

# **HEMCHAND YADAV VISHWAVIDYALAYA, DURG (C.G.)**

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## **SCHEME OF EXAMINATION & SYLLABUS of M.Com. (Semester Exam) UNDER FACULTY OF COMMERCE Session 2019-21**

**(Approved by Board of Studies)  
Effective from July 2019**

**एम.कॉम. सेमेस्टर परीक्षा**  
**पाठ्यक्रम (सत्र 2019–21से लागू)**  
**M. Com. Ist Semester**

प्रश्न पत्र	प्रश्न पत्र का नाम	पूर्णांक	पेपर
प्रश्नपत्र I Paper I	प्रबंधकीय अर्थशास्त्र Managerial Economics	80+ 20	101
प्रश्नपत्र II Paper II	वृहत (उच्चतर) लेखांकन Advanced Accounting	80+ 20	102
प्रश्नपत्र III Paper III	आयकर विधान एवं लेखे (Income Tax Law and Accounts)	80+ 20	103
प्रश्नपत्र IV Paper IV	सांख्यिकीय विश्लेषण Statistical Analysis	80+ 20	104
प्रश्नपत्र V Paper V	निगमित विधि संरचना Corporate Legal Framework	80+ 20	105

**M.Com. II<sup>st</sup> Semester**

प्रश्न	प्रश्न पत्र का नाम	पूर्णांक	पेपर
प्रश्नपत्र VI Paper VI	व्यवसायिक अर्थशास्त्र Business Economics	80+20	201
प्रश्नपत्र VII Paper VII	विशिष्टिकृत लेखांकन Specialized Accounting	80+20	202
प्रश्नपत्र VIII Paper VIII	कर नियोजन एवं प्रबन्ध (Tax Planning and Management)	80+20	203
प्रश्नपत्र IX Paper IX	उच्चतर सांख्यिकी Advanced Statistics	80+ 20	204
प्रश्नपत्र X Paper X	व्यावसायिक सन्नियम Business Laws	80+ 20	205

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**M. Com. 1<sup>st</sup> Semester**  
**PAPER-I**  
**MANAGERIALECONOMICS**

M.M.80+20

**OBJECTIV:**

This course develops managerial, perspective to economic fundamentals as aids to decision making under given environmental constraints.

**COURSE INPUTS:**

**UNIT-1** Nature and Scope of Managerial, Economics: Objective of a firm; Economics theory and managerial theory; Managerial economist's role and responsibilities.


**UNIT-2** Fundamental economic concepts-incremental principle, opportunity cost principle, discounting principle. equimarginal principle.

**UNIT-3** Demand Analysis: Individual and Market demand functions Law of demand; determinants of demand; Elasticity of demand-its meaning and importance, Price elasticity; income elasticity and cross elasticity; Using elasticity in managerial decisions.


**UNIT-4** Theory of consumer Choice: Cardinal utility approach, indifference approach, revealed preference and theory of consumer choice under risk; Demand estimation for major consumer durable and non-durable products; Demand forecasting tech. technique.

**UNIT-5** Production Theory: Production function-production with one and two variable inputs, Stages of production; Economics of scale; Estimation of production function.

  
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**PAPER - II**  
**ADVANCED ACCOUNTING**

M.M.80+20

**OBJECTIVE: -**

The objective of this course is to expose students to accounting issues and practices such as maintenance of company accounts and handling accounting adjustments.

**COURSE INPTS:**

**UNIT-1** Accounting for issue, Forfeited and redemption of shares and debentures.

**UNIT-2** Final accounts and financial statements of companies.

**UNIT-3** Accounting issues relative to amalgamation and reconstruction of companies.


**UNIT-4** Accounting for holding and subsidiary companies.

**UNIT-5** Accounts relating to Liquidation of companies.


**REFERENCES.**

Beams, F.A.: Advanced Accounting, Prentice Hall, ,New Jersey,  
Dearden, J. and S.K. Bhattacharya : Accounting for Management,  
Vikas Publishing House, New Delhi. Engler, C.L.A Bernstein. and K.R.  
Lambert: Advanced Accounting, with Chicago. Fischer, P.M.,W.J.  
Taylor and J.A. Leer: Advanced Accounting, South-Western, Ohio.  
Gupta. R.L.: Advanced Financial Accounting, S. Chand & Co., New  
Delhi. Keiso D.E. and J.J. Weygand: Intermediate Accounting, John  
Wiley and Sons, NY. Maheshwari, S.N.: Advanced Accountancy-  
Vol.II Vikash Publishing House, New Delhi Monga, J.R. : Advanced  
Financial Accounting, Mayoor Paperbacks, Noida Narayanaswamy,  
R: Financial Accounting: A Managerial Perspective, Prentice Hall of  
India, Delhi. Neigs, R.F. : Financial Accounting. Tata McGraw Hill,  
New Delhi. Shukla, M.G. 'and T.S. Grewal: Advanced Accou'ntancy,  
Sultan Chand & Co. New Delhi. Warren, C.S. and P.E. Fess: Principles  
of Financial and Managerial Accounting, South Western, Ohio.

  
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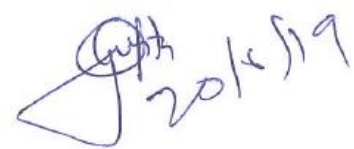
### RECOMMENDED BOOKS:

- |  |   |                                 |
|--|---|---------------------------------|
| 1. Plekles and Duakerley                 | : | Accountancy                     |
| 2. Wilson                                | : | Company Accounts                |
| 3. Diskson                               | : | Accountancy                     |
| 4. J.R. Batlboi                          | : | Advanced Accounting             |
| 5. R.R. Gupta                            | : | Advanced Accounting             |
| 6. S.M. Shukla                           | : | Advanced Accounting             |
| 7. Shukla and Grewal                     | : | Advanced Accounting             |
| 8. H Chakravarty                         | : | Advanced Accounts               |
| 9. Dr. Shukla Avam Agrawal               | : | Advanced Accountancy            |
| 10. Dr.S.S. Gupta                        | : | Advanced Accounts               |
| 11. Dr. Karim ,Dr. Khanuja & Pro. Mehata | : | Advanced Accounting             |
| 12. डॉ. करीम, डॉ. खनूजा एवं प्रो.मेहता   | : | वृहत लेखाकर्म                   |
| 13. जे. के. अग्रवाल तथा आर.के.अग्रवाल    | : | उच्च वित्तीय एवं कम्पनी लेखांकन |
| 14. आर.के. गुप्ता                        | : | उन्नत लेखांकन                   |
| 15. Basu Das                             | : | Advanced Accounting             |

  
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**M. Com – 1st Semester**  
**आयकर विधान एवं लेखे (प्रश्नपत्र – III)**  
**Income Tax Law and Accounts (Paper -Third)**

M.M.:80

**OBJECTIVE**

The objective of this course is to help student Understand and conceptual framework of Income tax.

<b>Unit - I</b>	<b>Law relating to Income tax:</b> Brief study of the main provisions of the Indian Income Tax Act. Important definitions. Income exempted from tax, Residence and Tax liability.
<b>Unit - II</b>	<b>Calculation of taxable income under the head :</b> Salary and House property.
<b>Unit - III</b>	<b>Depreciation and Development allowance, Calculation of taxable Income under the head:</b> Business and Profession, capital gains, income from other sources.
<b>Unit - IV</b>	Set off and carry forward of losses, Deduction from gross total Income Calculation of taxable Income and tax of an individual, and Hindu undivided Families.
<b>Unit - V</b>	Appeals & Revisions Reference of High Court and Supreme court, offences & penalties, Income tax authorities.

