

B.Com. SECOND YEAR (2005-2006)

ELECTIVE PAPERS :

Department of Accountancy & Statistics

2.1 Corporate Accounting

2.2 Cost Accounting

2.3 Auditing

Department of Business Administration

2.4 Company Law

2.5 Principles of Marketing

Department of Banking & Business Economics

2.6 Money and Financial Systems

2.7 Indian Banking System

Compulsory Credit Paper

2.8 Environmental Studies

Department of Accountancy & Statistics

2.1 CORPORATE ACCOUNTING

Objective

This course enable the students to develop awareness about corporate accounting in conformity with the provisions of Companies Act.

COURSE CONTENTS

UNIT-I Issue, Forfeiture, and Re-issue of Shares: Redemption of preference shares; Issue and redemption of debentures. Under writing. Acquisition of business and profits prior to Incorporation.

UNIT-II Final accounts: of Companies Including computation of managerial remuneration, Divisible profits and Bonus issues including guidelines of SEBI.

UNIT-III Valuation of Goodwill and Shares.

UNIT-IV Accounting for Amalgamation of Companies as per Indian Accounting Standard 14; excluding inter- company holdings.

UNIT-V Accounting for internal reconstruction schemes Consolidated Balance Sheet and P & L A/C of holding and Subsidiary companies with one subsidiary only with elementary knowledge of AS-21.

Suggested Readings

1. Gupta R.L. Radhaswarny M: Company Accounts; Sultan Chand and Sons, New Delhi.
2. Maheshwari S.N: Corporate Accounting; Vikas Publishing House, New Delhi.
3. Monga J.R., Ahuia, Girish, and Sehgal Ashok: Financial Accounting; Mayur Paper Backs, Noida.
4. Shukla M. C., Grewal T.S. and Gupta S.C.: Advanced Accounts; S. Chand & Co. New Delhi.
5. Rao.N.S.. Heda B.L. and Gupta S.L. Corporate Accounting (Hindi) : Alka Publishing, Ajmer.
6. Khandelwal M.C. Higher Accounting (Hindi) : Ramesh Book Depot Jaipiur.
7. Manga, Sehgal & Ahuja : Advanced Accounts.

2.2 COST ACCOUNTING

Objective

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

COURSE CONTENTS

UNIT-I Introduction: Nature and scope of cost accounting; Cost concepts and classification; Methods and techniques; Installation of costing system; Concept of A.B.C. Costing. Accounting for Material: Material control; Concept and techniques; Pricing of material issues; Treatment of material losses.

UNIT-II Accounting for Labour : Labour cost control procedure; Labour turnover; Idle time and overtime; Methods of wage payment -time and piece rates; Incentive schemes. (Individual and group both)

Accounting for Overheads: Classification and departmentalization; Absorption of overheads; Determination of overhead rates; Under and over absorption, and its treatment.

UNIT-III Cost Ascertainment: Unit costing; Job, and contract costing; Operating costing; Process costing – including, Valuation of WIP inter-process profits, and joint and by-products.

UNIT-IV Cost Records: Integral and non-integral system; Reconciliation of cost and financial accounts.

UNIT-V Marginal Costing : including decision Making, Standard Costing including calculation of Material, Labour and overhead variances.

Suggested Readings

1. Arora M.N: Cost Accounting-Principles and Practice; Vikas, New Delhi.
2. Jain S.P. and Narang K.L: Cost Accounting; Kalyani New Delhi.
3. Anthony Robert, Ree-ce, et al: Principles of Management Accounting; Richard D. Irwin Inc. Illinois.
4. Horngren, Charles, Foster and Datar: Cost Accounting - A Managerial Emphasis; Prentice-Hall of India, New Delhi.
5. Khan M.Y and Jain P.K: Management Accounting; Tata McGraw Hill.
6. Kaplan R.S.and Atkinson A.A.: Advanced Management Accounting; Prentice India International.
7. Tulsian P.C; Practical Costing; Vikas, New Delhi.
8. Maheshwari S.N: Advanced Problems and Solutions in Cost Accounting; Sultan Chand, New Delhi.
9. Rao N.S., Gupta S.L. and Mundva M.D. : Cost Accounting (Hindi) : Alka Publication Ajmer.
10. Jain & Narang : Cost Accounting (Hindi)

2.3 AUDITING

Objective

This course aims at importing knowledge about the principles and methods of auditing and their applications.

