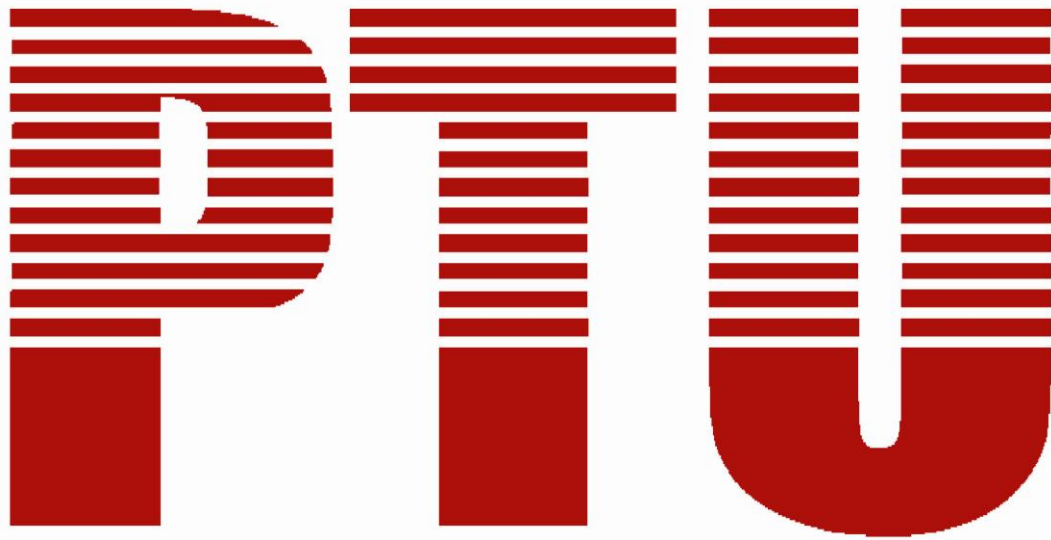


# **Scheme and Syllabus**

## **B.Com. Professional**

**Batch 2011 onwards**



By  
Department of Academics

**Punjab Technical University**

**Ordinances**

B.Com Professional is an integrated course comprising different parts spread over three years. Each part will consist of two semesters. The course of study of B.Com Professional shall be divided in six semesters and university examination will be held at the end of every semester in the months of December/January (for semester I,III &V) and April/May (for semester II, IV & VI) or as decided by the competent authority.

Admissions in the course B.Com. Professional Part-I shall be open to a student who produces the following certificates to the college.

Of having passed at least +2 examination of Punjab School Education Board or any other examination recognized as equivalent thereto with at least: 33% marks in the aggregate in case of commerce students who have passed 10+2 examination and 40% for the students who have opted for two of the following commerce subjects in 10+2

- a. Accountancy
- b. Business Studies
- c. Economics
- d. Mathematics
- e. Office Management and Secretarial Practice.
- f. Principle and Practice of Insurance.
- g. Tax Procedure and Practice.

and 45% for other candidates.

A candidate must complete and pass the whole course of three years within a maximum of six years from the date of admission in B.Com Professional first semester. Semester examinations will be open to regular candidates who have been on the rolls of a college affiliated to this University and meet the attendance and other requirements as prescribed in the ordinances of the course. Subject to fulfilment of requirement of House examinations, the attendance requirements etc. the students will be allowed to sit in the semester examinations.

Internal Assessment will be of 40 marks in each paper, which will be calculated as follows:

Three House examinations	- 16 marks
Two assignments	- 16 marks
Attendance	- 8 marks

(Up to 74.5% attendance 0 marks)

74.6% - 75.4%: 3 marks

75.5% - 84.5% 6 marks

Above 84.5% 8 marks

### **Attendance Requirements**

Every candidate will be required to attend a minimum of 75% lectures delivered to that class in each paper as well as 75% of the laboratory work, seminars etc, separately provided that a deficiency in attendances may be condoned for special reasons, as per the relevant ordinances on the subject.

- To be eligible to appear in the semester examination a candidate must have obtained in the house examination at least 25% marks in each paper; 33% marks in the aggregate of all subjects of the semester. The Principal at his discretion may allow a special test to a candidate who could not appear in the House examination owing to unavoidable reasons or fails to secure the minimum marks as prescribed above.
- Applications for admission to the examination shall be made on the prescribed form attested by the competent authority as per University rules.
- Amount of examination fee to be paid by a candidate for each semester shall be as fixed by the University from time to time.
- University medal will be awarded to a candidate who secures first position in the University on the basis of the marks of all the six semesters taken together. The general rules and conditions of the University for the award of medal/prizes etc. will be applicable in the award of University medal to the topper of this examination.
- All the question papers will be set in English and candidates are expected to answer the questions only in English.
- The successful candidate shall be classified on the basis of aggregate marks secured in all the six semesters B.Com Professional taken together as under:
  - (a) 75% or more with distinction.
  - (b) 60% or more in the first division.
  - (c) 50% or more but less than 60% in the second division.
  - (d) Below 50% in the third division.