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**M. Com – 1st Semester  
(Compulsory) Paper – IV  
STATISTIC ALANALYSIS**

M.M.:80

**OBJECTIVE**

The Objective of this course is to help student learnt application of statistical tools and techniques for decision making.

**UNIT-1**     **Statistics** - Definitions, Characteristics, Scope and Nature, Functions, limitations, Distrust and misuse importance & Statistical Investigations., Classification & Tabulation,

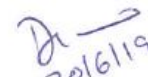
**UNIT-2**     **Data Sources:** Primary and Secondary, Primary data collection techniques, Schedule, Question naire and interview & Sources' of Secondary data.

**UNIT-3**     Dispersion, Co-efficient of variance and skewness, correlation Karl- Parsons and spearman's ranking method and Regression analysis, Two variables case.

**UNIT-4**     Probability Theory: Probability classical, relative and subjective probability, Addition and multiplication probability models - Conditional probability and Baye's Theorem.

**UNIT-5**     Probability Distributions-Bionomial, poisson and Distributions, Their characteristics and applications.

  
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**M.Com-1st Semester**  
**UNDER MANAGEMENTBOARD**  
**(Compulsory)**  
**Paper - V**  
**(Paper Code)**  
**CORPORATELEGALFRAMEWORK**

M.M.:80

**OBJECTIVE**

The Objective of this course is provide knowledge of relevant provisions of various Semester laws influencing business operations.

- UNIT-1** The Companies Act, **2013** (Relevant Provisions): Definition, types of companies Memorandum of association; Articles of association; Prospectus; Share capital and membership.
- UNIT-2** Meeting sander solutions-Company management; Managerial remuneration; Winding up and dissolution of companies.
- UNIT-3** The Negotiable Instruments Act,1881-Definition, types of negotiable instruments; Negotiation; Holder and holderin due course; payment in due course;
- UNIT-4** Endorsement and crossing of cheque; Presentation of negotiable instruments.
- UNIT-5** Legal Environment for Security Markets: SESI Act. 1992-organisation and Objectives of SESI

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**M.Com. II<sup>st</sup> Semester**  
**PAPER – VI**  
**BUSINESSECONOMICS**


M.M.80+20

**OBJECTIVE:**


This course develops managerial perspective to economic fundamentals' as aids to decision making under given environmental constraints.

- UNIT-1** Cost Theory and Estimation, economic value analysis, Short and long run cost Functions-their nature, shape and inter-relationship; Law of variable proportions;- Law of returns to scale.
- UNIT-2** Price Determination under Different Market Conditions: Characteristics of different market structures; Price determination and firm equilibrium in short-run and long-run under perfect competition, monopolistic competition, oligopoly and monopoly,
- UNIT-3** Pricing Practices: Methods of price determination in practice, pricing of multiple products; price discrimination; International price discrimination and dumping; Transfer pricing.
- UNIT-4** Business Cycles: Nature and phases of the business cycle; Theories of business cycles- psychological, profit, monetary, innovation, cobweb, Samuelson and Hicks theories.
- UNIT-5** Inflation: Definition, Characteristics and types; Inflation in terms of demand and pull and cost – push factors; Effects of inflation.

  
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**PAPER -VII**  
**SPECIALISED ACCOUNTING**


M.M.80+20

**OBJECTIVE.**


The objective of this course-is to expose students to accounting issues and practices such as maintenance of company accounts and handling accounting adjustments.

- UNIT-1**           Accounts of General Insurance Companies.
- UNIT-2**           Accounts of Banking Companies.
- UNIT-3**           Accounts of Public Utility concerns: Double Accounts System.
- UNIT-4**           Royalty accounts.
- UNIT-5**           Investment accounts.

  
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**M. Com – 2nd Semester**  
**कर नियोजन एवं प्रबन्ध (प्रश्नपत्र –VIII)**  
**TAX PLANNING AND MANAGEMENT**  
**(Paper –VIII)**

M.M. 0:80

**OBJECTIVE –**

This course aims at making students conversant with the concept of corporate tax planning and Indian tax laws, as also their implications for corporate management.

<b>Unit - I</b>	Calculation of taxable Income and tax of Firm and Companies.
<b>Unit - II</b>	Return of Income, Provisional Regular, Expert and emergency assessment, Re opening of assessment.
<b>Unit - III</b>	Concept of tax Planning ; Tax avoidance and tax evasions ; Tax planning with reference of location, nature and form of organization of new
<b>Unit - IV</b>	Tax planning to capital structure, decision dividend policy; Inter corporate dividends and bonus shares.
<b>Unit - V</b>	Preparation of income tax returns, Computation of Income tax, Tax deduction at source; Advance payment of tax.

  
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**(Compulsory)**  
**Paper-IX**  
**(Paper Code)**  
**ADVANCE STATISTICS**

M.M.:80

**OBJECTIVE**

The Objective of this course is to help student learn the application of statistical tools and techniques for decision making.

**UNIT-1** Statistical Decision Theory: Decision environment, Expected profit under uncertainty and assigning probabilities and utility theory.

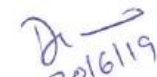
**UNIT-2** Statistical Estimations. And Testory: Point and intervals timation of population Mean, proportion and variance Statistical Testing-Hypothesis and Errors, Samplesize-Large and Small Sampling test Z tests, T Tests & F Tests.

**UNIT-3** Association of Attributes: Two Attributes, consistency of data, measurement of Association of Attributes - Percentage method, Co-efficient of Association, Comparison of Actual and (you Iemethod) Expected frequency's & Issusery Association.


**UNIT-4** Statistical Quality Control: Causes of Variations in quality characteristics, Quality Control Charts-purpose and logic, Process under control and out of control, warning limits, control charts for attributes - fraction defectives and number of defects, Acceptance sampling.

**UNIT-5** Interpolation and Extrapolation - Prabolic Bionomial, Newton and long rages method.

  
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**(Compulsory) Paper - X**  
**Business Laws**

M.M. 80

**OBJECTIVE**

The Objective of this course is providing knowledge of relevant provisions of various laws influencing business operations.

**UNIT-1** SEBI Act-1992: Organization and objectives of SEBI, Functions and Role of SEBI Rights and Power of SEBI.

**UNIT-2** MRTP Act 1969: Monopolistic Trade Practice Meaning, essentials, Restrictive Trade Practices-Meaning, Unfair trade practice, MRTP commission of offences and Penalties.

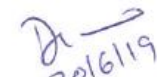
**UNIT-3** Consumer Protection Act 1986: Needs of Act, Rights of consumers, Objectives of Act., Grievance redressal Machinery, District Forum, State Commission, National Commission.

**UNIT-4** FEMA Act 1999: Objectives; Regulation and Management of FEMA, Penalties Appeal.


**UNIT-5** W.T.O.: Brief History of WTO, Objectives and Functions, Organisation, W.T.O. and India, Regional groupings, anti-dumping duties and other NTBs, Doha declaration Dispute settlement system, TRIP, TRIMS and GATS.

