

**FACULTY OF ECONOMICS & BUSINESS**

**SYLLABUS**

**for**

**Bachelor of Commerce (Pass and Honours)**

**(Semester: I – II)**

**Under Credit Based Continuous Evaluation Grading System**

**(Semester: III-VI)**

**(Under Continuous Evaluation System)**

**Session: 2023-24**



**The Heritage Institution**

**KANYA MAHA VIDYALAYA  
JALANDHAR**

**(Autonomous)**

## **B.Com**

### **Bachelor of Commerce**

#### **Duration: 3 Years Level**

#### **Graduation Type: Degree**

B.Com degree is structured to provide the students managerial skills in disciplines related to commerce. Also, by the end of the program, students gain an in-depth knowledge on core subjects like accounting, law, statistics, finance, marketing just to name a few.

A student holding a B.Com 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 his/her own business he/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.

**KANYA MAHA VIDYALAYA, JALANDHAR (AUTONOMOUS)**

**SCHEME AND CURRICULUM OF EXAMINATION OF THREE YEAR DEGREE PROGRAMME**

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

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

**Session: 2023-24**

Semester-I										
CourseCode	CourseTitle	Course Type	HoursPer Week	Credits	Total Credits	Marks				Examination time (inHours)
			L-T-P	L-T-P		Total	Th	P	C A	
BCRL-1421 BCRL-1031 BCRL-1431	Punjabi(Compulsory) <sup>1</sup> BasicPunjabi  <sup>2</sup> Punjab History And Culture	C	4-0-0	4-0-0	4	100	80	-	20	3
BCRL-1212	English (Compulsory)	C	4-0-0	4-0-0	4	100	80	-	20	3
BCRL-1093	Financial Accounting	C	4-0-0	4-0-0	4	100	80	-	20	3
BCRL-1094	Business Organisation	C	4-0-0	4-0-0	4	100	80	-	20	3
BCRL-1095	Business Communication	C	4-0-0	4-0-0	4	100	80	-	20	3
BCRL-1176	Business Statistics	C	4-0-0	4-0-0	4	100	80	-	20	3
BCRM-1127	Computer Fundamentals	C	2-0-4	2-0-2	4	100	50	30	20	3+3
BCRP-1098	Workshop on Life Skills	C	0-0-4	0-0-2	2	50	-	40	10	3
AECD-1161	Drug Abuse: Problem Management andPrevention (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
<b>TOTAL</b>						34	750			

**C- Compulsory**

**AC- Audit Course**

<sup>1</sup>Special paper in lieu of Punjabi (Compulsory)

<sup>2</sup>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.

\*Credits/ Grade Points of these courses will not be added in SGPA/ CGPA of the semester/Programme.

**KANYA MAHA VIDYALAYA, JALANDHAR (AUTONOMOUS)**

**SCHEME AND CURRICULUM OF EXAMINATION OF THREE YEAR DEGREE PROGRAMME**

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

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

**Session:2023-24**

Semester-II										
CourseCode	CourseTitle	Course Type	Hours Per Week L-T-P	Credits	Total Credits	Marks				Examination time (inHours)
						Total	Th	P	C A	
BCRL-2421 BCRL-2031 BCRL-2431	Punjabi(Compulsory) <sup>1</sup> BasicPunjabi <sup>2</sup> Punjab History and Culture	C	4-0-0	4-0-0	4	100	80	-	20	3
BCRL-2212	English (Compulsory)	C	4-0-0	4-0-0	4	100	80	-	20	3
BCRL-2093	FunctionalManagement	C	4-0-0	4-0-0	4	100	80	-	20	3
BCRL-2094	CommercialLaws	C	4-0-0	4-0-0	4	100	80	-	20	3
BCRL-2175	BusinessEconomics	C	4-0-0	4-0-0	4	100	80	-	20	3
BCRL-2096	Advanced FinancialAccounting	C	4-0-0	4-0-0	4	100	80	-	20	3
BCRS-2097	Seminar	C	0-0-4	0-0-2	2	50	-	50	-	-
BCRP-2098	Workshop on Tally Prime	C	0-0-4	0-0-2	2	50	-	40	10	3
SECM-2502	*MoralEducation	AC	2-0-0	2-0-0	2	50	40	-	10	1
<b>TOTAL</b>						30	700			

**C- Compulsory**

**AC- Audit Course**

<sup>1</sup>Special paper in lieu of Punjabi (Compulsory)

<sup>2</sup>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.

\*Credits/ Grade Points of these courses will not be added in SGPA/ CGPA of the semester/ Programme.

**Kanya Maha Vidyalaya, Jalandhar (Autonomous)**  
**SCHEME AND CURRICULUM OF EXAMINATION OF THREE YEAR DEGREE**  
**PROGRAMME**  
**BACHELOR OF COMMERCE (Pass and Honours)**  
**SESSION: 2023-24**

Semester III							
Course Code	Course Name	Course Type	Marks				Examination time (in Hours)
			Total	Ext.		CA	
				L	P		
BCRL-3421 BCRL-3031 BCRL-3431	Punjabi (Compulsory) <sup>1</sup> Basic Punjabi <sup>2</sup> Punjab History and Culture	C	50	40	-	10	3
BCRL-3212	English (Compulsory)	C	50	40	-	10	3
BCRL-3093	Business Environment	C	50	40	-	10	3
BCRL-3094	Company Law	C	50	40	-	10	3
BCRL-3095	Financial Management	C	50	40	-	10	3
BCRL-3096	International Business	C	50	40	-	10	3
BCRM-3097	Corporate Accounting	C	50	30	10	10	3
AECE-3221	*Environmental Studies (Compulsory)	AC	100	60	20	20	3
SECG-3532	*Gender Sensitization	AC	25	10	10	05	1
<b>Total</b>			<b>350</b>				

**C-Compulsory**

**AC-Audit Course**

<sup>1</sup> Special papers in lieu of Punjabi (Compulsory).

<sup>2</sup> Special papers 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

**Kanya Maha Vidyalaya, Jalandhar (Autonomous)**  
**SCHEME AND CURRICULUM OF EXAMINATION OF THREE YEAR DEGREE PROGRAMME**  
**BACHELOR OF COMMERCE (Pass and Honours)**

**SESSION: 2023-2024**

<b>Semester IV</b>							
<b>Course Code</b>	<b>Course Name</b>	<b>Course Type</b>	<b>Marks</b>				<b>Examination time (in Hours)</b>
			<b>Total</b>	<b>Ext.</b>		<b>CA</b>	
				<b>L</b>	<b>P</b>		
BCRL-4421 BCRL-4031 BCRL-4431	Punjabi (Compulsory) <sup>1</sup> Basic Punjabi <sup>2</sup> Punjab History and Culture	C	50	40	-	10	3
BCRL-4212	English (Compulsory)	C	50	40	-	10	3
BCRL-4093	Goods and Services Tax	C	50	40	-	10	3
BCRL-4094	Industrial Laws	C	50	40	-	10	3
BCRL-4095	Principles and Practices of Banking and Insurance	C	50	40	-	10	3
BCRL-4096	Cost Accounting	C	50	40	-	10	3
BCRS-4097	Seminar	C	50	-	50	-	-
SECS-4522	*Social Outreach	AC	25	-	20	05	-
<b>Total</b>			<b>350</b>				

**C-Compulsory**

**AC-Audit Course**

<sup>1</sup> **Special papers in lieu of Punjabi (Compulsory).**

<sup>2</sup> **Special papers 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**

**Kanya Maha Vidyalaya, Jalandhar (Autonomous)**  
**SCHEME AND CURRICULUM OF EXAMINATION OF THREE YEAR DEGREE**  
**PROGRAMME BACHELOR OF COMMERCE (Pass and Honours)**  
**SESSION: 2023 -24**

Semester V							
Course Code	Course Name	Course Type	Marks				Examination Time (in Hours)
			Total	Ext.		CA	
				L	P		
BCRL5421 BCRL5031 BCRL-5431	Punjabi(Compulsory) <sup>1</sup> Basic Punjabi <sup>2</sup> Punjab History and Culture	C	50	40	-	10	3
BCRL-5212	English (Compulsory)	C	50	40	-	10	3
BCRL-5093	Management Accounting	C	50	40	-	10	3
BCRL-5094	Direct Tax Law	C	50	40	-	10	3
BCRL-5095	Auditing	C	50	40	-	10	3
BCRL-5096 Option- B(I)	Banking Services Management	C	50	40	-	10	3
BCRL-5097 Option-B(II)	Insurance Services Management	C	50	40	-	10	3
SECJ-5551	*Job Readiness Course	AC	25	20	-	5	
<b>Total</b>			<b>350</b>				

**SPECIALISATIONS:**

Any of the following groups each having two papers in Semester V can be chosen as specialization by the students.

**A) ACCOUNTING & FINANCE**

BCRL-5096 Option-A(I)	Contemporary Accounting	C	50	40	-	10	3
BCRL-5097 Option-A(II)	Financial Market Operations	C	50	40	-	10	3

**B) BANKING & INSURANCE**

BCRL-5096 Option-B(I)	Banking Services Management	C	50	40	-	10	3
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BCRL-5097 Option- B(II)	Insurance Services Management	C	50	40	-	10	3
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**C) COMPUTER APPLICATIONS & E-BUSINESS**

BCRL-5096 Option- C(I)	Computer Based Accounting	C	50	40	-	10	3
BCRL-5097 Option- C(II)	E-Commerce	C	50	40	-	10	3

**C-Compulsory**

**AC-Audit Course**

<sup>1</sup> Special paper in lieu of Punjabi (Compulsory).

<sup>2</sup> 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.



**Kanya Maha Vidyalaya, Jalandhar (Autonomous)**  
**SCHEME AND CURRICULUM OF EXAMINATION OF THREE YEAR DEGREE**  
**PROGRAMME BACHELOR OF COMMERCE (Pass and Honours)**  
**SESSION: 2023 -24**

Semester VI							
Course Code	Course Name	Course Type	Marks				Examination time (in Hours)
			Total	Ext.		CA	
				L	P		
BCRL-6421 BCRL-6031 BCRL-6431	Punjabi(Compulsory) <sup>1</sup> Basic Punjabi <sup>2</sup> Punjab History and Culture	C	50	40	-	10	3
BCRL-6212	English(Compulsory)	C	50	40	-	10	3
BCRL-6093	Operations Research	C	50	40	-	10	3
BCRL-6094	Corporate Governance	C	50	40	-	10	3
BCRL-6095 Option B (I)	Foreign Exchange Management	C	50	40	-	10	3
BCRL-6096 Option B (II)	Risk Management and Insurance	C	50	40	-	10	3
BCRP-6097	Workshop	C	50	-	40	10	3
<b>Total</b>			<b>350</b>				

**Specialisations:**

Any of the following groups each having two papers in Semester VI can be chosen as specialization by the students.

**A.) ACCOUNTING & FINANCE**

BCRL-6095 OptionA(I)	Portfolio Management	C	50	40	-	10	3
BCRL-6096 OptionA(II)	Financial Services	C	50	40	-	10	3

**B.) BANKING & INSURANCE**

BCRL-6095 OptionB(I)	Foreign Exchange Management	C	50	40	-	10	3
BCRL-6096 OptionB(II)	Risk Management and Insurance	C	50	40	-	10	3

**C.) COMPUTER APPLICATIONS & E-BUSINESS**

BCRL-6095 OptionC(I)	Window and Networking	C	50	40	-	10	3
BCRL-6096 OptionC(II)	E-Marketing	C	50	40	-	10	3

**C-Compulsory**

<sup>1</sup> **Special paper in lieu of Punjabi (Compulsory).**

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

### **B.Com (Pass & Honours) Semester III–VI**

**(Two Years Course)**

The students will have to select one of the following groups having four papers each, of which Paper–I shall be offered in B.Com.(Hons.)Semester–III, Paper II in B.Com.(Hons.) Semester–IV, Paper III in B.Com.(Hons.)Semester–V & Paper IV in B.Com.(Hons.) Semester –VI.

**Each paper shall carry 50 marks. Total Marks will be 200.**

#### **GROUP A BANKING (Selected)**

Course Code	Course Name	Course Type	Marks				Examination Time (in Hours)
			Total	Ext.		CA	
				L	P		
BCRL-3628 Option A(I)	Banking and Financial System	C	50	40	-	10	3
BCRL-4628 Option A(II)	Electronic Banking and Risk Management	C	50	40	-	10	3
BCRL-5628 Option A(III)	Accounting for bankers	C	50	40	-	10	3
BCRL-6628 Option A(IV)	Bank Marketing	C	50	40	-	10	3

**Bachelor of Commerce (Pass and Honours) Semester-I**  
**Session 2023-24**  
**CourseCode:BCRL-1093**  
**Financial Accounting**

**CourseOutcomes:**

Afterthesuccessful completionofthiscourse, studentswillbe ableto–

CO1: acquire conceptual knowledge of financial accounting and gain skillsrequiredforrecordingvariouskindsofbusinesstransactions.

