

Department of Commerce

Taxation Law - I (paper code - 5.01)

B.Com (Pass) 3rd Year (Sem. 5th)

Unit-I

Income Tax: An introduction and Important Definitions, Agriculture Income, Residential status and incidence of Tax Liability, Exempted incomes

Unit-II

Income from Salaries (including retirement benefits); Income from House property.

Unit-III

Profits and Gains from Business or Profession; Depreciation; Capital Gains.

Unit-IV

Income from other sources, clubbing of incomes & Aggregation of incomes, set off and carry forward of Losses, Deductions to be made in computing total income.



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Bahal - 127 028 (Distt. Bhiwani) Haryana

Department of Commerce

Cost Accounting - I (paper code - 5.02)

B.Com (Pass) 3rd Year (Sem. 5th)

Unit-I

Cost Accounting : Meaning, Features, Scope, Techniques, Methods, Objectives, Importance and Limitations. Costing; cost accountancy; cost centres and profit centres, Difference and similarities of cost accounting system with financial accounting system. Cost: main elements and types.

Material Control: Meaning and objectives of material control, material purchase procedure, fixation of inventory levels- reorder level, Minimum level, Maximum level, Danger level. EOQ analysis. Methods of Valuing Material Issues. Wastage of material – main types.

Unit-II

Labour Cost Control : Importance, methods of time keeping and Time Booking; Treatment and control of Labour Turnover, Idle Time, Overtime, Systems of Wage Payment-Time Wage System, Piece Wage System. Incentive Wage plans – Individual plans and group plans.

Unit-III

Overheads : Meaning and Types. Collection, Classification; Allocation, Apportionment and Absorption of Overheads – Main methods.

Unit-IV

Unit and output costing : meaning and objectives; cost sheet – meaning, Per-forma, types preparation of cost sheet; determination of tender price; production account – types. Reconciliation of cost and financial accounts : Meaning. Objectives and procedure.



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Bahal - 127 028 (Distt. Bhiwani) Haryana

Department of Commerce

Accounting For Management - I (paper code - 5.03)

B.Com (Pass) 3rd Year (Sem. 5th)

Unit-I

Management Accounting: Nature and Scope of Management Accounting: Meaning, functions, Scope of Management Accounting, The Management Accountant, The Controller, The Treasurer, Management Accounting Principles, Management Accounting vs Financial Accounting vs. Cost-Accounting, Utility of management Accounting, Limitations of Management Accounting, Tools of Management Accounting.

Unit-II

Analysis and Interpretation of Financial Statements: meaning and types of financial statements, analysis and interpretation of financial statements, Types of financial analysis, steps involved in financial analysis, techniques of financial analysis. Ratio Analysis : meaning of ratios, classification of ratios, profitability ratios, balance sheet ratios and turnover ratios, advantages and limitations of ratio analysis.

Unit-III

Cash Flow Statement : Meaning, objectives, limitations and accounting procedure; Financial planning.

Unit-IV

Capital Budgeting : Meaning, nature, need, importance, appraisal methods, capital rationing.



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Department of Commerce

Financial Market Operation - I (paper code - 5.04)

B.Com (Pass) 3rd Year (Sem. 5th)

Unit-I

Money Market: Indian Money Markets Composition and Structure; (a) Acceptance houses (b) Discount houses and (c) Call money market; Recent trends in Indian money market. **Capital Market :** Security market- (a) New Issue Market (b) Secondary market; functions and role of stock exchange listing, procedure and legal requirements Public issue pricing and marketing, Stock exchange – National Stock Exchange and over the Counter exchangers.

Unit-II

SEBI – Introduction, Role, Its powers, Objectives, Scope & Functions. Investors Protection:- Grievances concerning stock exchange and dealings and their removal; grievance cell in stock exchange SEBI: Company law Board: Press remedy through courts.

Unit-III

Functionaries on stock exchanges:- Brokers, Sub brokers, Market makers, Jobbers, Portfolio Consultants, Institutional Investors, Depository. **Financial Services:-** Merchant Banking – Functions and Roles; SEBI guidelines; credit rating – concept, functions, and types.

Unit-IV

Role, Policy measures relating to Development Financial Institution in India. Products & Services offered by IFCI, IDBI, IIBI, SIDBI, IDFC, EXIM, NABARD & ICICI. Meaning and benefits of mutual funds, types, SEBI guidelines.