COURSE CONTENTS

UNIT-I Introduction : Meaning and objectives of auditing; Types of audit; Internal audit.

Audit Process : Audit programme; Audit and books; Working papers and evidences; Consideration for commencing an audit; Routine checking and test checking.

UNIT-II Internal Cheek System: Internal control.

Audit Procedure: Vouching; Verification of assets and liabilities.

UNIT-III Audit of Limited Companies:

- a. Company auditor -Appointment, powers,. duties, and liabilities.
- b. Divisible profits and dividend.
- c. Auditor's report - standard report and qualified report.
- d. Special audit of banking companies.
- e. Audit of educational institutions.
- f. Audit of insurance companies.

UNIT-IV Investigation: Audit of non profit companies,

- a . where fraud is suspected, and
- b. when a running a business is proposed.

UNIT-V Recent Trends in Auditing: Nature and significance of cost audit; Tax audit; Management audit.

Suggestion Readings

1. Gupta Kamal: Contemporary Auditing; Tata McGraw-Hill, New Delhi.
2. Tandon B.N: Principles of Auditing; S. Chand & Co., New Delhi.
3. Pagare Dinkar: Principles and Practice of Auditing; Sultan Chand, New Delhi.
4. Sharma T.R: Auditing Principles and Problems; Sahitya Bhawan, Agra.
5. Jain, Khandelwal : Auduting (Hindi) : Ramesh Book Depot, Jaipur.
6. Jagdish prasad : Auditing (Hindi)
7. Shukla S.M. : Auditing (Hindi)

Department of Business Administration

2.4 COMPANY LAW

Objective

The objective of this course is to provide basic knowledge of the provisions of the Companies Act. 1956, along with relevant case law.

COURSE CONTENTS

The Companies Act, excluding provisions relating to accounts and audit sections, managing agents and secretaries and treasurers Sections 324 - 388E, arbitration, compromises, arrangements and reconstructions - sections 389-396).

UNIT-I Corporate personality; Kinds of companies

Promotion on and incorporation of companies

Memorandum of Association; Articles of Association; Prospectus.

UNIT-II Shares; sharecapital; Members; Share capital -transfer and transmission. Capital management -borrowing. powers, mortgages and charges, debentures.

UNIT-III Directors -Managing Director, whole time director.

UNIT-IV Company meetings -kinds, quorum, voting, resolutions, minutes. Majority powers and minority rights; Prevention of oppression and mismanagement.

UNIT-V Winding up - kinds and conduct.

Suggested Readings

1. Gower L.C.B: Principles of Modern Company Law; Stevens & Sons, London.
2. Ramaiya A.: Guide to the Companies Act; Wadhwa & Co. Nagpur.
3. Singh Avtar : Company Law; Eastern Book Co., Lucknow.
4. Kuchal M.C.: Modern India Company Law; Shri Mahavir Books, Noida.
5. Kapoor N.D.: Company Law -Incorporating the Provisions of the Companies Amendment Act, 2000; Sultan Chand & Sons, New Delhi
6. Bagriyal A.K.: Company Law; Vikas Publishing House, New Delhi.
7. Sharma B.P. and Jain Rajeev : Company Law (Hindi)

2.5 PRINCIPLES OF MARKETING

Objective

The objective of this course is to help students to understand the concept of marketing and its applications.

COURSE CONTENTS

UNIT-I Introduction: Nature and scope of marketing; Importance of marketing as a business function, and in the economy; Marketing concepts -traditional and modern; Selling vs. marketing; Marketing mix; Marketing environment.

UNIT-II Consumer Behaviour and Market Segmentation: Nature, scope, and significance of consumer behaviour; Market segmentation -concept and importance; Bases for market segmentation.

UNIT-III 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.

Price: Importance of price in the marketing mix; Factors affecting price of a product/ service; Discounts and rebates.

UNIT-IV Distributions Channels and Physical Distribution: Distribution channels - 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.

UNIT-V 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; Classification of a successful sales person; Functions of salesman.

