

DEPARTMENT OF COMMERCE

Syllabus For

Under Graduate Courses (B. Com.)

Session: 2017 - 18



HIMALAYAN GARHWAL UNIVERSITY

PAURI GARHWAL

ORDINANCES

B.Com. (Three Year Degree Course)

1. (a) The examination for the degree of Bachelor of Commerce (B.Com.) shall consist of three parts
 - (i) B.Com. Part – I (Semester I & II)
 - (ii) B.Com. Part – II (Semester III & IV)
 - (iii) B.Com. Part – III (Semester V & VI)(b) A candidate who has passed the following examinations shall be eligible for admission to B.Com. Part I:

The Intermediate Examination of Commerce of the Board of High School and Intermediate Education, Uttaranchal or the Central Board of Secondary Education or any other examination recognized by the University as equivalent there to with a minimum of 40% marks in aggregate.

(c) A candidate who has not passed the Intermediate examination in commerce shall be required to pass an additional course on Elementary Book-keeping and Accountancy. It will be a “Qualifying Course” and shall be offered by those candidate who have not passed Book-keeping and Accountancy as a subject in Intermediate or equivalent examination. If a candidate has passed 1st year examination of the Three year Degree Course and has not offered Book-keeping & Accountancy as a subject, he/ she shall be required to offer this “Qualifying Course”. Marks obtained by him in the qualifying course shall not be added to the marks obtained by him in aggregate.
2. A candidate who has passed Part I/II B.Com. Examination of another university may also be admitted to part II/III. B.Com. examination provided that he/ she has offered for his/ her part I/II examination of course of equivalent standard with almost identical syllabus as is required for part I/II examination of this University and has attended a regular course of study for an academic year in constituent/ affiliated college of the university. Prior Permission is necessary from university with this regard.
3. (a) A candidate shall be examined in three groups of B.Com. Part I / II examination and total four groups in B.Com – III examination. In B.com. – III, Group – V is compulsory for regular and private students.
(b) There will be one Computerized Accounting Group i.e. Group - IV
Computerized Accounting (Group - IV) can be opted by a maximum number of 30 students in B.Com. I (to continue without change to B.Com. II and III) in place of Group II i.e. Accounting Group. This group can be run only where appropriate computers laboratory and staff is available. Private students can not opt group of computerized accounting. Practical examination will be held in group IV as under:

B.Com. I	Paper I – Theory [50 max. marks] Paper II – Theory 35 marks, Practical 15 marks [50 max. marks]
B.Com. II	Paper I – Theory [50 max. marks] Paper II – Theory 35 marks, Practical 15 marks [50 max. marks]
B.Com. III	Paper I – Theory 35 marks, Practical 15 marks [50 max. marks] Paper II – Theory 35 marks, Practical 15 marks [50 max. marks]

The Following shall be the number of paper in each group:

Group	No. of Papers		
Group	Part I	Part II	Part III
I	2	2	2
II	2	2	2
III	2	2	2
IV	2	2	2
V	-	-	2 (Compulsory Group)

- In B.Com. Part I, II & III examination, each group shall carry 100 marks. In order to pass B.Com. Part I, Part II and Part III examination, a candidate must obtain 33% marks in each group and also in aggregate.
- Each candidate shall have to pass the B.Com. Part I, B.Com. Part II and B.Com. III examinations separately, but the division shall be awarded on the basis of the aggregate marks obtained by him/her in all the three examinations together.
- A candidate who has obtained 33% marks and above but less than 45% marks in the aggregate shall be placed in III division, a candidate who has obtained 45% marks and above but less than 60% marks shall be placed in II division, a candidate who has obtained 60% marks and above shall be placed in I division.
- In B.Com. Part III, three grace marks in any one group shall be awarded on the basis of one mark on every 10 marks, over and above the minimum pass marks.
- The details of the courses of each group of study shall be as contained in the syllabi and the existing regulations, to the extent they are inconsistent with the new ordinances and regulations, shall stand amended or superseded, as the case may be.

SCHEME OF EXAMINATION

- (1) The examination for the degree of Bachelor of Commerce shall consist of B.Com. Part I, Part II and Part III examinations spread over three years.