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**M. Com. III<sup>rd</sup> Semester  
(Compulsory Papers)**

प्रश्न पत्र	प्रश्नपत्र का नाम	पूर्णांक	पेपर कोड
Paper – I प्रश्नपत्र –I	प्रबन्ध की अवधारणा (Management Concept)	80+20	301
Paper – II प्रश्नपत्र –II	संगठनात्मक व्यवहार (Organisational Behaviour)	80+20	302
Paper – III प्रश्नपत्र –III	उच्चतर लागत लेखांकन (Advance Cost Accounting)	80+20	303
Paper – IV प्रश्नपत्र –IV	प्रबंधकीय लेखांकन (Management Accounting)	80+20	304
Paper – V प्रश्नपत्र –V	प्रबंधकीय निर्णय के लिए लेखांकन (Accounting for managerial decision)	80+20	305

  
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## M.Com V<sup>th</sup> Semester


Special attention to the Students. Students are required to select any one Specialization out of four suggested below.

### Optional – Specialization


- Optional Group - (A) Marketing  
Optional Group - (B) Management  
Optional Group - (C) Banking and Insurance  
Optional Group - (D) Taxation and Accounting  
Optional Group - (A) विपणन (Marketing)

प्रश्न पत्र	प्रश्नपत्र का नाम	पूर्णांक	पेपर कोड
Paper – A I प्रश्न पत्र–A I	विपणन के सिद्धान्त (Principle of Marketing)	80+20	401
Paper – A II प्रश्न पत्र–A II	विज्ञापन एवं विक्रय प्रबन्ध (Advertising & Sales Management)	80+20	402
Paper – A III प्रश्नपत्र–A III	विपणन अनुसन्धान (Marketing Research)	80+20	403
Paper – A IV प्रश्नपत्र –A IV	अन्तर्राष्ट्रीय विपणन (International Marketing)	80+20	404

  
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**Optional Group- (B)**  
**प्रबन्ध (Management)**

प्रश्न पत्र	प्रश्नपत्र का नाम	पूर्णांक	पेपर कोड
Paper – B I प्रश्न पत्र –B I	वित्तीय प्रबन्ध (Financial Management)	80+20	411
Paper – B II प्रश्न पत्र –B II	कार्मिक प्रबन्ध (Personnel Management)	80+20	412
Paper – B III प्रश्न पत्र–B III	उत्पादन प्रबन्ध (Production Management)	80+20	413
Paper – B IV प्रश्न पत्र–B IV	व्यूहरचना प्रबन्ध (Strategic Management)	80+20	414

**Optional Group-(C)**  
**बैंकिंग एवं बीमा (Banking and Insurance)**

प्रश्न पत्र	प्रश्नपत्र का नाम	पूर्णांक	पेपर कोड
Paper – C I प्रश्न पत्र–C I	बैंकिंग व्यवहार (Banking Practices)	80+20	421
Paper – C II प्रश्न पत्र–C II	भारत में बैंकिंग संस्थाएँ (Banking Institution in India)	80+20	422
Paper – C III प्रश्न पत्र–C III	जीवन बीमा (Life Insurance)	80+20	423
Paper – C IV प्रश्न पत्र–C IV	सामान्य बीमा (General Insurance)	80+20	425

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**Optional Group-(D)**  
करारोपण एवं लेखांकन  
(Taxation and Accounting)

प्रश्न पत्र	प्रश्नपत्र का नाम	पूर्णांक	पेपर कोड
Paper - D I प्रश्न पत्र-D I	भारत में प्रत्यक्ष कर (Direct Tax in India)	80+20	431
Paper - D II प्रश्न पत्र-D II	अप्रत्यक्ष कर (Indirect Tax)	80+20	432
Paper - D III प्रश्न पत्र-D III	सेवा के क्षेत्र में लेखांकन (Accounting in Service Sector)	80+20	433
Paper - D IV प्रश्न पत्र-D IV	लेखांकन पद्धतियाँ (Accounting Methods)	80+20	434

**Optional Group-(E)**  
व्यसायिक वातावरण एवं वित्त तथा शोध  
(Business Environment & Finance and Research)

प्रश्न पत्र	प्रश्नपत्र का नाम	पूर्णांक	पेपर कोड
Paper - E I प्रश्न पत्र- E I	व्यसायिक वातावरण (Business Environment)	80+20	431
Paper - E II प्रश्न पत्र- E II	वित्तीय संस्थाएं (Financial Institutions)	80+20	432
Paper - E III प्रश्न पत्र- E III	शोध प्रविधि (Research Methodology)	80+20	433
Paper - E IV प्रश्न पत्र-E IV	प्रतिभूति विश्लेषण (Security Analysis)	80+20	434

## महत्वपूर्ण नोट :

सत्र 2014-15 से एम. कॉम. प्रथम, द्वितीय एवं तृतीय सेमेस्टर में सभी प्रश्न-पत्र अनिवार्य होंगे। उक्त परीक्षा में वैकल्पिक प्रश्न-पत्र चयन की व्यवस्था नहीं होगी।

एम. कॉम. चतुर्थ सेमेस्टर में विशिष्टीकरण समूह (A), (B), (C), (D) या (E) में से किसी भी एक वैकल्पिक समूह का चयन कर उस समूह के सभी चार प्रश्न-पत्र अनिवार्य रूप से लेने होंगे।

एम. कॉम. चतुर्थ सेमेस्टर में उपरोक्त विशिष्टीकरण समूह के अतिरिक्त 50 अंक की मौखिक परीक्षा तथा 50 अंक का परियोजना प्रतिवेदन (अधिकतम 50 पृष्ठों का) तैयार करना अनिवार्य होगा। यह प्रतिवेदन वाणिज्य या प्रबन्ध विषय से सम्बन्धित होगा।

सभी प्रश्न-पत्रों में लिखित परीक्षा 80 अंकों की तथा 20 अंकों की आन्तरिक मूल्यांकन परीक्षा होगी। आन्तरिक मूल्यांकन के अंक परीक्षार्थियों की उपस्थिति, सेमीनार, शोध एवं शैक्षणिक कार्य में भागिता, इकाईवार मूल्यांकन परीक्षा आदि के आधार पर प्रदान किये जायेंगे।

आन्तरिक परीक्षा एवं बाह्य परीक्षा में प्रश्नपत्रवार न्यूनतम उत्तीर्णांक 20: होगा। जो अध्यादेश क्रमांक 170 के प्रावधानों के अनुसार बंधनकारी होगा।

### Optional Group-(E)

व्यापार पर्यावरण एवं वित्त और अनुसंधान

### (Business Environment & Finance & Research)

प्रश्न पत्र	प्रश्नपत्र का नाम	पूर्णांक	पेपर कोड
Paper - E I प्रश्न पत्र- EI	व्यापार पर्यावरण (Business Environment)	80+20	431
Paper - E II प्रश्न पत्र- EII	वित्तीय संस्थाएँ (Financial Institution's)	80+20	432
Paper - E III प्रश्न पत्र-EIII	अनुसंधान क्रियाविधि ( Research Methodology )	80+20	433
Paper - E IV प्रश्न पत्र-EIV	सुरक्षा विश्लेषण (Security analysis)	80+20	434

  
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**M. Com. Third Semester  
(Compulsory Paper)**

एम. कॉम. तृतीय सेमेस्टर  
अनिवार्य प्रश्नपत्र प्रबन्ध की अवधारणा  
(प्रश्नपत्र प्रथम)

**MANAGEMENT CONCEPT  
(Paper First)**


M.M. :80

**OBJECTIVE -**


The Objective of this course is to help student understand and conceptual framework of management and organizational behaviour.