CO2: prepare final accounts of sole proprietor (Trading account, Profit & Loss Account and Balance Sheet) and will get knowledge to prepare voyage accounts as well.

CO3: gain in-depth knowledge of preparing Consignment accounts in the books of consignor and consignee and get knowledge for preparing Joint Venture accounts as well.

CO4:learnallocationofvariousexpensesandincomesunderDepartmentalAccountsandpreparation ofBranch Accounts underdifferentmethods.

**Bachelor of Commerce (Pass and Honours) Semester-I**  
**Session 2023-24**  
**Course Code: BCRL-1093**  
**Financial Accounting**

**Time: 3 Hours**  
**Hours per week**  
**L-T-P**  
**4-0-0**

**Max. Marks: 100**  
**Theory: 80**  
**CA: 20**

**Instructions for Paper Setter:** Eight questions of equal marks (16 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.

**Unit-I**

**Introduction**–Nature of financial Accounting– scope, objects, limitations, Accounting concepts and conventions

**Conceptual Frame Work** for preparation and presentation of financial statements–Capital, Revenue and deferred revenue expenditure– Capital and revenue receipts

**Unit-II**

**Final Accounts of Sole Proprietor**

**Voyage Accounts**– Meaning, accounting treatment in case of complete voyage & incomplete voyage.

**Unit-III**

**Joint Venture** – Meaning, types, determination of profits under different methods.

**Consignment Accounts**–Meaning, features, consignee's commission, account sales, distinction between joint venture & consignment, accounting treatment in the books of consignor & consignee

**Unit-IV**

**Departmental Accounts** – Meaning–Objects–Advantages–Accounting procedure–Allocation of expenses and incomes–Interdepartmental transfers–Provision for unrealized profit.

**Branch Accounts** –Features –Objects –Types of branches–Dependent branches–Account Systems–Stock and Debtors System –Independent branch –Features – Preparation of Consolidated Profit and Loss Account and Balance sheet

**Suggested Readings:**

1. Maheshwari, S.N.andMaheshwari,S.K,“*Financial Accounting*”, 2009, VikasPublishingHouse,NewDelhi.
2. Narayanswami,R.,“*FinancialAccounting:AManagerialPerspective*”,3<sup>rd</sup> Edition,2008,PrenticeHallofIndia,NewDelhi.
3. Mukherjee,A.and Hanif, M., “*Financial Accounting*”,1stEdition,2003,TataMcGraw Hill.
- 4.Ramchandran, N.andKakani,R.K.,“*FinancialAccountingforManagement*”,2<sup>nd</sup> Edition,2007, TataMcGrawHill.

Note: Latest edition of textbook should be used.

**Bachelor of Commerce (Pass and Honours) Semester-I**  
**Session 2023-24**  
**Course Code: BCRL-1094**  
**Business Organisation**

**Course Outcomes:**

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

CO1: understand meaning, importance and social responsibility of business organisation.

CO2: gain in-depth knowledge of different forms of organization.

CO3: learn about the fact or to be considered while deciding location of a business.

CO4: develop an awareness of business combinations and trade associations along with their working.

**Bachelor of Commerce (Pass and Honours) Semester-I**  
**Session 2023-24**  
**CourseCode:BCRL-1094**  
**Business Organisation**

**Time: 3 Hours**  
**Hours per week**  
**L-T-P**  
**4-0-0**

**Max.Marks:100**  
**Theory: 80**  
**CA:20**

**Instructions for Paper Setter:** Eight questions of equal marks (16 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.

**Unit-I**

Business: Meaning and types – profession – meaning and importance of business organization.  
Social Responsibilities of Business – Business Ethics.

**Unit-II**

Forms of Business organization – sole trader – partnership – joint Hindu family – joint stock companies – co-operative societies – public utilities and public enterprises.  
Public Sector vs Private sector

**Unit-III**

Location of industry – factors influencing location – size of industry – optimum firm  
– advantages of large – scale operation – limitation of small scale operation – Industrial estates –  
District Industries Centers.

**Unit-IV**

Stock Exchange – Function – Types – Working – Regulation of Stock Exchange in India.  
Business Combination – Causes – Types – Effects of Combination in India .Trade association –  
Chamber of commerce – Function – Objectives Working in – India.



**Suggested Readings:**

1. Bhusan, Y.K. "*Fundamentals of Business Organisation and Management*", 1980, Sultan Chand & Sons, New Delhi.
2. Tulsian, P.C. and Pandey V., "*Business Organisation and Management*", 2009, Pearson Education, New Delhi
3. Talloo, T.J., "*Business Organisation and Management*", 2008, Tata McGraw Hill Company, New Delhi
4. Basu, C.R., "*Business Organisation and Management*", 2010, Tata McGraw Hill Company, New Delhi
5. Singla, R.K., "*Business Organisation & Management*", 2011, VK (India) Enterprises, New Delhi.

**Bachelor of Commerce (Pass and Honours) Semester-I**  
**Session 2023-24**  
**Course Code: BCRL-1095**  
**Business Communication**

**Course Outcomes:**

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

CO1: able to develop interpersonal communication and maximize team efforts.

CO2: develop and deliver effective presentations and learn business etiquettes.

CO3: learn effective business writing and business communication and acquire skills in reading, writing, comprehension and communication, asalsotouse electronic media for business communication.

CO4: write job interview and application letters and how to prepare for an interview.

**Bachelor of Commerce (Pass and Honours) Semester-I**  
**Session 2023-24**  
**Course Code: BCRL-1095**  
**Business Communication**

**Time: 3 Hours**  
**Hours per week**  
**L-T-P**  
**4-0-0**

**Max. Marks: 100**  
**Theory: 80**  
**CA: 20**

**Instructions for Paper Setter:** Eight questions of equal marks (16 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.

<b>Unit-I</b>
<b>Business Communication</b> –Meaning & Importance, Communication purpose, process, elements, barriers to communication and conditions for successful communication. Forms of Communication, basic models of communication, 7C's of effective business communication <b>Organizational Communication:</b> Importance of Communication in Management, Formal and Informal Communication, Internal and external communication
<b>Unit-II</b>
<b>Presentation Skills:</b> Presentation on any chosen topic, Oral presentations, Principles of oral presentations, factors affecting presentations. <b>Business Etiquette:</b> Understanding etiquette, Cross-cultural etiquette, Business manners. Business to business etiquette.
<b>Unit-III</b>
<b>Internal Correspondence:</b> Memos, Circulars, Notices, Office Orders. <b>Correspondence with banks:</b> Regarding overdrafts, Cash credits, Loans .Drafting of sales letters, Circulars, Preparation of sales reports <b>Customers' Correspondence:</b> Complaints, Regarding dues, follow up letters.
<b>Unit-IV</b>
Preparation of resume, Difference between Resume, Bio-Data & C.V. Job application, Drafting of interview letters, call letters, final appointment orders. Employment Communication: Group Discussions-understanding about group discussions, ways to form groups, present arguments and ways to defend; Interviews- How to face an interview. Article writing

### **Suggested Readings:**

1. Taylor, S. and Chandra, V., "Communication for Business: A Practical Approach", Fourth Edition, 2011, Pearson Education.
2. Bovee, C. and Thill, J., "Business Communication Today", 2011, Prentice Hall.
3. Sethi, A. and Adhikari, B., "Business Communication", 2009, McGraw Hill Education.
4. Kaul, A., "Business Communication", 2004, Prentice Hall of India, New Delhi.
5. Dulek, R. and Fielden, J., "Principles of Business Communication", 1990, Macmillan Publishing Co., New York.
6. Rodrigues M. V., (2003), "Effective Business Communication", 13<sup>th</sup> Edition.
7. Doshi S. R., (2008), "Business Communication & Management – Methods & Techniques".
8. Herata. A. Murphy, Charles E. Peck, (1981), 3<sup>rd</sup> Edition, "Effective Business Communication", Tata McGraw Hill Publishing Co. Ltd.

Note: The latest Editions of the books should be followed.

**Bachelor of Commerce (Pass and Honours) Semester-I**  
**Session 2023-24**  
**Course Code: BCRP-1098**  
**Workshop on Life Skills**

**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 psychosocial 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.

**Bachelor of Commerce (Pass and Honours) Semester-I**  
**Session 2023-24**  
**Course Code: BCRP-1098**  
**Workshop on Life Skills**

**Time:3Hours**  
**Hours per week**  
**L-T-P**  
**0-0-4**

**Max.Marks:50**  
**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

**Bachelor of Commerce (Pass and Honours) Semester-II**  
**Session 2023-24**  
**Course Code: BCRL-2093**  
**Functional Management**

**CourseOutcomes:**

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

CO1: develop an understanding of business and management principles, identify and evaluate social responsibility and ethical issues involved in business situations.

CO2: know the recruitment and selection procedures adopted by business organizations.

CO3: able to learn the concepts of marketing and marketing research.

CO4: enhance their critical thinking and problem-solving skills in various fields of management.

**Bachelor of Commerce (Pass and Honours) Semester-II**  
**Session 2023-24**  
**Course Code: BCRL-2093**  
**Functional Management**

**Time: 3Hours**  
**Hours per week**  
**L-T-P**  
**4-0-0**

**Max.Marks:100**  
**Theory: 80**  
**CA:20**

**Instructions for the Paper Setter:** Eight questions of equal marks (16 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.

**UNIT-I**

**Management:** Introduction– Meaning, nature and characteristics of Management–Scope and functional areas of management – Management as a science, art or profession – Management & Administration –Principles of management–Social responsibility of Management and Ethics.

**UNIT-II**

**Personnel Management:** Meaning, Significance & Functions, Recruitment, Selection and training. Job Evaluation and Merit Rating, Worker’s participation in Management

**UNIT-III**

**Marketing Management:** Concept of Marketing, Functions of Marketing, Marketing Research–Meaning and Techniques, Advertising and Salesmanship.

**UNIT-IV**

**Strategic Management:** Meaning, Need, Importance, Process and Role of C.E.O. (Chief Executive Officer) in Strategic Management  
**Production Management:** Functions, Production Planning and Control, Quality Control.



**Suggested Readings:**

1. Stoner, J. Freeman, R. & Gilbert, D., "Management", 1995, Prentice Hall of India.
2. Koontz, H., "Principles of Management (Ascent Series)", 2004, Tata McGraw Hill Publishing.
3. Robbins, S.P. and Coulter, M., "Management", 9th Edition, 2008, Prentice Hall of India.
4. Robbins S.P. & Decenzo D., "Fundamentals of Management: Essential Concepts and Applications", Third Edition, 2000, Pearson Education.
5. Weihrich, H. and Koontz, H., "Essentials of Management: An International Perspective" 2009, Tata McGraw Hill, New Delhi.

***Note: Latest edition of text book should be used***

**Bachelor of Commerce (Pass and Honours) Semester-II**  
**Session 2023-24**  
**Course Code:BCRL-2094**  
**Commercial Laws**

**CourseOutcomes:**

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

CO1: have an in-depth knowledge of provisions governing Indian Contract Act and Contract of Sale of goods Act.

CO2: know about legal provisions affecting the contracts of indemnity, guarantee, bailment, pledge and agency along with their implications.

CO3: to understand the legal framework governing relationship between buyer and seller.

CO4: familiarize with provisions regarding Limited Liability Partnership Act and Consumer Protection Act.

**Bachelor of Commerce (Pass and Honours) Semester-II**  
**Session 2023-24**  
**Course Code: BCRL-2094**  
**Commercial Laws**

**Time:3Hours**  
**Hours per week**  
**L-T-P**  
**4-0-0**

**Max.Marks:100**  
**Theory: 80**  
**CA:20**

**Instructions for Paper Setter:** Eight questions of equal marks (16 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.

**Unit-I**

**The Indian Contract Act, 1872**

Contract– Meaning, Characteristics and kinds, Essentials of valid contract– Offer and acceptance, consideration, contractual capacity, free consent. Discharge of contract –Modes of discharge, Breach of Contracts and its remedies.

**Unit-II**

Contract of Indemnity and Guarantee

Contract of Bailment & Pledge, Contract of Agency

**Unit-III**

The Sale of Goods Act, 1930

Contract of sale, meaning and difference between sale and agreement to sell., Conditions and warranties, Transfer of ownership in goods including sale by non-owners, Performance of contract of sale, Unpaid seller– meaning and rights of an unpaid seller against the goods and the buyer.

