b>4</b>
<b>BCM-6510</b>	<b>Management Information Sys.</b>	<b>4</b>
<b>BCM-6610</b>	<b>MRP (Elect. Gen.)</b>	
	<b>CV Viva</b>	
	<b>Total</b>	



**Objective:** To provide knowledge about audit & audit procedures to the students.

**Course Inputs:-**

**Unit-1-Introduction:-**

Concept audit, meaning of audit, scope of audit(s) and advantages of audit to the organisation under audit & different sectors of society. Brief introduction of Auditing Standards issued by the Institute of Chartered Accounts of India.

**Unit-2-Basics of auditing:-**

(a)Preparation before Auditing: Knowledge about auditee, Applicable laws on the organisation under audit, preparation of an Audit Programme,  
(b) Evaluation of Internal check and internal control.

**Unit-3-Audit Procedure :-**

Verification and valuation of Assets, Vouching of Expenses, Revenue Recognition, verification of liabilities, checking of depreciation, reserves and provisions.

**Unit-4- Auditor:** Appointment, Remuneration, Rights and Duties of an Auditor, Qualities & Qualification of auditor.

**Unit-5-Audit of various entities:-**

Audit of Company, Audit of Partnership, Audi of Co-operative society, Audit of Public sector undertaking, Audit of School, Audit of Hospital, Audit of hotel, etc

**References:-**

1. Hister Auditing : Dr. T.R. Sharma
2. Advanced Auditing: R.G. Suloman.
3. Audit trends in India: Dr. G.L.Balu.
4. Company Audit: Prof. K.G. Raman.

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**PUBLIC FINANCE**  
**COURSE CODE- BCM:6210**

**OBJECTIVES:**

To introduce students to the subject matter of public finance by applying basic principles of economics to the evaluation of government economic policies.

**Course Inputs:-**

**UNIT 1. Introduction :**

Meaning, Scope, importance & nature of Public Finance: Public Finance Vs. Private Finance Govt. Role in an economy- The Indian Perspective.

**UNIT 2. Indian Union Budgets :**

Public Revenue: Its classification & sources, Introduction & kinds of Public Budget Surplus, deficit and balanced budget, different concepts of deficit, Purpose, Effects & Limitation of deficit Budgeting, Objectives of budgetary Policy, Arguments for & against balanced Budgets.

**UNIT 3. Indian Public Expenditure :**

Classification of Public Expenditure, Objectives of Public Expenditure, Developmental and Non– developmental, Plan and Non-Plan expenditure, Importance of Public Expenditure in India. Reason for growth of Public expenditure in India.

**UNIT 4. Indian Tax System :**

Structure of Indian taxation; Principle and Forms of Taxation, Direct and Indirect taxes of the Union and State Government, Income Tax, Corporation Tax, Union Excise, Customs, Land Revenue & Sales Tax, Characteristics of Indian tax system, Indian tax Reforms since 1991.

**UNIT 5. Indian Public Debts :**

Meaning of Public Debt., Public Vs Private Debt, need, Sources & Form of Public Debt, Sources of Internal and External debt–Burden of Public debt, Causes of rise in the public dept. Economic effects of Public debt, repayments of public debt.

**UNIT 6. Union State Financial Relation :**

The Role of Finance Commission, Union, State and Inter State devolution of financial resources – its criteria. The role of Existing of Finance Commission.

**Reference:**

- (i) B. P. Tyagi, Public Finance, Jayprakash, Meerut Andley and Sundaram,
- (ii) Public Economics and Public Finance, Ratan Prakashan, Delhi.
- (iii) M. C. Vaish and H. S. Agarwal, Public Finance, Wiley Estern Ltd, New Delhi. (iv) Misra and Puri, Economics of Development and Planning, Himalaya, 1996
- (iv) Public Finance by H.L.Bhatia (Vikas Publication)
- (v) Public Finance by D.M.Mithani (Himalaya Publication)

**FINANCIAL MANAGEMENT**  
**COURSE CODE : BCM-6310**

**Course Objective:** This course is designed to enhance the understanding of the fundamental concepts of financial management, as related to a corporate organization.

**Course Contents:**

**Unit 1: Financial Management: An Introduction** - Concept and Nature of financial Management, Goals of Financial management, Finance function, Scope of Finance. Organization of Finance Function, Relationship of Finance Function with other Disciplines, Role and Functions of finance manager.

**Unit 2: Working Capital Management:** Introduction, nature & concepts. Planning for Working Capital management, Determinants of working capital, Estimation and Calculation of Working Capital, Numerical problems, Working Capital Finance, Various modes/ methods of WC Financing.

**Receivables Management:** Objectives, costs, benefits, Credit policies. Collection policies. Numerical Problems.

**Inventory Management:** Objectives, cost & benefits of holding Inventory. Techniques: ABC system, EOQ model, Numerical problems.

