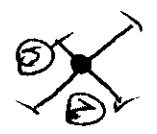


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RANCHI WOMEN'S COLLEGE

A Constituent Autonomous College of Ranchi University

RANCHI - 834001



ENROL

A 95%
S 83%
C 89%
54
57

FACULTY OF COMMERCE



104

SYLLABUS

THREE YEAR'S B.COM. (HON'S)

only approved by Board of Studies
Always
25.3.14

**B.COM. CURRICULUM UNDER SEMESTER SYSTEM FROM THE ACADEMIC
SESSION 2013-2016**

B.COM. HONOURS (3 YEARS' DEGREE COURSE)

Semester	Duration	Total Credit Hours	Total Marks Hons+Subs.	Total Credit	Exam Month
I	July - Dec	160	400	16	December
II	Jan-June	160	400	16	June
III	July-Dec	160	400	16	December
IV	Jan-June	160	400	16	December <i>June</i>
V	July-Dec	180	400	18	<i>June Dec</i>
VI	Jan-June	180	400	18	<i>June</i>
	Total	1000	2400	100	

SEMESTER - I

Code	Subject	Marks	Credit Hours	Credit
C-MIL(HN)-1 Or MIL(NH)-1	Hindi (MIL) Alt. Eng & (H)	100 Or 50-50	40 for MIL 10-40 for Alt. Eng. & 10 for N.H.	04
1 CH - 1	Financial Accounting	100	60	06
1 CH - 2	Auditing	100	60	06
1 CS - 1	Business Organization	100	50	05
1 CS - 2	Principles of Economics	100	50	05
	Total	500	260	26

SEMESTER - II

Code	Subject	Marks	Credit Hours	Credit
C-MIL(HN)-1 Or MIL(NH)-1	Hindi (MIL) Alt. Eng & (H)	100 Or 50-50	40 for MIL 20- 10 for Alt. Eng. & N.H.	04
2 CH - 3	Advanced Financial Accounting	100	60	06
1 CH - 4	Company Audit	100	60	06
1 CS - 3	Business Management	100	50	05
1 CS - 4	Principles of Economics	100	50	05
	Total	500	260	26

SEMESTER - III

Code	Subject	Marks	Credit Hours	Credit
C-MIL(HN)-1 Or MIL(NH)-1	Hindi (MIL) Alt. Eng & (H)	100 Or 50-50	20 for MIL 10-10 for Alt. Eng. & N.H.	02

Only approved by board of studies

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25.3.14*

3 CH – 5	Business Law	100	60	06
3 CH – 6	Company Accounts	100	60	06
3 CS – 5	Indian financial System	100	50	05
3 CS – 6	Economic Planning of India	100	50	05
	Total	500	220	22

SEMESTER – IV

Code	Subject	Marks	Credit Hours	Credit
C-MIL(HN)-1 Or MIL(NH)-1	Hindi (MIL) Alt. Eng & (H)	100 Or 50-50	40 for MIL 20-20 for Alt. Eng. & N.H.	04
4 CH – 7	Business Law (Special Contract)	100	60	06
4 CH – 8	Specialised Accounts	100	60	06
4 CS – 7	Indian Banking System	100	50	05
4 CS – 8	Economic Development in India	100	50	05
	Total	500	220	22

SEMESTER – V

Code	Subject	Marks	Credit Hours	Credit
5 CH – 9	Cost Accounting	100	60	06
5 CH – 10	Management Accounting	100	60	06
5 CH – 11	Business Statistics	100	60	06
5 CH – 12	Income Tax	100	60	06
5 CES – 01	Environmental Studies and Ethics	50	40	04
	Total	450	280	28

SEMESTER – VI

Code	Subject	Marks	Credit Hours	Credit
6 CH – 13	Tax Law and Accounts	100	60	06
6 CH – 14	Business Mathematics	100	60	06
6 CH – 15	Financial Management	100	60	06
6 CH – 16	Project Work and Presentation	100	60	06
6 CES – 02	Environmental Studies and Ethics	50	40	04
	Total	450	280	28

Note :

- 'CH' stands for 'Honours Paper of Commerce, 'CS' stands for 'Subsidiary Paper of Commerce' and 'CES' stands for 'Environmental Studies and Ethics'.
- 'One Credit' is equivalent to 10 Hours. 'One Credit Hour' includes class hours, class examination for internal assessment and tutorials.

- c) 20% of marks in each Honours paper is reserved for internal assessment. The mode of internal assessment will be determined by the Department of Commerce.
- d) Evaluation under Semester System : Evaluation is based on continuous assessment and term end assessment (only for Honours papers).
- e) **One credit hour is equivalent to one class hour.**

Continuous Assessment : 20% of Total Marks
 Term End Assessment for each Hons Paper : 80% of Total Marks

e) Pass Marks :

For each Honours Paper	45%		
For MIL & each subsidiary paper	33%		
MIL(N.H.)	Alternative English	15 marks	Aggregate should be 33%
For Environmental Studies, I.T. & Computer Accounting	17 marks per paper		

- f) The successful candidates will be classified on the basis of the combined result of seminar I + II + III + IV + V + VI examination as follows : -
- First Division : 60% or more in aggregate in Honours Paper
 - Second Division : 45% or more in aggregate in Honours Papers.