**Unit-IV**

**Consumer Protection Act:** Definitions, objectives, redressal machineries.

**The Limited Liability Partnership Act, 2008**

Salient Features of LLP, Difference between LLP and Partnership, LLP and Company, LLP Agreement, Nature of LLP, Partners and Designated Partners, Incorporation Document, Incorporation by Registration, Registered Office of LLP and Change Therein, Change of Name, Partners and their Relations, Extent and Limitation of Liability of LLP and Partners, Whistle Blowing, Contributions, Financial Disclosures, Annual Return, Taxation of LLP, Conversion to LLP, Winding Up and Dissolution.

### **Suggested Readings:**

1. Singh, A., "*Principles of Mercantile Law*", (2011), Eastern Book Co.
2. Tulsian, P. C., "*Business Laws*", 2<sup>nd</sup> Edition (2000), Tata McGraw Hill, New Delhi.
3. Kucchal, M. C., "*Business Law*", 5<sup>th</sup> Edition (2009), Vikas Publishing House (P) Ltd.
4. Maheshwari & Maheshwari, "*Business Law*", National Publishing House, New Delhi.
5. Chadha, P. R., "*Business Law*" Galgotia Publishing Company, New Delhi.

**Bachelor of Commerce (Pass and Honours) Semester-II**  
**Session 2023-24**  
**CourseCode:BCRL-2096**  
**Advanced Financial Accounting**

**CourseOutcomes**

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

CO1: calculate depreciation and carry accounting treatment under straight line method and writtendownvaluemethod.Theywillalsounderstandthedifferenttypesofprovisionsand reserves.

CO2:understand the concept of single-entry system and will also be able to differentiate between Hire Purchase and Instalment payment system.

CO3:applyaccountingtechniquesandmethodsforpreparingaccountsrelatingtoadmission, retirementanddeath ofapartner.

CO4:prepareaccountsunderdissolutionofpartnership.

**Bachelor of Commerce (Pass and Honours) Semester-II**  
**Session 2023-24**  
**Course Code: BCRL-2096**  
**Advanced Financial Accounting**

**Time: 3 Hours**  
**Hours per week**  
**L-T-P**  
**4-0-0**

**Max. Marks: 100**  
**Theory: 80**  
**CA: 20**

**Instructions for the paper setter:** Eight questions of equal marks (16 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.

**Unit-I**

**Depreciation – Provisions and Reserves:** Depreciation: Meaning – 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.

**Unit-II**

**Accounts from Incomplete Records – Hire Purchase and Instalment Purchase System:** Single Entry: Features – Books and Accounts maintained – Recording of transactions – Ascertainment of Profit (Statement of Affairs method only).  
**Hire Purchase System:** Features – Accounting Treatment in the Books of Hire Purchaser and Hire Vendor – Default and Repossession.  
**Instalment Purchase System:** Difference between Hire purchase and Instalment Purchase Systems – Accounting Treatment in the books of Purchaser and Vendor.

**Unit-III**

**Partnership Accounts:** Legal provisions in the absence of Partnership Deed – Fluctuating Capitals – Preparation of final accounts – Treatment of Goodwill and Admission of a partner, accounting treatment of Retirement and Death of a Partner – Dissolution of Firm (Excluding Sale to Firm, Company and Amalgamation).

**Unit-IV**

**Dissolution of Partnership Firms:** Legal Position, Accounting for simple dissolution, Applications of rule in case of Garner Vs. Murray in case of insolvency of partner(s) (excluding piecemeal distribution and sale of a firm to a company)

### **Suggested Readings:**

1. Maheshwari, S.N. and Maheshwari, S.K, "Financial Accounting", 2009, Vikas Publishing House, New Delhi.
2. Narayanswami, R., "Financial Accounting: A Managerial Perspective", 3rd Edition, 2008, Prentice Hall of India, New Delhi.
3. Mukherjee, A. and Hanif, M., "Financial Accounting", 1st Edition, 2003, Tata McGraw Hill.
4. Ramchandran, N. and Kakani, R.K., "Financial Accounting for Management", 2<sup>nd</sup> Edition, 2007, Tata McGraw Hill.

**Bachelor of Commerce (Pass and Honours) Semester-II**  
**Session 2023-24**  
**CourseCode:BCRS-2097**  
**Seminar**

**CourseOutcomes**

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

CO1: develop strong communication skills.

CO2: develop the skills that will help in enhancing and shaping their thoughts and creativity.

CO3: improve their conceptual knowledge and develop critical thinking.

CO4: improve presentation skills.



**Bachelor of Commerce (Pass and Honours) Semester-II**  
**Session 2023-24**  
**CourseCode:BCRS-2097**

**Seminar**

**Max.Marks:50**

**Hoursperweek**

**L-T-P**

**0-0-4**

The topics for the seminar will be discussed with the students in the class.

**Bachelor of Commerce (Pass and Honours) Semester-II**  
**Session 2023-24**  
**CourseCode:BCRP-2098**  
**Workshop on Tally Prime**

**Course Outcomes**

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

CO1: learn about the basics of Accounting and Computerized Accounting in Tally Prime Software.

CO2: create Company in Tally Prime and record transactions in the software.

CO3: create Inventory Groups, Items and categories and will be able to prepare inventory records along with recording of financial transactions.

CO4: learn about the display of different types of Financial Statements in Tally Prime.

**Bachelor of Commerce (Pass and Honours) Semester-II**  
**Session 2023-24**  
**CourseCode:BCRP-2098**  
**Workshop on Tally Prime**

**Time:3Hours**  
**Hoursperweek**  
**L-T-P**  
**0-0-4**

**Max.Marks:50**  
**Practical: 40**  
**CA:10**

**Instructions for Paper Setters:** The Students will prepare Practical file on the topics give in the syllabus. The examiner will evaluate the students on the basis of their performance in Practical Exam and Viva- Voce related to topics in the syllabus.

This workshop is designed to acquaint students with the skill to record transactions in Tally Prime Software and provide a solid foundation for a career in accounting. In this workshop students will learn about the following topics:

- **Basics of Accounting:**Introduction to accounting, Accounting Principles, Double Entry System of Accounting, Types of Accounts, Golden Rules of Accounting, Source documents for Accounting
- **Fundamentals of Tally Prime:**Downloading and Installation of Tally Prime and Steps to Create a Company, Shut a Company, Alter and Delete a Company.
- **Chart of Accounts:**Groups in tally prime & their Creation, Alteration and Deletion. Ledgers in Tally Prime & their Creation, Alteration and Deletion.
- **Creating Inventory Masters:** Creation of Unit of measure, Stock Groups and Stock Items, Stock Category and Godowns.
- **Vouchers:**Types of Accounting Vouchers and Recording of daily transactions in Accounting Vouchers.
- **Financial Reports in Tally Prime:** How to Display Trading and Profit and Loss Account, Balance Sheet, Trial Balance, Cash Flow and Fund Flow Statement, Ratios, Stock Summary.

**Bachelor of Commerce (Pass and Honours) Semester –III**

**Session: 2023-24**

**Business Environment**

**Course Code: BCRL-3093**

**Course Outcomes:**

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

CO1: understand the importance of study of business environment.

CO2: know about social problems and learn about various policies of government which affects business.

CO3: understand the concept of Economic planning and role of NITI Aayog in development of India.

CO4: understand the various acts which affects the working of business.

**Bachelor of Commerce (Pass and Honours) Semester –III**

**Session: 2023-24**

**Business Environment**

**Course Code: BCRL-3093**

**Time: 3 Hours**

**Max. Marks: 50**

**Theory: 40**

**CA: 10**

**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 from each section. The fifth question may be attempted from any section. Each question will carry 8 marks.

**UNIT-I**

**Indian Business Environment:** Concept, components, and importance

Economic Trends (overview): Income; Savings and investment; Industry; Trade and balance of payments, Money; Finance; Prices.

**UNIT-II**

Problems of Growth: Unemployment; Poverty; Regional imbalances; Social injustice; Inflation; Parallel economy; Industrial sickness.

Role of Government: Monetary and fiscal policy; Industrial policy; Industrial licensing, Privatization; Devaluation; Export–Import policy; Regulation of foreign investment.

**UNIT-III**

Deficit Financing and its implications for the Indian Economy; Analysis of current year Annual Budget.

Economic Planning in India: Objectives, NITI Aayog: objectives, functions and role in economic planning.

**UNIT-IV**

Consumer Rights and Consumerism: Role of Consumer Groups with special reference to India; Consumer Protection Act, 1986 with latest amendments. Salient Features of FEMA, Competition Act. Strategies & Priorities of current Foreign Trade Policy, Exim Policy during the post reforms in India.

**Suggested Readings:**

1. Sundaram, A.K. & Black, J.S., “The International Business Environment”; Prentice Hall of India, New Delhi.
2. Agarwal A.N., “Indian Economy: Nature, Problems and Progress”; 1985, Vikas Publishing House, Delhi.
3. Dutt R. and Sundharam K.P.M; “Indian Economy”, 2010, S.Chand, Delhi.
4. Misra S.K and Puri V.K., “Indian Economy”, Himalaya Publishing House, New Delhi.
5. Hedge I, “Environmental Economics”, MacMillan, Hampshire.
6. Datt R, “Economic Reforms in India—A Critique”; (1997), S.Chand, New Delhi.

**Note: Latest edition of text book should be used.**

**Bachelor of Commerce (Pass and Honours) Semester-III**  
**Session: 2023-24**  
**Company Law**  
**Course Code: BCRL-3094**

**Course Outcomes:**

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

CO1: have in depth knowledge about formation of a company and its registration.

CO2: draft the required documents like MOA and AOA and learn the mode to register and fill the documents online.

CO3: have a clear conceptual understanding about the powers, duties and legal position of directors

CO4: grasp the latest emerging issues that may arise.

**Bachelor of Commerce (Pass and Honours) Semester-III**  
**Session: 2023-24**  
**Company Law**  
**Course Code: BCRL-3094**

**Time: 3 Hours**

**Max. Marks: 50**  
**Theory: 40**  
**CA: 10**

**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 from each section. The fifth question may be attempted from any section. Each question will carry 8 marks.**

**UNIT-I**

**Introduction:** Characteristics of a company, concept of lifting of corporate veil. Types of companies, association not for profit, illegal association.  
Formation of company – Promoters, their legal position, pre-incorporation contract and provisional contracts.

**UNIT-II**

**Documents** –Memorandum of Association, Articles of Association, Doctrine of Constructive Notice and Indoor Management, Prospectus and Book Building Share Capital – issue, allotment and forfeiture of share, de-mat of share, transmission of shares, buyback.

**Members and shareholder** –their rights and duties. Shareholders meetings, kinds, convening and conduct of meetings

**UNIT-III**

**Management** –Directors, classification of directors, disqualifications, appointment, legal position, powers and duties, disclosures of interest, removal of directors, board meetings, other managerial personnel and remuneration.

Winding up – concept and modes of winding up

**UNIT-IV**

**Emerging Issues in Company Law:** One Person Company (OPC), Small Company, Postal Ballot, Small Shareholders on Board, Director Identity Number (DIN), Corporate Identity Number (CIN), MCA-21, Online Filing of Documents, Online Registration of Company, National Company Law Tribunal (NCLT), Limited Liability Partnership (LLP), Insider Trading, Rating Agencies, Producer Company – concept and formation.



**Suggested Readings:**

1. Sharma J. P, “An Easy Approach to Corporate Laws”, 2010, Ane Books Pvt Ltd, New Delhi.
2. Puliani R. and Puliani, M., “Bharat’s Manual of Companies Act and Corporate Laws”, 2011, Bharat Law House, New Delhi.
3. Ramaiya, A., “A Ramaiya’s Guide to Companies Act”, 17<sup>th</sup> Edition, 2011, LexisNexis Butterworths Wadhwa, Nagpur.
4. Kannal, S., & V.S. Sowrirajan, “Company Law Procedure”, Taxman’s Allied Services (P) Ltd., New Delhi (Latest Edn).
5. Singh, Harpal, “Indian Company Law”, Galgotia Publishing, Delhi.

**Note: Latest edition of text book should be used.**

**Bachelor of Commerce (Pass and Honours) Semester –III**  
**Session: 2023-24**  
**Financial Management**  
**Course Code: BCRL-3095**

**Course Outcomes:**

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

CO1: Understand both the theoretical and practical role of financial management in business organisations.

CO2: Analyse the financial requirements of a business and decide its capital structures.

CO3: In-depth knowledge of Working Capital concepts and its theories.

CO4: Apply various capital budgeting techniques for taking decisions regarding acceptance and rejection of proposals.

**Bachelor of Commerce (Pass and Honours) Semester –III**  
**Session: 2023-24**  
**Financial Management**  
**Course Code: BCRL-3095**

**Time: 3 Hours**

**Max.Marks: 50**  
**Theory: 40**  
**CA: 10**

**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 from each section. The fifth question may be attempted from any section. Each question will carry 8 marks.

**UNIT-I**

**Time Value of Money:** Compounding and Discounting techniques–Concepts of Annuity and Perpetuity. Risk–return relationship.