<b>Unit - I</b>	<b>Schools of Management Thought</b> : Scientific, process, human behaviour and social system school; Decisiontheory school; Quantitative and system school; Contingency theory of management; Functions of a manager.
<b>Unit - II</b>	<b>Managerial Functions</b> : Planning - concept, significance, types; Organizing - concept, principles of authority, theories, types of organizations, authority, responsibility, power, delegation, decentralization;
<b>Unit - III</b>	<b>Staffing; Directing; Coordinating; Control</b> - nature, process, and techniques.
<b>Unit - IV</b>	<b>Motivation</b> : Process of motivation; Theories of motivation - need hierarchy theory, theory X and theory Y, two factor theory, Alderfer's ERG theory, McClelland's learned need theory, Victor Vroom's expectancy theory, Stacy Adams equity theory.
<b>Unit - V</b>	<b>Group Dynamics and Team Development</b> : Group dynamics - Definition and importance, types of groups, group formation, group development, group composition, group performance factors; Principle-centered approach to team development.

  
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संठनात्मक व्यवहार (प्रश्नपत्र द्वितीय)

**ORGANIZATIONAL BEHAVIOUR (Paper – Second)**


M.M. : 80

**OBJECTIVE -**


The Objective of this course is to help student understand and conceptual framework of management and organizational behavior.

<b>Unit - I</b>	<b>Organizational Behaviour:</b> concept and significance; Relationship between management and organizational behaviour; Emergence and ethical perspective; Attitudes; Perception; Learning; Personality; Transactional analysis.
<b>Unit - II</b>	<b>Leadership:</b> Concept; Leadership styles; Theories - trait theory, behavioural theory, Fielder's contingency theory; Harsey and Blanchard's situational theory; Managerial grid; Likert's four systems of leadership.
<b>Unit - III</b>	<b>Organizational Conflict:</b> Dynamics and management; Sources, patterns, levels, and types of conflict; Traditional and modern approaches to conflict; Functional and difunctional organizational conflicts; Resolution of conflict.
<b>Unit - IV</b>	<b>Interpersonal and Organizational Communication:</b> Concept of two-way communication; Communication process; Barriers to effective communication; Types of organizational communication; Improving communication; Transactional analysis in communication.
<b>Unit - V</b>	<b>Organizational Development:</b> Concept; Need for change, resistance to change; Theories of planned change; Organizational diagnosis; Organizational Development intervention.

  
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## M. Com - 3rd Semester

उच्चतर लागत लेखांकन (प्रश्नपत्र तृतीय)

### ADVANCED COST ACCOUNTING (Paper-Third)

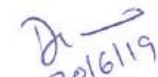
M.M.:80

#### OBJECTIVE -

This course exposes the students to the basic concepts and the tools used in cost accounting.

<b>Unit - I</b>	<b>Introduction</b> - Cost Analysis, concepts and classification, Materials control- Techniques of Materials control.
<b>Unit - II</b>	<b>Labour cost</b> - Computation and control, Overheads - Accounting and Control.
<b>Unit - III</b>	Job, Batch, Contract Costing and operating costing.
<b>Unit - IV</b>	<b>Process Costing, Joint products &amp; By - products costing.</b> Uniform costing and Estimate costing.
<b>Unit - V</b>	<b>Budgetary control</b> - Importance of budgets in accounting. Nature of budgetary control, Organization for budgetary control preparation zero base budgeting, performance budgeting. Cash Budget, Production and sales Budget.

  
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**Paper - IV**  
प्रबंधकीय लेखांकन  
**(Management Accounting)**

**OBJECTIVE:**

The objective of this course is to acquaint student with the accounting concepts, tools and techniques for managerial decisions.

**COURSE INPUTS-**

- UNIT-1** Introduction of Accounting: Management accounting as a area accounting; Objectives, nature and scope of management accounting, techniques of management accounting, difference between financial accounting, cost accounting and management accounting, Management accounting and managerial decisions; Management accountant's position, role and responsibilities.
- UNIT-2** Accounting Plan and Responsibility Centers: Meaning and significance of responsibility accounting; Responsibility centers-cost centre, profit centre and investment centre, Problems in transfer pricing, Objectives and determinates of responsibility centers.
- UNIT-3** Budgeting: Definition of Budget; Essentials of budgeting; Types of budgets functional, master etc. Fixed and flexible budget.
- UNIT-4** Standard Costing and Variance Analysis:, Standard costing as a control technique; Setting of standards and their revision; Variance analysis – meaning and importance; Kinds of variances and their uses material, labour and over head variances; Disposal: of variances; Relevance of variance analysis to budgeting and standard costing.
- UNIT-5** Marginal Costing: Concept of marginal cost; Marginal costing and absorption, costing, Marginal costing versus direct, costing;

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## REFERENCE:

Anthony, Robert: Management Accounting, Tarapore-wala, Mumbai. Barfield, Jessie, Ceily A. Raiborn and Michael R. Kenney: Cost Accounting: Traditions and Innovations, South- Western College Publishing, Cincinnati, Ohio. Decoster, Don T. and Elden L. Schafe: Management Accounting: A Decision Emphasis, John Wiley and SO, nsInc., New York.

Garrison, Ray H. and EricW. Noreen: Management Accounting, Richard D. Irwin, Chicago. Hansen, Don R. And Maryanne M. Moreen: Management Accounting, South-Western College Publishing, Cincinnati, Ohio.

Horngran, C.T., GaryL. Sundem and William O. Stratton': Introduction to Management Accounting, Prentice Hall, Delhi.

Horngren, Charles T., George Foster and Srikant M. Dalior: Cost Accounting: A Managerial Emphasis, Prentice Hall, Delhi.

Lall, B.M. and I.C. Jain: Cost Accounting: Principles and Practice, Prentice Hall, Delhi.


Pandey. I.M.: Management Accounting, Vani Publication, Delhi.

Welsch Glenn A., Ronald W. Hilton and Paul N. Gordon: Budgeting, Profit Planning and Control, Prentice Hall, Delhi


## BOOKS RECOMMENDED:

- |                                    |   |   |
|------------------------------------|---|---|
| 1. Anthony Robert N                | : | Management Accounting                           |
| 2. Gillet                          | : | Management and the account                      |
| 3. Willsmore                       | : | Business, Business Budget and Budgetary Control |
| 4. Rose U. Fahri                   | : | Higher Management Control                       |
| 5. Guthmann H.G.                   | : | Analysy of finan Qial Statement                 |
| 6. Smith and Ashburn               | : | Financial and Administrative Accountancy        |
| 7. Pinkless and Duakaraley         | : | Accountancy                                     |
| 8. Manmohan A:Goyal                | : | Management Accounting                           |
| 9. जे.के. अग्रवाल, आर. के. अग्रवाल | : | प्रबंधकी लेखांकन                                |
| 10. ए.पी. गुप्ता                   | : | प्रबंधकीय लेखांकन                               |
| 11. एस.एन. माहेश्वरी               | : | प्रबंध लेखांकन                                  |
| 12. के.जी. गुप्ता                  | : | प्रबंधकीय लेखांकन                               |
| 13. एम.आर.अग्रवाल                  | : | प्रबंधकीय लेखांकन                               |
| 14. पी. मिश्रा                     | : | प्रबंध लेखांकन                                  |
| 15. डॉ.बी.पी.अग्रवाल, डॉ.मेहता     | : | प्रबंधकीय लेखांकन विधि                          |

  
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## M. Com – 3rd Semester

### Paper – V

प्रबंधकीय निर्णय के लिए लेखांकन

### (Accounting for managerial decisions)


#### OBJECTIVE

The objective of this course is to acquaint student with the accounting concepts, tools and techniques for managerial decisions.