B.Com. Part – I

Semester I

Honours Paper Code-CH

PAPER – (1CH-1) (FINANCIAL ACCOUNTING)

- Unit -1. Basic concepts of Accounting, Principles & Conventions, Nature and Significance of Accounting. Presentation and Analysis of Financial Statements and their limitations. (5)
- Unit -2 Single Entry System – Preparation of accounts from incomplete records – Conversion of Single Entry System into Double Entry System. (6 classes)
- Unit -3 Accounting of Non trading organization – Receipts and Payments Accounts, Income and Expenditure Accounts. (8 classes)
- Unit -4 Consignment, joint venture accounts. (20 classes)
- Unit -5 Partnership dissolution – Insolvency of Partner/Partners – Garner Vs Murray Case, Sale of Partnership Firm to a Limited Company. (21 classes)

SUGGESTED READINGS

- * S.N. Maheshwari – Financial Accounting, Vikas Publication, New Delhi.
- * R.L. Gupta – Principle & Practice of Accountancy Sultan Chand and Sons, New Delhi
- * J.R. Monga – Financial Accounting.
- * P.C. Tulsian – Financial Accounting, Tata Mc. Graw Hill, New Delhi.
- * S.P. Jain and K.L. Narang – Advanced Accounting, Kalyani Publishers , New Delhi.
- * Ashok Sehgal and Deepak Seghal – Fundamentals of Financial Accounting, Taxman, New Delhi
- * S.M. Shukla – Financial Account, Sahitya Bhawan, Agra.
- * Mukherjee & Hanif – Financial Accounting, TMH Publication.

Honours Paper (1CH-2)

AUDITING

1. Introduction – meaning, Definition, characteristics, nature, scope, objective and importance of Auditing . Error and frauds, type of Audit - Continuous Audit, Annual Audit, Internal Audit, External Audit, etc. (15 Classes)
2. Technique, preparation and procedure of Audit :- Technique and principle of Auditing, Audit programme- Meaning Definition characteristics, Advantage Disadvantage, and types of Audit programme Audit note Book, Audit File, Audit Working paper Audit system – Routine checking & Test Checking. (12 Classes)
3. Internal Control , Check and Audit :- Meaning, Definition, Characteristics, objective forms, Advantage and Disadvantage of Internal Control, Check and Audit. (06 Classes)
4. Vouching – Meaning, Definition, objectives, Importance of Vouching. Difference between Vouching and Routing Checking , Vouching of different items of transaction. (07 Classes)
5. Verification and valuation of Assets & Liabilities and Depreciation – Meaning , objective, Importance and principles of valuation & verification of Assets and liabilities, Meaning Objectives, courses of depreciation, Method of Depreciation, Auditors duties relating to Depreciation, type of reserves, Difference between Reserves & Provisions. (20 Classes)

SUGGESTED READINGS :

- B.K. Mehta – Auditing, Sahitya Bhawan Publishers and Distributor (P) Ltd.
- Aruna Jha Student Guide to Auditing, Taxman Allied Services (P) Ltd.
- Kamal Gupta & Ashok Arora – Fundamentals of Auditing, Tata Mc. Graw Hill.
- S.D. Sharma – Auditing Principles and Practice, Taxman Allied Services (P) Ltd.
- B.N. Tandon – Principles of Auditing, S. Chand & Co.
- B.K. Basu – An Insight into Auditing – Multi Dimensional Approach, Basushree Book Stall.
- K.C. Shekhar – Auditing, Vikas Publishing House (P) Ltd.
- S.K. Basu – Auditing Principles & Techniques, Pearson Education.

SUBSIDIARY PAPERS CODE – CS

PAPER – (1CS-1) (BUSINESS ORGANIZATION)

UNIT 1: BUSINESS SYSTEM - Nature of Business, Evolution of Business & Launching of Business Enterprises. (10)

UNIT 2: SOLE PROPRIETORSHIP, PARTNERSHIP, JOINT STOCK COMPANY: - characteristics, Advantages & disadvantages, various types of companies, Management of Joint Stock Company, Oligarchy in Company Management. (10)

UNIT 3: LARGE SCALE RETAILING : - Department Store, Multiple Shop, Mail Order, Business, Super Bazaar – Characteristics, Merits & Demerits, Organization & Management. (10)

UNIT 4: THE ECONOMIC SIZE : - Meaning, Methods of measuring size of business unit. Optimum firm – Factors responsible for optimum firm. (10)

Unit 5:- SOURCES OF BUSINESS FINANCE: – Permanent sources , Long Term Sources, Medium Term Sources, Short Term Sources, Function of specialized financial Institution . (10)

SUGGESTED READING

- Y.K. Bhushan-Fundamentals of Business Organization and Management, Sultan Chand.
- Y.K Verma : Business Organization , Management and Administration
- Dinkar Pagare-Business Organization & Management, Sultan Chand.
- C.B. Gupta – Business Organization, Sultan Chand.
- M.C. Shukla – Business Organization, S. Chand (P) Ltd., New Delhi.
- Ghosh & Om Prakash – Business Organization.
- Dr. Padmakar Asthana, Vyawasay Sangathan Ewam Prabandhan.
- Drucker P.F. Management Challenges of the 21st Century Butterworth Heinemann Oxford.