B. Com. Part - I Examination, 2017 and onwards

SEMESTER I

Group I – Management Group	Marks
Paper I – Principles of Management	50
Paper II – Business Environment	50
Group II – Accounting Group	
Paper I – Financial Accounting	50
Paper II – Business Statistics	

SEMESTER II 50

Group III – Business Economics & Legal Aspects of Business	
Paper I – Business Economics	50
Paper II – Business Laws	50
Group IV – Computerized Accounting	
Paper I – Financial Accounting	50
Paper II – Computerized Financial Accounting	50

Qualifying Course (Only for Non commerce students who have passed class 12th with science or arts subjects and not studied commerce and accounts in class 12th)

Elementary

Book-Keeping & Accountancy 50

Those who fail to pass this paper in B. Com. Part I shall be required to pass this paper either in B. Com. Part II or B. Com. III examination. Candidates shall not be awarded the B.Com. degree unless they qualify in this paper or unless exempted. Minimum pass percentage is 33% in the group. If a candidate has passed any of the following courses of national Institute of Banking Mgt./Institute of chartered Accountants/ Cost & works Accountants/Company Administration/Management he/she will be exempted from appearing in the qualifying paper.

Division will be assigned on the following basis:-

First : 60% marks or above.
 Second : 45% marks or above but below 60% marks
 Third : 33% marks or above but below 45%

B. Com. Part - II Examination, 2018 and onwards

SEMESTER III

Group I – Management Group	Marks
Paper I – Basic Business Finance	50
Paper II – Personnel Management	50
Group II – Accounting Group	
Paper I – Cost Accounting	50
Paper II – Corporate Accounting	

SEMESTER IV 50

Group III – Business Economics & Legal Aspects of Business	
Paper I – Money Banking and Financial Institutions	50
Paper II – Legal Aspects of business	50
Group IV – Computerized Accounting	
Paper I – Cost Accounting	50
Paper II – Computerized Cost Accounting	50

B. ~~SEMESTER III~~ SEMESTER III Examination, 2019 and onwards

Group I – Management Group	Marks
Paper I – Marketing Management	50
Paper II – Management Accounting	50
Group II – Accounting Group	
Paper I – Income Tax Law & Accounts	50
Paper II – Auditing	50

Group III – Business Economics & Legal Aspects of Business	
Paper I – Indirect Tax Laws	50
Paper II – Fundamentals of Insurance	50

SEMESTER VI

Group IV – Computerized Accounting

Paper I – Computer Applications in Management Accounting	50
Paper II – Computer Applications in Income Tax	50

Group V – Communication group (Compulsory for all)

Paper I–Business Communication	50
Paper II–Viva Voce (Oral Communication)	50

B. Com. – I (First Semester)

Group – I: Management Group

Paper – I: Principles of Management

1. Management – Meaning, nature and importance, Different Schools of management thought. Contribution of Taylor, Henri Fayol and Elton Mayo.
2. Planning. Concepts, Types of plans, Process and limitations of planning.
3. Communication – Concept, types and process, barriers to communication.
4. Organisation – Departmentation, types of organisation, line, staff and functional organisation.
5. Staffing – Recruitment, selection procedure, training methods, performance appraisal.
6. Motivation – Meaning and importance, Financial and non-financial incentives.
7. Leadership ;styles, traits, theories,
8. Coordination - Meaning, importance and methods.
9. Decision making – Meaning process and importance.
10. Control – Meaning and importance, relationship with planning, Process & techniques of control.