#### COURSE INPUTS-

- UNIT-1** Break-even-analysis; Assumptions and practical applications of break- even-analysis; cost volume profit analysis, Decisions regarding sales-mix, make or buy decisions and discontinuation of a product line etc.
- UNIT-2** Analyzing financial Statements: Method, objects and ratio analysis.
- UNIT-3** Cash flow analysis and Fund flow analysis.
- UNIT-4** Contemporary Issues in Management Accounting: Value chain analysis; Activity bases costing, Quality costing, Target and lifecycle costing.
- UNIT-5** Reporting to Management: Objectives of reporting, reporting needs at different managerial levels; Types of, reports,” modes of reporting; reporting at different levels of management.

  
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## REFERENCE: -

Anthony, Robert: Management Accounting, Tarapore-wala, Mumbai. Barfield, Jessie, Ceily A. Raiborn and Michael R. Kenney: Cost Accounting: Traditions and Innovations, South-Western College Publishing, Cincinnati, Ohio. Decoster, Don T. and Elden L. Schafe: Management Accounting: A Decision Emphasis, John Wiley and Sons Inc., New York. Garrison, Ray H. and Eric W. Noreen: Management Accounting, Richard D. Irwin, Chicago. Hansen, Don R. and Maryanne M. Moreen: Management Accounting, South-Western College Publishing, Cincinnati, Ohio.

Horngran, C.T., Gary L. Sundem and William O. Stratton: Introduction to Management Accounting; Prentice. Hall, Delhi.


Horngren, Charles T., George Foster and Srikant M. Dalior: Cost Accounting: A Managerial Emphasis, Prentice Hall, Delhi. Lall, B.M. and I.C. Jain: Cost Accounting: Principles and Practice, Prentice Hall, Delhi. Pandey I.M.: Management Accounting, Vani Publication, Delhi.

Welsch Glenn A. Ronald W. Hilton and Paul N. Gordon: Budgeting, Profit Planning and Control Prentice Hall, Delhi:


## BOOKS RECOMMENDED:

Anthony Robert N.	:	Management Accounting
Gillet	:	Management and the account
Willsmore	:	Business, Business Budget and Budgetary Control
Rose U. Fahri	:	Higher Management Control .
Guthrann H.G.	:	Analysy of financial Statement
SmithandAshburn	:	Financial and Administrative Accountancy
Pink less and Duakaraley	:	Accountancy.
Manmohan A. Goyal	:	Managemeh Accounting
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ए. पी. गुप्ता	:	प्रबंधकीय लेखांकन
एस. एन. माहेश्वरी	:	प्रबंध लेखांकन
के. जी. गुप्ता	:	प्रबंधकीय लेखांकन
एम. आर. अग्रवाल	:	प्रबंधकीय लेखांकन
पी. मिश्रा	:	प्रबंध लेखांकन
डॉ. बी. पी. अग्रवाल	:	डॉ. मेहता: प्रबंधकीय लेखाविधि

  
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एम.कॉम. चतुर्थ सेमेस्टर –(M. Com. Fourth Semester)

विशिष्टिकरण : (A) विपणन

**Specialization: (A) Marketing**

(1) विपणन के सिद्धान्त (प्रश्नपत्र –: A – प्रथम)

**PRINCIPLE OF MARKETING (Paper –: A - First)**


M.M.: 80

**OBJECTIVE-**


The Objective of this course is to facilitate understanding of the conceptual framework of marketing and its applications in decision making under various environmental constraints.

<b>Unit - I</b>	Introduction – Meaning, nature, scope and importance of marketing; Marketing concept and its evolution; Marketing mix; Strategic marketing planning – an overview.
<b>Unit - II</b>	Market Analysis and Selection – Marketing environment – macro and micro components and their impact of marketing decisions; Market segmentation and positioning; Buyer behavior; Consumer versus organizational buyers; Consumer decision – making process.
<b>Unit - III</b>	Product Decisions – Concept of a product; Classification of products; Major product decisions; Product line and product mix; Branding; Packaging and labeling ; Product lifecycle – strategic implications ; New product development and consumer adoption process.
<b>Unit - IV</b>	Pricing Decisions – Factors affecting price determination; Pricing policies and strategies; Discounts and rebates.
<b>Unit - V</b>	Distribution Channels and Physical Distribution Decisions – Nature, functions, and types of distribution channels; Distribution channel intermediaries; Channel management decisions; Retailing and wholesaling. Physical Distribution Management.

  
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(1) विज्ञापन एवं विक्रय प्रबन्ध – (प्रश्नपत्र : A – द्वितीय)

**ADVERTISING & SALES MANAGEMENT (Paper: A – Second)**


**M.M.:80**

<b>Unit - I</b>	Introduction: Concept, Scope, Objectives and Functions of Advertising. Role of Advertising in marketing mix and the advertising process. Legal, ethical and social aspect of advertising.
<b>Unit - II</b>	Pre-launch Advertising Decision: Determination of target audience, Advertising Media and their choice. Advertising messages, Layout of advertisement and Advertising Appeal, Advertising Copy.
<b>Unit - III</b>	Promotional Management: Advertising Department, Role of Advertising Agencies and their Selection, Advertising Budget, Evaluation of Advertising Effectiveness.
<b>Unit - IV</b>	Personal Selling: Meaning and Importance of Personal Selling, - Difference between Personal Selling, Advertising and Sales Promotion. Methods and Procedure of Personal Selling.
<b>Unit - V</b>	Sales Management: Concept of Sales Management, Objectives and Functions of Sales Managements. Sales Organization, Management of Sales force and Sales force objectives, Sales force Recruitment: - Selection, Training, Compensation and Evaluation.

  
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(3) विपणन अनुसंधान (प्रश्नपत्र : A – तृतीय)  
**MARKETING RESEARCH (Paper: A – Third)**


M.M.:80

<b>Unit - I</b>	Marketing Research: An Introduction; Marketing Decisions; Marketing Research and Information System.
<b>Unit - II</b>	Marketing Research Methodology, Research Design.
<b>Unit - III</b>	Organization of Marketing Research. Specialized areas of application of marketing research.
<b>Unit - IV</b>	Specialized Techniques of Marketing Research. Motivation Research.
<b>Unit - V</b>	Advertising Research: Planning and Procedure, New Product Research.

  
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(4) अंतर्राष्ट्रीय विपणन (प्रश्नपत्र : A – चतुर्थ)

**INTERNATIONAL MARKETING (Paper : A – Fourth)**


**M.M.:80**

<b>Unit - I</b>	International Marketing; Meaning; Scope, benefits and difficulties of International Marketing: International marketing and Domestic Marketing, reasons for entering International marketing. International marketing environment; Identifying and selecting foreign market.
<b>Unit - II</b>	Foreign market entry mode: Product designing, standardization Vs. Adaptation; Branding, Packaging and Labeling.
<b>Unit - III</b>	Quality issues and after sales service; International pricing; International price quotation; payment terms and methods of payment.
<b>Unit - IV</b>	Promotion of products and services abroad: International channels of distribution; Selection and appointment of foreign sales agents. Logistic decision.
<b>Unit - V</b>	Export policy and practices in India, Trends in India's foreign trade, steps in starting export business; Export finance, documentation and procedure.

  
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विशिष्टिकरण : (B) प्रबन्ध

**Specialization: (B) Management**

(1) वित्तीय प्रबन्ध (प्रश्नपत्र – : B प्रथम)

**FINANCIAL MANAGEMENT (Paper: B -First)**

M.M.:80


**OBJECTIVE**

The objective of this course is to help students of understand the conceptual framework of financial management, and is applications under various environmental constraints.