PAPER (1CS-2) PRINCIPLES OF ECONOMICS

1. Nature & Scope of Economics – Marshall and Robinson definition of Economics. Positive and Normative Economics, nature of Economic laws, Micro & Macro Economics. (10)
2. Basics of Demand & Supply – Law of Demand, Elasticity of Demand – concept and Measurement. Price, Income and Cross Elasticity. (10)
3. Consumer Optimization – Consumer Surplus – Importance & Limitations in difference Curve Analysis, Derivation of Individual Demand Curve –Price Effect, Income Effect & Substitution Effect. (10)
4. Theory of Production – Production functions, Laws of variable proportions, laws of Returns, ISO Product Curve. (10)
5. Theory of Cost – Nature of Cost, Fixed and Variable Cost Curve, Total, Average and Marginal cost. (10)

SUGGESTED READINGS

- K.P.M. Sundaram – Micro Economics, Sultan Chand.
- Samuelson P. and Nordhus W.D. Economics, Tata Mc. Graw Hill New Delhi.
- Koutsoyianni A – Modern Micro Economics, Macmillan, New Dlehi.
- K.K. Dewett – Modern Economic Theory, S. Chand, New Delhi.
- H.L. Ahuja – Business Economics, S. Chand & Co. New Delhi.
- Sampat Mukherjee – Modern Economics Theory, New Age International Publishers.
- P. Chopra = Principles of Economics, Vikas Publication.

SEMESTER – II

HONOURS PAPER (2CH-3)

ADVANCED FINANCIAL ACCOUNTING

1. Advanced Financial Accounting – Royalty Accounts (Including Sub Lease). (10)
2. Accounts for Hire Purchase and Installment Transactions (Including Default and Repossession), Hire Purchase Trading Accounts. (12)
3. Branch Accounts – Dependent Branches, Stock & Debtors System, Final Accounts System, Wholesale Branch System, Independent Branches, Incorporation of Branch Trial Balance. (12)
4. Departmental Accounts – Meaning & Purpose, Allocation of expenses. Departmental Trading & Profit & Loss Accounts – Inter Department transfer. (08)
5. Insolvency Accounts – Who can be declared insolvent, Insolvency procedure, list of assets & liabilities, Statement of Affairs and Deficiency Account. (10)
6. Depreciation, Reserves & Provisions – Meaning of Depreciation. Depreciation Accounting – Causes of Depreciation, Methods for charging depreciation. Provision for Bad & Doubtful Debts, Secret Reserve. (08)

SUGGESTED READINGS

- S.N. Maheshwari – Financial Accounting Vikas Publication, New Delhi.
- R.L. Gupta – Principle & Practice of Accountancy Sultan Chand and Sons, New Delhi.
- J.R. Monga – Financial Accounting, Mayur Publication, New Delhi.
- P.C. Tulsian – Financial Accounting, Tata Mc. Graw Hill, New Delhi.
- S.P. Jain and K.L. Narang – Advanced Accounting, Kalyani Publishers, New Delhi.
- Ashok Sehgal and Deepak Sehgal – Fundamentals of Financial Accounting, Taxman New Delhi.
- S.M. Shukla – Financial Account, Sahitya Bhawan, Agra.
- Mukherjee & Hanif – Financial Accounting, TMH Publication.

HONOURS PAPER (2 CH-4)

(COMPANY AUDIT)

Unit -1 Company Auditor – Appointment , Qualification Remuneration, Rights and Duties of an Auditors, Liabilities of Company Auditors – Civil, Criminal and other liabilities. (10)

Unit -2 Divisible Profit and Dividend :- Meaning and Determination of Profit, Divisible Profit and Dividend, Divisible profit and Auditor, Dividend and Auditor, Can dividend be distributed from capital and capital profit. (10)

Unit -3 Company Audit – preparation before starting Audit of a Company Important document of the company, share Capital – share issued at premium, call in advance, calls in Arrears, forfeiture of share, Audit of share capital issued by newly started company (10)

Unit -4 Audit of Different Institutions and New Trends in Auditing Audit of Banking, Insurance, companies, educational Institution, club, Hospital Cinema. New Trends in Auditing cost Audit, Management Audit, Social Audit. (15)

Unit – 5 Company Auditors Report and Investigation :- content of the report Basic elements of Auditor's report Considerable matters while preparing report, Importance and objects of Auditors reports, Types of report, Specimens of Audit reports, Investigation Meaning, Purpose of Investigation, steps to taken before undertaking the work of investigation . (15)