Suggested Readings

1. Philip Kotter: Marketing Management Englewood Cliffs; Prentice Hall, NJ.
2. William M. Pride and O.C. Ferrell: Marketing: Houghton-Mifflin Boston.
3. Stanton W.J., Etzel -Michael J., and Walker Bruce J; Fundamentals of Marketing; McGraw-Hili, New York
4. Lamb Charles W., Hair Joseph F., and McDaniel Carl: Principles of Marketing; South-Western-Publishing, Cincinnati, Ohio. -

5. Cravens David W, Hills1Gerald E., Woodruff Robert B: Marketing Management : Richard D. Irwin, Homewood, Illinois.
6. Kotler Philip and Armstrong Gary: Principles of Marketing; Prentice-Hall of India, New Delhi.
7. Fulmer R.M: The New Marketing; McMillan, New York.
8. McCarthy J.E: Basic Marketing - A Managerial Approach; McGraw Hill, New York.
9. Cundiff, Edward W and Stiu R.R: Basic Marketing - Concepts, Decisions and Strategies; Prentice Hall, New Delhi.
10. Bushkirk, Richard H.: Principles of Marketing; Dryden Pren, Illinois.
11. Shrivastva P.K. : Marketing (Hindi)

**Department of Banking and Business
Economics**

2.6 MONEY and FINANCIAL SYSTEMS

Objective

This course exposes the students to the working of money and financial system prevailing in India.

COURSE CONTENTS

UNIT-I Money, Evolution, Meaning, Functions, Role, Type of Money, Monetary Standard, Methods of note issue, Alternative measures to money supply in India - Their different components : Meaning and changing relative importance of each money market and capital market, Measures of money stock in India - M_1 , M_2 , M_3 , M_4 .

UNIT-II Finance : Role of Finance in an Economy : Kinds of Finance, Financial System, Components, Financial Intermediaries, Markets and Instruments and their functions. Devaluation of Money, Inflation, Deflation and its control, merits and demerits.

UNIT-III Credit creation by Bank, Credit Creation Process, Determination of Money Supply and Total Bank Credit, Techniques of Credit Control, Fiscal Policy.

UNIT-IV Value of Money, Quantity Theory of Money - Fisher, Cambridge and Keynes. International Financial Institutions and its affiliates, International Monetary Fund, International Bank for reconstruction and development, IDA, IFC and ADB.

UNIT-V Problems and Policies of Allocations of Institutional Credit, Problems between the Government and the Commercial Sector, Inter-sectoral and Inter-regional problems, Problems between large and small borrowers, Operation of conflicting pressure before and after bank nationalization in 1969.

Suggested Readings

- 1 . Chandler L.V. and Goldteld S.M: The Economics of Money and Banking; Harper and Row, New York.
2. Gupta S.B: Monetary Planning of India; S.Chand, New Delhi.
3. Khan M.Y: India Financial System - Theory and Practice., Tata McGraw Hill, New Delhi.
4. Reserve Bank of India: Functions and Working.
5. Banking Commission: Report(s).
6. Reserve Bank of India: Bulletins
7. Reserve Bank of India: Annual Report(s)
8. Report on Currency and Finance

9. Sengupta A.K. and Agarwal M.K. Money Market Operations in India; Skylark Publications, New Delhi.
10. Vinayakan N.. Banking by 20M A.D; Kanishka Publishers, Delhi.
11. Panchrnukhi V.R., Raipuria K.M, and Tandon R: Money and Finance in World Economic Order; Indus Publishing Co, New Delhi.
12. Khubchandani: Practice and Law of Banking; Maemillan India Ltd, New Delhi.
13. Hatler : Bank Investment and Funds Management; Macmillan India Ltd, New Delhi.
14. Merrill: Financial Plannning in the Bank; Maemillan India Ltd, New Delhi.

2.7 INDIAN BANKING SYSTEM

Objective

This course enables the students to know the working of the Indian Banking System.

COURSE CONTENTS

UNIT-I Indian Banking System: Structure and Organization, Types and Structure of Banks, Commercial Banks - Definition and Evolution of Banks, Functions and Development of commercial banks in India. Innovative trends in Indian Banking (e-banking-credit cards, ATMs, e-cheques, EFT Demat Accounts, Internet Banking), State Bank of India, Objectives, Functions and Progress, Merchant Banking.