Paper – II: Business Environment

1. Business Environment: Concept, importance, components, micro and macro environment,internal environment.
2. Economic Trends (overview) : Income; Savings and investment; industry; Trade and balance of payments, Money; Finance; Prices.
3. Problems of Growth: Unemployment; Poverty; Regional imbalances; Social injustices; Inflation; Parallel economy; Industrial sickness.
4. Role of Government: Monetary and fiscal policy; Industrial policy; Industrial licensing, Privatization, Liberalisation and Globalisation; Devaluation; Export-Import Policy; Regulation of foreign investment; Collaborations in the light of recent changes.
5. The Current Five Year Plan: Major policies; Resource allocation.
6. The Consumer Protection Act 1986: Basic Concepts: Consumer, goods, service, defects in goods, deficiency in service, Grievance redressal machinery.
7. Foreign Exchange Management Act 2000: Basic Concepts and overview of major provisions.
8. International environment:trends in world trade and problems faced by developing countries;trends in foreign trade and economic growth.
9. International economic grouping:GATT,WTO,UNCTAD,WORLD BANK, IMF ,counter trade

Group – II: Accounting Group

Paper – I: Financial Accounting

1. Nature of financial statements, Accounting concepts and conventions.
2. Accounts of Insurance companies(as per revised proforma)
3. Double accounting system.
4. Accounts of Banking Companies – Accounting requirements of banking companies. The classification of Book Debts, Profit & Loss Account and Balance Sheet of Banking companies.
5. Departmental and Branch Accounts – Preparation of departmental accounts-allocation of expenses. Preparation of Accounts of branches keeping incomplete records, Account of independent branches maintaining complete records,stock and debtors method; Foreign branches; Inter-branches transactions.
6. Insolvency accounts of sole trader and partnership firms-statements of affairs and deficiency account.
7. Hire purchase account(including problems of default in hire purchase, H P trading A/c,goods of small value, stock and debtors method of branch), Instalment payment system.
8. Royalty accounts.
9. Partnership Accounts: Fundamentals (including treatment of goodwill as per AS10 revised), Admission of a Partner, Retirement and Death of a Partner, Dissolution of Partnership including Insolvency.

Paper – II: Business Statistics

1. Introduction: Nature, scope, importance and limitations of statistics, Misuse of statistics.
2. Statistical Investigation: Collection and classification of data, planning a statistical investigation, questionnaire, methods of collecting primary and secondary data, Methods and principle of sampling. Methods of classification and tabulation.
3. Diagrammatic and Graphic Presentation: Location of median, quartiles and mode graphically; one and two dimensional diagrams.
4. Statistical Average: Uses, limitation and calculations of various averages, Mean, Mode, Median, Partition Values, Geometrical and Harmonic Mean.
5. Dispersion and Skewness: Various measures.
6. Correlation and Regression analysis: Simple correlation, scatter diagram, methods of computing correlation, Karl Pearson and rank correlation, Standard error and probable error.Regression analysis ,Regression coefficients,
7. Index Number: Fixed base and chain base, base shifting, weighted index numbers,consumer price Index no., Fisher’s Index, tests of reversibility.
8. Analysis of time series: Meaning, components of time series, measurements of trend.
9. Indian Statistics: National income, population census, statistics relating to agriculture, statistical organisations at the centre and in Uttaranchal.

Second Semester

Group – III: Business Economics and Legal Aspects of Business

Paper – I: Business Economics

1. Introduction: Definition and nature of economics, Scope and methodology of economics, Micro and macro economics.
2. Consumption: Measurements of Utility, Law of Diminishing Marginal Utility, Law of Equi-marginal Utility.

3. Law of Demand: Demand Schedules and Curves, Elasticity of Demand, methods of measurement of elasticity of demand, measurement of cross elasticity, Law of Supply ,Measurement of Elasticity of Supply ,
4. Consumer's surplus, Study of Consumer Behaviour through indifference curve technique.
5. Production: The Factors of Production and their characteristics, Factors affecting productivity of labour and capital, Theories of Population. Law of variable proportion, The laws of return, economy of scale, law of return to scale, different concepts of cost of production. SAC curve ,LAC curve ,
6. Exchange: The theory of exchange, Definition and extent of market, Determination of price under conditions of perfect competition, imperfect competition and monopoly. Effect of monopoly in economic life, monopolistic competition, oligopoly,
7. Theories of distribution, marginal productivity theory of distribution
8. Concept and theories of profit and wages

