

# **B.COM. (HONS.) Pt-II - 2013**

## **Accountancy & Business Statistics**

### **Paper I : Taxation Law and Practice**

Time: 3 Hrs

Min. Marks: 32

Max. Marks: 80

**Note :** The question paper will contain three sections as under –

**Section-A :** One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. Total marks : 10

**Section-B :** 10 questions, 2 questions from each unit, 5 questions to be attempted, taking one from each unit, answer approximately in 250 words. Total marks : 40

**Section-C :** 04 questions (question may have sub division) covering all units but not more than one question from each unit, descriptive type, answer in about 500 words, 2 questions to be attempted. Total marks : 30

#### **Unit-I**

Income Tax Law and Practice : Definition, different types of assessee, basis of charge and residential status of assessee. Computation of taxable income under the heads ; Salaries and Income from House property.

#### **Unit-II**

Computation of Taxable income under the heads : Business and profession including depreciation, capital gains and other source. Set off and carry forward of losses, exemptions, deductions from gross total income. Clubbing and aggregate of income.

#### **Unit-III**

Assessment of individual and computation of tax. Assessment of Hindu undivided family and firm and computation of its tax liability. Assessment procedure. Collection, recovery and refunds of tax.

#### **Unit-IV**

Wealth Tax Act & Rules : Definitions : change of wealth tax and assets subject to such charge, exempted assets, deemed assets, valuation of assets as per Wealth Tax Act.

#### **Unit-V**

Computation of net wealth and wealth tax procedure of assessment, liability for assessment in special case, appeals, revision and reference. Payment and recovery of Wealth Tax reference.

#### **Books Recommended :**

1. Singhanian, V.K. : Direct Tax Laws.
2. Mehrotra, H.C. : Law and Practice of Income Tax.
3. Palkhiwala, N.A.: Law and Practice of Income Tax.
4. Bangur Yogendra : Indirect Taxes.

5. Patel, Choudhary : Income Tax (Choudhary Prakashan, Jaipur)
6. Patel, Choudhary : Wealth Tax (Choudhary Prakashan, Jaipur)

## **Paper II : Advanced Cost Accounting**

Time: 3 Hrs

Min. Marks: 32

Max. Marks: 80

**Note :** The question paper will contain three sections as under –

**Section-A :** One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. Total marks : 10

**Section-B :** 10 questions, 2 questions from each unit, 5 questions to be attempted, taking one from each unit, answer approximately in 250 words. Total marks : 40

**Section-C :** 04 questions (question may have sub division) covering all units but not more than one question from each unit, descriptive type, answer in about 500 words, 2 questions to be attempted. Total marks : 30

### **Unit-I**

Introduction: Meaning and definition of cost, costing, cost accounting and cost Accountancy. Nature, objects, significance, advantages and limitations of cost accounting. Methods and Techniques of costing, Pre-requisite of cost accounting system. Procedure to installation of cost accounting system. Financial accounting and cost accounting- Similarities and dissimilarities. Elements of cost.

Direct Material : Procedure of purchase, storing and issue of materials and stores. Economic order quantity and determination of various levels of inventory. Methods of pricing the issue of material, inventory control techniques and accounting treatment of material losses.

Direct Labour : Direct labour cost and its control, time keeping and time booking, methods of wage payment, individual and group bonus plans, treatment of idle time. Incentive Plans.

Overhead : Allocation, apportionment and absorption of overhead, treatment and disposition of under and over recovery, control of administration, selling and distribution overhead.

### **Unit-II**

Unit costing, operating costing, contract costing Job and Batch Costing, process costing (including valuation of work in progress).

### **Unit-III**

Standard costing: Meaning, significance, limitation. Types of standards and variances pertaining to Material, Labour, Overhead and Sales.

Budgeting and Budgeting Control : Meaning, objectives and limitations, Budget period, preparation of functional Budgets : Sales Budget, Production Budget, Material Budget, Cash Budget, Flexible Budget, Master Budget etc..

## Unit-IV

Marginal Costing : Basic concepts, break-even analysis and cost volume profit analysis, breakeven charts, Application of Marginal costing in determination of product mix with only two product, make or buy decision, Export decision, differential cost analysis, stock valuation under marginal costing versus absorption costing techniques.

## Unit-V

Transfer pricing, Target costing, Life cycle costing, Kaizen costing system, cost reduction and value analysis, mathematical and statistical application in cost control.