**COURSE INPUTS**

<b>Unit - I</b>	<b>Financial Management:</b> Meaning, nature and scope of finance; Finance functions - investment, financing and dividend decisions. <b>Capital Budgeting:</b> Nature of investment decisions; Investment evaluation criteria - net present value, internal rate of return, profitability index, payback period, accounting rate of return; NPV and IRR comparison; Capital rationing; Risk analysis in capital budgeting.
<b>Unit - II</b>	<b>Cost of Capital:</b> Meaning and significance of cost of capital; Calculation of cost of debt, preference capital, equity capital and retained earnings; Combined cost of capital (weighted); Cost of equity and CAPM.
<b>Unit - III</b>	<b>Operating and Financial Leverage:</b> Measurement of leverages; Effects of operating and financial leverage on profit; Analyzing alternate financial plans; Combined financial and operating leverage. <b>Capital structure Theories:</b> Traditional and M.M. hypotheses - without taxes and with taxes; Determining capital structure in practice.

  
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<b>Unit - IV</b>	<b>Dividend Policies:</b> Issues in dividend decisions, Walter's model, Gordon's model, M-Mhypothesis, dividend and uncertainty, relevance of dividend; Dividend policy in practice; Forms of dividends; Stability in dividend policy; Corporate dividend behavior.
<b>Unit - V</b>	<b>Management of Working Capital:</b> Meaning, significance and types of working capital; Calculating operating cycle period and estimation of working capital requirements; Financing of working capital and norms of bank finance; Sources of working capital; Factoring services; Various committee reports on bank finance; Dimensions of working capital management. Management of cash, and inventory.

  
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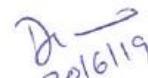
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**PERSONNEL MANAGEMENT (Paper: B – Second)**


M.M. :80

<b>Unit - I</b>	Concept, Definition, Importance & Objectives of Personnel Management, Historical Development of Personnel Management, Nature, scope planning, Philosophy and Principles of personnel Management and its relation with behavioral sciences.
<b>Unit - II</b>	Personnel policies, programmers & procedures. Personnel Department; Personnel Functions, Position of personnel Department & Organization of Personnel Management.
<b>Unit - III</b>	Man power planning Recruitment and Selection, Training & Development of Employees & Executives. Promotion, Demotion, Transfers, Absenteeism & Turnover.
<b>Unit - IV</b>	Performance Appraisal and Merit Ruting, Discipline. Job evaluation Wage & Salary Administration, plans of Remuneration & Financial Rewards/Incentive payments.
<b>Unit - V</b>	Employees Fringe Benefits & Services - Safety, Health & Security programmer and welfare. Motivation and Moral.

  
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(3) उत्पादन प्रबन्ध (प्रश्नपत्र : B –तृतीय)

**PRODUCTION MANAGEMNT (Paper: B – Third)**


**M.M.:80**

<b>Unit - I</b>	Fundamentals of production management, Nature, Scope, Functions; Problems, Production and Productivity organizing for production. Types of manufacturing systems.
<b>Unit - II</b>	Production planning, Objectives, Factors affecting Production Planning. Planning future activities, forecasting. Qualitative & Quantative forecasting Methods, longrange forecasts, project planning method (P.E.R.T. and C.P.M.) Process planning System. Techniques of process planning: Assembly charts, process charts make or buy analysis.
<b>Unit - III</b>	Process design, Factors affecting design Relation with types of manufacturing plant location and layout: Factors affecting location. Types of plans layout, evaluation of alternative layout.
<b>Unit - IV</b>	Work measurement and work standards Uses of work measurement date, procedure for work measurement. Direct work measurement. Time study, activity sampling, Indirect work measurement: Syntetic timing, Predetermined motion time system, analytical estimating. Methods analysis: Areas of application, Approaches to methods design, Tools for methods analysis, works implification programme.
<b>Unit - V</b>	<b>Production Control</b> - Control functions: Routing Loding, Scheduling, Despatching, Follow up. Quality control & inspection: place of quality control in modern enterpriss, organisation of qualit control. Statistical quality control, inspection location for inspection, inspection procedure and records, Inspection devices.

  
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(4) व्यूह रचना प्रबन्ध (प्रश्नपत्र : B –चतुर्थ)

**STRATEGIC MANAGEMENT (Paper: B - Fourth)**


M.M.:80

<b>Unit - I</b>	<p><b>Concept of Strategy:</b> Defining strategy, levels at which strategy operates; Approaches to strategic decision making; Mission and purpose, objectives and goals; Strategic business unit (SBU); Functional level strategies.</p> <p><b>Environmental Analysis and Diagnosis:</b> Concept of environment and its components; Environment scanning and appraisal; Organisational appraisal; Strategic advantage analysis and diagnosis, SWOT analysis.</p>
<b>Unit - II</b>	<p><b>Strategy Formulation and Choice of Alternatives:</b> Strategies - modernisation, diversification, integration, Merger, take-over and joint strategies; Turnaround, divestment and liquidation strategies; Process of strategic choice-industry, competitor and SWOT analysis; Factors affecting strategic choice; Generic competitive strategies- cost leadership, differentiation focus, value chain analysis, bench marking, service blue printing.</p>
<b>Unit - III</b>	<p><b>Functional Strategies:</b> Marketing, production/ operations and R &amp; D plans and policies.</p> <p>Functional Strategies: Personnel and financial plans and policies.</p>
<b>Unit - IV</b>	<p><b>Strategy Implementation:</b> Inter-relationship between formulation and implementation; Issues in strategy implementation; Resource allocation.</p> <p><b>Strategy and Structure:</b> Structural considerations, structures for strategies; Organisational design and change.</p>
<b>Unit - V</b>	<p><b>Strategy Evaluation:</b> Overview of strategic evaluation; Strategic control; Techniques of strategic evaluation and control. Global Issues in Strategic Management.</p>

  
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विशिष्टिकरण: (C) बैंकिंग एवं बीमा  
**Specialization : (C) Banking and Insurance**  
(1) बैंकिंग व्यवहार – (प्रश्नपत्र : C –प्रथम)  
**BANKING PRACTICES (Paper: C – First)**

M.M.: 80

**OBJECTIVE-**

This course enables the students to know the working of the Indian banking system and fundamentals of insurance.

<b>Unit - I</b>	Bank: Concept, Functions and Services, Prohibited Business, Nature of Banking, Qualities of Banker, Bank and Customer Relationship, Concept of Customer, general Relationship, Bankers, Rights and obligations, Termination of Relationship.
<b>Unit - II</b>	Accounts of Customers: Various Customers' Accounts, Opening an account, Nomination facility, Special Types of Customers Minors, Pardanashin Women, Lunatics, Intoxicated Persons, Joint Hindu Family, Limited Companies and Non Trading Concern.
<b>Unit - III</b>	Employment of Bank Funds, Importance of Liquidity, Cash Reserve, Money at call and short notice, Investments, Statutory provisions regarding liquid Assets, Principles of lending, Types of loan, Interest Tax Act.
<b>Unit - IV</b>	Purchase/Discounting of Bills, Legal Position, Bill Market scheme, Lodgment of bills, Vaghu Working Group Report, Letters of Credit, Concept and types, Crossing and endorsements of cheque.
<b>Unit - V</b>	Securities for Advances: General Principles, Advances against Goods, Stock Exchange Securities, Real Estate, Life Policies, Fixed Deposits, Gold, Silver, Bond and Debenture. Lien and Mortgage, Types of mortgage, Hypothecation, pledge.