Paper – II: Business Laws

1. The Indian Contract Act, 1872: Nature of contract: Classification; Offer and acceptance; Capacity of parties to contract; Free consent; Consideration Legality of object; Agreement declared void; Performance of contract; Discharge of contract; Remedies for breach of contract. Special Contracts; Indemnity; Guarantee; Bailment and pledge; Agency.
2. The Sale of Goods Act, 1930. Formation of contracts of sale; Goods and their classification, price; Conditions and warranties; Transfer of property in goods; Performance of the contract of sale; Unpaid seller and his rights, sale by auction; Hire - purchase agreement.
3. The Negotiable Instrument Act, 1881: Definition of negotiable instruments; Features; Promissory note; Bill of Exchange, Cheque; Holder and holder in due course; Crossing of a cheque, Types of crossing, Negotiation, Dishonour and discharge of negotiable instruments.
4. The Partnership Act, 1932 and Limited Liability Partnership Rules.

QUALIFYING COURSE

Book-Keeping and Accountancy

(It is compulsory for students joining B. Com. Part I, who have not studied commerce and accountancy before (pass marks 17 out of 50).

Note: The objective is to impart to non-commerce students who join B.Com., and elementary knowledge of Book-keeping & Accountancy.

The Principle of double entry Book-keeping. The Journal, The Ledger, The Trial Balance, The Trading Account, Profit & Loss Account and Balance Sheet of a Sole-Trader, Bill of Exchange, Capital and Revenue, Depreciation Reserves and Sinking Funds, Receipts and Payments, Income & Expenditure Accounts.

(There shall be one compulsory question on Final Accounts).

Group IV – Computerized Accounting

Paper – I: Financial Accounting

1. Nature of financial statements, Accounting concepts and conventions.
2. Accounts of Insurance Companies(as per revised proforma).
3. Double accounting system.
4. Accounts of Banking Companies – Accounting requirements of Banking companies. The classification of Book Debts, Profit & Loss Account and Balance Sheet of Banking companies.
5. Departmental and Branch Accounts – Preparation of departmental accounts-allocation of expenses. Preparation of Accounts of branches keeping incomplete records, Account of independent branches maintaining complete records, stock and debtors method; Foreign branches; Inter-branches transactions.
6. Insolvency accounts of sole trader and partnership firms-statements of affairs and deficiency account.
7. Hire purchase accounts (including problems of default, hirepurchase trading A/c,goods of small value, stock and debtors method), Instalment payment system.
8. Royalty accounts.
9. Partnership Accounts: Fundamentals (including treatment of goodwill as per revised AS10), Admission of a Partner, Retirement and Death of a Partner, Dissolution of Partnership including Insolvency.

Paper – II: Computerized Financial Accounting

1. Computer Fundamentals Brief History, Hardware and Software, Classification of Computer introduction to different computer languages, Memory Concepts, Operating System and its types, Elementary idea of MS-DOS and Window operating system.
2. Treatment of Data and Basic Statistical Analysis: Mean mode median and hypothesis testing (t test and x^2 test) on Computer.
3. Tally and its basics.
4. Basic rules of journal entries ,ledgers ,trial balance and final accounts.
5. Use of Tally to obtain financial accounting output for the following:

- | | |
|----------------------|----------------------------|
| 1. Day books | 5. Trial Balance |
| 2. Journals | 6. Balance Sheet |
| 3. Journal Ledger | 7. Profit and Loss Account |
| 4. Subsidiary Ledger | 8. Other statement |

Note:separate practical will be held for 15 marks in computerised accounting.

B.Com. – II (Third Semester)

Group I: Management Group

Paper – I: Basic Business Finance

1. Financial Management: Financial goals; Profit Vs. wealth maximization; Financial functions – investment, financing, and dividend decisions, Financial planning.
2. Capital Budgeting: Nature of investment decisions, investment evaluation criteria, payback period, accounting rate of return, net present value, internal rate of return, profitability index: NPV and IRR comparison.
3. Cost of Capital: significance of cost of capital: calculating cost of debt; Preference shares, equity capital, and retained earnings; Combined (weighted) cost of capital.
4. Operating and Financial Leverage: Their measure; Effects on profit, analysing alternate financial plans, combined financial and operating leverage.
5. Capital Structure: Theories and determinants.
6. Dividend Policies; Issues in dividend policies; Walter’s model Gordon’s model; M.M. Hypothesis, forms of dividends and stability of dividends, determinants.
7. Management of Working Capital: nature of Working capital, Significance of working capital, operating cycle, factors determining working capital requirements; Management of working capital – cash, receivables, and inventory.