**Sources of Finance and Cost of Capital**–Different sources of finance; long term and Short-term sources  
Cost of capital: concept, relevance of cost of capital, specific costs and weighted average cost ,rationale of after tax weighted average cost of capital, marginal cost of capital

**UNIT-II**

**Leverage and Capital Structure Theories**–Leverage–Business Risk and Financial Risk–Operating and financial leverage, Trading on Equity

Capital Structure Decisions –Capital structure patterns, Designing optimum capital structure, Constraints, Various capital structure theories.

**UNIT-III**

**Working Capital Management** –Introduction; Meaning and Concept of Working Capital; Management of Working Capital and Issues in Working Capital; Estimating Working Capital Needs;Operating or Working Capital Cycle. Various sources of finance to meet working capital requirements Financing current assets: Strategies of financing (Matching, Conservative, and Aggressive policies)

Bank financing: recommendations of Tandon committee and Chore committee Management of components of working capital (an introduction only)

## UNIT-IV

### **Capital Expenditure Decisions:**

Purpose, Objectives & Process, Understanding different types of projects, Techniques of Decision making. Methods of Capital Budgeting – Traditional and Modern (Elementary Level).

Dividend Decisions–Meaning, Nature and Types of Dividend Some dividend policies and formulating a dividend policy. Dividend Theories: Walter’s Model, Gordon’s Model, Modigliani and Miller: Irrelevancy Theory (Introductory Level)

### **Suggested Readings:**

1. Khan and Jain, “Financial Management”,2007,TMH
2. Horne, Van, “Financial Management & Policy”, 2002,Pearson
3. Sharan, “Fundamentals of FinancialManagement”,2008,Pearson
4. Banerjee, B, “Financial Policy & Management Accounting”, 2005,PHI
5. Chandra, P., “Financial Management”,2010,TMH

**Bachelor of Commerce (Pass and Honours) Semester –III**

**Session: 2023-24**

**International Business**

**Course Code: BCRL-3096**

**Course Outcomes:**

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

CO1: identify & evaluate the complexities of international business & globalization from home versus host-country, and regional, cultural perspectives.

CO2: analyse the relationships between international business and the political, economic, legal and social policies of countries, regions and international institutions.

CO3: analyse current conditions in developing emerging markets, and evaluate present and future opportunities and risks for international business activities.

CO4: develop a framework to support successful decision-making in all relevant functions and activities of any international business or international operations of a domestic business within the competitively international environment.

**Bachelor of Commerce (Pass and Honours) Semester –III**

**Session: 2023-24**

**International Business**

**Course Code: BCRL-3096**

**Time: 3 Hours**

**Max. Marks: 50**

**Theory : 40**

**CA: 10**

**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 from each section. The fifth question may be attempted from any section. Each question will carry 8 marks.

**UNIT-I**

**Introduction to International Business:** Globalization and its growing importance in world economy; Impact of globalization; International business contrasted with domestic business– complexities of international business; Modes of entry into international business.

**International Business Environment:** National and foreign environments and their components– economic, cultural and political–legal environments; Global trading environment– recent trends in world trade in goods and services; Trends in India’s foreign trade.

**UNIT-II**

**Theories of International Trade** – an overview; Commercial Policy Instruments – tariff and non–tariff measures; Balance of payment account and its components.

**International Organizations and Arrangements: WTO** – Its objectives, principles, organizational structure and functioning; An overview of other organizations – UNCTAD, World Bank and IMF.

**UNIT-III**

**Regional Economic Co–operation:** Forms of regional groupings; Integration efforts among countries in Europe, North America and Asia.

**International Financial Environment:** International financial system and institutions; Foreign exchange markets and risk management;

**UNIT-IV**

**Foreign investments** – types and flows; Foreign investment in Indian perspective.

Foreign Trade promotion measures and organizations in India; Special economic zones (SEZs) and 100% export-oriented units (EOUs); Measures for promoting foreign investments into and from India.

### **Suggested Readings:**

1. Charles, W.L. Hill and Jain, Kumar, Arun, "International Business", 6/e, 2008, Tata McGraw-Hill, New Delhi.
2. Cherunilam, Francis, "International Business: Text and Cases", 5/e, 2010, Prentice Hall of India Ltd, New Delhi.
3. Paul, J., "International Business", 5/e, 2011, Prentice Hall of India Ltd, New Delhi.
4. RBI. Report on Currency & Finance, Various issues.
5. Bennett, R., "International Business", 2/e, 2008, Pearson Education.
6. Griffin, R. W. and Pustay, M.W., "International Business", 2009, Prentice Hall.
7. Michael R. Czinkota. et al., "International Business", 2002, Fortworth: The Dryden Press.
8. UNCTAD Reports.
9. WTO, Annual Report, various issues.

**Note: Latest edition of text book should be used.**

**Bachelor of Commerce (Pass and Honours) Semester –III**  
**Session: 2023-24**  
**Corporate Accounting**  
**Course Code- BCRM: 3097**

**Course Outcomes:**

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

CO1: understand the meaning of share and share capital, its different types, accounting treatment and procedure involved in redemption of preference shares. They will also learn to prepare final accounts.

CO2: understand meaning of amalgamation, its types and its accounting treatment.

CO3: learn about the concept of NPAs in banking companies and preparation financial statements of banking companies.

CO4: get in-depth knowledge about books of accounts required to be maintained by Insurance Companies in India.



**Bachelor of Commerce (Pass and Honours) Semester –III**  
**Session: 2023-24**  
**Corporate Accounting**  
**Course Code- BCRM: 3097**

**Time: 3 Hours**

**Max. Marks: 50**  
**Theory : 30**  
**Practical: 10**  
**CA: 10**

**Instructions for the Paper Setter:** Eight questions of equal marks essay type/numerical (in equal proportion) 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 will carry 6 marks. Note: The candidates are allowed to use [Non-Scientific] calculator.

**UNIT-I**

**Accounting for Share Capital** – Issue, forfeiture and Reissue of forfeited shares – Redemption of preference shares including buy-back of equity shares – Issue and Redemption of Debentures

Final Accounts of Limited Liability Companies: Preparation of Profit and Loss Account, Profit and Loss Appropriation Account and Balance Sheet in accordance with the provisions of the existing Companies Act (Excluding Managerial Remuneration).

**UNIT-II**

Accounting for Amalgamation of Companies with reference to Accounting Standards issued by the Institute of Chartered Accountant of India (excluding inter-company transactions and holdings) – Accounting for Internal Reconstruction (excluding preparation of scheme for internal reconstruction)

**UNIT-III**

Bank Accounts– General information relating to bank accounts – legal requirements affecting final accounts – Concept of Non-Performing Assets (NPA) – preparation of Profit and Loss Accounts and Asset classification – Balance sheet

## UNIT-IV

Insurance Companies– Books maintained by insurance companies, Explanation of special terms peculiar to insurance business, Accounts for life insurance business, types of policies, Annuity business, surrender value, paid up policy, life assurance fund – valuation balance sheet, preparation of final accounts of Life and General insurance business (as per the provisions of IRDA Act)

### **Practical:**

Viva-voce on the basis of Project File will also be conducted by the Examiner.

Division of marks

Project File                      05 marks

Viva Voce                         05 marks

### **Suggested Readings:**

1. Shukla, M.C., Grewal T.S. and Gupta S.C: “Corporate Accounting”,2008, S. ChandandCo., NewDelhi.
2. Gupta R.L, and Radhaswamy M, “Corporate Accounting”, 1999, Sultan Chand andSons,NewDelhi.
3. Sehgal A. and Sehgal D., “Advanced Accounting”, Volume II, 2008, Taxmann PublicationsPvt Ltd., New Delhi.
4. Jain S.P and Narang K.L., “Financial Accounting”, 2011, Kalyani Publishers, NewDelhi.
5. Maheshwari S.N., and Maheshwari S.K., “Corporate Accounting”, 2009, VikasPublication,NewDelhi.
6. Goyal V.K., “Corporate Accounting”, 2009, Excel Books, NewDelhi.
7. Gupta N.and Sharma C., “Corporate Accounting”, 2<sup>nd</sup>Edition, 2009, Ane Books Pvt Ltd,NewDelhi

**Note: Latest edition of text book should be used.**

**Bachelor of Commerce (Pass and Honours) Semester –III**

**Session: 2023-24**

**Environmental Studies**

**Course Code- AECE-3221**

**COURSE OUTCOMES:**

- CO1. Reflect upon the concept and need of environmental education.
- CO2. Define major eco-systems and their conservation.
- CO3. Understand the role of different agencies in the protection of environment.
- CO4. Develop desirable attitude, values and respect for protection of environment.

# **Bachelor of Commerce (Pass and Honours) Semester –III**

**Session: 2023-24**

## **Environmental Studies**

**Course Code- AECE-3221**

**Max. Marks: 100**

**Theory: 60**

**Project Report:**

**20**

**CA: 20**

**Time: 3Hrs.**

### **Instructions for the Paper Setter:**

The question paper should carry 60 marks.

The structure of the question paper being:

Part-A, Short answer pattern – 20 marks

Attempt any five questions out of seven. Each question carries 4 marks. Answer to each question should not exceed 2 pages

Part-B, Essay type with inbuilt choice – 40 marks

Attempt any five questions out of eight. Each question carries 8 marks. Answer to each question should not exceed 5 pages.

### **Unit 1**

The multidisciplinary nature of environmental studies

Definition, scope and importance, Need for public awareness

### **Unit 2**

Natural Resources: Renewable and non-renewable resources:

Natural resources and associated problems.

- (a) Forest resources: Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people.
  - (b) Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems.
  - (c) Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies.
  - (d) Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies.
  - (e) Energy resources: Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources, case studies.
  - (f) Land resources: Land as a resource, land degradation, man induced landslides, soil erosion and desertification. Role of an individual in conservation of natural resources.
- Equitable use of resources for sustainable lifestyles.

### **Unit 3**

Ecosystems Concept of an ecosystem Structure and function of an ecosystem Producers, consumers and decomposers Energy flow in the ecosystem

Ecological succession Food chains, food webs and ecological pyramids

Introduction, types, characteristic features, structure and function of the following ecosystem: Forest ecosystem, Grassland ecosystem, Desert ecosystem, Aquatic ecosystems (ponds, streams, lakes, rivers, ocean estuaries)

#### **Unit 4**

Biodiversity and its conservation

Introduction – Definition: genetic, species and ecosystem

diversity Biogeographical classification of India

Value of biodiversity: consumptive use, productive use, social, ethical aesthetic and option

values Biodiversity at global, national and local levels

India as a mega-diversity

nation Hot-spots of biodiversity

Threats to biodiversity: habitat loss, poaching of wildlife, man wildlife

conflicts Endangered and endemic species of India

Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity

#### **Unit 5**

Environmental Pollution

Definition

Causes, effects and control measures of Air pollution, Water pollution, Soil pollution, Marine pollution, Noise pollution, Thermal pollution, Nuclear pollution

Solid waste management: Causes, effects and control measures of urban and industrial wastes. Role of an individual in prevention of pollution

Pollution case studies

Disaster management: floods, earthquake, cyclone and landslides

#### **Unit 6**

Social Issues and the Environment

From unsustainable to sustainable development

Urban problems and related to energy

Water conservation, rain water harvesting, watershed management

Resettlement and rehabilitation of people; its problems and concerns. Case studies.

Environmental ethics: Issues and possible solutions

Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust. Case studies.

Wasteland reclamation

Consumerism and waste products

Environmental Protection Act, 1986

Air (Prevention and Control of Pollution) Act, 1981

Water (Prevention and control of Pollution) Act, 1974

Wildlife Protection Act  
Forest Conservation Act

Issues involved in enforcement of environmental legislation  
Public awareness

### **Unit 7**

Human Population and the Environment  
Population growth, variation among nations  
Population explosion – Family Welfare Programmes  
Environment and human health  
Human Rights  
Value Education  
HIV / AIDS  
Women and Child Welfare  
Role of Information Technology in Environment and Human Health  
Case Studies

### **Unit 8**

Field Work  
Visit to a local area to document environmental assets river/forest/grassland/hill/mountain  
Visit to a local polluted site – Urban / Rural / Industrial / Agricultural  
Study of common plants, insects, birds  
Study of simple ecosystems-pond, river, hill slopes, etc

**References:**

1. Bharucha, E. 2005. Textbook of Environmental Studies, Universities Press, Hyderabad.
2. Down to Earth, Centre for Science and Environment, New Delhi.
3. Heywood, V.H. & Waston, R.T. 1995. Global Biodiversity Assessment, Cambridge House, Delhi.
4. Joseph, K. & Nagendran, R. 2004. Essentials of Environmental Studies, Pearson Education (Singapore) Pte. Ltd., Delhi.
5. Kaushik, A. & Kaushik, C.P. 2004. Perspective in Environmental Studies, New Age International (P) Ltd, New Delhi.
6. Rajagopalan, R. 2011. Environmental Studies from Crisis to Cure. Oxford University Press, New Delhi.
7. Sharma, J. P., Sharma. N.K. & Yadav, N.S. 2005. Comprehensive Environmental Studies, Laxmi Publications, New Delhi.
8. Sharma, P. D. 2009. Ecology and Environment, Rastogi Publications, Meerut.
9. State of India's Environment 2018 by Centre for Sciences and Environment, New Delhi
10. Subramanian, V. 2002. A Text Book in Environmental Sciences, Narosa Publishing House, New Delhi

**Bachelor of Commerce (Pass and Honours) Semester –III**

**Session: 2023-24**

**Gender Sensitization Programme**

**Course Code- SECG-3532**

**Nature of Course: Audit Course (Value Added) Course**

**Duration: 30 hours**

**Course intended for: Semester III students of undergraduate degree program.**

**B.Com.(R)**

**B.Com.(Hons)**

**B.B.A.**

**B.A.**

**B.Sc.(Fashion Designing)**

**B.Sc.(Home Science)**

**B.A. Hons. In English**

**B.A. Journalism and Mass Communication**

The program has been designed to inculcate value of gender equality among students so that they can identify the areas of gender discrimination and raise their voice against gender discrimination and work towards making the society gender neutral.