Course Code	Course Name	Load Allocation		Marks Distribution		Total Marks	Credits
		L	T	Internal	External		
<b>Semester I</b>							
BCOP 101	Financial Accounting	4	0	40	60	100	4
BCOP 102	Business Organization & Management	4	0	40	60	100	4
BCOP 103	Micro Economics	4	0	40	60	100	4
BCOP 104	Business Mathematics	4	0	40	60	100	4
BCOP 105	Communicative English	4	0	40	60	100	4
HVPE 101	Human Values and Professional Ethics	3	0	40	60	100	3
<b>Total</b>		23	0	240	360	600	23
<b>Semester II</b>							
BCOP 201	Advanced Accounting	4	0	40	60	100	4
BCOP 202	Mercantile Law	4	0	40	60	100	4
BCOP 203	Macro Economics	4	0	40	60	100	4
BCOP 204	Business Statistics	4	0	40	60	100	4
BCOP 205	Business Communication	4	0	40	60	100	4
BCOP 206	Workshop on IT & E-Commerce	2	2	40	60	100	3
<b>Total</b>		22	2	240	360	600	23
<b>Semester III</b>							
BCOP 301	Corporate Accounting-I	4	0	40	60	100	4
BCOP 302	Company Law	4	0	40	60	100	4
BCOP 303	Money, Banking and International Trade	4	0	40	60	100	4
BCOP 304	Operation Research	4	0	40	60	100	4
BCOP 305	Human Resource Management	4	0	40	60	100	4
BCOP 306	Indian Economic Problems	4	0	40	60	100	4
<b>Total</b>		24	0	240	360	600	24
<b>Semester IV</b>							
BCOP 401	Corporate Accounting-II	4	0	40	60	100	4
BCOP 402	Indirect Tax Laws	4	0	40	60	100	4
BCOP 403	Cost Accounting-I	4	0	40	60	100	4
BCOP 404	Business Finance	4	0	40	60	100	4
BCOP 405	Management of Financial Services	4	0	40	60	100	4
BCOP 406	Seminar on Current Business Affairs	0	4	100	-	100	2
<b>Total</b>		20	4	300	300	600	22
<b>Semester V</b>							
BCOP 501	Cost Accounting- II	4	0	40	60	100	4
BCOP 502	Income Tax –I	4	0	40	60	100	4
BCOP 503	Marketing Management	4	0	40	60	100	4
BCOP 504	Management Accounting	4	0	40	60	100	4
BCOP 505	Tally	0	4	100	-	100	2
BCOP 506	Summer Training Report	0	0	100	-	100	1
<b>Total</b>		16	4	360	240	600	19
<b>Semester VI</b>							
BCOP 601	Income Tax-II	4	0	40	60	100	4
BCOP 602	Industrial relations and Labour Laws	4	0	40	60	100	4
BCOP 603	Financial Management	4	0	40	60	100	4
BCOP 604	Business Environment	4	0	40	60	100	4
BCOP 605	Entrepreneurship Development	4	0	40	60	100	4
BCOP 606	Comprehensive Viva Voce for all Six Semesters	0	0	40	60	100	1
<b>Total</b>		20	0	240	360	600	21

## BCOP 101 Financial Accounting

**Objective/s:** To familiarize the students with the basic fundamentals of the accounting and understand the accounting mechanism necessary for the preparation of the financial statements.

### Unit I

Basics of Accounting: Accounting, Accountancy and Book-Keeping. Accounting Concepts, conventions and Principles-GAAP. Branches of accounting. Accounting equation. Accounting Cycle: Journal, Ledger and Trial Balance; Subsidiary books

### Unit II

Rectification of errors. Bank reconciliation statement. Bills of exchange. Promissory notes

### Unit III

Depreciation- Fixed Instalment Method and Diminishing Balance Method (Numerical); Provisions and Reserves. Final Accounts with simple adjustments (Excluding the adjustments of bad debts etc.)

### Unit IV

Average due date. Account current. Self balancing ledgers

#### Suggested Readings/ Books:

- **Financial Accounting** : Sehgal, Ashok & Deepak (Latest Edition Taxman's Allied Services)
- **Financial Accounting**: Maheshwari, S. N. (Latest Edition Vikas Publishing House)
- **Financial Accounting**: Tulsian, P. C. (Latest Edition Pearson Publications)

---

## BCOP 102 Business Organization & Management

**Objective/s:** To facilitate the students in appreciating need/ significance and applications of various managerial functions

### Unit I

**Definition of management:** nature and scope, organizational objectives. Forms of different organizations: Sole Proprietorship, Partnership and Joint Stock Company. Development of management thoughts: Classical and new classical systems, contingency approaches. Scientific Management. Social responsibility and business ethics

### Unit II

**Planning:** Nature, Purpose and Functions, Types, Steps in planning. Decision making and its process. **Organizing:** Nature, Importance, Process, Formal & Informal organizations, Organization chart, Organizing principles, Span of management, Departments by function, Territory, Product/service, Customer group and Matrix organization. **Authority:** Definition, Types, Responsibility and Accountability, Delegation, Decentralization v/s Centralization, Determinants of effective decentralization

### Unit III

**Staffing: Recruitment, Selection, Training, Induction, Performance Management,** Manpower management, Factors affecting staffing, job design Teamwork: Stages of Team Building. **Directing:** Motivation: Theories – Maslow, Herzberg, McGregor & Ouchi, and Leadership –Styles, Managerial Grid, Nine Cell Matrix.

### Unit IV

**Controlling:** control process, types, barriers to control making, control techniques: budget and non-budgetary control devices. Introduction to TQM Introduction to Management by objective

#### Suggested Readings/ Books:

- **Principles of Management:** Ghuman & Ashwathapa (Tata McGraw Hill Publishers)
- **Essentials of Management:** Koontz & Weirich (Tata McGraw Hill Publishers)
- **Principles & Practices of Management:** L.M. Prasad (S. Chand Publishers)
- **Management:** Stephen Robbins (Pearson Publishers)

---

## BCOP 103 Micro Economics

**Objective/s:** To explore the students with the basic principles of economics that help them in making logical decisions.