SUGGESTED READINGS

- * B.K. Mehta – Auditing, Sahitya Bhawan Publishers and Distributors (P) Ltd.
- * Aruna Jha-Student Guide to Auditing, Taxman Allied Services (P) Ltd.
- * Kamal Gupta & Ashok Arora – Fundamentals of Auditing, Tata Mc. Graw Hill.
- * S.D. Sharma – Auditing Principles and Practice, Taxman Allied Services (P) Ltd.
- * B.N. Tandon – Principles of Auditing, S. Chand & Co.
- * B.K. Basu – An Insight into Auditing – A Multi Dimensional Approach, Basushree Book Stall.
- * T.R. Sharma – Auditing (Principles and Practices), Sahitya Bhawan Agra.
- * K.C. Shekhar – Auditing, Vikas Publishing House (P) Ltd.
- * S.K. Basu – Auditing Principles & Techniques, Pearson Education.

BUSINESS MANAGEMENT

UNIT 1: INTRODUCTION - Concept, Nature, Process and significance of Management. Principles of Management Function of Management, difference between Organization, Administration & Management. **Organization** - Meaning, Principles, types of Organization, Merits & Demerits of various types of Organization (10)

UNIT 2: PERSONNEL FUNCTIONS : - Various methods of wage payment, Incentive Methods of wage payment, Merits & demerits of various Methods.. (10)

UNIT 3: SCIENTIFIC MANAGEMENT & RATIONALIZATION: - Meaning, Principles, Objectives Limitations & Suggestion. Difference between Scientific Management & Rationalization. . (10)

UNIT 4: BUSINESS COMBINATION : - Meaning, definition, Causes of Combination, Types of Combination, Forms of Combination and Advantages & disadvantages of combination. (10)

Unit 5: STOCK EXCHANGE & PRODUCE EXCHANGE: – Meaning , Definition , function & Importance of Stock Exchange & Produce Exchange (10)

SUGGESTED READINGS

- Y.K Bhushan-Fundamentals of Business Organization and Management, Sultan Chand.
- Y.K Verma : Business Organization , Management and Administration
- Dinkar Pagare-Business Organization & Management, Sultan Chand.
- C.B. Gupta – Business Organization, Sultan Chand.
- M.C. Shukla – Business Organization, S. Chand (P) Ltd., New Delhi.
- Ghosh & Om Prakash – Business Organization.
- Dr. Padmakar Asthana, Vyavasay Sangathan Ewam Prabandhan.
- Drucker P.F. Management Challenges of the 21st Century Butterworth Heinemann Oxford.

SUBSIDIARY PAPER (ZCS-4)

PRINCIPLES OF ECONOMICS

1. Market – meaning & types of market, Pricing and output in the market period – Short period and long period. Equilibrium of the firm under perfect competition. (12)
2. Pricing and output under Monopoly – Meaning of Monopoly, Cost and Revenues in Monopoly Analysis, Equilibrium under Monopoly (10)
3. Price discrimination under Monopoly-types, degrees, factors, equilibrium under price discrimination (8)
4. National Income – Meaning of G.N.P., N.N.P. and N.I. Methods of measuring National Income, Problems in estimation of National Income. (8)
5. Factor Pricing-Theory of Distribution, Theories of Rent, Wages, Interest and Profit. (12)

SUGGESTED READINGS

- K.P.M. Sundaram – Micro Economics, Sultan Chand.
- Samuelson P. and Nordhus W.D. Economics, Tata Mc. Graw Hill New Delhi.
- Koutsoyianni A – Modern Micro Economics, Macmillan, New Delhi.
- K.K. Dewett – Modern Economic Theory, S. Chand, New Delhi.
- H.L. Ahuja – Business Economics, S. Chand & Co. New Delhi.
- Sampat Mukherjee – Modern Economics Theory, New Age International Publishers.
- P. Chopra = Principles of Economics, Vikas Publication.

B.COM. PART II

Semester III

HONOURS PAPER (3 CH-5)

BUSINESS LAW

1. **The Indian Contract Act 1872: -** (30)
 - Contract – meaning and essentials, kinds
 - offer and acceptance
 - contractual capacity
 - free consent
 - consideration
 - legality of object & possibility of performance
 - void, voidable & Illegal Agreement
 - Modes of discharge of contract and remedies for breach of contract.
2. **Contract of Indemnity and Guarantee.** (06)
3. **Contract of Bailment & Pledge.** (10)
4. **Personal Liability of Agent, Sub agent, Termination of agency.** (10)
5. **Contingent contract, Quasi Contract.** (04)

SUGGESTED READINGS:

- * M.C. Kuchhal – Business Laws Vikas Publishing House.
- * P.P.S Gogna-Mercantile Law-Sultan Chand & Sons
- * R.C Agarwal-Commercial Law-SBPD
- * Sen & Mitra – Commercial Law including Company Law, World Press, Kolkata.
- * S.S. Gulshan – Business Law, Excel Books.
- * M.C. Sukhala – Mercantile Laws, S. Chand & Co. Ltd.
- * P.C. Tulsian – Business Law Tata Mc. Graw Hill, New Delhi.
- * N.D. Kapoor – Elements of Mercantile Law.
- * V.S. Datey – Business and Corporate Laws, Taxmann Allied Services (P) Ltd.