1. To sensitize students about gender rights, gender roles and relations.
2. To make students aware and capable of realizing their true potential.
3. To ensure equal participation of men and women in all economic, social and political processes.
4. To develop gender prospective to transform the mind set of society.

develop ways to address gender inequalities and promote gender justice understand the difference between sex and gender and cultural norms ascribed to boys/men and girls/women. evaluate the impact of socially defined gender roles on economic and political participation. analyze social problems using a gender lens. learn the constitution provisions and laws relating to gender rights. understand the importance of comprehensive access to healthcare for all women



defend themselves against potential attacks and adversities using self defense techniques. engage themselves in critical self-reflection and work for social transformation.

## CURRICULUM

**Course Code: SECG3531**

**Total contact hours: 30**

<b>MODULE</b>	<b>TITLE</b>	<b>HOURS</b>
<b>1</b>	<b>Introduction to Gender Sensitization</b>	<b>4 Hrs.</b>
<b>2</b>	<b>Workshop in Self Defense Techniques</b>	<b>12 Hrs.</b>
<b>3 I</b>	<b>Cultural Roles and Gender Sensitivity</b>	<b>2 Hrs.</b>
<b>3 II</b>	<b>Gender Dimensions in Economic Participation and wage Gap</b>	<b>2 Hrs.</b>
<b>3 III</b>	<b>Gender Rights: Constitutional Rights &amp; Legal Rights</b>	<b>2 Hrs.</b>
<b>3 IV</b>	<b>Social problems and Issues: Gender Prospective with focus on Indian Society</b>	<b>2 Hrs.</b>
<b>3 V</b>	<b>Gender Issues and Health care system</b>	<b>2 Hrs.</b>
<b>3 VI</b>	<b>Gender and political Participation</b>	<b>2 Hrs.</b>
<b>4</b>	<b>Final Assessment Feedback and Closure</b>	<b>2 Hrs.</b>

## EXAMINATION

**Total Marks: 25 (Internal Assessment-5; Practical (Workshop in Self Defense Techniques)- 10 marks ; Final Exam (Multiple Choice Quiz) – 10 marks)**

**Total marks: 25 converted to grade for final result**

**Bachelor of Commerce (Pass and Honours) Semester III**

**Session: 2023-24**

**Group–A: Banking**

**Paper–I: Banking and Financial System**

**Course Code: BCRL-3628 Option A (I)**

**Course Outcomes:**

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

CO1: understand the structure of Indian financial system.

CO2: understand the KYC Guidelines in banking system.

CO3: explain the procedure of payment and collection of cheques.

CO4: have indepth knowledge of different types of loans under priority sector lending.

**Bachelor of Commerce (Pass and Honours) Semester III**

**Session: 2023-24**

**Group–A: Banking**

**Paper–I: Banking and Financial System**

**Course Code: BCRL-3628 Option A (I)**

**Time: 3 Hours**

**Max. Marks: 50**

**Theory : 40**

**CA: 10**

**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 from each section. The fifth question may be attempted from any section. Each question will carry 8 marks.

**UNIT-I**

**Financial Economics:** Fundamental Concepts – money, money supply, money creation.

Overview of the Financial System: Nature, significance, structure: Financial Institutions, financial markets and financial services.

Modern Commercial Banking: Role and functions of banks, structure of banking in India, regulatory framework. Opening of accounts for various types of customers – minors – joint account holders – HUF – firms – companies – trusts – societies – Govt. and public bodies Importance of Anti Money Laundering.

**UNIT-II**

**Banker–Customer relations** – Know your Customer (KYC) guidelines–Different Deposit Products – services rendered by Banks, Ancillary Services: Remittances, Safe Deposit lockers etc – Mandate and Power of attorney.

**UNIT-III**

**Payment and Collection of Cheque** – Duties and Responsibilities of Paying and Collecting, Banker–protection available to paying and collecting banker under NI Act – endorsements – forged instruments – bouncing of cheques and their implications.

Principles of Lending – various credit Products / Facilities – working capital and term loans – Credit Appraisal Techniques – Approach to lending; – credit management – credit monitoring – Different types of documents; Documentation Procedures; Securities – Different modes of charging – types of collaterals and their characteristics

## UNIT-IV

**Priority Sector Lending** – sectors – targets – issues / problems – recent developments –Financial Inclusion. Credit Cards / Home Loans / Personal Loans / Consumer Loans– Brief outline of procedures and practices.

### **Suggested Readings:**

1. Paul and Suresh, “Management of Banking and Financial Services”, 2007, Pearson Education.
2. Sunderam and Varshney, “Banking Theory Law and Practices”, 2004, Sultan Chand and Sons
3. Varshney, P.N, “Banking Law and Practice”, 2012, Sultan Chand and Sons
4. Desai, Vasant, “Banks and institutional management”, 2008, Himalaya Publications.
5. Gurusamy, S., “Banking Theory: Law and Practice”, 2009, Tata McGraw Hill
6. Sundharam, KPM, “Money Banking and International Trade”, 2002, Sultan Chand and Sons.

**Note: Latest edition of text book should be used.**

**Bachelor of Commerce (Pass and Honours) Semester –IV**

**Session: 2023-24**

**Goods and Services Tax**

**Course Code: BCRL- 4093**

**Course Outcomes:**

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

CO1: know about the various concepts of goods & services tax.

CO2: understand the Registration procedure and supply under GST.

CO3: understand the concepts of computation of GST tax liability and Input tax credit.

CO4: prepare and file GST returns and know about GST portal.

**Bachelor of Commerce (Pass and Honours) Semester -IV**

**Session: 2023-24**

**Goods and Services Tax**

**Course Code: BCRL-4093**

**Time: 3 Hours**

**Max. Marks: 50**

**Theory : 40**

**CA: 10**

**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 from each section. The fifth question may be attempted from any section. Each question will carry 8 marks.

**UNIT-I**

**GST Act 2017:** Overview, Constitutional aspects, Implementation, Liability of Tax Payer, GST Council, Brief Introduction to IGST, CGST, SGST and UGST. Levy and collection.  
Exemption from GST: Introduction, Composition Scheme and remission of Tax.

**UNIT-II**

**Registration:** Introduction, Registration Procedure, Special Persons, Amendments / Cancellation. Supply: Concept, including composite supply, mixed supply, interstate supply, intra-state supply, supply interterritorial waters, place and time of supply.

**UNIT-III**

**Input Tax Credit:** Introduction, Tax Invoice Credit & Debit notes, e-way bill.  
Computation of GST Liability and Payment including time, method of making payment, challan generation, CPIN, TDS & TCS. Reverse charge.

**UNIT-IV**

Returns: various returns to be filed by the assesses.

GST Portal: Introduction, GST Eco-system, GST Suvidha Provider (GSP), Uploading Invoices

**Suggested Readings:**

1. Taxmann: Taxmann's GST Manual 2017. Taxman, Publications (P)Ltd.
2. Datey V.S., Taxmann's GST Ready Reckoner Taxman, Publications (P)Ltd.
3. Gupta S.S., GST-How to meet your obligations 2017. Taxman, Publications (P)Ltd.
4. [www.cbec.gov.in](http://www.cbec.gov.in)
5. [www.gst.gov.in](http://www.gst.gov.in)

**Note: Latest edition of text book should be used.**

**Bachelor of Commerce (Pass and Honours) Semester –IV**

**Session: 2023-24**

**Industrial Laws**

**Course Code: BCRL-4094**

**Course Outcomes:**

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

CO1: 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.

CO2: understand the rules and norms pertaining to strikes, lockouts, lay off and comprehensive knowledge of registered trade union.

CO3: Have conceptual knowledge of employee state Insurance policies.

CO4: learn about the workmen compensation act and rules related to distribution of compensation.



**Bachelor of Commerce (Pass and Honours) Semester –IV**

**Session: 2023-24**

**Industrial Laws**

**Course Code: BCRL-4094**

**Time: 3 Hours**

**Max. Marks: 50**

**Theory : 40**

**CA: 10**

**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 from each section. The fifth question may be attempted from any section. Each question will carry 8 marks.

**UNIT-I**

**THE FACTORIES ACT, 1948:** Importance, Definitions, Provisions of the Factories Act relating of Health, Safety and welfare of the workers Working hours of Adults and Young persons.

**UNIT-II**

**INDUSTRIAL DISPUTES ACT, 1947:** Meaning of Industrial Disputers, Authorities under the Industrial disputes Act, their duties and right, Strikes and lockouts, Lay off and retrenchment.  
**TRADE UNIONS ACT, 1926:** Definition and Registration of trade unions Rights and liabilities of Registered Trade Unions.

**UNIT-III**

**EMPLOYEES STATE INSURANCE ACT, 1948:** Constitution and Functions Employees state Insurance Corporation, Standing Committee and Medical Benefit Council, Provisions relating to Contribution and benefits.

**UNIT-IV**

**WORKMEN'S COMPENSATION ACT, 1923:** A brief study of the provisions to compensation of workman.

**Suggested Readings:**

1. Padhi,P.K.,“Labour and Industrial Laws”, 2008, Prentice Hall of India Pvt Ltd, New Delhi.
2. Srivastava, S.C., “Industrial Relations and Labour Laws”, 2009, Vikas Publications.
3. Shukla, R.K., “Industrial Relations and Labour Laws”, 2006, New Royal Book Company.

**Note: Latest edition of text book should be used.**

**Bachelor of Commerce (Pass and Honours) Semester –IV**  
**Session: 2023-24**  
**Principles and Practices of Banking and Insurance**  
**Course Code: BCRL- 4095**

**Course Outcomes:**

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

CO1: have in depth knowledge of banking structure, functions and role of central bank. CO2:  
understand the various banking reforms and recent concepts of banking

CO3: have in depth knowledge of insurance and concepts related to insurance.

CO4: understand various principles, provisions that govern the Life and General Insurance Contracts.

**Bachelor of Commerce (Pass and Honours) Semester –IV**  
**Session 2023-24**  
**Principles and Practices of Banking and Insurance**  
**Course Code: BCRL-4095**

**Time: 3 Hours**

**Max. Marks: 50**  
**Theory : 40**  
**CA: 10**

**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 from each section. The fifth question may be attempted from any section. Each question will carry 8 marks.

**UNIT-I**

**Banks:** Their types and functions, Management and organizational set up of commercial banks, Impact of Banking reforms on organizational structure of banks (with SBI as model), Management of deposits, Advances and loans in commercial banks. Central Bank-their role, objectives and functions Reserve Bank of India and its monetary policy since 1951. Present structure of commercial banking in India. State Bank of India. Reforms and Indian Banking.

**UNIT-II**

**Reforms and Indian Banking:** Structure, Organization and regulation of Indian Money Market and Capital Market. Introduction to mutual Funds. Introduction to merchant banking. Introduction to Asset Liability Management. E-Banking. Electronic Transfer of Funds, Internet Banking. **Financial Inclusion-Concept & Importance**

**UNIT-III**

Insurance: Concept, Principles and Its relevance in developing country like India.  
Attitude towards the insurance cover.  
Life Insurance: Nature & use of Life Insurance – distinguishing characteristics of life insurance contracts

**UNIT-IV**

Origin and growth of non-life insurance: Salient features of insurance Act & IRDA Act. Features of some policies of life insurance & general insurance. Progress in privatization of insurance sector.