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(2) भारत में बैंकिंग संस्थाएँ –(प्रश्नपत्र : C – द्वितीय)

**BANKING INSTITUTION IN INDIA (Paper: C - Second)**


**M.M. :80**

<b>Unit - I</b>	<b>Indian Banking System:</b> Indigenous Bankers, Money Landers, Nationalization of commercial Bank and their Effects, Classification of Banking Institutions, Commercial Banks, Regional Rural Banks, Cooperative Banks.
<b>Unit - II</b>	<b>Development Banking in India:</b> IFCI, ICICI, SIDBI, Credit Guarantee Institutions; Export Credit Guarantee Corporation of India, Deposit Insurance and Credit Guarantee Corporation of India.
<b>Unit - III</b>	<b>R.B.I.:</b> Organization, function, Central Banking functions, Promotional functions, Control of credit by RBI, NBFC and RBI, Commercial Banks and RBI, Power of RBI.
<b>Unit - IV</b>	<b>Banking Regulation Act 1949:</b> Important features, Forms of Business of a Bank, Regulation for Capital, Control over Management, Restrictions on loans and advances winding up of a Banking Company, Amalgamation of Banks.
<b>Unit - V</b>	<b>Emerging trends in Banking Sector:</b> Narasimham Committee Report, Committee on Banking Sector Reforms, Bridge Loan and Privatization of Banks and its impact.

  
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(3) जीवन बीमा—(प्रश्नपत्र :C –तृतीय)  
LIFE INSURANCE (Paper: C - Third)


M.M. :80

<b>Unit - I</b>	<b>Life insurance:</b> introduction, History of life insurance, Utility, Object, Characteristics and importance of life insurance, procedure of getting life insurance, non - medical insurance, Insurance of sub - standard lives, insurance of female lives and Minors.
<b>Unit - II</b>	<b>Life insurance policy:</b> Conditions and kinds of Life insurance policies, some important plans of life insurance.
<b>Unit - III</b>	<b>Premium and Annuity:</b> Elements of premium; methods of premium computation, Natural premium plan, level premium plan, Gross and net premium, Loading mortality table - meaning, characteristics and importance in life insurance; Kinds of mortality table. Annuity: meaning, objects, advantages and kinds of annuity, annuity Vs Life insurance.
<b>Unit - IV</b>	Life Insurance agent and his working, settlements of Life insurance claims. Guidelines and procedures, Organisation and management of life insurance corporation of India, working and progress.
<b>Unit - V</b>	Privatization of Life insurance in India, Insurance Regulatory & Development Authority Act, 1999,-powers and functions of authority.

  
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(4) सामान्य बीमा –(प्रश्नपत्र : C –चतुर्थ)  
GENERAL INSURANCE (Paper: C - Fourth)

M.M. :80

<b>Unit - I</b>	<b>Introduction:</b> Origin and Development of Insurance : Advantages, Importance and Functions of Insurance, Fundamental principles of Insurance - insurable interest, utmost good faith, other principles - indemnity, subrogation, contribution, mitigating of loss warranties, Proximate cause etc.
<b>Unit - II</b>	<b>Classification and Re-insurance:</b> General Principles, various methods of re-insurance, under insurance, Over-insurance, double insurance Classification and organisation of Insurance.
<b>Unit - III</b>	<b>Marine Insurance:</b> Introduction, Evolution & Development of marine insurance. Necessary elements of marine insurance contract Peril & Scope of marine insurance. Procedure of Taking out Marine Insurance Policy, kinds of Marine insurance Policies, Computation of Marine Insurance Premiums and Returns, Marine Losses - Total loss, Actual and Constructive, Partial Loss - particular average loss and general average loss, Settlements of Claims and Recoveries, Salvage and Particular Charges.
<b>Unit - IV</b>	<b>Fire insurance:</b> Physical and moral hazards, functions of fire insurance, history of fire insurance ; principles of fire insurance, meaning of fire, characteristics of fire insurance, contract rights of insurer under a fire insurance contract, procedure of fire insurance policy, fire policy conditions, settlement of claims.
<b>Unit - V</b>	<b>Miscellaneous Insurance:</b> Personal accident Insurance, Motor, employer's liability fidelity guarantee, burglary, livestock, crop. And workmen's compensation insurance, Cattle Export Risks; Engineering; Aircraft insurance.


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विशिष्टिकरण : (D) करारोपण एवं लेखांकन  
**Specialization: (D) Taxation and Accounting**  
(1) भारत में प्रत्यक्ष कर (प्रश्नपत्र : D – प्रथम)  
**DIRECT TAX IN INDIA (Paper: D - First)**


M.M.:80

<b>Unit - I</b>	Basic Concepts and Definitions, Residential Status and Tax incidence. Exempted Income, Deemed Income, Clubbing of Income, Deductions under Section - 80.
<b>Unit - II</b>	Computation of Total Income and Tax Liabilities of Individual. Taxation on Agriculture Income.
<b>Unit - III</b>	Return of Income and Assessment, Various Types of Return, types of Assessment.
<b>Unit - IV</b>	Advance payment of Tax, Tax Deducted at Source, Penalties and Prosecution, Refund of Excess Payment.
<b>Unit - V</b>	Income Tax Authorities, Appeal and Revisions, Settlement of cases.

  
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(2) अप्रत्यक्ष कर (प्रश्नपत्र : D –द्वितीय)

**GOODS AND SERVICE TAX & CUSTOM LAW (Paper: D – Second)**


M.M. :80

<b>Unit - I</b>	Introduction of GST, Necessity of GST, Major consequences of earlier Laws, Structure of GST (SGST, CGST, UTGST & IGST), GST council, GST, Network, State Compensation Mechanism, Registration Procedure.
<b>Unit - II</b>	Taxable event- “supply” of Goods and Services, Place of Supply, Within State, Import and Export , Time of Supply, valuation for GST, Valuation Rules, Exemption From GST, Small Supplies and Composition Scheme, Classification of Goods and Services Taxability of E-Commerce
<b>Unit - III</b>	Eligible & Ineligible input tax credit Apportionments of credit and blocked Credit, Tax Credit in respect of Capital Goods. Recovery of Excess Tax Credit: Availability of tax Credit in Special Circumstance: transfer of Input Credit (Input Service Distribution): Payment of Taxes: Refund.
<b>Unit - IV</b>	Nature of customs duty, Types of customs duties, valuation for customs, duty, inclusion and exclusion, valuation under customs act, Procedures for import and export under Custom Duty.
<b>Unit - V</b>	Export incentives, Duty drawback, Powers of customs officers, penalties, confiscation of goods.

  
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Accounting in Service Sector (Paper: D – Third)


M.M.:80

<b>Unit - I</b>	Accounts of Hotel Companies – Introductions, Sources of Income, Heads of Expenditures, Cash Book, Visitor's ledger, final accounts. Accounting for Transport Undertaking – Introduction – Railways, Trams and Buses, Roadways, Shipping. Preparation of Daily Log book and final accounts (Problems on roadways only)
<b>Unit - II</b>	Accounts for Hospitals – Introduction, preparation of final accounts, capital and revenue expenditure, OPD and IPD register. Accounts of Professional people.
<b>Unit - III</b>	Accounting for educational institutions – General cashbook, Collection Ledger, Donors Register, Stock book Register, Salary and wages Register, Types of Govt. Grants and its accounting, Annual statement of accounts.
<b>Unit - IV</b>	Accounts of Co-operative Societies – Accounts of Agricultural Farms.
<b>Unit - V</b>	Government Accounting: Basic principles of government Accounting, Commercial Accounting Vs Government Accounting, Consolidated funds contingency fund and public Accounts.