### Unit I

**Introduction to Economics:** Nature and Scope of Economics: Micro and Macro Economics. Types of Economies and Market Structures. Basic problems of an economy; Working of price mechanism. **Utility:** Utility approach – brief outline of law of diminishing marginal utility and law of equi- marginal utility. Indifference curve approach. Properties of indifference curve. Consumer's equilibrium and importance of indifference curve approach

### Unit II

**Elasticity of Demand:** Concept and measurement of elasticity of demand; Price, income and cross elasticity; Relationship between average revenue, marginal revenue and elasticity of demand; Determinants of elasticity of demand; Importance of elasticity of demand.

**Production Function:** Concept of production function; Law of variable proportions; Iso-quants; Producer's equilibrium. Expansion path; Returns to factor and returns to scale

**Theory of Costs:** Types of costs, Short-run and long-run cost curves traditional and modern approaches. Internal and external economies and diseconomies of scale

### Unit III

**Introduction:** Market structure, types of markets and business decisions; Objectives of a business firm- optimum firm. **Perfect Competition:** Characteristics; Price determination under perfect competition, Equilibrium of firm and industry in the Short-run and long-run.

**Monopoly:** Characteristics; Equilibrium of the monopoly firm in short run and long run;

Price discrimination, its types and price and output determination under discriminating monopoly. **Monopolistic Competition:** Meaning and characteristics; Price and output determination under monopolistic competition; Selling costs; Comparison with perfect competition; Excess capacity hypothesis. **Oligopoly;** Characteristics; Models of pricing and output determination; Price leadership; Kinked demand curve.

#### Unit IV

**Factor Pricing:** Marginal productivity theory of factor pricing, Classical and modern theory of wage determination. Rent-concept; Ricardian and modern theories of rent; Quasi-rent. Interest-Concept and theories of interest; Profit: nature, concepts and theories of profit.

#### Suggested Readings/ Books:

- **Modern Microeconomics:** Koutsoyiannis A, (Macmillan New Delhi).
- **Advanced Economic Theory:** Ahuja H.L (S. Chand & Co., New Delhi)
- **Principles of Economics:** Mankiw N.G., Thomson.
- **Business Economics:** Ferguson P.R. and Rothschild R. and Ferguson G.J. (Macmillan Hampshire).
- **Micro Economic Theory:** Jhingan M.L. (Vrinda Publications.)
- **Micro Economics:** Seth M. L.

---

### BCOP 104 Business Mathematics

**Objective/s:** The course consists of instruction in the fundamentals of mathematics as applied to business situations. The course includes the study of fundamental mathematics and calculations which are commonly used in finance and accounting.

#### Unit-I

**Progressions:** Application of Arithmetic Progression and Geometric Progression. Arithmetic progressions finding the 'n'<sup>th</sup> term of an AP and also sum to 'n' terms of an AP. Insertion of Arithmetic means in given terms of AP and representation of AP. Geometric progression: finding nth term of GP.

#### Unit-II

**Interest Applications:** Simple interest, compound interest including half yearly and quarterly calculation, Instalment Purchases (Cost of Instalment, Effective rates, amortization of a loan)

#### Unit-III

**Percentage and Ratios' Applications:** Percents, Commissions, Discounts, e.g., bill discounting, mark up and concepts of Ratios.

#### Unit-IV

**Corporate and Special Applications:** Computation of the costs and proceeds of stock buy-and-sell; Computation of rates of yield and gains or losses on the purchase and sale of stocks; Computation of gains and losses on convertible and callable bonds, annual interest, accrued interest, and annual yield and computation of a rate of yield to maturity

**Unit-V**

**Foreign Exchange:** Brief Introduction to Foreign Exchange Market, Rate of Exchange, Direct/Cross rate and Indirect rate of Exchange, Cross rate, Simple and Compound Conversion, Chain Rule (in the course of exchange)

**Suggested Readings/ Books:**

- **Business Mathematics and Statistics (Quantitative Techniques for Business):** T R Jain, S C Aggarwal, N Ranade and S K Khurana, (V K (India) Enterprises, New Delhi)
- **A textbook of Business Mathematics:** Dr. A. K Arte & R.V. Prabhakar
- **Business Mathematics:** Sanchethi and Kapoor
- **Mathematics for Cost Accountants:** Saha

---

**BTHU 101 Communicative English**

**Objective/s and Expected outcome:**

The objective is to help the students to become independent users of English language. Students should be able to understand spoken and written English language of varied complexity on most including some abstract topics; particularly the language of their chosen technical field. They must show awareness of appropriate format and a capacity for explaining their views in a rational manner. The students should be able to converse fluently, without strain with international speakers of English in an accent and lexis that is widely understood across the globe. They will be able to produce on their own texts which are clear and coherent.

1. **Reading:** Reading texts of varied complexity; speed reading for global and detailed meaning; processing factual and implied meanings
2. **Writing:** The qualities of good writing; Learning the prescribed written expressions of conventional use; writing business letters, emails; reports, summaries and various forms of descriptive and argumentative essays

**Learning and Teaching Activities:**

**PART A (Reading)**

The prescribed reading textbook for students will be S. P. Dhanavel English and Communication Skills for Students of Science and Engineering (with audio CD), Orient Blackswan. They will go through the reading texts themselves with the help of a dictionary or word power as given at the end. As they progress from one reading to another they should learn to read fast with greater degree of understanding of both concrete and abstract topics. While taking up the textbook lessons in the classroom, the teacher shall ensure that students can do the following:

- i. Identify the significant points and conclusions as given in the text.



- ii. Handle large texts (even outside the prescribed book) with overall comprehension of the links between arguments and the finer distinction between stated and implied meanings.
- iii. Generally read the stance or the point of view of the writer and present it in the form of a summary
- iv. Use the vocabulary learnt in the lessons (especially given in ‘word power’) productively in various writing tasks as suggested at the end of each lesson.
- v. Profitably use the grammatical items as discussed at the end of each lesson while producing language for communication.