### Books Recommended :

1. Bhai, B.K. – Cost Accounting (Academic Publishers, Kolkata)
2. Benerjee, B. : Cost Accounting (World Press, Kolkata)
3. Jain & Narang : Advanced cost Accountign (Kalyani Publishers, New Delhi)
4. Jain, Khandelwal, Pareek : Cost Accounting (Ajmera Book Co., Jaipur)
5. Kawahar Lal Cost Accounting (Tata Mcgraw Hill, Delhi)
6. Maheshwari, Mittal : Lagat Lekhankan (Mahaveer Prakashan, Delhi)
7. Oswal, Maheshwari, Punjabi, Jain, Tiwari - : Cost Accounting (Ramesh Book Depot, Jaipur)
8. Saxena, V.K. and Vashisht , C.D. : Advanced Cost and Management Accounting (Sultan Chand & Sons, New Delhi)
9. Surolia, Agarwal, Mehendiratta, Gupta, Sharma : Cost Accounting (Shivam Book House (P) Ltd., Jaipur)
10. Maheshwari, S.N. : Cost Accounting (Sultan Chand, Delhi)
11. Arora, M.N. : Cost Accounting (Vikas Pulishing, Delhi)

## Optional Paper : Management Accounting

Time: 3 Hrs

Min. Marks: 32

Max. Marks: 80

**Note :** The question paper will contain three sections as under –

**Section-A :** One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. Total marks : 10

**Section-B :** 10 questions, 2 questions from each unit, 5 questions to be attempted, taking one from each unit, answer approximately in 250 words. Total marks : 40

**Section-C :** 04 questions (question may have sub division) covering all units but not more than one question from each unit, descriptive type, answer in about 500 words, 2 questions to be attempted. Total marks : 30

## Unit-I

Introduction : Meaning of Management accounting, organization, functions, scope and limitations of management accounting. Responsibilities, qualities and role of management accountant in the present day economy.

Financial statements and techniques of financial analysis : Comparative statement, common size statement analysis, Trend analysis, ratio analysis.

Limitations of Financial statement analysis.

## **Unit-II**

Cash flow statement (AS-3 Revised) and fund flow statement. Value Added statement.

## **Unit-III**

Concept of Capital and Capitalisation: Meaning and classification of Capital, Capitalisation, Over Capitalisation, Under Capitalisation. Decisions of Capital Structure: Trading on Equity, Capital Gearing, Capital Structure Ratios : Debt-Equity Ratio, Long Term Debt Capitalisation Ratio, Proprietary Ratio, Gearing Ratio, Debt service Ratio. Ascertainment of working capital requirement. Concept and calculation of return on capital employed. Security and Exchange Board of India, Demate Account.

## **Unit-IV**

Cost volume –Profit or Break-even Analysis: Meaning, objective, assumptions and methods of cost volume – profit or break even analysis. Algebraic and chart technique : Break even chart and profit volume-chart, Uses and its interpretation also. Cash Budgeting, Zero base budgeting and performance budgeting. Management information system.

## **Unit-V**

Decision Making : Investment decisions : Payback period method, Average Rate of return method, Net present value method, profitability index, Internal rate of return method.

Decision Accounting : Managerial or operation, Decisions, Decisions about profitability and sales. Responsibility accounting.

### **Books Recommended :**

1. Hingorani, Ramnathan and Gremal : Management Accounting.
2. Manmohan, Goyal : Management Accounting
3. S.P. Gupta : Management Accounting
4. J. M. Pandey : Management Accounting
5. Agarwal and Agarwal : Management Accounting
6. M.R. Agarwal : Management Accounting
7. Anthony, R.N. : Management Accounting

## **B.COM. (HONS.) Pt-II - 2013**

### **Economic Administration & Financial Management**

#### **Paper I : Financial Management**

Time: 3 Hrs

Min. Marks: 32

Max. Marks: 80

**Note :** The question paper will contain three sections as under –

**Section-A :** One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. Total marks : 10

**Section-B :** 10 questions, 2 questions from each unit, 5 questions to be attempted, taking one from each unit, answer approximately in 250 words.

Total marks : 40

**Section-C :** 04 questions (question may have sub division) covering all units but not more than one question from each unit, descriptive type, answer in about 500 words, 2 questions to be attempted.

Total marks : 30

### **Unit-I**

Financial Management : Meaning, nature and scope of financial management.

Financial goal – Profit Vs wealth maximization, importance and limitations of financial management.

Finance Functions – Investment, financing and dividend decisions.

Leverage – Meaning of leverage, operating financial and combined leverage.