  
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**Optional Group - E**  
**Paper -I: Business Environment**

**Objective**

This course develops ability to understand and scan business environment analyse opportunities and take decisions under uncertainty.

**Course Inputs**

**Theoretical Framework of Business Environment:** Concept, significance and nature of Business Environment; Elements of Business Environment- internal and external; changing dimensions of Business Environment; Techniques of environmental scanning and monitoring.

**Economic Environment of Business:** Significance and elements of economic environment; Economic systems and business environment; Economic planning in India; Government policies-Industrial Policy, Fiscal, Monetary Policy, EXIM policy; Public Sector and Economic Development; Development Banks and relevance to Indian business; Economic reforms, Liberalisation and structural adjustment programmes.

**Political and Legal Environment of Business:** Critical elements of political environment; Government and business; changing dimensions of legal environment in India; MRTP Act, FEMA and Licensing policy; Consumer Protection Act.

**Socio-Cultural Environment:** Critical elements of socio-cultural environment; Social institutions and systems; Social values and attitudes; Social groups; Middle class; Dualism in Indian society and problems of uneven income distribution; Emerging rural sector in India; Indian business system; Social Responsibility of business; Consumerism in India.

International and Technological Environment; Multinational corporations; Foreign collaborations and Indian business; Non-resident Indian and corporate sector; International economic institutions – WTO' World Bank, IMF and their importance to India; Foreign trade policies; Impact of Rupee Devaluation; Technological environment in India; Policy on research and development; Patent Laws; Technology transfer.

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## References:


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**Optional Group – E**  
**Paper –II: Financial Institutions and Markets**

**Objective**

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

**Course Inputs**

**Introduction:** Nature and role of financial system: Financial system and financial markets; Financial system and economic development; Indian financial system-an overview.

**Financial Markets:** Money and Capital Market: Money market –Meaning, constituents, functions of money market; Money Market Instruments- call money, treasury bills, certificate of deposits, commercial bills, trade bills etc; Recent trends in Indian money market; Capital market-Primary and Secondary market; Depository system; Government securities market; Role of SEBI- an overview; SEBI Guidelines, Recent development.

**Development Banks:** Concept, Objectives and functions of development banks: operational and promotional activities of development banks; IFCI, ICICI, IDBI, IRBI, SIDBI, State Development Banks, State Financial Corporations.

**Unit Trust of India:** Objective, function and various schemes of UTI; Role of UTI in industrial finance.

**Mutual Funds:** Concept, performance appraisal and regulation of Mutual Funds (with special reference to SEBI guidelines); Designing and marketing of mutual funds schemes; Latest mutual fund schemes in India-an overview.

**Insurance Sector:** Objectives, role, investment practices of LIC and GIC: Insurance Regulatory and Development Authority-Role and Functions.

**Non-Banking Financial Institutions:** Concept and role of Non-Banking Financial Institution; Sources of finance; Functions of Non-Banking Financial Institution; Investment policies of Non-Banking Financial Institutions in India.

**Merchant Banking:** Concept, functions and growth; Government policy on Merchant Banking Services; (SEBI guidelines) Future of Merchant Banking in India.

**Foreign Investments:** Types, trends and implications; Regulatory framework for Foreign Investments in India.

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## Reference:

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**Optional Group - E**  
**Paper -III: Research Methodology**

**Objective**

This course aims at providing students with an understanding of the Research Methodology.

**Course Inputs**

**Research Methodology:** An Introduction, Meaning of Research, objective, nature, scope and significance of Research, Research process, criteria of good Research, Research approaches, types of Research, stages in the development of Research (steps of research), methods of Research.

**Scientific Method of Research:** Meaning and definition of Scientific research, Characteristics of scientific method, basic (elements) or steps in scientific method, limitation of scientific method.

**Nature and Role of Hypothesis in Commerce Research-** Meaning, definition of Hypothesis, characteristics of hypothesis, formation of hypothesis, function of hypothesis, dimensions of hypothesis, Sources of hypothesis, development of hypothesis, importance of hypothesis in commerce, types of hypothesis, testing of hypothesis, essential elements of a good hypothesis, difficulties in formation of hypothesis.

**Deduction and Induction Methods-** Meaning and definition of deduction method, merits and demerits of deduction method, meaning and definition of induction method, merits and demerits of induction method, distinguish between deduction and induction method.

**Research Design:** Meaning and Definition of Research Design, Characteristics of research design, subject matter of research design, steps of research design, and objectives of research design, types of research design, Exploratory research design, descriptive research design, experimental research design.

**Research Problem Selection and Identification-** Meaning and definition of problem, sources of problem, characteristics of problem-of research Identification and interpretation of problem, the situation analysis and determination of field. How to select a problem area, 7(seven)-Guiding Principles in the choice of a topic.

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**Planning and Organizing the Research Report:** -Meaning and definition of data, Collection of data, Importance of data collection, types of data sources, features, importance and limitation of data, techniques of data collection- Questionnaire, Interview Schedule.

**Sampling:** Meaning, definition of sampling, characteristics of sampling, essential concepts of sampling, planning of sampling, characteristics of a good sampling, types of sampling, merits and demerits of sampling, problem of sampling and their solutions.

**Scaling Techniques:** Meaning and need of scaling, some general problem of scaling & characteristics of a good scaling, measurement in social sciences, function of measurement Processing the data-Editing, Coding, Tabulation.

**Analysis, Interpretation, Presentation-** Meaning, definition of analysis, procedure of analysis, basic of analysis, variables of analysis, major types of analysis, Interpretation and Presentation of data-Meaning, technique of interpretation and presentation, precaution of interpretation and presentation.

**Research Report Writing:** Meaning and definition, different steps in writing report, layout of the research report, types of report, general principles of preparation of report, structure of report, language and style of report, publication of report, precaution for writing research reports.

## Reference

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Kumar Ranjeet: Research Methodology

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शोध प्रविधि: बी. एल. फाड़िया

शोध प्रविधि: कुलश्रेष्ठ



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**Optional Group - E**  
**Paper -IV: Security Analysis**

**Objective**

The Objective of the course is to help students understand various issues in Security Analysis.

**Course Inputs**

**Investments:** Nature and Scope of Investment Analysis, Elements of Investment, Avenues of Investment, Approaches to Investment Analysis; Concept of Return and risk; Security Return and Risk Analysis, Measurement of return and risk.

**Financial Assets:** Types and their characteristics; sources of financial information.

**Security Markets:** Primary and Secondary Market: Primary Market- role, Functions and methods of selling securities in Primary Market; Allotment procedure; New Financial Instruments.

**Secondary market:** Role, Importance, type of Brokers, trading mechanism, Listing of Securities in Stock Exchanges, screen based trading: Depository- role and need: Depositories Act, 1996.

**Public Issue:** SEBI guidelines on Public Issue, size of issue, pricing of issue, Promoters Contribution, appointment of merchant bankers, underwriters, broker, registrar and managers, Bankers and Allotment of shares.

**Valuation of Securities:** Bonds, Debentures, Preference Shares, Equity Shares. Fundamental Analysis: Economic Analysis, Industry Analysis and Company Analysis.

**Technical Analysis:** Trends, Indicators, Indices and Moving Averages applied in Technical Analysis.

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