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Department of Commerce

Entrepreneurship & Small Scale Business (paper code - 5.04)

B.Com (Pass) 3rd Year (Sem. 5th)

Unit-I

Entrepreneur-Entrepreneurship-Enterprise: Conceptual issues. Entrepreneurship vs. Management. Roles and functions of entrepreneurs in relation to the enterprise and in relation to the economy. Entrepreneurship as a interactive process between the individual and the environment. Small business as the seedbed of entrepreneurship. (The teachers should emphasize to students the desirability as well as feasibility of a career in entrepreneurship in the Indian scenario.) Entrepreneurial competencies. Entrepreneurial motivation, performance and rewards. (The teachers may make use of Entrepreneurship Development Institute of India's Inventory of Entrepreneurial Competencies and National Institute of Entrepreneurship and Small Business Development's training kit for arousing entrepreneurial motivation and capacity and capability building).

Unit-II

Opportunity scouting and idea generation: role of creativity & innovation and business research. Sources of business ideas. Entrepreneurial opportunities in contemporary business environment, for example opportunities in network-marketing, franchising, business process outsourcing in the early 21st century. (The students be advised to visit various product/service franchisees, BPO concerns and meet up/down links in the Network Marketing.) The process of setting up a small business: preliminary screening and aspects of the detailed study of the feasibility of the business idea and financing/non-financing support agencies to familiarize themselves with the policies/programmes and procedures and the available schemes.) Preparation of Project Report and Report on Experiential Learning of successful/unsuccessful entrepreneurs. (The students may be advised to develop a structured instrument (questionnaire) for conducting survey of the various aspects of entrepreneurs/enterprise. They may also be advised to prepare a comprehensive business plan. The desirability and feasibility of liaison with relevant funding/non-funding agencies may also be explored.)

Unit-III

Managerial roles and functions in a small business. Designing and redesigning business processes, location, layout, operations planning & control. Basic awareness of the issues impinging on quality, productivity and environment. Managing business growth. The pros and cons of alternative growth options: internal expansion, acquisitions & mergers, integration & diversification. Crises in business growth.

Unit-IV

Issues in small business marketing. The concept and application of product life cycle (ptc), advertising & publicity, sales & distribution management. The idea of consortium marketing, competitive bidding/tender marketing, negotiation with principal customers. The contemporary perspectives on Infrastructure Development, Product and Procurement Reservation, Marketing Assistance, Subsidies and other Fiscal & Monetary Incentives. National, state level and grass-root level financial and nonfinancial institutions in support of small business development.



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Department of Commerce

Secretarial Practices (paper code - 5.06)

B.Com (Pass) 3rd Year (Sem. 5th)

Unit-I

Secretary : Meaning, definitions, functions, duties, responsibilities, powers, appointment, procedure; qualifications and disqualifications; position and removal of secretary.

Unit-II

Promotion of Company and Secretary: Duties of Secretary regarding formation of M/A and A/A and their alterations. Duties of secretary regarding issue of share certificate, share warrant and share stock, calls-in-arrear, forfeiture and re-issue of shares, transfer and transmission of shares.

Unit-III

Company Meeting & Secretary: Duties of Secretary regarding meetings, requisites of a valid meeting, secretarial duties regarding meetings of shareholders, meetings of Board of directors.

Unit-IV

Company Secretary and motion and Resolution, voting and proxy.



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Department of Commerce

Taxation Law - II (paper code - 6.01)

B.Com (Pass) 3rd Year (Sem. 6th)

Unit-I

Rebate & Relief of Tax, computation of Total income and Tax liability of individuals. Filing and Filing of return (ITR – I and II)

Unit-II

Assessment of Hindu Undivided Families, Assessment of Firms & Association of Persons.

Unit-III

Income Tax authorities & their powers; procedure for assessment; Deduction of Tax at Source (TDS); advance payment of tax.

Unit-IV

Recovery & refund of tax; appeals & revision; penalties, offences & prosecutions.



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Department of Commerce

Cost Accounting - II (paper code - 6.02)

B.Com (Pass) 3rd Year (Sem. 6th)

Unit-I

Process Costing : Meaning; Uses; Preparation of process account, Treatment of Normal Wastage, Abnormal Wastage, Abnormal Effectiveness; Treatment of opening and closing stock (Excluding Work in Progress): Joint - Product and By - Product: Main methods of apportionment of Joint cost. Inter process profits.

Unit-II

Contract Costing – meaning, main features, preparation of contract account, Escalation clause; contract near completion; cost plus contract. Job and batch costing.