HONOURS PAPER (3CH-6)

COMPANY ACCOUNTS

1. General Introduction – Joint Stock company – kind of companies, classes of shares – Kinds of preference shares, issue and forfeitures of shares. (06)
2. Redemption of Preference Shares – Methods of redemption. Issue of bonus shares – SEBI guidelines for issue of Bonus shares. Buy Back of shares. (06)
3. Redemption of Debentures – Issue of Debentures, Redemption of Debentures, Sinking fund for redemption of Debentures. Purchase of own debentures. (08)
4. Final Accounts – General requirements of law regarding the preparation of final Accounts of a company, Appropriation of Profit, Form of Balance sheet, Preparation of Profit & Loss Accounts & Balance sheet. (10)
5. Liquidation – Meaning of liquidation or winding up, winding up by court, voluntary winding up, liquidator's powers & duties, liquidator's final statement of Accounts, Receiver for debentures holders. (10)
6. Amalgamation & Reconstruction – meaning of Amalgamation, types of Amalgamation Distinction between Merger & Amalgamation methods of Accounting for Amalgamation. Accounting entries, Amalgamation standard (AS14), Accounting for Amalgamation. External Reconstruction - Accounting entries for External reconstruction. Distinction between External reconstruction and Amalgamation. Meaning of Internal Reconstruction. Difference between External and Internal Reconstruction. Accounting entries for capital Reduction. (20)

SUGGESTED READINGS

- M.C. Shukla, T.S. Grewal and S.C. Gupta – Corporate Accounting, S. Chand & Co., New Delhi.
- S.N. Maheshwari & S.K. Maheswari – Corporate Accounting, Vikas.
- S.P. Jain & K.L. Narang – Advance Accounting, Kalyani Publishers, New Delhi.
- Mukherjee & Hanif – Corporate Accounting, Tata Mc Graw Hill, New Delhi.
- Ashok Sehgal & Deepak Sehgal – Advance Accounting Volume II Taman, New Delhi.
- S.M. Shukla – Financial Account, Sahitya Bhawan, Agra.

INDIAN MONETARY SYSTEM

1. **MONEY** - An introduction, definitions and classification of money, Function and importance of money in Capitalism, socialism & Mixed economy, Merits & demerits of money, Quality of good Money Material .
(10)
2. **MONETARY STANDARD** : - Value of money, Supply and Demand theory of money, The Quantity theory of money, The Income theory of money. (10)
3. **INFLATION, DEFLATION & REFLATION:** - Meaning, Definition , their causes and effects on different classes of people .
(08)
4. **FOREIGN EXCHANGE:** - Determination of rate of exchange, a brief outline of Purchasing Power Parity theory, Gold standard, Break down of gold standard.
(10)
5. **MONEY MARKET** : –
Money Market :- Meaning , Definition , Constituents of Money Market , Economic importance of Money Market. **Indian Money Market:-** Characteristics , Defect & Suggestion (04)
6. **International Monetary Fund:-** Meaning , Objectives, Organization , Function, India & IMF
(03)
7. **Balance Of Payment:-** Meaning , Components, Adverse Balance Of Payment (02)
8. **Free Trade vs. protection:-** Meaning, Arguments in favour of Free Trade, Criticism of Free Trade, Argument in favour of Protection, Argument against Protection
(03)

SUGGESTED READINGS

- * M.L.Seth : Money & Banking , L.N.Publication
- * Dr.Suman : Macro Economics, A.B.Publication
- * M.Y. Khan, Indian Financial System, T.M.H., New Delhi.
- * L.M. Bhole – Financial Market and Institution TMH.
- * Crowther – An Outline of Money.
- * Shridhar Pandey – Moudrik Siddhant.
- * K.P.M. Sundharam – Money, Banking Trade Finance, Sultan Chand.

SUBSIDIARY PAPER (3CS-6)

ECONOMIC PLANNING OF INDIA

1. Economic system – Capitalism, Socialism & Mixed Economy, their features, significance of Planned Economic System. (10)
2. Economic Planning – Definition, meaning, objects, scope and importance of Economic Planning, types of Economic Planning, Economic Planning in an under developed economy. (10)
3. Essentials of Planning – steps in Planning, objective & priority of current Five Year Plan in India. (10)
4. Economic Growth and Development – Economic Development, determinants, measurement of Economic Development, Balanced Growth and Unbalanced Growth. (10)
5. Agriculture – Profit of Indian Agriculture, measures of improving agricultural productivity, Agriculture Policy of India, Food Problem & Food Production in India. (10)

SUGGESTED READINGS

- * K.P.M. Sundharam – Indian Economy, S. Chand, New Delhi
- * C.B. Memoria – Bharat Ka Arthik Vikas.
- * Alok Ghosh – Indian Economics.
- * M.L. Jhingan – Economic Growth Development.
- * Dutt & Sundhram – Indian Economy.