UNIT-II Central Bank : Nature and Functions of a Central Bank, Central Bank and Monetary Management, Instruments of Credit Control - Bank Rate Policy, Open Market Operations, Variable Reserves Ratios, Selective Credit Control. The Reserve Bank of India - Objectives and Organization, Functions and Working, Monetary Policy, Credit Control Measures and their effectiveness.

UNIT-III Co-operative Banks : Introduction - The structure of co-operative banks - Primary Agricultural Societies. Central Co-operative Banks, State Co-operative Banks, Urban Co-operative Banks of India.

UNIT-IV Rural Banking - The Regional Rural Banks : Organization and Functions, Growth and Working of RRBs. The major problems faced by RRBs. Improvement in the working of RRBs, National Bank for Agriculture and Rural Development - Role and Functions.

UNIT-V Development Banks - The concept of Development Banks, Functions and Role of Development Banks of India - Industrial Bank of India, Industrial Finance Corporation of India, Industrial Reconstruction Bank of India. The Industrial Credit and Investment Corporation of India, State Financial Corporation, The Export-Import Bank of India (EXIM).

Suggested Readings

1. Basu A.K: Fundamentals of Banking-Theory and Practice; A. Mukherjee and Co., Calcutta.
2. Sayers R.S: Modern Banking ; Oxford University Press.
3. Panandikar S.G. and Mithani D.M: Banking in India; Orient Longman.
4. Reserve Bank of India: Functions and Working.
5. Dekock : Central Banking; Grosby Lockwood Staples, London.
6. Tennan M.L. : Banking - Law and Practice in India; India Law House, New Delhi.
7. Khubchandani, B.S. : Practice and Law of Banking; Macmillan, New Delhi.
8. Shekhar and Shekhar : Banking Theory and Practice; Vikas Publishing House, New Delhi.

Compulsory Credit Paper

2.8 ENVIRONMENTAL STUDIES

COURSE CONTENTS

UNIT-I The Multidisciplinary nature of environmental studies :

Definition, scope and importance.
Need for public awareness.

UNIT-II Natural Resources :

Renewable and Non-renewable Resources:
Natural resources and associated problems.

- (a) Forest resources : Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people.
- (b) Water resources : Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems.
- (c) Mineral resources : Use and exploitation, environmental effects of extracting and using mineral resources, case studies.
- (d) Food resources : World food problems, changes caused by agriculture and over-grazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies.

- (e) Energy resources : Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources. Case studies.
- (f) Land resources : Land as a resource, land degradation, man induced landslides, soil erosion and desertification.
- * Role of an individual in conservation of natural resources.
- * Equitable use of resources for sustainable lifestyles.

UNIT-III Ecosystems

- * Concept of an ecosystem.
- * Structure and function of an ecosystem.
- * Producers, consumers and decomposers.
- * Energy flow in the ecosystem.
- * Ecological succession.
- * Food chains, food webs and ecological pyramids.
- * Introduction, types, characteristic features, structure and function of the following ecosystem :
 - a) Forest ecosystem
 - b) Grassland ecosystem

- c) Desert ecosystem
- d) Aquatic ecosystem (ponds, streams, lakes, rivers, oceans, estuaries).

UNIT-IV Biodiversity and its conservation :

- * Introduction - Definition : genetic, species and ecosystem diversity.
- * Biogeographical classification of India.
- * Value of biodiversity : consumptive use, productive use, social, ethical, aesthetic and option values.
- * Biodiversity at global, National and local levels.
- * India as a mega-diversity nation.
- * Hot-spots of biodiversity.
- * Threats to biodiversity : habitat loss, poaching of wildlife, man-wildlife conflicts.
- * Endangered and endemic species of India.
- * Conservation of biodiversity : In-situ and Ex-situ conservation of biodiversity.

UNIT-V Environmental Pollution

Definition

- * Causes, effects and control measures of :
 - a) Air pollution
 - b) Water pollution

- c) Soil pollution
- d) Marine pollution
- e) Noise pollution
- f) Thermal pollution
- g) Nuclear hazards.
- * Solid waste Management : Causes, effects and control measures of urban and industrial wastes.
- * Role of an individual in prevention of pollution.
- * Pollution case studies.
- * Disaster Management : Floods, earthquake, cyclone and landslides.