Paper – II: Personnel Management

1. Personnel Management: Meaning, importance and scope, Organisation and functions of personnel department: Personnel policies.
2. Manpower Planning – Meaning, importance and process.
3. Recruitment & Selection: Job description and Job specification, selection procedure.
4. Training: Need, methods, induction of new employees.
5. Promotion, demotion, transfer, discipline, discharge and dismissal and related problems and procedures.

6. Motivation concept and theories (Maslow, McGregor, Herzberg etc.).
7. Compensation: Wage and Salary administration. Methods of wage payment including incentive wage plan
8. Performance Appraisal: Nature, importance and techniques.

Group II: Accounting Group

Paper – I: Cost Accounting

1. Introduction: Nature and scope of cost accounting; Cost concepts and classifications; Methods and techniques; Installation of costing system: Concept of cost audit.
2. Accounting for Material: Material control; concept and techniques, Pricing of material issues; Treatment of material losses.
3. Accounting for Labour: Labour cost control procedure; Labour turnover; Idle time and overtime; Methods of wage payment – time and piece rates; Incentive Schemes.
4. Accounting for Overheads: Classification and departmentalization; Allocation, Apportionment, Reapportionment and Absorption of overheads; Determination of overhead rates, Under and over absorption, and its accounting treatments.
5. Cost Ascertainment: Unit costing, Job, batch and contract costing: Operating costing; Process costing – including joint and by-products.
6. Cost Records: Integral and non-integral system;
7. Standard costing and variance analysis, material, labour and overhead
8. Reconciliation of cost and financial accounts.

Paper – II: Corporate Accounting

Note: Students are requested to follow Revised Schedule VI for presenting Final Account wherever needed

1. Company Accounts: Issue of Shares . Forfeiture & reissue of shares(including problems of prorata)
2. Issue and Redemption of Debentures
3. Redemption of preference shares
4. Profits prior and after incorporation.
5. Preparation of final A/C of joint stock company(including problems of managerial remuneration)with adjustment as per revised schedule VI of companies act
6. Underwriting of shares.
7. Amalgamation, Absorption and Reconstruction. As per accounting standard - 14.
8. Liquidation of companies.
9. Holding companies: Preparation of consolidated Profit and Loss Accounts and Balance Sheet.
10. Valuation of shares and valuation of goodwill.

Fourth Semester

Group III: Business Economics and Legal Aspects of Business

Paper – I: Money, Banking and Financial Institutions

1. Money and Monetary System: Evolution, Function and Importance of Money, kinds of Money, Money Standards: Essentials of a good currency system. Gold Standard

- Bimetallism: Paper standard, Various methods of Note Issue with particular reference to their working in India Managed Money.
2. The value of money. The Quantity Theory of Money – Fisher's equation and its criticism; Inflation and deflation, Present monetary system.
 3. Banks and Banking System: The definition of Banking, types of Banks: Functions of different types of Banks: Central Banking; Functions of Central bank, Critical study of method of credit control.
 4. The Indian Money Market – Its constituents and its defects, Banking operations, sources of funds, Principles of investment, Uses of Banks funds.
 5. Foreign Exchange: Mint par; Specie points and Purchasing Power Parity Theory: Balance of payment, Exchange Control Regulation of Foreign Exchange.
 6. Major financial institution: IDBI, IFCI, SIDBI and SFCs..

Paper II: Legal Aspects of Business

Section "A" Company Law (50%)

Provisions of the Companies Act, amended up to date with special reference to:

1. Incorporation; raising of capital, commencement of business, membership- types, rights & duties.
2. Management of companies: Board of Directors, Manager, Company Secretary.
3. Meetings and Resolutions.
4. Oppression and Mis-management.
5. Winding up : Various kinds and consequences.