SEMESTER IV

HONOURS PAPER (4CH-7)

BUSINESS LAW (SPECIAL CONTRACT)

1. **The Sale of Goods Act 1930:** - Meaning of contract of sale, Difference between sales and agreement to sell, Condition and Warranties, Transfer of property in goods, Caveat Emptor, Performances of the Contract of Sales, Unpaid Seller and his rights. (12)
2. **Carriage of Goods Act** – Rights and duties of common carrier, Liabilities of common carrier (scheduled & non-scheduled goods), difference between private and public carrier. (10)
3. **Negotiable Instrument Act 1881** – Meaning and characteristics of promissory note, bill of exchange and cheque, Holder and Holder in due course, Negotiable and Assignment, Crossing of cheques, kinds and effects, bouncing (dishonor) of cheques. (12)
4. **Consumer Protection Act** – purpose, definition of complaint, consumer, dispute, goods, services etc. (10)
5. **Indian Partnership Act 1932** – Meaning and test of partnership, implied authority of partner, position of minor in partnership, consequences of non-registration of a partnership, dissolution of a firm. (16)

SUGGESTED READINGS

- * M.C. Kuchhal – Business Laws Vikas Publishing House.
- * P.P.S Gogna-Mercantile Law-Sultan Chand & Sons
- * R.C Agarwal-Commercial Law-SBPD
- * Sen & Mitra – Commercial Law including Company Law, World Press, Kolkata.
- * S.S. Gulshan – Business Law, Excel Books.
- * M.C. Sukhala – Mercantile Laws, S. Chand & Co. Ltd.
- * P.C. Tulsian – Business Law Tata Mc. Graw Hill, New Delhi.
- * N.D. Kapoor – Elements of Mercantile Law.
- * V.S. Datey – Business and Corporate Laws, Taxmann Allied Services (P) Ltd.
- *

HONOURS PAPER (4 CH-8)

SPECIALISED ACCOUNTS

1. Holding Company – General definitions, advantages & disadvantages of Holding Co. Consolidated Balance Sheet of Holding Company with one subsidiary (excluding claim & cross holding). (15)
2. Valuation of Goodwill & Shares. (15)
3. Double Accounting System (except Electricity Co.). (08)
4. Accounts of Banking Companies . (10)
5. Investment Account. (12)

SUGGESTED READINGS

- * J.R. Monga – Fundamentals of Corporate Accounting Mayoor Paper Back, Daryaganj, New Delhi.
- * R.L. Gupta and M. Radhaswamy – Corporate Accounting, Sultan Chand & Sons, New Delhi.
- * M.C. Shukla, T.S. Grewal and S.C. Gupta – Corporate Accounting, S. Chand & Co., New Delhi.
- * S.N. Maheswari & S.K. Maheswari – Corporate Accounting, Vikas Publication, New Delhi.
- * S.P. Jain & K.L. Narang – Advance Accounting, Kalyani Publishers, New Delhi.
- * Mukherjee & Hanif – Corporate Accounting, Tata Mc Graw Hill, New Delhi.
- * Ashok Sehgal and Deepak Sehgal – Advance Accounting, Volume II, Taxman, New Delhi.
- * Chakraborty H. – Advance Accounting, Oxford Publication.
- * S.M. Shukla – Advance Accounting, Sahitya Bhawan, Agra.

SUBSIDIARY PAPER (4CS. 7)

INDIAN BANKING SYSTEM

1. **BANKS** – Evolution, Definition, Importance of bank, Types of bank and their functions. (10)
2. **COMMERCIAL BANKS:** - Meaning, Definition, functions of Commercial Bank, Creation of credit by Commercial Banks, Investment Policy of Commercial Banks (10)
3. **NATURE OF BANKING:** - types of Banks – Unit Banking and Branch Banking, their functions, Difference between Unit Banking & Branch Banking . (10)
4. **CENTRAL BANK:** - Meaning, Definition, Needs Of Central Bank, Functions of Central Bank , Credit control methods and tools of monetary policy, Central Bank and Economic Development. (5)
5. *RB) and its Function, success and failure of RB) and*
Agricultural Credit, NABARD, (5)
6. Co-operative Bank and Rural Banks. (5)

SUGGESTED READINGS

- * M.Y. Khan, Indian Financial System, T.M.H. New Delhi.
- * L.M. Bhole – Financial Market and Institution TMH.
- * Crowther - An Outline of Money.
- * Shridhar Pandey – Moudrik Siddhant.
- * K.P.M. Sundharam – Money, Banking Trade Finance, Sultan Chand.