Besides the textbook, the teacher must insist that students extend their reading by taking up additional texts of their own choice.

### **PART B (Writing)**

In addition to the various exercises given at the end of each lesson of Dhanavel’s book, the teacher shall use Anne Laws Writing Skills, Orient Blackswan to teach the language and conventions of writing. The students must learn the language that expresses various cognitive functions that are frequently used in writing. With the help of the teacher who will give them adequate practice, the students should be able to:

- i. Convey information on concrete or abstract topics with clarity and precision.
- ii. Write about objects or events with appropriate detail in both descriptive and narrative form.
- iii. Explain ideas and build up arguments with adequate support in a convincing manner.
- iv. Use language with some degree of flexibility in consideration to the reader.
- v. Produce effectively such forms of professional writing as business letter, emails, notes, memos, reports summaries etc.

While teaching, the teacher must inculcate in students the habit of revising their writing. The teacher can also use and recommend the relevant sections of the following books for developing writing skills in students.

#### **Suggested Readings/ Books**

1. Vandana R Singh, **The Written Word**, Oxford University Press, New Delhi
2. KK Ramchandran, et al **Business Communication**, Macmillan, New Delhi
3. Swati Samantaray, **Business Communication and Communicative English**, Sultan Chand, New Delhi.
4. **S.P. Dhanavel English and Communication Skills for Students of Science and Engineering** (with audio CD)

## HVPE 101 Human Values & Professional Ethics

### Objective/s and Expected outcome:

To help the students to discriminate between valuable and superficial in the life. To help develop the critical ability to distinguish between essence and form, or between what is of value and what is superficial, in life - this ability is to be developed not for a narrow area or field of study, but for everyday situations in life, covering the widest possible canvas. To help students develop sensitivity and awareness; leading to commitment and courage to act on their own belief. It is not sufficient to develop the discrimination ability, it is important to act on such discrimination in a given situation. Knowingly or unknowingly, our education system has focused on the skill aspects (learning and doing) - it concentrates on providing to its students the skills to do things. In other words, it concentrates on providing “How to do” things. The aspects of understanding “What to do” or “Why something should be done” is assumed. No significant cogent material on understanding is included as a part of the curriculum. A result of this is the production of graduates who tend to join into a blind race for wealth, position and jobs. Often it leads to misuse of the skills; and confusion and wealth that breeds chaos in family, problems in society, and imbalance in nature. This course is an effort to fulfill our responsibility to provide our students this significant input about understanding. This course encourages students to discover what they consider valuable. Accordingly, they should be able to discriminate between valuable and the superficial in real situations in their life. It has been experimented at IITTH, IITK and UPTU on a large scale with significant results.

### PART A

#### 1. Course Introduction - Need, Basic Guidelines, Content and Process for Value Education

- Understanding the need, basic guidelines, content and process for Value Education.
- Self Exploration—what is it?- its content and process; ‘Natural Acceptance’ and Experiential Validation- as the mechanism for self exploration.
- Continuous Happiness and Prosperity- A look at basic Human Aspirations
- Right understanding, Relationship and Physical Facilities- the basic requirements for fulfillment of aspirations of every human being with their correct priority
- Understanding Happiness and Prosperity correctly- A critical appraisal of the current scenario

- Method to fulfill the above human aspirations: understanding and living in **harmony** at various levels (6 Hrs)

**2. Understanding Harmony in the Human Being - Harmony in Myself!**

- Understanding human being as a co-existence of the sentient 'I' and the material 'Body'
- Understanding the needs of Self ('I') and 'Body' - *Sukh* and *Suvidha*
- Understanding the Body as an instrument of 'I' (I being the doer, seer and enjoyer)
- Understanding the characteristics and activities of 'I' and harmony in 'I'
- Understanding the harmony of I with the Body: *Sanyam* and *Swasthya*; correct appraisal of Physical needs, meaning of Prosperity in detail
- Programs to ensure *Sanyam* and *Swasthya* (6 Hrs)

**3. Understanding Harmony in the Family and Society- Harmony in Human-Human Relationship**

- Understanding harmony in the Family- the basic unit of human interaction
- Understanding values in human-human relationship; meaning of *Nyaya* and program for its fulfillment to ensure *Ubhay-tripti*; Trust (*Vishwas*) and Respect (*Samman*) as the foundational values of relationship
- Understanding the meaning of *Vishwas*; Difference between intention and competence
- Understanding the meaning of *Samman*, Difference between respect and differentiation; the other salient values in relationship
- Understanding the harmony in the society (society being an extension of family): *Samadhan*, *Samridhi*, *Abhay*, *Sah-astitva* as comprehensive Human Goals
- Visualizing a universal harmonious order in society- Undivided Society (*Akhand Samaj*), Universal Order (*Sarvabhaum Vyawastha* )- from family to world family! (6 Hrs.)

**PART B**

**4. Understanding Harmony in the Nature and Existence - Whole existence as Co-existence**

- Understanding the harmony in the Nature
- Interconnectedness and mutual fulfillment among the four orders of nature- recyclability and self-regulation in nature

- Understanding Existence as Co-existence (*Sah-astitva*) of mutually interacting units in all-pervasive space
- Holistic perception of harmony at all levels of existence (4 Hrs)

**5. Implications of the above Holistic Understanding of Harmony on Professional Ethics**

- Natural acceptance of human values
- Definitiveness of Ethical Human Conduct
- Basis for Humanistic Education, Humanistic Constitution and Humanistic Universal Order
- Competence in professional ethics:
  - Ability to utilize the professional competence for augmenting universal human order
  - Ability to identify the scope and characteristics of people-friendly and eco-friendly production systems
  - Ability to identify and develop appropriate technologies and management patterns for above production systems.
- Case studies of typical holistic technologies, management models and production systems
- Strategy for transition from the present state to Universal Human Order:
  - At the level of individual: as socially and ecologically responsible engineers, technologists and managers
  - At the level of society: as mutually enriching institutions and organizations

(6 Hrs.)