**Suggested Readings:**

1. Neelam C Gulati, 'Banking and Insurance: Principles & Practices', Excel Books
2. Indian Institute of Banking and Finance, 'Principles and Practices of Banking, Mcmillan Education.
3. Jyotsna Bhatia and Nishwan Sethi, 'Elements of Banking and Insurance', PHI
4. S.S. Kundu, Principles of Insurance and Banking',

**Bachelor of Commerce (Pass and Honours) Semester –IV**  
**Session: 2023-24**  
**Cost Accounting**  
**Course Code: BCRL-4096**

**Course Outcomes:**

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

CO1: Describe how cost accounting is used for decision making and performance evaluation, concept of cost, cost elements and determine cost of material.

CO2: Explain the basic concepts of labour and overhead costs are determined and its ascertainment & allocation.

CO3: understand the concept of activity based costing, prepare reconciliation statement, evaluation of unit costing, job, batch, contract and process costing.

CO4: Assess how cost-volume-profit are related and Break- even point, Prepare a budget and use budgetary control and other techniques like standard costing and marginal costing for performance evaluation and cost control.

**Bachelor of Commerce (Pass and Honours) Semester –IV**  
**Session: 2023-24**  
**Cost Accounting**  
**Course Code: BCRL-4096**

**Time: 3 Hours**

**Max. Marks: 50**  
**Theory : 40**  
**CA: 10**

**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 from each section. The fifth question may be attempted from any section. Each question will carry 8 marks.**

**Note: The candidates are allowed to use [Non–Scientific] calculator.**

**UNIT-I**

**Meaning, nature, scope & advantages of Cost Accounting. Distinction between Cost & Financial Accounting, Elements of Cost – materials. Purchase & Storage, Control & Pricing, Issue & Evaluation.**

**UNIT-II**

**Labour – Meaning, Components of Labour Cost, Accounting and Control of idle time and Overtime Costs, Overheads – Classifications Allocations, Absorption and Accounting.**

**UNIT-III**

**Introduction to Activity Based Costing. Reconciliation of Cost and Financial Accounts. Methods – Unit Costing, Job, Batch, Contract, Process**

**UNIT-IV**

**Cost Control – Marginal Costing, Break Even Analysis, Budgetary Control, Standard Costing.**

**Suggested Readings:**

- 1. H.J. Wheldon : Cost Accounting & Costing Method**
- 2. N.K. Prasad : Cost Accounting**

**Bachelor of Commerce (Pass and Honours) Semester –IV**  
**Session: 2023-24**  
**Seminar**  
**Course Code: BCRS-4097**

**Course Outcomes:**

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

**CO1: develop strong communication skills.**

**CO2: develop the skills that will help in enhancing and shaping their thoughts and creativity.**

**CO3: improve their conceptual knowledge and develop critical thinking.**

**CO4: improve presentation skills.**



**Bachelor of Commerce (Pass and Honours) Semester –IV**  
**Session: 2023-24**  
**Seminar Course Code: BCRS-4097**

**Max. Marks: 50**

**The topics for the seminar will be discussed with the students in the class.**

**Bachelor of Commerce (Pass and Honours) Semester-IV**

**Session: 2023-24**

**Group–A: Banking**

**Paper II: Electronic Banking and Risk Management**

**Course Code: BCRL-4628 Option A (II)**

**Course Outcomes:**

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

**CO1: have conceptual knowledge of electronic banking products & services.**

**CO2: have in-depth knowledge of global developments & impact of technology on banks.**

**CO3: understand the various types of risk & its framework**

**CO4: understand the framework of Asset Liability Management.**

**Bachelor of Commerce (Pass and Honours) Semester-IV**

**Session: 2023-24**

**Group-A: Banking**

**Paper II: Electronic Banking and Risk Management**

**Course Code: BCRL-4628 Option A (II)**

**Time: 3 Hours**

**Max. Marks: 50**

**Theory : 40**

**CA: 10**

**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 from each section. The fifth question may be attempted from any section. Each question will carry 8 marks.**

#### **UNIT-I**

**Electronic Banking– Core Banking –Electronic products On line Banking – Facilities provided and Security Issues, ChequeTruncation, Microfiche, Phone and Mobile Banking.  
Electronic Funds Transfer Systems – plain messages (Telex or Data Communication) – Structured messages (SWIFT, etc...) – RTGS**

#### **UNIT-II**

**Information Technology – Current trends – Bank net, RBI net, Data net, Nic net, I-net, Internet, E-mail, etc.–Role and uses of technology up gradation – Global developments in Banking Technology Impact of Technology on Banks – Effect on Customers and Service Quality – Computer Audit – Information System Audit. Information System Security and Disaster Management.**

#### **UNIT-III**

**Risk Management: Types of risks in banks, Risk Management Frame work in Banks: Enterprise-wide Risk Management inBanks; Elements of Risk Management Frame work; Systematic Risk Management in Banks;**

#### **UNIT-IV**

**Different Measures of measuring Risks; risk management – process and techniques for assessment and management. Asset–liability management in banks, Role of RBI.**

**Suggested Readings:**

- 1. Marrison, Christopher Ian, “The fundamentals of risk measurement”, 2002, New York: McGraw Hill.**
- 2. Marshall, Christopher Lee, “Measuring and Managing Operational Risks in Financial Institutions: Tools, Techniques, and Other Resources”, 2001, Singapore, New York: John Wiley.**
- 3. MacDonald and Koch, “Management of Banking”, 2010, Thomson, London.**
- 4. Bidani, S.N., “Banking Risks”, 2010, Vision Books.**
- 5. Joshi, V.C. and Joshi, V.V., “Managing Indian Banks”, 2009, Sage Publications.**

**Session: 2023-24**  
**Bachelor of Commerce (Pass and Honours) Semester –V**  
**Management Accounting**  
**Course Code: BCRL-5093**

**Course Outcomes:**

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

CO1: Critically analyze and provide recommendations to improve the operations of organizations through the application of Management Accounting techniques and reporting.

CO2: Demonstrate Fun flow statement and application of ratio analysis.

CO3: Understand the concept and use of Cash flow statement, responsibility accounting and Activity based costing.

CO4: Understand the elements of managerial decision making, including planning, directing and controlling activities and exploring new market, Transfer pricing.

**Bachelor of Commerce (Pass and Honours)**  
**Semester –V**  
**Session: 2023-24**  
**Management Accounting**  
**Course Code: BCRL-5093**

**Time: 3 Hours**

**Max. Marks: 50**

**Theory: 40**

**CA: 10**

**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 will carry 8 marks.

**UNIT-I**

Management Accounting: Nature and Scope, Difference between Cost Accounting, Financial Accounting and Management Accounting, Recent Trends in Management Reporting.

Analysis and Interpretation of Financial Statements: Meaning, Types and Methods of Financial Analysis, Comparative Statements, Trend Analysis, Common Size Statements.

**UNIT-II**

Ratio Analysis: Meaning, Nature, Uses and Limitations of Ratios

Fund Flow Statements: Meaning and concept of Funds, Flow of Funds, Preparation of Funds Flow Statements –Uses and Significance

**UNIT-III**

Cash Flow Statement: Difference between Fund Flow Statement and Cash Flow Statements, Preparation of Cash Flow Statements as per AS-3 Norms

Responsibility Accounting: Concept, Significance, Responsibility centers.

Activity Based Costing: (General outline only)

**UNIT- IV**

Transfer Pricing – Meaning & Methods

Managerial Decision Making with the help of C.V.P. Analysis, Fixation of Selling Price

Exploring New Markets: Make or Buy, Key Factors, Product Mix – Operate or Shutdown

### **Suggested Readings:**

- 1. Maheshwari, S.N., “Principles of Management Accounting”, 2007, Sultan Chand & Sons, New Delhi**
- 2. Vashisht, C.D. and Sexana, V.K., “Advanced Management Accounting”, 2012, Sultan Chand & Sons, New Delhi**
- 3. Gowda, J.M., “Management Accounting”, 2010, Himalaya Publishing House, New Delhi.**
- 4. Manmohan and Goyal, S.N., “Principles of Management Accounting”, Shakithabhavan Publication, Agra**
- 5. Pillai, R.S.N. and Bagavathi, V., “Management Accounting”, 2013, S. Chand & Co. Pvt. Ltd., New Delhi**
- 6. Sharma, R.K. and Gupta, S.K., “Management Accounting: Principles and Practices”, 1996, 7<sup>th</sup> Edition, Kalyani Publishers Ltd., New Delhi**

**Session: 2023-24**  
**Bachelor of Commerce (Pass and Honours) Semester –V**  
**Direct Tax Law**  
**Course Code: BCRL-5094**

**Course Outcomes:**

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

CO1: understand the concept of Direct Tax Law and different terms used.

CO2: have the knowledge of latest provisions of Income Tax Act regarding Salaries, House Property and Business or Profession.

CO3: understand the concept of capital Gains and other sources regarding Assessment of Income

CO4: compute tax liability of assessee.



**Session: 2023-24**  
**Bachelor of Commerce (Pass and Honours) Semester –V**  
**Direct Tax Law**  
**Course Code: BCRL-5094**

**Time: 3 Hours**

**Max. Marks: 50**  
**Theory: 40**  
**CA: 10**

**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 will carry 8 marks.

**UNIT-I**

Income Tax Act 1961: Basic Introduction, Brief history of Income Tax in India, Scope of the Act, Meaning of Income Tax; Concept of Income Tax; Assessment year, Previous year; Assessee; Person; Agricultural Income with examples; Residential status and Tax Liability.

**UNIT-II**

Heads of Income: Computation of Income from Salary inclusive of salary components Allowances; perquisites; profit in lieu of salary and deductions, Income from House Property or allowable deductions, profits and gains from Business and Profession

**UNIT-III**

Income from Short term and long term capital gains; income from other sources

**UNIT-IV**

Computation of Gross Total Income and Total Income and the tax liability of a salaried individual; Deductions from the Gross Total Income of individuals, Tax Deduction at Source

**Suggested Readings:**

1. **Singhania, V.K., “Direct Taxes”, 2013, Taxmann Publications, New Delhi.**
2. **Lal, B.B. and Vashisht, N., “Direct Taxes”, 2012, Pearson Education, New Delhi.**
3. **Gaur, V.P. and Narang, D.B., “Income Tax Law and Practice”, 2013, Kalyani Publications, New Delhi.**
4. **Chandra, M., Goyal, S.P. and Shukla, D.C., “Income Tax Law and Practice”, Pragati Prakashan, New Delhi.**

**Session: 2023-24**  
**Bachelor of Commerce (Pass and Honours) Semester –V**  
**Auditing**  
**Course Code: BCRL-5095**

**Course Outcomes:**

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

CO1: have conceptual understanding of Auditing and its relevance.

CO2: apply critical thinking skills and evaluate auditing problems.

CO3: have comprehensive understanding of audit procedure

CO4: have comprehensive understanding of legal framework under which Indian Companies audit and apply the professional code of conduct.

**Session: 2023-24**  
**Bachelor of Commerce (Pass and Honours) Semester –V**  
**Auditing**  
**Course Code: BCRL-5095**

**Time: 3 Hours**

**Max. Marks: 50**  
**Theory: 40**  
**CA: 10**

**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 will carry 8 marks.

**UNIT-I**

Introduction: Meaning, Objects, Basic Principles, Auditing and Assurance Standards and Techniques.  
Classification of Audit – Audit planning – qualities of auditor – advantages and limitations of audit.

**UNIT-II**

Internal Control, Internal Check and Internal Audit: – Introduction, Necessity, Definitions – Internal Check: Definitions, Difference between Internal Check and Internal Control, Fundamental Principles of Internal Check – Difference between Internal check and Internal audit.

**UNIT-III**

Audit Procedure: Vouching – definition – features – examining vouchers – Vouching of Cash book – Vouching of trading transactions – Verification and Valuation of Assets & Liabilities: Meaning, definition and objects – Vouching vs. Verification – Verification – Valuation of different asset and liabilities.

**UNIT-IV**

Audit of Limited Companies: Company Auditor – Qualifications and disqualifications – Appointment – Removal, Remuneration, Rights, Duties and Liabilities – Audit Committee – Auditor's Report – Contents and Types – Auditor's certificates

Special Areas of Audit: Tax audit and Management audit – Recent Trends in Auditing

**Suggested Readings:**

- 1. Jha, A., “A Student’s Guide to Auditing”, 2012, Taxmann Publications Pvt Ltd., New Delhi.**
- 2. Tandon, B. N., Sudharsanam, S. and Sundharabahu, S., “A Handbook of Practical Auditing”, 2010, S. Chand and Co. Ltd., New Delhi.**
- 3. Dinkar, P., “Principles and Practice of Auditing”, 2004, Sultan Chand and Sons, New Delhi.**
- 4. Institute of Chartered Accountants of India: “Auditing and Assurance Standards”, ICAI, New Delhi.**
- 5. Gupta, K., and Arora, A., “Fundamentals of Auditing,” 2008, Tata McGraw Hill Publishing Co. Ltd., New Delhi.**
- 6. Ghatalia, S.V., “Practical Auditing,” 2005, Allied Publishers Private Ltd., New Delhi**

**Session: 2023-24**  
**Bachelor of Commerce (Pass and Honours) Semester -V**  
**Banking Services Management**  
**Course Code: BCRL-5096 Option- B(I)**

**Course Outcomes:**

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

CO1: have Banking knowledge and skills together with techno-familiarity and customer-orientation.