Section "B" Industrial Laws (50%)

Statutory provisions of the following legislations:

1. The Factories Act, 1948.
2. The Trade Unions Act, 1926
3. The Workmen Compensation Act, 1923
4. The Minimum Wages Act, 1948
5. The Industrial Disputes Act, 1947

Group IV: Computerized Accounting

Paper – I: Cost Accounting

1. Introduction: Nature and scope of cost accounting; Cost concepts and classifications; Methods and techniques; Installation of costing system : Concept of cost audit.
2. Accounting for Material: Material control; concept and techniques, Pricing of material issues; Treatment of material losses.
3. Accounting for Labour: Labour cost control procedure; Labour turnover; Idle time and overtime; Methods of wage payment – time and piece rates; Incentive Schemes.
4. Accounting for Overheads: Classification and departmentalization; Absorption of overheads; Determination of overhead rates, under and over absorption, and its accounting treatments.
5. Cost Ascertainment: Unit costing, Job, batch and contract costing: Operating costing; Process costing – including joint and by-products excluding problems of inter process profits

6. Cost Records: Integral and non-integral system;
7. standard cost and variance analysis, material, labour and overheads
8. Reconciliation of cost and financial accounts.

Paper – II: Computerized Cost Accounting

1. Introduction to spread sheets, working on spread sheet, MS excel and its applications working of MS-Excel.
2. Cost Accounting System: Elements of cost; Classification; Cost sheet; Cost accounting methods and techniques.
3. Use of Tally and MS-Excel to obtain cost accounting outputs for the following:
 1. Analysis of cost – Cost centres wise
 2. Analysis of cost – Cost elements wise
 3. Allocation of overheads
 4. Apportionment of overheads
 5. Preparation of cost sheet, contract A/c and process A/c.
 6. Variable and fixed costs – BEP, P/V analysis
 7. Standard cost and variance analysis
 8. Differential cost

Note: separate practical will be held for 15 marks in computerised accounting

Note: Kindly refer instructions for paper setting given at the end of the syllabus of B.Com

B.Com. – III
(Fifth Semester)

Group I – Management Group

Paper I: Marketing Management

1. Introduction: Nature and scope of marketing; Importance of marketing, Marketing concepts – traditional and modern, Selling Vs. marketing, Marketing mix, Marketing environment.
2. Consumer Behaviour and Market Segmentation: An introduction to factors affecting consume behaviour; Market segmentation – concept and importance; Bases for market segmentation.
3. Product: Concept of product, consumer and industrial goods : Product planning and development; packaging – role and functions; Brand name and trade mark; After - sales service; Product life cycle concept.
4. Price: Importance of price in the marketing - mix, factors affecting price of a product/ service: Discounts and rebates.
5. Distribution Channels and Physical Distribution: Distribution Channel – concept and role: Types of distribution channels: Factors affecting choice of a distribution channel; Retailer and wholesaler; Physical distribution of goods, Transportation; Warehousing, Inventory control; Order processing.
6. Promotion: Methods of promotion, Optimum promotion mix; Advertising media – their relative merits and limitations; Characteristics of an effective advertisement; Personal selling, Selling as a career, Characteristics of a successful sales person: Functions of salesman.

Paper – II: Management Accounting

1. Management Accounting: Nature, scope and functions of management accounting; Role of management accounting in decision - making; Management accounting Vs. financial accounting : Tools and techniques of management accounting
2. Ratio analysis; Classification of ratios – profitability ratios, turnover ratios, solvency and liquidity ratios, ratios for investors, Advantages of ratio analysis; Limitations of accounting ratios.
3. Funds Flow Statement, Cash Flow Statement(as per revised AS)
4. Absorption and Marginal Costing: Marginal and differential costing as a tool for decision making – make or buy; Change of product mix, Pricing, Exploring new markets, Shutdown decisions, Break-even analysis.
5. Budgeting for Profit Planning and control: Meaning of budget and budgetary control; Objectives; Merits and limitations; Types of budgets; Cash budget, Fixed and flexible budgeting; Zero base budgeting, Performance budging.
6. Capital Investment decisions(capital budgeting),methods,
7. Standard Costing and Variance Analysis: Meaning of standard cost and standard costing: advantages and applications; Variance analysis: material, Labour and overhead variances.
8. Responsibility accounting.