**Text Book:**

1. R R Gaur, R Sangal, G P Bagaria, 2009, *A Foundation Course in Value Education*.

**Other Suggested Readings / Books:**

1. Ivan Illich, 1974, *Energy & Equity*, The Trinity Press, Worcester, and HarperCollins, USA
2. E.F. Schumacher, 1973, *Small is Beautiful: a study of economics as if people mattered*, Blond & Briggs, Britain.
3. A Nagraj, 1998, *Jeevan Vidya ek Parichay*, Divya Path Sansthan, Amarkantak.
4. Sussan George, 1976, *How the Other Half Dies*, Penguin Press. Reprinted 1986, 1991
5. PL Dhar, RR Gaur, 1990, *Science and Humanism*, Commonwealth Purblishers.
6. A.N. Tripathy, 2003, *Human Values*, New Age International Publishers
7. Subhas Palekar, 2000, *How to practice Natural Farming*, Pracheen(Vaidik) Krishi Tantra Shodh, Amravati.

8. Donella H. Meadows, Dennis L. Meadows, Jorgen Randers, William W. Behrens III, 1972, *Limits to Growth – Club of Rome’s report*, Universe Books.
  9. E G Seebauer & Robert L. Berry, 2000, *Fundamentals of Ethics for Scientists & Engineers*, Oxford University Press
  10. M Govindrajran, S Natrajan & V.S. Senthil Kumar, *Engineering Ethics (including Human Values)*, Eastern Economy Edition, Prentice Hall of India Ltd
  11. B P Banerjee, 2005, *Foundations of Ethics and Management*, Excel Books.
  12. B L Bajpai, 2004, *Indian Ethos and Modern Management*, New Royal Book Co., Lucknow. Reprinted 2008.
-

# *Third Semester*

## BCOP301 Corporate Accounting-I

**Objective/s:** To develop students' knowledge of accountancy, particularly in relation to company accounts through a more in-depth and broader study of its contents.

### Unit-I

Concept and Scope of Corporate Accounting; Share Capital and its types; Shares: Types, Issue, forfeiture and re-issue of forfeited shares; Buy back of shares; Book building; Sweat equity; Employee stock option scheme; Rights issue; Bonus shares; Redemption of preference shares.

### Unit-II

Debentures: Types, issue and redemption of debentures; Underwriting of shares and debentures including firm underwriting; Calculation of the liability of the underwriter; Sub-underwriting; Broker and brokerage; Acquisition of business and Profit prior to incorporation.

### Unit-III

Goodwill: Meaning; Types; Factors determining goodwill; Need for valuation of goodwill; Methods for the valuation of goodwill. Valuation of shares: Need and methods.

### Unit-IV

Preparation of final accounts of a corporate body as per the latest version of Schedule VI (Simple problems only); Main difference between the old format and the new one; Notable corporate scandals with special reference to India.

#### **Suggested Readings/ Books:**

- R L Gupta and Radhaswamy, Advanced Accountancy, Volume II, S. Chand
- Maheshwari and Maheshwari, Advanced Accountancy, Volume II, Vikas
- Jain and Narang, Corporate Accounting, Kalyani
- Shukla, Grewal and Gupta, Advanced Accounts, Volume II, S Chand
- Hanif and Mukherjee, Corporate Accounting, TMH
- Tulsian, P C, Advanced Accounting, Volume 1, Pearson

---

## BCOP-302 Company Law

**Objective/s:** The objective of this course is to provide basic knowledge of the provisions of the Company Law. To guide the students about different terminologies in company law.

### Unit-I

**Nature of a company:** Definition of a company, Characteristics of a company, Lifting the corporate veil, Company distinguished from partnership. **Kinds of companies:** Classification on the basis of Incorporation; Classification on the basis of Liability ; Classification on the basis of number of members ;Classification on the basis of Control ;Classification on the

basis of Ownership. **Formation of a company:** Steps involved in the formation and incorporation of a company.

### Unit-II

**Memorandum of association:** Meaning and Importance, Form and Contents, Alteration of Memorandum. **Articles of association:** Meaning, Relationship of and distinction between MOA and AOA. **Prospectus:** Meaning, Definition and contents, statutory requirements in relation to prospectus. **Share capital:** Kinds of share capital, Alteration of share capital, Ways for raising share capital, Allotment of shares, share certificate and share warrant, calls on shares, Forfeiture and surrender of shares, transfer of shares. **Borrowing powers, Debentures and charges.**

### Unit-III

**Company Management:** Definition of Director, appointment of director, position of a director, Restrictions on the appointment of director, Disqualifications of director, Meetings of directors, powers of directors, duties and liabilities of directors. **Meetings:** General meetings of shareholders, requisites of a valid meeting, proxies, voting and poll.

### Unit-IV

**Auditors:** audit committee; appointment of auditors; rights, powers and duties of auditors.

**Winding Up:** Meaning of winding up; modes of winding up; consequences of winding up; procedure of winding up by the court; voluntary winding up.

#### Suggested Readings/ Books:

- **Singh Avtar:** Company Law; Eastern Book Co., Lucknow.
- **Kuchal M.C.:** Modern India Company Law; Shri Mahavir Books, Noida.
- **Kapoor N.D.:** Company Law -Incorporating the Provisions of the Companies, Amendment Act, 2000; Sultan Chand & Sons, New Delhi
- **Bagriyal A.K.:** Company Law; Vikas Publishing House, New Delhi.

