

FACULTY OF ECONOMICS & BUSINESS

SYLLABUS

for

Master of Commerce

Under Five Year Integrated Programme (FYIP)

(Semester: I, II)

**(Under Credit Based Continuous Evaluation Grading System)
(CBCEGS)**

Session: 2023-24



The Heritage Institution

**KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)**

M. Com (FYIP)

Master of Commerce Under Five Year Integrated Programme (FYIP)

Duration: 5 Years

Level: Graduation

Type: Degree

Programme Specific Outcomes

M. Com (FYIP)- Five year Degree programme is structured to provide the students a practical knowledge in disciplines related to commerce with industry exposure. Also, by the end of the program, students will gain an in-depth knowledge on core subjects like accounting, commercial & labour law, tax laws, statistics, finance, just to name a few. The degree involves intensive study, culminating with the completion of a research project as the sixth semester of this course is devoted to the Industrial Training. Students have to do internship from the industry of their choice and are required to submit their research project on that practical training.

A student holding a M. Com (FYIP) degree is well prepared to sustain as a corporate employee or as an entrepreneur. The student has adequate knowledge of adapting to the changes in the flexible business world, can focus internationally and has an in-depth understanding of the business world's market-relevant aspects. On the other hand, if the student chooses to start her own business, she can run it successfully and professionally without having to pay to expert accountants or market consultants.

Programme Specific Outcomes

Towards the end of the programme, students will be able to:

PSO1: Develop an ability to effectively communicate both orally and verbally

PSO2: Appreciate importance of working independently and in a team by learning the concept of leadership and motivation.

PSO3: Have exposure of complex commerce problems and find their solution

PSO4: Process information by effective use of IT tools

PSO5: Understand required mathematical, analytical and statistical tools for financial and accounting analysis

PSO6: Develop an understanding of various commerce functions such as finance, accounting, financial analysis, project evaluation and cost accounting

PSO7: Develop an understanding of different forms of taxes and their implications.

PSO8: Develop self-confidence and awareness of general issues prevailing in the society

PSO9: develop wide range of business, financial and analytical expertise in the field of GST, e-filing of return etc. which is a need of the hour

PSO10: do research on any of the managerial issue related to the different disciplines of commerce.

KANYA MAHA VIDYALAYA, JALANDHAR (AUTONOMOUS)
Scheme and Curriculum of Examination of Master of Commerce Under Five Year Integrated Programme (FYIP)
Credit Based Continuous Evaluation Grading System (CBCEGS)
(Session 2023-2024)

Semester-I (2023-24)										
Course Code	Course Title	Course Type	Hours Per Week L-T-P	Credits		Marks			Examination Time (in Hours)	
				Credits L-T-P	Total Credits	Total	Th	P		CA
FCOL-1421 FCOL-1031 FCOL-1431	Punjabi(Compulsory) ¹ Basic Punjabi ² Punjab History and Culture	C	2-0-0	2-0-0	2	50	40	-	10	3
FCOL-1102	Communicative English	C	2-0-0	2-0-0	2	50	40	-	10	3
FCOL-1173	Descriptive Statistics for Business	C	4-0-0	4-0-0	4	100	80	-	20	3
FCOL-1174	Microeconomics	C	4-0-0	4-0-0	4	100	80	-	20	3
FCOM-1095	Management Principles and Applications	C	3-0-2	3-0-1	4	100	50	30	20	3
FCOM-1096	Financial Accounting	C	3-0-2	3-0-1	4	100	50	30	20	3
FCOP-1127	Workshop on Office Package	C	0-0-4	0-0-2	2	50	-	40	10	3
AECD-1161	*Drug Abuse: Problem, Management And Prevention (Compulsory)	AC	2-0-0	2-0-0	2	50	-	40	10	3
SECF-1492	*Foundation Course	AC	2-0-0	2-0-0	2	50	40	-	10	1
TOTAL						26	650			

C-Compulsory

AC-Audit Course

¹ **Special paper in lieu of Punjabi (Compulsory).**

² **Special paper in lieu of Punjabi (Compulsory) for those students who are not domicile of Punjab.**

***Marks of these papers will not be added in total marks and only grades will be Provided.**

***Grade points of these courses will not be included in the SGPA/CGPA of Semester/ Programme.**

KANYA MAHA VIDYALAYA, JALANDHAR (AUTONOMOUS)
Scheme and Curriculum of Examination of Master of Commerce Under Five Year Integrated Programme (FYIP)
Credit Based Continuous Evaluation Grading System (CBCEGS)
(Session 2023-2024)