Group II – Accounting Group

Paper – I: Income Tax Law and Accounts

1. Important Definitions including income, Agricultural income, Assessee, Previous year, assessment year, Person.
2. Residential status and incidence of residence on Tax Liability, computation of Total income with reference to the residence.
3. Exemption and Exclusions: Exempted Incomes and Incomes included in total income but not Taxable.
4. Computation of Income: Salaries; Income from House Property : Profits and gains from business or profession; Capital gains and Income from other sources.
5. provisions of carry forward and set off.
6. Deductions and Reliefs: Deductions to be made in computing Total income: Provisions regarding rebates of Income Tax and Relief.
7. Deductions and collection of Tax at source; Advance payment of Tax and Payment of Tax After Assessment.
8. Assessment of Individuals and Hindu Undivided Family and Computation of Tax Liability.

Paper – II: Auditing

1. Introduction: Meaning and objectives of Auditing: Types of audit; Internal audit.
2. Audit Process: Audit programme; Working paper and evidences; Consideration for commencing an audit; routine checking and test checking.
3. Internal control, Internal Check System and Internal Audit.
4. Audit Procedure: Vouching: Verification of assets and liabilities.
5. Audit of Limited Companies :
 - a. Company auditor – Appointment, power, duties, and liabilities.
 - b. Divisible profits and dividend.
 - c. Auditor's report – types of reports with specimen.
 - d. Special audit of banking companies.
 - e. Audit of educational institutions.
 - f. Audit of insurance companies.
 - g. Audit of non profit companies.
6. Investigation: reasons , merits , difference between auditing and investigation, procedure
 - a. where fraud is suspected, and
 - b. when buying of a business is proposed.
7. Recent Trends in Auditing: Nature and significance of cost audit; Tax audit; Management audit.

Group III – Business Economics and Legal Aspects of Business

Paper – I: Indirect Tax Laws

1. Central Excise

The Central Excise Law, Goods, Excisable goods, Manufacture and Manufacturer, Classification, Valuation, Related Person, Captive, Consumption, CENVAT, Basic Procedures, Export, SSI, Job Work, Assessment, Demands, Refund, Exemptions, Powers of Officers, Adjudication, Appeals, Settlement Commission, Penalties, Central Excise Audit and Special Audit under 14 A and 14 AA of Central Excise Act, WTO, Anti dumping processing, Tariff Commission and other Tariff Authorities.

2. Customs Laws

Basic concepts of customs law, Territorial waters, high seas, Types of custom duties, Anti-Dumping Duty, Safeguard Duty, Valuation, Customs Procedures, Import and Export Procedures, Baggage, Exemptions, Warehousing, Demurrage, Project Imports and Re-Imports, Penalties and Offences, Export Promotion Schemes, EOU, Duty Drawback, Special Economic Zones.

3. GST

Short title, extent and commencement, Definitions, Meaning and scope of supply, Administration Levy of, and Exemption From, Tax Time and Value of Supply Input Tax Credit Registration Tax Invoice, Credit and Debit Notes, Returns, Payment of Tax, Transfer of Input Tax Credit, Refunds, Accounts and Records, Job Work, Electronic Commerce, Collection of Tax at Source, Assessment, Audit, Demands and Recovery, Inspection, Search, Seizure and Arrest, Offences and Penalties, Prosecution and Compounding of Offences, Appeals and Revision, Advance Ruling, Presumption as to Documents, Liability to pay in Certain Cases, Miscellaneous Provisions, Repeal and Saving, Transitional Provisions

4. Central Sales Tax Act & VAT Act.

Introduction, definition of sale under CST, Stock Transfer, branch transfer under CST, Inter - state sale, Various forms for filling of sales tax returns under CST, Sales outside territorial waters under CST, Procedures, Numerical problems on CST and VAT, Salient features of state VAT Acts, Treatment of stock & branch transfer under State VAT Acts, Filing & Return under State VAT Acts, Accounting & Auditing VAT

Paper – II: Fundamentals of Insurance

1. Principles of Insurance: Concepts of Insurable Risk, Methods of handling risk; Concepts, characteristics, importance and advantages, functions, principles and classification of insurance, kinds of insurance organizations; essentials of insurance contract, Insurable