---

## BCOP 303 Money, Banking & International Trade

**Objective:** This course aims to help students to understand the concepts, policy framework and environment of Money Market, Banking and International Trade.

### Unit I

**Money:** Meaning and definition, features, functions and kinds/forms of money; Supply of money: mechanics of money supply, Measures of money supply in India. Demand For Money: Factors determining demand for money, Fisher, Cambridge, Keynesian and Freidman theories of money. **Rate of Interest:** Meaning and Definition, Determination, Factors affecting the level and structure of Interest Rates. An overview of interest rate structure in India.



Introduction to Money Markets, Type of money market securities traded in India, Characteristics of Indian Money Market, its strengths and weaknesses.

**Unit II**

**Banking:** Introduction, Types of banks, Functions, safety-liquidity-profitability trade off; Central Banking: Functions and techniques of credit control. Monetary policy: Objectives, Targets and indicators. Reserve Bank of India: Role and Functions. Commercial Banking in India; structure and functioning; Role of Commercial Banks in Economic Development. Banking Sector Reforms in India and Latest Developments in Banking Sector in India. Prudential Norms for Income Recognition, Provisioning for Bad and Doubtful Debts, Capital Adequacy and concentration of credit/Investments.

**Unit III**

**Innovations in Banking:** Internet Banking, E-Banking, Mobile banking, Wholesale and Retail Banking, Universal and Narrow Banking, Off-shore Banking. Asset. Classification, Non-Performing Assets. **International Trade:** Meaning, features, importance and implications for the developing countries. India's foreign trade policy during the post reforms. Composition and recent trends in foreign trade with special reference to India. Balance of payments situation during the post reform period. Recent changes in India's export and import policies. Organizations and institutions involved in export and import management.

**Unit IV**

Regulation of International Trade in India. EXIM Policy and Foreign Exchange Management Act (FEMA), 1999. Introduction to General Agreement on Tariffs and Trade (GATT)/World Trade Organisation (WTO): Trade Related Investment Measures (TRIMS) and its implications; Agreement on Agriculture (AOA) and its implications ; General Agreement on Trade in Services (GATS) and its implications; Trade Related Intellectual Property Rights (TRIPS) and its implications with special references to India. Recent Development under the Ministerial Conferences.

**Suggested Readings / Books:**

- Vaish, M. C. "Money, Banking and International Trade" New Age International Pvt. Ltd.
  - Hajela, T. N. "Money, Banking and International Trade" Ane Books Pvt. Ltd.
  - Seth, M. L. "Money, Banking and International Trade" Lakshmi Narayan Agarwal.
  - Mishra, Jagannath "Money, Banking and International Trade" Thacker, Spink and Company.
  - Jain T. R. "Banking and Foreign Trade" V. K. Publications.
-

## BCOP 304 Operation Research

**Objective/s:** The objective of the course is to acquaint the students with the applications of the operations research to business and industry and help them to grasp the significance of analytical approach to decision making.

### Unit-I

**Operations Research:** Nature, Scope, Methodology of operations research and role in managerial decision making. **Linear Programming:** Formulation of problem and its solution by Graphical and Simplex methods, Duality.

### Unit II

**Transportation Problems:** Formulation, Optimal solution, Unbalanced Transportation problem, Degeneracy. **Assignment Problems:** Formulation, Optimal solution, Variants of Assignment Problems, Travelling Salesman problems

### Unit III

Game Theory: Games with pure and mixed strategies, Saddle Point, Odds method, Principle of dominance, Sub Games method, Equal gains method and LPP- Graphic Method  
Sequencing Problems: Processing n jobs through two machines, Processing in jobs through three machines.

### Unit –IV

Inventory Models – EOQ Models, Quantity Discount Models, Purchase inventory models with One Price Break (Single Discount) and Multiple Discount breaks. Network Analysis: PERT and CPM Model, difference between PERT and CPM, Computation of Critical Path, Slack, Floats and Probability of project completion by a target date.

#### Suggested Readings/ Books:

- Operations Research: P.K. Gupta & D.S. Hira, S. Chand & Co. Ltd., New Delhi\_(2001).
- Operations Research: H.A. Taha, Prentice Hall of India, New Delhi (1999).
- Operations Research: C.K. Mustafi, New Age International Pvt. Ltd., New Delhi (2000).
- Operations Research for Management: M.P. Gupta & J. K. Sharma, Mayoor Paperbacks, Delhi (2000).

---

## BCOP-305 Human Resource Management

**Objective/s:** The objective of this course is to provide basic knowledge of human resource management. And to make students aware of the importance of this subject in the working of organisations.

### Unit-I

**Introduction:** Definition; Nature, Scope & Objectives; Need; Significance of Human resource management. **Manpower Planning:** Definition, Objectives, Process, Factors

affecting Manpower Planning. **Job Analysis:** Meaning, Objectives, Uses, Process; Techniques and Problems.

### Unit-II

**Recruitment:** Meaning, Process, Sources, Methods. **Selection:** Meaning, Importance, Process. **Tests and interviews, placement and induction. Job changes** - transfers and promotions.

### Unit-III

**Training and development:** concept and importance; identifying training and development needs; designing training programmes, evaluating training effectiveness. **Career planning and development:** Meaning, Objectives, Responsibility, Stages, Steps in effective career planning. **Performance appraisal system:** nature and objectives; techniques of performance appraisal; Potential appraisal and employee counselling.