Semester-II (2023-24)										
Course Code	Course Title	Course Type	Hours Per Week L-T-P	Credits L-T-P	Credits	Marks				Examination time (in Hours)
						Total	Th	P	CA	
FCOL-2421 FCOL-2031 FCOL-2431	Punjabi (Compulsory) ¹ BasicPunjabi ² Punjab History and Culture	C	2-0-0	2-0-0	2	50	40	-	10	3
FCOL-2102	Communicative English	C	2-0-0	2-0-0	2	50	40	-	10	3
FCOL-2093	Advanced Financial Accounting	C	4-0-0	4-0-0	4	100	80	-	20	3
FCOL-2174	Macroeconomics	C	4-0-0	4-0-0	4	100	80	-	20	3
FCOL-2095	Business Laws	C	4-0-0	4-0-0	4	100	80	-	20	3
FCOL-2176	Inferential Statistics for Business	C	4-0-0	4-0-0	4	100	80	-	20	3
FCOP-2097	Workshop on Life Skills	C	0-0-4	0-0-2	2	50	-	40	10	3
SECM-2502	*Moral Education	AC	2-0-0	2-0-0	2	50	40	-	10	1
TOTAL					24	550				

C-Compulsory

AC-Audit Course

¹ **Special paper in lieu of Punjabi (Compulsory).**

² **Special paper in lieu of Punjabi (Compulsory) for those students who are not domicile of Punjab.**

***Marks of these papers will not be added in total marks and only grades will be Provided.**

***Grade points of these courses will not be included in the SGPA/CGPA of Semester/programme.**

Session: 2023-24
Master of Commerce Under Five Year Integrated Programme (FYIP) Semester-I
Management Principles and Applications
Course Code: FCOM-1095

Course Outcomes:

After the successful completion of this course, students will be able to:

CO1: know the evaluation and the need for management in an organization.

CO2: analyze effective application of management principles to diagnose and solve organisational problems and develop optimal managerial decisions.

CO3: understand the various types of organizational structures prevailing in the business scenario and motivation techniques used in organization.

CO4: understand the concept of leadership, communication and controlling

Session: 2023-24
Master of Commerce Under Five Year Integrated Programme (FYIP) Semester-I
Management Principles and Applications
Course Code: FCOM-1095

Time: 3 Hours

Max. Marks: 100

L-T-P

Theory: 50

3-0-2

Practical: 30

CA: 20

Instructions for the Paper Setter

Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section. Each question carries 10 marks.

Unit-I

- **Management:** Concept, objectives and importance, an overview of managerial functions, Coordination– Essence of Management.
- **Evolution of Management Thought:** Contribution of Taylor, Fayol, Hawthorne experiments, Behavioral Approach, Weber’s Bureaucratic Approach, System Approach, Contingency Approach.

Unit-II

- **Decision Making:** Concept, Importance, Group Decision making, Individual Vs Group Decision-Making, Decision-Making Process, Perfect Rationality and Bounded Rationality Techniques, Qualitative and Quantitative techniques of Decision Making, MIS.
- **Planning:** Concept, Importance, Types, Limitations, Planning process, Objectives, Setting objectives and Management by objectives.

Unit-III

- **Organizing:** Concept and importance, Formal and informal organization, Span of Management, Authority, Delegation & Decentralization, Types of Organization Structure, Principles of Organising.
- **Motivation:** Concept, Importance, Extrinsic and Intrinsic Motivation, Motivation Theories.

Unit-IV

- **Leadership:** Meaning, Nature, Traits and Styles, Approaches and Theories.
- **Communication:** Concept, Purpose, Process, Oral and Written communication, Formal and Informal communication; Barriers to effective; communication, overcoming the barriers.
- **Controlling:** Concept, Process, Limitation, Principles of Effective Control. Introduction to major Techniques of Control like ratios, Budgetary Control, EVA, MVA.

PRACTICAL

Case studies on Management Principles. The students will prepare power point presentation based on the case studies provided to the min the class and also there will be viva-voce based on the presentation of case study.