- interest, Indemnity, warranty, utmost good faith, Doctrine of subrogation, Doctrine of Contribution, Double Insurance and Reinsurance.
2. Life Insurance: Features, Importance, Advantages, contract of life insurance, Hazards; Procedure of effecting life insurance (from proposal to policy); Selection, Substandard Lives; Kinds of policies, Annuities, Policy conditions; Computation of premium, numericals of premium computations Mortality table, kinds, methods of construction of mortality table, investment of life fund, valuation and bonus, Organization and working of the Life Insurance Corporation of India. entry of private sector insurance companies in life insurance business.
 3. Marine Insurance: Elements of Contract, subject matter of marine insurance, Procedure; kinds of policies, fixation and return of premium. Policy conditions, perils of marine insurance, doctrine of cause proxima, warranty, marine losses.
 4. Fire Insurance: Meaning, scope, hazards, functions of fire insurance, kinds of policies, policy conditions, computation of premium, settlement of claims, numericals of premium computations and settlement of claims, application of average clause.
 5. Miscellaneous Insurance: Types, extent of coverage and the policy conditions in respect of motor insurance, workmen's compensation insurance, export risk insurance and war risk insurance.
 6. General insurance business in India. Nationalisation, entry of private sector in general insurance business.

Sixth Semester

Group IV – Computerized Accounting

Paper – I: Computer Applications in Management Accounting

Retracing management accounting system and use of Tally and MS-Excel packages to obtain different management accounting outputs for the following:

1. Fund flow statement
2. Ratio analysis
3. Budget and budget variances
4. Analysis of account payable, account receivable and sales.
5. Inventory control
6. Projected financial statements
7. Cash forecasting
8. Standard costing
9. Marginal costing

Note: separate practical will be held for 15 marks in this paper .

Paper – II: Computer Applications in Income Tax

1. Important Definitions including income, Agricultural income, Assessee, Previous year, assessment year, Person.
2. Residential status and incidence of residence on Tax Liability, computation of Total income with reference to the residence.
3. Exemption and Exclusions: Exempted Incomes and Incomes included in total income but not Taxable.
4. Computation of Income: Salaries; Income from House Property : Profits and gains from business or profession; Capital gains and Income from other sources.
5. provisions of carry forward and set off
6. Deductions and Reliefs: Deductions to be made in computing Total income: Provisions regarding rebates of Income Tax and Relieves.
7. Deductions and collection of Tax at source; Advance payment of Tax and Payment of Tax After Assessment.
8. Assessment of Individuals and Hindu Undivided Family and Computation of Tax Liability. Using Tally and MS-Excel.

Note: separate practical will be held for 15 marks in this paper .

Group V – Communication Group (Compulsory for all)

Paper – I: Business Communication

1. Meaning, Importance, Process, Types: Oral, Written, Verbal, Non-Verbal, Problems of Communication, Listening as a Communication Tool, Techniques of Better Communication.
2. Communication and decision making in small groups: roll of groups, characteristics of small groups, solving problems in small groups etc., examining group discussions – its role in team work.
3. Communication within the organisation:
 - a) Memo writing
 - b) Proposal writing
 - c) Report writing
 - d) Office orders, circular, writing notes
4. Communication outside the organization:

a) Business Correspondence: request for quotations, tenders, orders, drafting of sales letters, circular letters, proposals, correspondence with local and foreign customers and suppliers regarding dues, complaints, follow-up letters.

b) Correspondence with banks regarding overdrafts, cash credit and current account.

5. Resume Writing

Suggested Readings:

Business communication, Urmila Rai and S.M. Rai.

Business Communication by Rajender Paul

Business Communication by Asha Kaul

Business Communication by Rohini Aggarwal.

Paper – II: Viva Voce

Objective of viva voce exam is to boost the confidence of students in oral communication skill, so that they can face the challenges of competitive world. Questions will be asked based on the general awareness related to commerce economics and accounts. Students should update their knowledge related to latest events in the field of commerce, economics and accounts. More questions will be asked from the syllabus of B.Com IIIrd year.