### Unit-IV

**Compensation:** concept, policies and administration; Methods of wage payments and incentive plans; fringe benefits; performance linked compensation. **Job evaluation:** Meaning, Importance, Methods. **Maintenance:** employee health and safety; employee welfare; social security; grievance. Handling and redressal.

#### Suggested Readings / Books:

- Decenzo, D.A. and S.P. Robbins, "Personnel/Human Resource Management", Prentice Hall of India, New Delhi.
- Dessler. Human Resource Management. Prentice Hall of India, New Delhi.
- Saiyalaim, M.S. Human Resource Management. Tata McGraw-Hill, New Delhi
- Chhadha, T.N. Human Resource Management. Dhanpat Rai & Co., Delhi.

---

## BCOP-306 Indian Economic Problems

**Objective/s:** The objective of this paper is to acquaint the students with the ability to understand the features and issues of Indian Economy.

### Unit I

**Structure of Indian Economy:** Features & evaluation of capitalism and socialism. Nature of Indian Economy, occupational distribution of labour force; Poverty and Income distribution in India, Problems of unemployment and Rising prices. Parallel economy in India. **Human Resources:** Demographic features of Indian population, size and growth of population and economic development. Problem of over population, Population policy in India.

### Unit II

**Economic Planning:** Importance of planning for Economic development. Salient features of India's five years plans priorities-target achievements, failure, factors affecting successful

implementations of plans. **Industries:** Growth and problems of major industries-Iron and Steel, Cotton Textiles, Cement, Sugar and Petroleum. Industrial policy. Cottage and small scale industries; Public sector in India. Disinvestment and Divestment of public sector undertakings in India. Current Industrial Policy.

### **Unit III**

**Basic Issues in Agriculture:** Role, nature and cropping pattern; Trends in agricultural production and productivity; Factors determining productivity; Agricultural finance and Agricultural price policy. Rural indebtedness. Techniques and Methods of irrigation in India. Role of NABARD in rural development in India. **Indian Public Finance:** Indian Finance System. Taxation structure, mobilization of resources for development, Taxation and fiscal policy.

### **Unit IV**

**External Sector:** India's foreign trade- features, composition and direction; India's balance of payments problem; Indian trade policy; foreign capital, foreign aid, multinational corporations (MNCs); FERA and FEMA. **Forex Market:** Methods of measuring exchange rate. Determinants of exchange rate. Currency depreciation and devaluation. Nature of Indian forex market.

#### **Suggested Readings / Books:**

- Mishra, S. K. and Puri, "Indian Economy" Himalaya Publishers.
  - Panagariya Arvind, "India: The Emerging Giant" Oxford University Press
  - Datt, Ruddar and Sundharam, K. P. M. "Indian Economy", S. Chand & Company Ltd.
  - Kapila Uma, "Indian Economy: Performance and Policies", Academic Foundation
  - Anne O. Krueger, "Economic Policy Reforms and the Indian Economy", The University of Chicago Press.
  - Jain T. R. " Indian Economy" V. K. Publications
-

# *Fourth Semester*

## BCOP-401 Corporate Accounting –II

**Objective/s:** The main objective of teaching this subject is to make the students aware of some of the important technical issues of corporate accounting.

### Unit –I

**Amalgamation, Absorption and External Reconstruction:** Meaning; methods of calculating purchase consideration; Accounting entries and preparation of a Balance Sheet; (Excluding inter-company holdings) Treatment of inter-company owings and unrealized profit in stock; A reference to AS-14.

### Unit –II

**Holding and Subsidiary Company:** Meaning; Advantages and disadvantages of a holding company; Cost of Control and Capital Reserve; Minority Interest; Capital Profits and Revenue Profits; Treatment of unrealized profits and mutual owings; Simple problems on the preparation of a Consolidated Balance Sheet.

### Unit –III

**Liquidation/Winding Up:** Meaning; Compulsory and Voluntary winding up; Preferential payments; Liquidator's Statement of Affairs and Surplus/Deficiency Account; Liquidator's Final Statement of Account; Receiver for debenture holders; 'B' List of contributories.

### Unit –IV

Insurance Company Accounts, Banking Company Accounts and Accounts Of Electricity Companies.

#### Suggested Readings / Books:

- R L Gupta & Radhaswamy, Advanced Accountancy, Volume II, S. Chand.
- Maheshwari and Maheshwari, Advanced Accountancy, Volume II, Vikas.
- Jain and Narang, Corporate Accounting, Kalyani.
- Shukla, Grewal and Gupta, Advanced Accounts, Volume II, S Chand.
- Hanif and Mukherjee, Corporate Accounting, TMH.
- Tulsian, P C, Advanced Accounting, Volume 1, Pearson.

---

## BCOP 402 Indirect Tax Laws

**Objective/s:** To gain knowledge of various provisions of Central Excise, Customs Laws, Service tax, VAT & Sales Tax and to understand the applications of provisions in different circumstances.

### Unit-I

Features of Indirect Tax. Constitutional Validity. Indirect Tax Laws, administration and relevant procedures. 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, Exemption, Powers of Officers. Adjudication, Appeals & Settlement Commission.

### Unit-II

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, Export Promotion Schemes. EOU, Duty Drawback., Special Economic Zones.

### Unit-III

Introduction, Nature of Service Tax. Service Provider and Service Receiver. Registration procedure, Records to be maintained, Classification of taxable services ,Valuation of taxable services. , Exemptions and Abatements Payment of service tax, Return Cenvat Credit Rules Export and import of services. Taxable Services.

### Unit-IV

Introduction, definition of sale under CST ,Stock transfer, branch transfer under CST - Interstate sale, Various forms for filing of sales tax returns under CST .Sales outside territorial waters under CST , Procedures, VAT, Salient features of VAT.