Suggested Readings:

1. Harold Koontz and Heinz Weihrich, *Essentials of Management: An International Perspective*, New Delhi, McGraw-Hill, 2012.
2. Jon L Pierce and Donald G Gardner, *Management and Organizational Behaviour*, New Delhi, Thomson, 2007.
3. Stephen P Robbins and Marry A. Coulter, *Management*, Pearson Education, New Delhi, 2017.
4. Philip Sadler, *Leadership*, New Delhi, Kogan Page, 2003.
5. L.M. Prasad, *Principles and Practice of Management*, Sultan Chand & Sons, New Delhi, 2015.
6. P.C. Tripathy and P.N. Reddy, *Principles of Management*, Mc-Graw Hill Education, New Delhi, 2012.

Note: Latest edition of text books to be used.

Session: 2023-24
Master of Commerce Under Five Year Integrated Programme (FYIP) Semester-I
Financial Accounting
Course Code: FCOM-1096

Course Outcomes:

After the successful completion of this course, students will be able to:

- CO1: Acquire conceptual knowledge of financial accounting and to explain various accounting concepts and conventions, and accounting standards.
- CO2: Gain knowledge of journal, ledger and subsidiary books.
- CO3: Gain knowledge of deprecation accounting, trial balance and rectification of errors.
- CO4: Understand accounting treatment of Non-Profit Organizations and to prepare final accounts of sole proprietor (Trading account, Profit & Loss Account and Balance Sheet).

Session: 2023-24
Master of Commerce Under Five Year Integrated Programme (FYIP) Semester-I
Financial Accounting
Course Code: FCOM-1096

Time: 3 Hours

L-T-P
3-0-2

Max. Marks: 100

Theory: 50
Practical: 30
CA: 20

Instructions for the Paper Setter:

Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section. Each question carries 10 marks.

Unit-I

- **Introduction to Financial Accounting:** Need, scope and objectives, Accounting as an information system, Accounting Terminology Users of accounting information system. Branches of accounting, Accrual and Cash basis of Accounting.
- **Generally Accepted Accounting Principles:** Concepts and conventions. Capital and Revenue items. Accounting Standards– Meaning, Importance, List of Accounting Standards issued by ASB, Accounting System, Types of Accounts, Accounting Cycle.
- **Accounting Equation-** Meaning and Procedure of Developing Accounting Equation.

Unit-II

- **Journalizing-** Meaning and Rules of Debit and Credit, Format of Journal, Identification of Transactions, Recording of transactions in Journal.
- **Preparation of Ledger-** Distinction between Journal and Ledger, Preparation of Ledgers from Journal, Posting, Balancing of Accounts.
- **Subsidiary Books-** Need of Subdivision of Journal, Meaning and Advantages of Special Journals, Purchases Book, Sales Book, Purchases Returns book, Sales Returns books, Receivable Book, Payables Book, Journal Proper. Cash Book - Single Column, Two Column, Three Column and Petty Cash Book– Journal Proper.

Unit-III

- **Depreciation Accounting:** Meaning, causes, objectives, Difference between Depreciation, Amortization and Depletion, Factors affecting Depreciation, Methods of charging depreciation- Straight line and Written down value method.
- **Trial Balance:** Meaning, Objectives and Advantages of Trial balance, Methods of Preparation of Trial Balance, Errors Revealed and not revealed by Trial Balance.
- **Rectification of errors: Capital and Revenue Expenditure**–Capital and Revenue Receipts: Meaning and Differences-Differed Revenue Expenditure. Errors and their Rectification: Types of Errors, Suspense Account, Effect of Errors on Profit.

Unit-IV

- **Preparation of Final Accounts** Trading Account, Profit & Loss account, Balance Sheet), Final Accounts without adjustments.
- **Preparation of Final Accounts with Adjustments** (Closing Stock, Outstanding Expenses, Accrued Income, Prepaid Income and Expenses, Depreciation, Bad Debts and Provision for Doubtful Debts, Discount on Debtors, Creditors and Reserves etc.)
- **Accounting for Non-profit Organizations:** Non-profit entities, Receipts and payment Account, Income and Expenditure Account, Balance Sheet.

TALLY: (PRACTICAL)

Computerized Accounting System (using latest version of Tally)

Creating a company, Creating Accounting ledgers and Groups, Creating Stock items and groups, Vouchers, Recording of transactions, Preparing reports, Cashbook, Trial balance, Profit and loss account, Balance Sheet, Fund Flow Statement, Cash Flow Statement, Selecting and shutting a company, Backup and restore of data of company.