Unit-III

Budgetary control – meaning of budget and budgetary control, budgetary control as a management tool, limitations of budgetary control, forecasts and budgets, installation of budgetary control system, classification of budgets, fixed and flexible budgeting, performance budgeting, zero based budgeting and responsibility accounting.

Standard Costing : meaning, limitations, standard costs and budgeted costs, determination of standard cost, cost variances, direct material and direct labour only.

Unit-IV

Marginal Costing and Profit planning: Marginal costing, Absorption costing, Marginal cost, Cost volume Profit analysis, BEP Analysis, Key factor, BE chart, angle of incidence, concept of decisionmaking and steps involved, determination of sales mix, make or buy Decisions.



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Department of Commerce

Financial Management (paper code - 6.03)

B.Com (Pass) 3rd Year (Sem. 6th)

Unit-I

Nature of Financial Management : Scope of Finance, Finance functions, Financial Manager's role, Financial goal; Profit maximization Vs Wealth maximization, Objective of financial Management, Finance and related disciplines, Financial planning

Unit-II

Working Capital Management : Meaning, nature and planning of Working Capital. Permanent and variable Working Capital. Balanced working position, determinates of working Capital, Issues of working Capital Management. Management of cash and Marketable Securities and Receivables Management.

Unit-III

Cost of capital : Significance and determination, capitalisation;
leverage analysis: operating, financial and composite leverage: EBIT-EPS Analysis.

Unit-IV

Capital structure theory and policy: Relevance of capital structure; Net income and traditional views, Irrelevance of capital structure; NOI Approach and the MM Hypothesis without taxes, capital structure planning and policy.

Dividend Theory and Policy : Issues in dividend policy, Walter's and Golden's model of dividend relevance objections of dividend policy, considerations in dividend policy, stability of dividends, forms of dividend.



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Department of Commerce

Auditing (paper code - 6.04)

B.Com (Pass) 3rd Year (Sem. 6th)

Unit-I

Auditing : Meaning, objectives, importance and types of Auditing.

Audit Process: internal control, internal check & internal audit, audit programmer.

Unit-II

Audit Procedure : Routine checking, vouching, verification & valuation of assets & liabilities.

Unit-III

Audit of Public Company : Qualification, Appointment of company Auditors, their powers, duties and liabilities, Audit of depreciation and reserves, Divisible profits & dividends

Unit-IV

Audit Report and Investigation

Audit Report : Meaning, objectives, contents and types.

Investigation : Meaning, Nature and objectives.



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Department of Commerce

Indirect Taxes (paper code - 6.05)

B.Com (Pass) 3rd Year (Sem. 6th)

Unit-I

Indirect Taxes: Introduction, meaning, features, merits and demerits.

Central Excise Duty Act 1944: Central Excise: meaning, features, nature, kinds, important definitions, general procedure for excisable goods and obtaining registration. **Valuation of Central Excise Duty**, exemptions to small scale industries.

Unit-II

Customs Act 1962 : Customs duty : Important definitions, types, importance, documents required for import and export procedure : Export Promotion Scheme.

Unit-III

Central Sale Tax Act 1956 : Meaning, growth, objects and important definitions; principles for determining different categories of sales, collection of tax. Registration of Dealers : Procedure for obtaining registration certificate; Amendment in Certificate of Registration, cancellation of Certificate of Registration

Unit-IV

Service Tax 2007: Service Tax; Historical development, features, scope, taxable services and exempted services, service tax credit; procedure regarding valuation of taxable services, compensation of tax of different services, provisions regarding registration and furnishing the returns of service tax.



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Department of Commerce

International Trade (paper code - 6.06)

B.Com (Pass) 3rd Year (Sem. 6th)

Unit-I

International Business:- An overview; Domestic business; International Business; Major risks and challenges of International Business; International Business Environment – Components and determinants; stages of internationalization of business; international business approaches, concept of globalization.

Unit-II

Modes of entering into international business; nature of multinational enterprise and international direct investment; foreign exchange; determination of exchange rate; Balance of payments.

Unit-III

Theories of International Trade : Absolute advantage theory; comparative advantage theory; factor proportions theory; product life cycle theory of trade; government influence on trade; rationale for government intervention, instruments of trade control; role of WTO, IMF and World Bank in International trade.

Unit-IV

Assessing International markets; designing products for foreign markets branding decisions; International promotions policy; international pricing; international logistics and distribution



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