Significance of leverages

### **Unit-II**

Financial Analysis : Financial statements – Income statement and Balance Sheet.

Techniques of financial analysis, Ratio analysis – liquidity, activity, profitability, capital structure and other ratios.

Financial planning and forecasting.

### **Unit-III**

Fund Flow and cash analysis : Sources and uses of funds, preparation of statement of changes in working capital and statement of sources and uses of funds. Preparation of cash flow statement.

### **Unit-IV**

Working Capital : Concept of working capital, determinants and estimation of working capital.

Management of working capital components – cash management, inventory management and receivables management.

Cost -volume -profit analysis.

### **Unit-V**

Capital Budgeting : Investment evaluation criteria – payback period, accounting rate of return, net present value, profitability index, internal rate of return.

Risk analysis in capital budgeting.

Cost of capital – concept and significance of cost of capital, calculation of cost of debt, equity share capital, preference share capital and retained earnings.

Weighted cost of capital.

Management of income and dividend policy.

References :

1. Dr. R.S. Kulshrestha : Nigmo ka vitya prabandh
2. Prasanna Chandra : Financial Management
3. Khan & Jain : Financial Management
4. Kucchal S.C. : Corporate Financial Management
5. Agarwal, Agarwal, Sharma, Goyal, Gupta : Financial Management
6. M.R. Agarwal : Financial Management

## **Paper II : Business Environment**

Time: 3 Hrs

Min. Marks: 32

Max. Marks: 80

**Note :** The question paper will contain three sections as under –

**Section-A :** One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. Total marks : 10

**Section-B :** 10 questions, 2 questions from each unit, 5 questions to be attempted, taking one from each unit, answer approximately in 250 words. Total marks : 40

**Section-C :** 04 questions (question may have sub division) covering all units but not more than one question from each unit, descriptive type, answer in about 500 words, 2 questions to be attempted. Total marks : 30

### **Unit-I**

Conceptual Framework of Business Environment : Concept, nature and significance of business environment. Elements of business environment- Internal and external changing dimensions of business environment of national and global level.

### **Unit – II**

Economic Environment of Business : Meaning and components of economic environment. Economic Systems and business environment. Economic fluctuations and their impact on business environment. Emerging structure of Indian Economy. Economic reforms in India – The policy of Liberalization, Privatization and Globalisation (LPG) and its impact on Indian Economy.

Industrial sickness in India.

### **UNIT- III**

Socio-Cultural Environment of Business : Meaning and critical elements of Socio-cultural environment. Impact of Socio- cultural environment on Business. Business

Ethics and morality. Social responsibility of business. Middle class and consumerism in India.

#### UNIT- IV

Political and Legal Environment of Business : Meaning and main elements of political environment.

Govt. and Business - Various role of Govt. in business, present monetary policy, Fiscal policy, EXIM policy and Industrial Policy of Govt. of India.

Meaning and critical elements of legal environment. Legal environment in India – main provisions of Consumer’s Protection Act, 1986, MRTP Act, 1969, FEMA, 2000. Role and functions of SEBI.

#### UNIT- V

International and Technological Environment of Business :Elementary study of International Economic Environment. Foreign direct investment (FDI) in foreign collaborations in India after 1991 – trends and policies.

Multi- National Corporation (MNCs) – meaning, role, merits and demerits.

Technological environment in India – critical issues and policies.

References :

- 1.Adhikary, M:Economic Environment of Business, SULTan Ch- & Sons, New Delhi
2. Aswathappa, K,:Elements of Business Environment, Himalaya Publishing House, Mumbai
- 3.Cherunilam, Francis : Business Environment, Himalaya Publishing House, Mumbai
- 4.Raj Agarwal & Parag Diwan : Business Environment, Excel Books, New Delhi
- 5.Sengupta, N.K.: Govt. and Business in India, Vikas Publications, New Delhi
- 6.Govt. of India : Economic survey of various years.

### **Optional Paper : Export Documentation, Procedures & Practices**

Time: 3 Hrs

Min. Marks: 32

Max. Marks: 80

**Note :** The question paper will contain three sections as under –

**Section-A :** One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. Total marks : 10

**Section-B :** 10 questions, 2 questions from each unit, 5 questions to be attempted, taking one from each unit, answer approximately in 250 words.

Total marks : 40

**Section-C :** 04 questions (question may have sub division) covering all units but not more than one question from each unit, descriptive type, answer in about 500 words, 2 questions to be attempted.