Suggested Readings:

1. Lal, Jawahar and Seema Srivastava, "Financial Accounting", Himalaya Publishing House.
2. Grewal, T.S., "Introduction to Accounting", S. Chand and Co. ,New Delhi.
3. Narayanswami, R., "Financial Accounting: A Managerial Perspective", 3rd Edition, 2008, Prentice Hall of India, New Delhi.
4. Mukherjee, A. and Hanif, M., "Financial Accounting", 1st Edition, 2003, Tata McGrawHill.
5. Ramchandran, N. and Kakani, R.K., "Financial Accounting for Management", 2nd Edition, 2007, Tata McGrawHill.

Note: Latest edition of text books to be used.

Session: 2023-24
Master of Commerce Under Five Year Integrated Programme (FYIP) Semester-II
Advanced Financial Accounting
Course Code: FCOL-2093

Course Outcomes:

After the successful completion of this course, students will be able to:

CO1: Apply accounting techniques and methods for the formation of a partnership firm and admission of a partner.

CO2: Retirement and death of a partners and dissolution of partnership firms.

CO3: Learn about accounting treatment in case of complete and incomplete voyage and accounting for Hire Purchase Transactions.

CO4: Prepare consignment accounts and prepare Departmental financial accounts and consolidated financial accounts.

Session: 2023-24
Master of Commerce Under Five Year Integrated Programme (FYIP) Semester-II
Advanced Financial Accounting
Course Code: FCOL-2103

Time: 3 hours

Max. Marks: 100

L-T-P

4-0-0

Theory: 80
CA: 20

Instructions for the Paper Setters:

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section. Each question carries 16 marks.

UNIT-I

Partnership Accounts: Meaning, Partnership Deed, Provisions of the Indian Partnership Act, 1932 in the absence of Partnership deed, Fixed v/s Fluctuating capital accounts, Appropriation of Profit & Loss Account, Division of profits among Partners.

Past adjustments (relating to interest on capital, interest on drawing, salary and profit-sharing ratio). Goodwill: nature, factors affecting and methods of valuation-average profit, super profit and capitalization

Admission of Partner: Adjustment regarding Profit Sharing Ratio, Treatment of Goodwill, Adjustment regarding revaluation of assets & liabilities, Partners capitals & Balance Sheet of new firm.

UNIT-II

Retirement of Partner: Adjustment regarding goodwill, revaluation of assets & liabilities undistributed profits, computation of Partners' interest and mode of payment.

Death of Partner: Calculation of deceased Partner's share of profit till the date of death. Preparation of deceased Partner's capital account, executor's account and preparation of balance sheet, Joint Life Policy

Dissolution of Partnership: Meaning and distinction between dissolution of a Firm and dissolution of Partnership, Preparation of Realization Account and Partners' Capital Account Garner V/s Murray rule including Insolvency of firm

UNIT-III

Hire Purchase & Instalment Payment system: Accounting for Hire Purchase Transactions, Journal entries & Ledger Accounts in the books of Hire Vendor & Hire Purchaser for large value items including default and repossession

Voyage Accounts: Meaning, Preparation of voyage accounts, Accounting treatment in case of complete and incomplete voyage

UNIT-IV

Consignment Accounts: Meaning, Features, Consignee's commission, Performa Invoice, Account Sales, Accounting treatment in the books of the consignor and the consignee –Valuation of consignment stock, Treatment of Normal and abnormal Loss, Invoice of goods at a price higher than the cost price.

Departmental Accounts: Meaning, Basis of allocation of common expenses, Preparation of Departmental Trading and P/L account, Consolidated Trading and P/L Accounts, Interdepartmental transfer of goods at cost, cost plus and at selling price, Provision for unrealized profit.

Suggested Readings:

1. Shukla, M.C., Grewal, T.S. and Gupta, S.C., "Advanced Accountancy", Vol.I&II,2008,S.Chand&Co,NewDelhi
2. Gupta, R.L. & Radheswamy, M., "Advanced Accountancy" Vol. I & II,2009,S&Co,New Delhi
3. Maheshwari, S.N.& Maheshwari,V.L.,"Advanced Accountancy" Vol. I & II, 2009, Vikas Publishing House Pvt. Ltd., New Delhi.
4. Sehgal, A. & Sehgal, D.,"Advanced Accountancy" Vol. I & I I, Taxmann Publication Pvt. Ltd, New Delhi

Note: Latest edition of textbooks to be used.