CO2: understand various services offered by banks including loans and advances, hire purchase, industrial finance etc.

CO3: understand different types of negotiable instruments

CO4: have in-depth knowledge of BASEL norms and regulatory framework

**Session: 2023-24**  
**Bachelor of Commerce (Pass and Honours) Semester- V**  
**Banking Services Management**  
**Course Code: BCRL-5096 Option- B(I)**

**Time: 3 Hours**

**Max. Marks: 50**

**Theory: 40**

**CA: 10**

**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 will carry 8 marks.

**UNIT – I**

Banking Services – Meaning and Importance – Economic and Monetary implications of Banking Operations – Tangible Services – Deposits, Withdrawals and Lending – Intangible Services – Improved Customer Services – Deficiency in Services – Ways to Improve the Services

**UNIT-II**

Banking Services – Loans and Advances – Forms of Advances – General Loans, Overdrafts, Clean advances, Term advances, Consumer Loans, Foreign bills purchases, Advances against Hire purchase advances, Packing Credits – Import loan – Industrial advances – Advances to Small borrowers – Agricultural Financing–advances.

**UNIT-III**

Regulations for Banking Services – Banking Regulation Act 1949 – RBI Act 1934 – Negotiable Instrument Act 1881– Endorsement, Crossing of Cheques, Payment of Cheques, Collection of Cheques, Bills of Exchange and Promissory Notes, Rights and Liabilities of parties to Negotiable Instrument – Relationship between Banker and Customer.

**UNIT-IV**

E – Banking Services – Internet Banking – Phone Banking – Mobile Banking – ATM's – DebitCard – Credit Cards.

Banking Sector Reforms – Basle Norms – Capital Adequacy – Globalised Challenges in Banking Services – New Trends in Banking Services – Measurement of Service Quality – SERVQUAL

**Suggested Readings:**

- 1. Khubchandani,BS, 'Practice and Law of Banking', Mac Millan India Ltd 2000.**
- 2. Nanda, KC, 'Credit and Banking',Response Book, Sage Publications, 1999.**
- 3. Sundram & Varshney, 'Banking and Financial System', Sultan Chand & Sons.**
- 4. Gurusamy,S, 'Financial Services & System',2009, Vijay Nicole imprints Pvt Ltd.**
- 5. Heffernan, Shelagh, "Modern Banking", 2005, John Wiley and Sons Ltd**

**Session: 2023-24**  
**Bachelor of Commerce (Pass and Honours) Semester -V**  
**Insurance Services Management**  
**Course Code: BCRL-5097 Option- B(II)**

**Course Outcomes:**

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

CO1: get detailed knowledge of insurance organization and management.

CO2: know about the role of insurance intermediaries in emerging markets.

CO3: understand the process of underwriting and claims acceptance.

CO4: know about the process of pricing of insurance products.

**Session: 2023-24**  
**Bachelor of Commerce (Pass and Honours) Semester - V**  
**Insurance Services Management**  
**Course Code: BCRL-5097 Option- B(II)**

**Time: 3 Hours**

**Max. Marks: 50**  
**Theory: 40**  
**CA: 10**

**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 will carry 8 marks.

**UNIT – I**

Insurance Organization and Management – Organization forms in Life and Health insurance – Organizational structure – Life insurers management and Office administration – Insurance documentation – Publicity – Proposal forms – Policies contracts – Premium receipts – Endorsement – Renewals.

**UNIT-II**

Role of Insurance Intermediaries in Emerging Markets – Agency Regulation – Prerequisites – Training procedures for becoming an agent – Remuneration and other benefits – Agency commission structures – Functions of an agent.

**UNIT – III**

Underwriting and Claims – Computation of premium and Bonuses – Claims – Annuities– Pensions – Claim processing and settlement – Role of Surveyors – Opportunity to appeal – Considerations in deriving gross premiums –Premium rate structure – Surplus and its distribution – Annual claim costs – Premium rate variables – Need for underwriting – Principles in underwriting – Features affecting Insurability.

**UNIT-IV**

Pricing of Insurance Products – Impact of Legislation and Competition on Pricing – Taxation and Policies – Market related policies – Cost Consciousness – Accounting practices – Scale of operations – Factors having impact on the demand for insurance – Rigidities in the present pricing system – Getting out of a controlled price regime – Price behaviors in a deregulated market.

**Suggested Readings:**

1. **Kenneth Black Jr., Harold D. Skipper.Jr: “Life and Health Insurance”,2000, PearsonEducation.**
2. **Kenneth black Jr., Harold D. Skipper.Jr: “Life and Health Insurance”, Response Books.**
3. **Srinivasan,DC and Shashank srivastsava: “Indian Insurance Industry”, 2003, New centuryPublications.**
4. **Julia Holyoake & Bill Weiper: “Insurance”,2007, CIB publications, Delhi.**
5. **Ganguly, Anand ”Insurance Management”,2001, New Age Publications.**



**Session: 2023-24**  
**Bachelor of Commerce (Pass and Honours) Semester –V**  
**Accounting for Bankers**  
**Course Code: BCRL-5628 Option: A (III)**

**Course Outcomes:**

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

CO1: Understand the various services offered and various risks faced by banks

CO2: develop conceptual understanding of fundamentals of financial Accounting system and to impart skills in accounting for various kinds of business transactions

CO3: Learn the concepts and process of credit and risk management. To acquire conceptual knowledge of basic concepts and practices of banking. To prepare final accounts of Banking Companies as per Banking Regulation Act. (Profit & Loss Account and Balance Sheet).

CO4: learn about the preparation of accounts in case of hire purchase and installment system, joint venture, consignment, not for profit organisation, single entry system. Also, recording in case of share capital.

**Session: 2023-24**  
**Bachelor of Commerce (Pass and Honours) Semester –V**  
**Accounting for Bankers**  
**Course Code: BCRL-5628 option: A (III)**

**Time: 3 Hours**

**Max. Marks:50**

**Theory: 40**

**CA: 10**

**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 will carry 8 marks.

**UNIT-I**

Basics of Business Mathematics–Calculation of Simple Interest and Compound Interest – Fixed and Floating Interest Rates – Calculation of EMIs – Calculation of front end and back end interest–Calculation of Annuities – Calculation of provisions for NPA and risk weights for Basel II –Interest calculation using products / balances  
Capital Budgeting – Discounted cash flow – net present value – pay back methods  
Depreciation – different types – methods of calculation.

**UNIT-II**

Accounting in Banks / Branches–Definition & Scope and Accounting Standards– Nature and purpose of accounting; historical perspectives–Origins of accounting principles–accounting standards and its definition and Scope.  
Record keeping basics – Account Categories – Debit and Credit Concepts – Journalizing – Maintenance of Cash / Subsidiary Books and Ledger –Trial Balance – Adjusting and Closing Entries – Day Book and General Ledger Posting

**UNIT-III**

Bank Accounting and Balance Sheet–Rules for bank accounts, cash / clearing / transfer vouchers / system – subsidiary book and main day book – General Ledger – Branch v/s Bank Accounts  
Bank Balance Sheet Structure – accounts – categories – Assets, Liabilities and Net worth Components.  
Accounting for NPA / Provisioning / Suit Filed Accounts.  
Preparation of Final Accounts – Final Accounts of Banking Companies, Disclosure requirements

**UNIT-IV**

Other Accounts–Company accounts – classes of Share Capital – issue/ forfeiture of Shares –issue of Bonus Shares.  
Bank Reconciliation Statement – Capital & Revenue Expenditure / Depreciation / Inventory Valuation / Bill of Exchange / Consignment Account / Joint Venture – Special Accounts – Leasing and Hire – Purchase Company accounts – Accounts of Non – Trading Concerns – Accounting from incomplete records – Receipts and Payments Account – Income and Expenditure Account, Ratio Analysis.

**Suggested Readings:**

- 1. IBF, “Accounting and Finance for Bankers:(For JAIIB Examinations)”, 2008,Macmillan Publishers**
- 2. Morton, D. Walter, “Banking and Bank Accounting: An Advanced Set on the Individual Business Practice Plan”, 2011, BiblioBazaar Neal,E Virgin, “Modern Bankingand Bank Accounting: Containing a Complete Exposition of the Most Approved Methods of Bank Accounting”, 2010, Biblio**

**Session: 2023-24**  
**Bachelor of Commerce (Pass and Honours) Semester –VI**  
**Operations Research**  
**Course Code: BCRL-6093**

**Time: 3 Hours**

**Max. Marks: 50**

**Theory : 40**

**CA: 10**

**Course Outcomes:**

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

CO1: have conceptual understanding of Operations Research, LPP and their practical relevance.

CO2: Have comprehensive understanding of various quantitative techniques like Assignment, Transportation, etc.

CO3: understand the usage of PERT and CPM in solving the complex problems which are beyond the control of management.

CO4: have comprehensive understanding of inventory control, game theory and there applications in competitive situations.

**Session: 2023-24**  
**Bachelor of Commerce (Pass and Honours) Semester –VI**  
**Operations Research**  
**Course Code: BCRL-6093**

**Time: 3 Hours**

**Max. Marks: 50**

**Theory : 40**

**CA: 10**

**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 will carry 8 marks.

**UNIT-I**

Basics of Operational Research – Development, Definition Characteristics, Significance, Scope, Limitations Linear Programming – Introduction, Application, Formulation of Linear Programming Problem, Graphical Method of Solution, Simplex method, Big-M Method, Two Phase Simplex Method

**UNIT-II**

Transportation Model – Assumptions, Formulation and Solution of Transportation Models Assignment Problems: Definition of Assignment Model, Hungarian Method of Assignment, Travelling Salesman Problem

**UNIT-III**

Game Theory – Theory of Games, Characteristics of Games, Two persons zero sum games, Pure Strategy, Reduce Game by Dominance, Mixed Strategies (2 x 2 Games, 2 x n Games or m x 2 Games)

Queuing Models – Application, Introduction, Elements, operating Characteristics, Waiting Time and Idle Time Costs, Model I – Single Channel poisson Arrivals with Exponential Service Times. Infinite Population; Assumption & Limitation Poisson of Queuing Model

**UNIT-IV**

Net Work Analysis in Project Planning: Project Planning Scheduling, CPM, PERT, Cost Analysis and Crashing the Network Exercises

**Suggested Readings:**

- 1. G. Srinivasan (2008) Operations Research: Principles And Applications, Phi Learning**
- 2. Kanti Swarup, Man Mohan and P.K Gupta Operation Research, Sultan Chand & Sons, New Delhi**
- 3. Frederick S. Hillier (2009) Introduction to Operations Research, McGraw-Hill Higher Education; 9<sup>th</sup> edition**
- 4. Panneerselvam, R. (2009) Operations Research, 2nd Edition Phi Learning**
- 5.V.K.Kapoor (2013) Operations Research: Quantitative Techniques for Management Sultan Chand & Sons, New Delhi**

**Session: 2023-24**  
**Bachelor of Commerce (Pass and Honours) Semester-VI**  
**Corporate Governance**  
**Course Code: BCRL-6094**

**Time: 3 Hours**

**Max. Marks: 50**  
**Theory : 40**  
**CA: 10**

**Course Outcomes:**

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

CO1: explain and evaluate the role of business ethics and models of corporate governance in maintaining the stability of markets.

CO2: explain and evaluate the role of audit in Corporate Governance.

CO3: compare and contrast approaches to corporate governance internationally.

CO4: explain and evaluate the roles and responsibilities of executive directors, non-executive directors, auditors and company secretaries in ensuring effective corporate governance.

**Session: 2023-24**  
**Bachelor of Commerce (Pass and Honours) Semester-VI**  
**Corporate Governance**  
**Course Code: BCRL-6094**

**Time: 3 Hours**

**Max. Marks: 50**

**Theory : 40**

**CA: 10**

**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 will carry 8 marks.

**UNIT-I**

Ethics in Business: Concept of Business Ethics. Corporate Code of Ethics: Environment, Accountability, Responsibility, Leadership, Diversity, Discrimination.

Principles of Business Ethics, Characteristics of Ethical Organisation, Theories of Business Ethics, Globalization and Business Ethics, Stakeholder's Protection, Corporate Governance and Business Ethics, Models of Corporate Governance

**UNIT-II**

Corporate Governance: Conceptual framework of Corporate Governance, Insider Trading, Rating Agencies, Whistle Blowing, Corporate Governance Reforms, Initiatives in India including clause 49.