SUBSIDIARY PAPER (4CS-8)

ECONOMIC DEVELOPMENT OF INDIA

1. **Problem of Industrialization in India** – Problem & present position of large scale industries in India – Iron & Steel, Cement, Cotton textile, Jute, Sugar, Importance of small scale industry and cottage industry and their present problems. (15)
2. **Policies in India**-Fiscal Policy, Industrial Policy, Privatization in India, Export & Import Policy (EXIM Policy) (09)
3. **Foreign Capital & Foreign Investment in India** – Multinational Corporation and Foreign collaboration in India, General Agreement on Tariffs & Trade (GATT), World Trade Organization. (10)
4. **Unemployment problem in India**-meaning, types, causes & suggestions (04)
5. **Regional imbalances**- Meaning, causes, effects & suggestions (04)
6. **Rural Development of Jharkhand** – Poverty in Jharkhand, Population in JH, Agricultural Problem in JH, Role of Tribal Women in JH in Economic development in JH, Cottage and small Scale in JH. (08)

SUGGESTED READINGS

- * K.P.M. Sundharam – Indian Economy, S. Chand, New Delhi.
- * C.B. Memoria – Bharat Ka Arthik Vias
- * Alok Ghosh – Indian Economics.
- * M.L. Jhingan – Economic Growth Development.
- * Dutt & Sundharam – Indian Economy.

B.COM PART – III

SEMESTER – V

HONOURS PAPER (5CH-9)

COST ACCOUNTING

1. Cost Accounting- Meaning, Concept, Scope of Cost Accounting, method of Costing, types of Costing, difference between Cost Accounting and Financial Accounting. (08)
2. Elements of Cost- Classification, Material Control and Valuation, Labour Cost Control, expense (8)
3. Overheads-Meaning & classification, Allocation & Absorption of overhead, Determination of overhead rates. (6)
4. Methods of Costing - Unit Costing : Statement of Cost, Cost Sheet, Production A/C , Tender Price, Process Accounting (treatment of wastage, by-product, allocation of joint expenses). (12)
5. Contract Costing- Preparation of contract account. (8)
6. Reconciliation Statement. (06)
7. Cost audit- Meaning & importance (4)

SUGGESTED READINGS

- * Dr. B.K. Mehta – Cost Accounts – SBPD Publication.
- * Jawahar Lal – Cost Accounting, Tata Mc Graw Hill Publishing Co., New Delhi.
- * M.N. Arora – Cost Accounting, Principles Practice, Vikas Publishing House, New Delhi.
- * B. Banerjee – Cost Accounting, World Press, Kolkata.
- * S.P. Jain & K.L. Narang – Cost Accounting Principles and Methods, Kalyani Publishers, Jalandhar.

HONOURS PAPER (5 CH-10)

MANAGEMENT ACCOUNTING

1. Meaning and Nature, Management Account as distinguished from Financial Accounting and Cost Accounting, Scope of Management Accounting, Techniques of Management Accounting. (05 Classes)
2. Preparation and Presentation of Financial Statements, their limitations, (4)
3. Analysis and interpretation of financial statements. (4)
4. Ratio Analysis – meaning, objectives, limitations, types of Accounting Ratio (excluding leverage ratio). (10 classes)
5. Fund Statement and Cash Flow Statement – meaning, objectives, differences between fund flow statement and cash flow statement, preparation of fund flow statement and cash flow statement. (15 classes)
6. Break even analysis- (14 Classes)
7. Budget and Budgetary Control – Budget – meaning, advantages, disadvantages, types, preparation of cash budget and flexible budget. Budgetary control - meaning, features, objectives, advantages, limitations. (08 Classes)

SUGGESTED READINGS

- * B.K. Mehta – Management Accounting – Sahitya Bhawan, Agra.
- * Khan & Jain – Management Accounting, Tata Mc. Graw Hill.
- * B.K. Basu – Lectures on Management Accounting Basushree Book Stall, Kolkata.
- * I.M. Pandey – Management Accounting – Vikas Publishing House (P) Ltd.
- * S.P. Gupta – Management Account.

HONOURS PAPER (5CH-11)

BUSINESS STATISTICS

1. Meaning , Scope, Importance of Business Statistic, Types of data, Collection of data, Uses and limitations of data, Graphical representation of data – Histograms, Bar charts, Pie charts, Frequency polygon, Frequency chart (less than and more than types). (10 classes)
2. Measure of Central tendency – arithmetic mean, geometric mean, harmonic mean, median, mode, quartiles, deciles, percentiles, importance and limitations. (12 classes)
3. Measure of dispersion - range, mean deviation, quartile deviation, standard deviation. (8 classes)
4. Correlation analysis - meaning, types, degree of correlation, product moment correlation and rank correlation. Regression analysis – meaning, regression coefficients, line of regression- the least square method. (15 classes)
5. Basics of probability, Bayes theorem, Sample Survey, Population, Types of sampling. (17 classes)

SUGGESTED READINGS

- * M.R. Spiegel, Theory and Problems of Statistics Mc Graw Hill.
- * S.C. Gupta – fundamentals of Statistics, Himalaya Publishing House.
- * S.P. Gupta and Archana Gupta – Elementary Statistics, Sultan Chand & Sons, New Delhi.
- * B.N. Gupta – Statistics, Sahitya Bhawan Publishers and Distributors (P) Ltd.
- * J. Chakrabarti – Basic Statistics, Kolkata.