Session: 2023-24
Master of Commerce Under Five Year Integrated Programme (FYIP) Semester-II
Business Laws
Course Code: FCOL- 2095

Course Outcomes:

Upon successful completion of this course, students will be able to:

CO1: understand about Indian contract Act in India

CO2: in-depth knowledge of special contract formation like Indemnity, Guarantee, Bailment and Pledge.

CO3: understand the different forms of Negotiable Instruments

CO4: aware about various health and safety measures that are compulsory to be adhered and also have complete knowledge about the various acts framed for successful running of factories and industries.

Session: 2023-24
Master of Commerce Under Five Year Integrated Programme (FYIP) Semester-II
Business Laws
Course Code: FCOL- 2095

Time: 3 Hours

Max. Marks: 100

L-T-P

4-0-0

Theory: 80

CA: 20

Instructions for the Paper Setter:

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section. Each question carries 16 marks.

UNIT –I

The Indian Contract Act, 1872

- Contract –Meaning, Characteristics and kinds, Essentials of valid contract
- Offer and acceptance,
- Consideration,
- Contractual capacity
- Free consent.

UNIT–II

The Indian Contract Act, 1872

- Legality of object.
- Discharge of contract; Modes of discharge
- Breach of Contracts and its remedies.
- Indemnity and Guarantee.
- Bailment and Pledge

UNIT– III

The Sale of Goods Act, 1930

- Formation of contracts of sale; Goods and their classification, price;
- Conditions, and warranties;
- Transfer of property in goods including sales by non owners;
- Performance of the contract of sales;
- Unpaid seller and his rights, sale by auction.
- Remedies for breach of contract of sale
- Definition of negotiable instruments; Features;
- Promissory note; Bill of exchange, cheque; Holder and holder in the due course;
- Crossing of cheque, types of crossing, Dishonour and discharge of negotiable instrument;

UNIT-IV

- The Factories Act, 1948
- The Industrial Dispute Act, 1947
- The Payment of Wages Act, 1936

Suggested Readings:

1. Kapoor N.D.: Business Law; Sultan Chand & Sons, New Delhi.
2. Singh, A., "*Principles of Mercantile Law*", (2011), Eastern Book Co.
3. Tulsian, P.C., "*Business Laws*", 2nd Edition (2000), Tata McGrawHill, New Delhi.
4. Kucchal, M.C., "*Business Law*", 5th Edition (2009), Vikas Publishing, House (P) Ltd.
5. Maheshwari & Maheshwari, "*Business Law*", National Publishing House, New Delhi.
6. Chadha, P.R., "*Business Law*" Galgotia Publishing Company, New Delhi.
7. Googan P.P.S., "*A Text Book of Mercantile Law*", S. Chand, New Delhi

Note: Latest edition of text book may be used.

Session: 2023-24
Master of Commerce Under Five Year Integrated Programme (FYIP) Semester-II
Workshop on Life Skills
Course Code: FCOP-2097

Course Outcomes:

After completion of this course, students will be able to:

CO1: Learn those abilities that help promote overall well being and competence to be able to face the realities of life.

CO2: Develop psycho social competencies and interpersonal skills that will help them to make informed decisions, solve problems, think critically and creatively, communicate effectively, build healthy relationships, empathize with others and cope with managing their lives in a healthy and productive manner.

CO3: Adapt and adjust well with the changing demands of the society as young adolescents extend their relationships beyond parents and family and are intensely influenced by their peers and the outside world.

CO4: Get support in dealing with emotional conflicts and personal problems in the college and will learn how to incorporate the same in their daily lives.

Session: 2023-24
Master of Commerce Under Five Year Integrated Programme (FYIP) Semester-II
Workshop on Life Skills
Course Code: FCOP-2097

Time: 3 Hour

Max. Marks: 50

L-T-P
0-0-4

Practical: 40
CA: 10

Instructions for the Paper Setters: The students will prepare Power Point Presentations on the topics specified in the syllabus. The examiner will evaluate the students on the basis of the presentation and their performance in Viva Voce.

Division of Marks:
Presentation: 20
Viva-Voce: 20

This workshop is designed to create awareness on various concepts of Life Skills (Emotional skills, thinking skills and social skills).

- Understanding Self-Esteem
- Positive Self-Talk
- Self-Care Basics
- Balanced Self-Care
- Making Plans and Setting Goals
- Empathy
- Critical thinking
- Creative thinking
- Decision-making
- Problem Solving
- Effective communication
- Interpersonal relationship
- Coping with stress
- Coping with emotions