**Unit 3: Sources Of Long Term Funds:** Concept, Debt and Equity, Equity and Preference Shares, Debentures, Term Loans, etc. Lease, Hire purchase & Project financing. Venture Capital finance.

**Unit 4: Time Value Of Money** : Concept Of Time Value of Money, Present Value And Future Value, Concept and calculation.

**Unit 5: a) Cost of capital** : Concept, Types, Measurement, Weighted Average Cost of capital.

b) **Leverage Analysis:** Meaning, Types and Importance.

c) **Capital structure:** Concept, Pattern & capitals structure theories.

**Unit 6: Capital Budgeting:** Introduction, Importance, Difficulties and kinds of CB Decisions, Basic Data Requirements, Appraisal Criteria's; DCF and Non DCF Methods for Evaluating Projects, Numerical Problems.

**Books Recommended:**

**Text Book:** Financial Management by Khan and Jain

**Reference Book:**

Financial Management by I.M.Pandey (Vikas Publication)

Financial Management by Prashana Chandara (Tata Mcgraw Hill Publication)

**STRETEGIC TAX MANAGEMENT**  
**COURSE CODE:BCM-6410**

**OBJECTIVES:** To gain comprehensive understanding of all aspects relating to external financial reporting practices.

**COURSE CONTENTS:**

**(PART - A) DIRECT TAX :**

**UNIT 1: “Assessment of Charitable and other Trusts :**

**UNIT 2: ASSESSMENT PROCEDURE :**

- (i) Summary Assessment without calling the assesses (Sec.143(1))
- (ii) Assessment in response to notice under Sec.(143(2) & 143(3))
- (iii) Reassessment (Sec. 147 to 151)

**(PART - B) INDIRECT TAX :**

**UNIT 3: BASIC PROCEDURES IN CENTRAL EXCISE:**

- (i) Registration of Factory etc.
- (ii) Exemption from registration.
- (iii) INVOICE :- For removal of goods.
- (iv) Relevant Date for determination of duty and tariff valuation.
- (v) Clearance of goods from factory.
- (vi) Duty Free Export and Export Procedure for Excise.
- (vii) WAREHOUSING.

**UNIT 4: “SERVICE TAX OTHER PROVISIONS”:**

- (i) Place of Provision of Service.
- (ii) Export of Service.
  - Rebate, Exemption of S.T. etc.
- (iii) IMPORT OF SERVICE
  - Liability of S.T. under reverse charge.
  - Services Provided to And by SEZ.
- (iv) Study of Interest and Penalty under Service Tax Law.

**UNIT 5: “OTHER PROVISIONS OF CENVAT CREDIT RULES” :**

- (i) Credit Rules for Exempted Goods/ Exempted output Services.
- (ii) Removal of Inputs/Capital Goods.
- (iii) Removal of Capital Goods After use.
- (iv) Removal for:
  - Job work
  - Repairs
  - Testing
- (v) Special CENVAT Provision in respect of SSI Units.

**Recommended Books:**

1. **Taxman** : Direct Taxes: Laws & Practice - V.K. Singhania
2. Direct Tax planning and Management - V.K. Singhania
3. **Vision Publications** : Corporate Tax Planning - R.N. Lakhotia
4. **Snow White** : Central Excise - Gurusekharan

**MANAGEMENT INFORMATION SYSTEM**  
**COURSE CODE: BCM-6510**

**Unit -I : Concept of system**- Characteristics of a system, Types of a system, concept of Data and Information, Characteristics of Information ,Types of Information System .

**Concept of MIS** - Definition of MIS, Characteristics of MIS, Components of MIS, Steps involved in MIS, Benefits of MIS, Limitations of MIS, Role of computers in MIS.

**Unit -II : MIS Planning:** Approach to MIS Development, MIS detailed Planning- Planning Techniques in MIS, MIS project Planning, MIS Implementation, MIS Controlling and Maintenance.

**Unit-III :Data Processing Basics** - Need for data processing, cycle, functions, and Components, Manual Data Processing System, Electronic data processing System(EDP), Flow charts- Advantages, Limitations, Types of software's, Telecommunication Softwares.

**Unit- IV: Decision support system-** Introduction, types of DSS, Components of DSS, Architecture of DSS, its Characteristics of DSS, Tools of DSS, System Development Life Cycle.

**Unit V :** System Design: Design Objectives, Processing Techniques, Input Design, Output Design, Forms, File Organization, Database.

**References:**

1. Management Information And control System: Dr. Sushila Madan, Taxmann's publication
2. Management Information Systems: O'Brien James , Tata-McGraw Hill
3. Management Information Systems: Sadagopal, S ,Prentice Hall.
4. Introduction to computer Information System for Business: Simkin, M.G , S.Chand & Co.