UNIT-VI Social Issues and the Environment

- * From Unsustainable to Sustainable Development.
- * Urban problems related to energy.
- * Water conservation, rain water harvesting, watershed management.
- * Resettlement and rehabilitation of people, its problems and concerns. Case studies.
- * Environmental ethics : Issues and possible solutions.
- * Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust. Case studies.

- * Wasteland reclamation.
- * Consumerism and waste products.
- * Environment Protection Act.
- * Air (Prevention and Control of Pollution) Act.
- * Water (Prevention and Control of Pollution) Act.
- * Wildlife Protection Act
- * Forest Conservation Act
- * Issues involved in enforcement of environmental legislation.
- * Public awareness.

UNIT-VII Human Population and the Environment

- * Population growth, variation among nations.
- * Population explosion - Family Welfare Programme.
- * Environment and Human Health.
- * Human Rights.
- * Value Education.
- * HIV/AIDS
- * Women and Child Welfare
- * Role of Information Technology in Environment and human health.
- * Case Studies,

UNIT-VIII Field Work

- * Visit to a local area to document environmental assets-river/forest/grassland/hill/mountain.
- * Visit to a local polluted site - Urban/Rural/Industrial/Agricultural.
- * Study of common plants, insects, birds.
- * Study of simple ecosystems-pond, river, hill slopes, etc. (Field work Equal to 5 lecture hours).

Suggested Readings :

1. Agrawal, K.C. 2001. Environmental Biology, Nidhi Publ. Ltd., Bikaner.
2. Bharucha Erach, The Biodiversity of India, Mapin Publishing Pvt. Ltd., Ahmedabad. (R)
3. Brunner R.C., 1989. Hazardous Waste Incineration, McGraw Hill Inc., 480p.
4. Clark R.S., Marine Pollution, Clarendon Press Oxford (TB).
5. Cunningham, W.P. Cooper, T.H. Gorhani, E. & Hepworth, M.T. 2001. Environmental Encyclopedia, Jaico Publ. House, Mumbai, 1196p.
6. De A.K., Environmental Chemistry, Wiley Eastern Ltd.
7. Down to Earth, Centre for Science and Environment (R).

8. Gleick, H.P. 1993. Water in crisis, Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute, Oxford Univ. Press, 473p.
9. Hawkins R.E., Encyclopedia of Indian Natural History, Bombay Natural History Society, Bombay (R).
10. Heywood, V.H. & Watson, R.T. 1995. Global Biodiversity Assessment, Cambridge Univ. Press, 1140p.
11. Jadhav, H. & Bhosale, V.M. 1995. Environmental Protection and Laws, Himalaya Pub. House, Delhi, 284p.
12. Mckinney, M.L. & Schoch, R.M. 1996. Environmental Science Systems & Solutions, Web enhanced edition, 639p.
13. Mhaskar A.K., Master Hazardous, Techno-Science Publications (TB).
14. Miller T.G.Jr., Environmental Science, Wadsworth Publishing Co. (TB)
15. Odum, E.P. 1971. Fundamentals of Ecology, W.B. Saunders Co. USA, 574p.
16. Rao M.N. & Datta, A>K. 1987. Waste Water treatment. Oxford & IBH Publ. Co. Pvt. Ltd. 345p.
17. Sharma B.K., 2001. Environmental Chemistry, Goel Publ. House, Meerut.

18. Survey of the Environment, The Hindu (M)
19. Townsend C., Harper J. and Michael Begon, Essentials of Ecology, Blackwell Science (TB).
20. Trivedi, R.K., Handbook of Environmental Laws, Rules, Guidelines, Compliances and Standards, Vol. I and II, Enviro Media (R).
21. Trivedi, R.K. and P.K. Goel, Introduction to air pollution, Techno-Science Publications (TB).
22. Wagner K.D., 1998. Environmental Management. W.B. Saunders Co. Philadelphia, USA, 499p.

(M) Magazine; (R) Reference; (TB) Textbook