HONOURS PAPER (SCH-12)

INCOME TAX

1. Income Tax Act 1961 – definition, concept of income and some important definition- agricultural income, assessee, previous year, assessment year, taxable income. (06)
2. Residence and Tax Liability. (05)
3. Incomes Exempt from Tax. (05)
4. Computation of Income from various heads -
 - a) Income from salary. (20)
 - b) Income from house property. (12)
 - c) Income from business profession. (13)

SUGGESTED READINGS

- * Vinod Kumar Singhania and Monica Singhania guide to Income Tax, Taxman Publication, New Delhi.
- * Girish ahuja and Rani Gupta, Systematic Approach to Income Tax, Bharati Law House.
- * Dinkar Pagare, Law practice of Income Tax, Sultan Chand & sons, New Delhi.
- * B.B. Lal, Income Tax Law and practice, Konark Publication.
- * Dr. H.C. Mehrotra, Income Tax Law & Accounts Sahitya Bhawan Publication.

SEMESTER VI

HONOURS PAPER (6CH-13)

TAX LAW AND ACCOUNTS

1. Computation of Income from various heads –
 - d) Income from capital gain. (10)
 - e) Income from other sources. (10)
2. Set off and carry – forward of losses. (06)
3. Deduction to be made in computing total income. (08)
4. Computation of total income of individuals. (05)
5. Computation of tax for individual. (06)
6. Income tax authorities and their powers. (05)
7. Tax Management – Submission of return and procedure of assessment, advance payment of tax, tax deducted at source PAN, TAN, I.T.R.1. & I.T.R.2. (10)

SUGGESTED READINGS

- * Vinod Kumar Singhania and Monica Singhania guide to Income Tax, Taxman Publication, New delhi.
- * Girish Ahuja and Rani Gupta, Systematic Approach to Income Tax, Bharati Law House.
- * Dinkar Pagare, Law Practice of Income Tax, Sultan Chand & Sons, New Delhi.
- * B.B. Lal, Income Tax and Practice, Konark Publication.
- * Dr. H.C. Mehrotra, Income Tax Law & Accounts, Sahitya Bhawan Publication.

HONOURS PAPER (6CH-14)

BUSINESS MATHEMATICS

1. Elementary idea of A.P. , G.P. , H.P. (12 classes)
2. Binomial theorem , logarithmic series, exponential series, permutation and combination. (12 classes)
3. Set theory. (08 classes)
4. Variable, functions and graphs, differentiation and integration (basic fundamental) (14 classes)
5. Determinants, properties of Determinants, matrices, addition and multiplication of matrices, identity matrix, inverse matrix, solution of simultaneous equations by matrix method, cramer's rule. (14 classes)

SUGGESTED READINGS

- * Ghosh & Saha – Business Mathematics and Statistics, Central Book Agency Kolkata.
- * B.N. Gupta – Business Mathematics & Statistics, Sahitya Bhawan.
- * J. Chakraborty – Basic Mathematics.
- * S.M. Shukla – Business Statistics & Business Mathematics, Sahitya Bhawan Agra.
- * S.K. Singh – Business Mathematics & Statistics, Sahitya Bhawan Agra.

FINANCIAL MANAGEMENT

1. Introduction : Nature, scope and objectives of financial management, profit maximization vs. wealth maximization, Investment & Dividend decision, time value of money, compounding & discounting concept. (15)
2. Sources of capital : Short term – long term debt and equity, term and lease financing, convertible securities and warrants, bank financing. (10)
3. working Capital Management : Nature, significance concepts and component of working capital, factors determining working capital requirements and forecasting of working capital, management of working capital (only introduction). (15)
4. Capital Structure : Meaning and Importance of capital structure, factors determining capital structure, features of an optimum capital structure. (10)
5. Leverage : Concepts, significance and measures of operating leverage, financial leverage and combine leverage, effect of leverage on profits analysis of alternative financial plan EBIT-EPS analysis. (10)

SUGGESTED READINGS

- * Dr. B.K. Mehta – Accounts for Managerial decision SBPD.
- * M.Y. Khan & P.K. Jain – Financial Management Text & Problems, Tata Mc Graw Hill, New Delhi.
- * R.S. Kulshertha – Financial Management, Sahitya Bhawan Publishers & Distributors.
- * R.P. Rastogi – Fundamentals of Financial Management, Galgotia Publication, New Delhi.
- * I.M. Pandey – Financial Management, Viaks Publishing House (P) Ltd.
- * Prasanna Chandra – Financial Management Theory and Practice, Tata Mc Graw Hill, New Delhi.
- * J.K. Singh, Financial Management – Text and Problems, Dhanpat Rai & Company, Delhi.