Major Corporate Scandals: Junk Bond Scam (USA), Enron (USA), WorldCom (USA), Tyco (USA), Andersen Worldwide (USA), Kirch Media (Germany), Vivendi (France), Parmalat (Italy) and Satyam Computer Services Ltd (India), Sahara Scam, Maharashtra Cooperative Bank Scam

**UNIT-III**

Common Governance Problems Noticed in various Corporate Failures, Is Corporate Governance always the Cause for Corporate Failures?

Codes & Standards on Corporate Governance: Sir Adrian Cadbury Committee (UK), 1992 , Calpers Global Corporate Governance Principles (USA), 1996, Hampel Committee on Corporate Governance (UK), 1997, Combined Code of Best Practices (London Stock Exchange), 1998, OECD Principles of Corporate Governance, 1999, CACG Guidelines/Principles for Corporate Governance in Commonwealth, 1999

**UNIT-IV**

Euroshareholders Corporate Governance Guidelines, 2000, Principles of Good Governance and Code of Best Practice (UK), 2000, Sarbanes-Oxley (SOX) Act, 2002 (USA), Smith Report, 2003(UK)



### **Suggested Readings:**

- 1. Murthy, K.V. Bhanu and Krishna, U., “Politics Ethics and Social Responsibilities of Business”, 2009, Pearson Education, New Delhi.**
- 2. Sharma, J. P., “Corporate Governance, Business Ethics & CSR”, 2011, Ane Books Pvt. Ltd., New Delhi.**
- 3. Mallin, C., “Corporate Governance” (Indian Edition), 2012, Oxford University Press, New Delhi.**
- 4. Tricker, B., “Corporate Governance–Principles, Policies, and Practice”, (Indian Edition), 2012, Oxford University Press, New Delhi.**
- 5. Crane, A. and Matten, D., “Business Ethic” (Indian Edition), 2003, Oxford University Press, New Delhi.**
- 6. Albuquerque, D., “Business Ethics, Principles and Practices”, (Indian Edition), 2010, Oxford University Press, New Delhi.**
- 7. Blowfield, M. and Murray, A., “Corporate Responsibility–A Critical Introduction”, 2008, Oxford University Press.**

**Session: 2023-24**  
**Bachelor of Commerce (Pass and Honours) Semester-VI**  
**Foreign Exchange Management**  
**Course Code: BCRL-6095 Option B (I)**

**Course Outcomes:**

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

CO1: understand how the Foreign Exchange Market operates.

CO2: understand the concept of futures in managing foreign exchange risk.

CO3: create an understanding of swap market.

CO4: able to identify various exchange rate risk such as political, economic risk etc.

**Session: 2023-24**  
**Bachelor of Commerce (Pass and Honours) Semester-VI**  
**Foreign Exchange Management**  
**Course Code: BCRL-6095 Option B (I)**

**Time: 3 Hours**

**Max. Marks: 50**

**Theory: 40**

**CA: 10**

**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 will carry 8 marks.

**UNIT – I**

Foreign Exchange Management: meaning, functions and importance of foreign exchange, structure and participants of Forex Market, Foreign Exchange Market of India

The main theories which seek to explain exchange rate behavior. Forecasting exchange rate movements, Different exchange rate arrangements and government intervention

**UNIT-II**

Financial Fragility and Systemic Risk The main causes of financial. Fragility and systemic risk Financial sector adjustments in response to financial booms and busts since 1980

Introduction to Futures– an overview of financial futures markets, including the types of contracts available – futures terminology and concepts, and futures pricing and behavior – cost of carrying and expectations approach – Uses of futures for hedging, arbitrage and speculation.

**UNIT – III**

Swaps Development of the swaps market– Characteristics and uses of swap products, interest rate and currency swaps– Legal and regulatory issues

## UNIT-IV

Exchange rate Risk and Political Risk Identification of the different types of exchange rate risk; transaction exposure, translation exposure and economic exposure, together with an analysis of political risk , Managing Foreign Exchange Rate Risk Strategies for managing foreign exchange rate risk and the instruments available; currency forwards, futures, options and swaps – Short-term Interest Rate Risk Management

### **Suggested Readings:**

- 1. C. Jeevanandam “Foreign Exchange, Concepts, Practices & Control”, 2012 Sultan Chand & Sons**
- 2. Luc Soenen: “Foreign Exchange Management”, 1999, McGraw–Hill Primis Custom Publishing.**
- 3. Fatemi, Khosrow: “Foreign Exchange Issues, Capital Markets and International Banking in the 1990's”, 2012, Taylor& Francis Publishers.**
- 4. Walton, L E: “Foreign Trade and Foreign Exchange”, Macdonald & Evans. London.**
- 5. Daigler, R.T: “Managing Risk with Financial futures”, 2000, Ashgate Publishing Limited**

**Session: 2023-24**  
**Bachelor of Commerce (Pass and Honours) Semester-VI**  
**Risk Management and Insurance**  
**Course Code: BCRL-6096 Option B (II)**

**Course Outcomes:**

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

CO1: identify different types of risk and learn about commercial risk management applications.

CO2: learn about workmen compensation and risk financing.

CO3: get knowledge about retirement planning and annuities schemes offered by insurance companies.

CO4: understand the regulatory framework of insurance in India.

**Session: 2023-24**  
**Bachelor of Commerce (Pass and Honours) Semester-VI**  
**Risk Management and Insurance**  
**Course Code: BCRL-6096 Option B (II)**

**Time: 3 Hours**

**Max. Marks: 50**

**Theory : 40**

**CA: 10**

**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 will carry 8 marks.

**UNIT – I**

Risk and Risk Management Process – Concept of Risk – Risk vs. Uncertainty – Types of Risks – Risk Identification – Evaluation – Risk Management Objectives – Selecting and Implementing Risk Management Techniques.

Commercial Risk Management Applications– Property – Liability–Commercial Property Insurance Different Policies and Contracts – Business Liability and Risk Management Insurance

**UNIT-II**

Workers' Compensation and Risk Financing

Personal Risk Management Applications– Property – Liability–Risk Management for Auto Owners – risk management for homeowners

**UNIT – III**

Risk Management Applications–loss of Life–Loss of Health– Retirement Planning and Annuities – Employee Benefits – Financial and Estate Planning

**UNIT-IV**

Risk management environment– industry – functions and organisation of insurers – Government regulation of insurance sector – IRA – Privatisation of insurance business in India –changes in Insurance Act – Insurance intermediaries – insurance products pricing – claim valuation –Foreign insurers in India

**Suggested Readings:**

1. **Rejda, George E: “Principles of Risk Management and Insurance”, 2011, Pearson Education.**
2. **McNamara: “Principles of Risk Management and Insurance”, 2007, Addison–Wesley**
3. **Dorfman: “Introduction to Risk Management and Insurance”,2012, Prentice Hall.**
4. **Williams and Heins, “Risk Management and Insurance”, 1998, McGraw Hill Pub.**
5. **Gupta, PK, “Insurance and Risk Management”, 2009, Himalaya Publishing.**

**Session: 2023-24**  
**Bachelor of Commerce (Pass and Honours) Semester-VI**  
**Workshop**  
**Course Code: BCRP-6097**

**Course Outcomes:**

**Goods and Services Tax**

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

- CO1: Understand the online services available on GST portal.
- CO2: gain an insight on the recording and analyzing the transactions for compliance under GST.
- CO3: learn the procedure to register online under GST.
- CO4: understand concept of online payment of GST, upload invoices and the filing of return under GST.

**Income Tax & E-Filing**

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

- CO1: learn the basic concepts of the Income Tax Act, 1961 and its various amendments. CO2: have the knowledge of latest provisions of Income Tax Act regarding different Heads of Income.
- CO3: learn the concepts of filing of income tax return and submit tax documents by using internet.
- CO4: get insights to information technology in income taxation and tax Deduction.

**Basics of Stock Market**

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

- CO1: learn the concepts of Accounting under GST and computation of GST tax liability.
- CO2: understand the concepts of Reverse charge Mechanism and Composition scheme.
- CO3: understand the concepts of GST.
- CO4: learn the TCS Implications in case of E Commerce Transactions in GST.

**Session: 2023-24**  
**Bachelor of Commerce (Pass and Honours) Semester-VI**  
**Workshop**

**Course Code: BCRP-6097**

**Time: 3 Hours**

**Max. Marks: 50**  
**Practical: 40**  
**CA: 10**

**Following three options shall be given to students out of which a student has to opt any one:**

- 1. Workshop on Goods & Services Tax (GST)**
- 2. Workshop on Income Tax & e-filing**
- 3. Workshop on Basics of stock Market.**

This paper carries 50 marks Evaluation will be done by the external examiner. The examination will be conducted by internal examiner/examiners depending upon options offered. The students shall be required to maintain a file containing various documents related to the particular workshop chosen by them which will be verified by the external examiner. The Division of marks shall be 30 for practical and 20 for Viva.

**The Contents of the three workshops is as follows:**

**Workshop on Goods & Services Tax (GST)**

- Accounting in GST
- Computing GST
- Tax
- Applicability of CGST, IGST, SGST, UTGST on Different Transactions and adjustment of credit. Preparation of GST PMT Registers
- Reverse Charge mechanism
- TCS and Reverse Charge Implications in case of E Commerce Transactions in
- GST Billing and Invoicing in GST
- Composition Scheme in GST

**Workshop on Income Tax & e-filing**

- Applying for PAN
- E-Filing ITR for Salaried Individuals.
- Advance Tax Computation both for individuals & firms E-Filing ITR for Small Proprietorship Business.
- Deductions and E-Filing ITR for Partnership Business
- Filing Challans related to self-assessment Tax, Advance Tax.
- TDS Accounting, e-payment of challan 281, Return form 260, Checking form 26AS. Issue of Certificate, Concept of 15G & 15H forms.
- Payroll Processing

**Workshop on Basics of stock Market**

- Investment Foundation: Investment-Meaning, Objectives, Characteristics, Gambling, Speculation & Trading.
- Investment Alternatives: Bank Deposits, Post Office saving schemes, Equity shares, Preference Shares, Debentures.
- Exchanges in India – NSE, BSE, MCX- their organization & management. Depositories-Introduction, Role, Importance, Dematerialization,
- DEMAT Account-Account Opening Formalities, Expenses. Orders & Margins – All types.
- Security Analysis-Introduction to Fundamental analysis and Technical analysis. Understanding Business News Channels.
- Trading at Stock Exchange- Live Online trading, Clearing & settlement, Contract Note & Trading costs.



**Session: 2023-24**  
**Bachelor of Commerce (Pass and Honours) Semester-VI**  
**Bank Marketing**  
**Course Code: BCRL-6628 Option A (IV)**

**Time: 3 Hours**

**Max. Marks:50**

**Theory :40**

**CA: 10**

**Course Outcomes:**

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

CO1: Understand the significance of bank marketing in the global economy.

CO2: highlight the importance of understanding consumer behavior in bank marketing.

CO3: Understanding different types of products and services along with their pricing strategies.

CO4: focus on decision making aspects and implementation of decisions in sales and distribution

**Session: 2023-24**  
**Bachelor of Commerce (Pass and Honours) Semester-VI**  
**Bank Marketing**  
**Course Code: BCRL-6628 Option A (IV)**

**Time: 3 Hours**

**Max. Marks:50**

**Theory: 40**

**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 will carry 8 marks.

**UNIT-I**

Introduction of Marketing and Key Concepts–Definition Marketing and Market, Four elements in Marketing Mix and their inter relationship. Marketing Planning– Micro and Macro factors influencing the market for an organisation, Bank Marketing and Marketing Mix, Bank Distribution The art of Customer Service as applied to banking

**UNIT-II**

Customer Behaviour in Banking, Banking Consumer and Market Segmentation– Mass Marketing, Multiple Marketing, Steps in strategy formulation, Marketing Research in Banking– types of data–primary and secondary, uses of Marketing Research. Relationship Marketing in Banking, Competitive Analysis in Banking

**UNIT-III**

Bank’s product strategy–Core, Value Added, Fundamental and Augmented Products, Product Item and Product Line , Difference between product and service , The concept of Product/Service Delivery in Banking, Pricing Strategies and its applications in banking— Elasticity of demand , Break Even Analysis, Different types of products and key variables.

**UNIT-IV**

Banking Promotion Strategy– The Communication process, Goals of Communication, Steps in developing effective communication, Selling and Organising for sales and Selling to corporate clients– Meaning of corporate clients, relationship and transaction banking, bank organisation for large corporate clients

**Suggested Readings:**

1. Chacko, Oommen and Grewal, Rajendra, “Marketing of Banking Services”, 2003, MacMillan India Ltd
2. Bank Marketing Association, “Bank Marketing”, 1990, The Association
3. Reidenbach, R. Eric and Pitts, Robert E, “Effective bank marketing: issues, Technique.