Total marks : 30

### **Unit-I**

Meaning and importance of International Trade. Difference between inter-regional and International Trade. Need and importance of exports in an economy. Major export items from India after launching of economic reforms in India (1991). Main markets of India's exports. Methods of export promotion and sources of information about the foreign markets.

### **Unit- II**

Critical examination of recent EXIM-policy of India. Nature and format of export contract. Difference between local sales contract and export contracts. general conditions of export contracts. Special type of contracts. Frustration of contracts and methods of dispute settlement. terminology used in international contracts – Incoterms.

### **Unit- III**

Export documentation – Need and importance, commercial, legal and incentive perspective. Kinds and functions of documents – commercial documents and legal documents. Documents for claiming export incentives and procedures of claims for different export incentives. Simplified export documents – Aligned documentation system. Procedure related to export order. Role of clearing and forwarding agents.

### **Unit- IV**

Export Finance : Methods of payments- Documentary credit, different types of letter of credits, documents attached with letter of credits, documents against payments and acceptance.

Export Finance : Pre-shipment and post shipment finance. Export under different payments, role and functions of EXIM Bank of India. New developments in export financing.

Export credit insurance – Need and importance. ECGC of India – Fundamental principles and different policies.

Exchange Control regulation – objects and statutory basis. Foreign Exchange Regulation concerning exports. Blanket foreign exchange permit. Identification of measurement of foreign exchange risks. Methods of mitigating foreign exchange risks. Different type of foreign exchange risks.



## Unit- V

Institutional Framework for Export Promotion in India. Export Promotion in India – Need, Importance, Measures and policy of export promotion. Export oriented units / special economic zones. Export trading Houses.

Shipment of Goods : Shipping Services- Linear and tramp, Conference and chartering practices, Air freightly. Quality control and pre shipment inspection – Legal and Commercial diomensions. Nature of shipping goods insurance policy and types of policies. Types of risks and losses.

Insurance Claims – documents for claims and responsibilities of the insured. Shipment of export goods and its different stages amd formalities.

### References :

1. M. I. Mahajan: Foreign Trade- Policy Procedures and Documentation, Snow white Publication, Mumbai
2. Rajagopal : Export Management
3. Varshney & Bhattacharya : Export Management
4. Nabhi's : India's Exports
5. Nabhi's : India's Exports
6. Vaish & Singh : International Trade
7. Mithani, D.M.: International Trade, Himalaya Publishing House, Mumbai.

## B.COM. (HONS.) Pt-II - 2013

### Business Administration

#### Paper I : Corporate Law

Time: 3 Hrs

Min. Marks: 32

Max. Marks: 80

**Note :** The question paper will contain three sections as under –

**Section-A :** One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. Total marks : 10

**Section-B :** 10 questions, 2 questions from each unit, 5 questions to be attempted, taking one from each unit, answer approximately in 250 words. Total marks : 40

**Section-C :** 04 questions (question may have sub division) covering all units but not more than one question from each unit, descriptive type, answer in about 500 words, 2 questions to be attempted. Total marks : 30

## **Unit-I**

Introduction : Concept of lifting of corporate veil; types of companies; Association not for profit; Illegal Association.

## **Unit-II**

Formation of company; Promoters – their legal position; Pre-incorporation contract; Documents – Memorandum of Association, Articles of Association, Doctrine of Constructive Notice and Indoor Management; Prospectus and Book Building.

## **Unit-III**

Share Capital – Issue, Allotment and forfeiture of share, Demat of share, Transmission of shares; Members and shareholder – their rights and duties; Convening and conduct of shareholders meetings; Dividend and Issue of Bonus shares.

## **Unit-IV**

Management – Appointment of Directors and their dis-qualifications for appointment; Legal position; Powers and duties; Disclosures of Interest; Removal of Directors, Board Meetings; Other Managerial Personnel and Remuneration; Investigations.

## **Unit-V**

Winding up- Procedure and Modes of Winding up; Emerging Issues in Company Law; Corporate Governance – Concept, Relevance and Provisions under listing Agreement; Depositories Act 1996.