#### Suggested Readings/ Books:

- V. S. Datey, Taxmann Publications.

---

## BCOP 403 Cost Accounting –I

**Objective/s:** To develop students' knowledge of Cost Accountancy to help them understand the basics of the subject.

### Unit –I

Meaning, Nature, Scope and Advantages of Cost Accounting, Management Accounting, Distinction between Cost ,Financial and Management Accounting, Elements of Cost & Basic Cost Sheet. **Materials:** Purchase and Storage, Control and Pricing of the Material, Issue of Material. **Labour:** Meaning, Components of Labour Cost, and methods of wage payment and incentive plans. Meaning causes effects, accounting & control of idle time and overtime cost. **Overheads:** Classification, Collection, Allocation, Apportionment and Absorption. Reconciliation of Cost and Financial Accounts.

### Unit –II

**Methods for Cost Determination:** Job, Batch, Contract, Process (including Joint and Bye-Products).

**Unit –III**

**Tools for Cost Control:** Marginal Costing and its applications, Budgetary Control, Standard Costing and Analysis of Variances.

**Unit –IV**

**Basics of Modern Techniques of Costing:** Basic Concept of Activity-Based Costing (ABC), Target Costing, Life Cycle Costing

**Suggested Readings / Books:**

- **Cost Accounting**, Jain/Narang, Kalyani Publishers
  - **Cost Accounting**, Jawahar Lal, Tata Mc Graw Hill
  - **Cost Accounting**, D.K.Mittal/Luv Mittal, Galgotia Publishing Company
  - **Cost Accounting**, Dr. T.R. Sikk, Sharma Publications
  - **Cost Accounting**, M.N. Arora, Vikas Publishing House.
- 

**BCOP 404 Business Finance**

**Objective/s:** To gain knowledge of management and financing of working capital and to understand concepts relating to financing and investment decisions.

**Unit –I**

Business Finance: Conceptual foundations – finance function in business – scope and objectives – Relation of finance with other business functions. Conflicts in profit versus value maximisation principle. Role of Chief Financial Officer. Time Value of Money- Compounding and discounting techniques – concepts of annuity and perpetuity.

**Unit –II**

Different sources of finance. Project financing – intermediate and long term financing. Negotiating term loans with banks and financial institutions and appraisal thereof. Introduction to lease financing, Venture capital finance. Cost of capital.

**Unit –III**

Capital Structure: Optimum Capital Structure – Determinants and Theories. Leverage – concept, measurement and significance. Capital Budgeting.

**Unit –IV**

Working Capital Management: Cash securities, receivables and inventory management – management of working capital – kinds of working capital - Determinants of Working Capital. Dividend policy and decisions: Influencing factors – forms of dividend.

**Suggested Readings/ Books:**

- I.M. Pandey, Financial Management.
  - Prasanna Chandra, Financial Management Theory and Practice
  - S.C. Kuchhal, Corporate Finance.
-



## BCOP-405 Management of Financial Services

**Objective/s:** The objective of this paper is to enable students to understand the concepts and types of various financial services available in the market. This paper is also aimed to enable students to compare and analyze the performance of various financial services available in the market.

### Unit I

**Financial Services:** Meaning and Definition, Role of Financial Services in a financial system.

**Leasing:** Meaning and features. Introduction to equipment leasing: Types of Leases, Evolution of Indian Leasing Industry. **Lease Evaluation:** Lease vis-à-vis Buy - Lease Evaluation in practice. **Legal Aspects of Leasing:** present Legislative Framework, Tax aspects of leasing. **Hire purchase:** concept and characteristics of Hire purchase. Difference between hire purchase and leasing. **Mathematics of Hire purchase:** calculation of Effective interest Rate - Legal Aspects of Hire purchase - Tax implications of Hire Purchase.

### Unit II

**Merchant Banking:** Nature and scope of Merchant Banking - Regulation of Merchant Banking Activity - overview of current Indian Merchant Banking scene - structure of Merchant Banking industry - primary Markets in India and Abroad - professional Ethics and code of conduct - current Development. **Credit Rating:** concept of credit Rating. Types of credit Rating - Advantages and Disadvantages of credit Rating - credit Rating Agencies & their Methodology - Emerging A venues of Rating services - International credit Rating practices.

### Unit III

**Factoring:** concept, nature and scope of Factoring - Forms of Factoring - Factoring vis-à-vis Bills Discounting - Factoring vis-à-vis credit Insurance Factoring vis-à-vis Forfeiting-Evaluation of a Factor - Legal Aspects of Factoring – Evaluation of Factoring - Factoring in India current Developments. **Securitisation / Mortgages:** Meaning, nature and scope of securitization, securitization as a Funding Mechanism, securitization of Residential Real Estate - whole Loans - Mortgages - Graduated-payment.

### Unit IV

**Depository:** Meaning, Evolution, Merits and Demerits of Depository. Process of Dematerialization and Dematerialization. Brief description of NSDL and CDSL. **Security Brokerage:** Meaning of Brokerage, types of brokers. Difference between broker and jobber. SEBI Regulations relating to brokerage business in India.

**Suggested Readings/ Books:**

- Bhalla, V. K. “Management of Financial Services” Anmol Publications
  - Rose, Peter and Hudgins, Sylvia, “Bank Management and Financial Services”, McGraw Hills.
  - Padamlatha, “ Management of Banking and Financial Services”, Pearson Education.
  - Saunders, Antony and Cornett, Marcia, “ Financial Institutions Management: A Risk Management Approach”, Mcgraw Hills.
  - Bhole, L. M. “Financial Institutions and Markets: Structure, Growth and Innovations”, McGraw Hills.
-