Suggested Readings :

1. Dr. S. Kammal & V.S. Sawrirajan, “Company Law Procedure”, Taxman’s Allied Services (P) Ltd., New Delhi , Jan-2007.
2. Dr. G. K. Kapoor, “Corporate Laws and Secretarial Practice”, Premier Book Company, New Delhi, 2003.
3. V.S. Dabey, ‘ Students Guide to Corporate Laws”, Taxman’s Allied Services (P) Ltd., New Delhi, 2003
4. ‘Bharat’s Companies Act”, Bharat Law House, New Delhi, 2003
5. “Manual of Companies Act, Corporate Laws & SEBI Guide lines”, Bharat Law House, New Delhi, 2003

## **Paper II : Organisation Behaviour**

Time: 3 Hrs

Min. Marks: 32

Max. Marks: 80

**Note :** The question paper will contain three sections as under –

- Section-A :** One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. Total marks : 10
- Section-B :** 10 questions, 2 questions from each unit, 5 questions to be attempted, taking one from each unit, answer approximately in 250 words.

Total marks : 40

**Section-C :** 04 questions (question may have sub division) covering all units but not more than one question from each unit, descriptive type, answer in about 500 words, 2 questions to be attempted.

Total marks : 30

### **Unit-I**

Introduction to organization behaviour : Concept, nature and scope, role and importance of organization behaviour challenges in organization behaviour.

Individual behaviour : Concept, determinants or fundamentals of individual behaviour.

### **Unit-II**

Understanding and managing individual behaviour personality: concept, personality traits and its determinants, personality dimensions.

Learning : Concept, process and theories of learning perception: Meaning, factors influencing perception, perceptual process and developing perceptual skills.

### **Unit-III**

Values : Concept, importance, types and factors in value formation.

Attitude : concept, types, factors in attitude formation, Methods of attitude change.

### **Unit-IV**

Motivation : Concept, need and importance, types and theories of motivation – Maslow’s need hierarchy theory, Herzberg’s two factor theory, William Ouchi’s Z Theory ‘McClelland’s Achievement theory.

Job Satisfaction : Meaning, Determinants of job satisfaction, effects of job satisfaction.

### **Unit-V**

Group Dynamics : Concept of group, feature, types, reasons for formation of groups, stages of group formation, Group decision making.

Stress : Meaning, reasons of stress and its consequences and methods of coping with stress.

Reference / Text Books :

1. Fred Luthans : “Organisational Behaviour, McGraw Hill, New York.
2. Stephen P. Robbins: “Organisational Behaviour: Concepts, controversies and applications”, Prentice Hall, New Delhi
3. L. M. Prasad : “ Organisational Behaviour”, Sultan Chand & Sons, New Delhi
4. M.N. Mishra : “Organisational Behaviour”, Vikas Publishing House Pvt. Ltd., New Delhi.
5. J.S. Chandan : “Organisational Behaviour”, Vikas Publishing House Pvt. Ltd., New Delhi.
6. G.S. Sudha : “Organisational Behaviour”, Malik & Company, Jaipur.

## Optional Paper :E-Commerce

Time: 3 Hrs

Min. Marks: 32

Max. Marks: 80

**Note :** The question paper will contain three sections as under –

**Section-A :** One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. Total marks : 10

**Section-B :** 10 questions, 2 questions from each unit, 5 questions to be attempted, taking one from each unit, answer approximately in 250 words. Total marks : 40

**Section-C :** 04 questions (question may have sub division) covering all units but not more than one question from each unit, descriptive type, answer in about 500 words, 2 questions to be attempted. Total marks : 30

### Unit-I

**Introduction to E-Commerce :** Meaning and concept, Electronic Versus traditional Commerce, Media convergence, E-Commerce and e-business, channels or e-commerce, Business applications of e-commerce, Need for e-commerce, e-commerce as an electronic tradings,

### Unit-II

**Internet concepts and Technologies :** Concept and evolution of internet, web technologies, client server concept, Hypertext information to network, benefit of hypertext, URLs, HTTP, HTML, forms and CGI gateway services, Business models of E-commerce and infrastructure.

### Unit-III

**Business to Consumer E-Commerce :** Cataloguing, order planning and order generation, cost estimation and pricing, order receipt and accounting, order billing and payment management, post sales services. Website design, web site strategies push and pull technologies.

### Unit-IV

**Electronic payment Systems :** Special features required in payment system and currency servers, e-cheques, credit cards, smart cards electronic purses and debit cards.

Business to Business E-commerce, Internet-based EDI.

### Unit-V

**E-Business :** Workflow management, mass customization and Product, organization restructuring, integrated logistics and distribution, Internet protocols, security issues in E-commerce.

### Books Recommended :

1. Agarwal K.N. and Deeksha Agarwala : Business on the Net : What's and How's of e-Commerce, McMillan, New Delhi
2. Parag Diwan and Sunil Sharma, E-Commerce – A Manager's Guide to E-Business, Excel Books, New Delhi