

VIDYASAGAR UNIVERSITY
MIDNAPORE-721102



The SYLLABUS for
POST- GRADUATE Courses
in
Masters in Commerce (M.Com.)

Under Choice Based Credit System (CBCS)
(Semester Programme)

[w. e. f. 2018-19 sessions]

MASTERS IN COMMERCE (M. COM)

PROGRAMME OUTCOME

Studying M. Com. allows a learner to understand how business activities influence the society and the economy directly and indirectly in general and help him / her analyzing the behavior and strategies of different business organizations in particular. The subjects taught in the course involve more than just mastering the art of doing business. The course design will help students to pursue other avenues of studies in parallel professional courses in commerce discipline. After completing the course with some parallel professional course by its side, the students are expected to occupy important positions in business, industries and related organizations. Thus, the course design is expected to bring students abreast with the corporate culture and prepare them for their professional life. At the same time the course will also help grooming up an entrepreneur and thus to be helpful for self-employment.

COURSE STRUCTURE OF M.COM

SEMESTER	COURSE NO.	COURSE TITLES	Full Marks	Credit
I	COM 101	ORGANISATION THEORY AND ORGANISATION BEHAVIOUR	50	5
		COM 101.1 <i>ORGANISATION THEORY</i>	25	
		COM 101.1 <i>ORGANISATION BEHAVIOUR</i>	25	
	COM 102	BUSINESS STATISTICS		50
		COM 102.1 <i>BUSINESS STATISTICS-I</i>	25	
	COM 103	COM 102.2 <i>BUSINESS STATISTICS-II</i>	25	
		QUANTITATIVE TECHNIQUES FOR MANAGERIAL DECISIONS	50	5
		COM 103.1 <i>QUANTITATIVE TECHNIQUES FOR MANAGERIAL DECISIONS -I</i>	25	
	COM 104	COM 103.2 <i>QUANTITATIVE TECHNIQUES FOR MANAGERIAL DECISIONS -II</i>	25	
		FINANCIAL INSTITUTIONS AND MARKETS	50	5
		COM 104.1 <i>FINANCIAL INSTITUTIONS</i>	25	
		COM 104.1 <i>FINANCIAL MARKETS</i>	25	
II	COM 105	FINANCIAL SERVICES		50
		COM 105.1 <i>FINANCIAL SERVICES-I</i>	25	
		COM 105.2 <i>FINANCIAL SERVICES-II</i>	25	
	TOTAL		250	25
	COM 201	FINANCIAL MANAGEMENT AND POLICY		50
		COM 201.1 <i>FINANCIAL MANAGEMENT AND POLICY-I</i>	25	
		COM 201.2 <i>FINANCIAL MANAGEMENT AND POLICY-II</i>	25	
	COM 202	ADVANCED BUSINESS STATISTICS		50
		COM 202.1 <i>ADVANCED BUSINESS STATISTICS-I</i>	25	
		COM 202.1 <i>ADVANCED BUSINESS STATISTICS-II</i>	25	
	COM 203	TAX LAWS AND PLANNING		50
		COM 203.1 <i>TAX LAWS</i>	25	
		COM 203.1 <i>TAX PLANNING</i>	25	
III	C-COM 204	BASIC STATISTICS (CBCS)*		50
		C-COM 204.1 <i>BASIC STATISTICS-I</i>	25	
		C-COM 204.2 <i>BASIC STATISTICS-II</i>	25	
	PRACTICAL			
	COM 295	COMPUTER APPLICATIONS IN BUSINESS		50
		COM 295.1 <i>COMPUTER APPLICATIONS IN BUSINESS-I</i>	25	
		COM 295.1 <i>COMPUTER APPLICATIONS IN BUSINESS-II</i>	25	
	TOTAL		250	24
	COM 301	SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT		50
		COM 301.1 <i>SECURITY ANALYSIS</i>		
		COM 301.1 <i>PORTFOLIO MANAGEMENT</i>		
	COM 302	INDUSTRIAL VISIT & PROJECT REPORT		50
	C-COM 304	FUNDAMENTAL OF FINANCE		50
		C-COM 304.1 <i>FUNDAMENTAL OF FINANCE-I</i>	25	
		C-COM 304.2 <i>FUNDAMENTAL OF FINANCE-II</i>	25	
III	ANY ONE SPECIALISATION FROM FOLLOWING THREE OPTIONS			
	<i>Specialisation: Accounting & Finance</i>			
	COM 303A	ADVANCED MANAGEMENT ACCOUNTING		50
		COM 303A.1 <i>ADVANCED MANAGEMENT ACCOUNTING-I</i>	25	
		COM 303A.2 <i>ADVANCED MANAGEMENT ACCOUNTING-II</i>	25	
	COM 305A	ADVANCED FINANCIAL ACCOUNTING		50
		COM 305A.1 <i>ADVANCED FINANCIAL ACCOUNTING-I</i>	25	
		COM 305A.2 <i>ADVANCED FINANCIAL ACCOUNTING-II</i>	25	

IV	<p>Specialisation: <i>Banking Insurance and Capital Market</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">COM 303B</td><td colspan="3">INDIAN BANKING SYSTEM ACCOUNTING</td><td style="width: 10%;">50</td><td style="width: 10%;">5</td></tr> <tr> <td></td><td><i>COM 303B.1</i></td><td colspan="2"><i>INDIAN BANKING SYSTEM -I</i></td><td style="text-align: center;">25</td><td></td></tr> <tr> <td></td><td><i>COM 303B.2</i></td><td colspan="2" rowspan="2"><i>INDIAN BANKING SYSTEM-II</i></td><td style="text-align: center;">25</td><td></td></tr> <tr> <td style="text-align: center;">COM 305B</td><td colspan="3">INSURANCE: PRINCIPLES AND PRACTICES</td><td style="text-align: center;">50</td><td style="text-align: center;">5</td></tr> <tr> <td></td><td><i>COM 305B.1</i></td><td colspan="2"><i>INSURANCE: PRINCIPLES AND PRACTICES-I</i></td><td style="text-align: center;">25</td><td></td></tr> <tr> <td></td><td><i>COM 305B.2</i></td><td 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Total 1000 Marks (Core papers 900 marks and optional 100 marks; Core papers 18 papers 50marks each and optional 2 papers 50 marks each; Optional one paper in Semester-II and Semester-III each); 5 core papers in each semester I and IV and 4 core papers in Semester II and III

*This paper can be opted by the students of other discipline except the students of commerce department; Students of commerce discipline should take one paper of 50 marks from other discipline in this second semester.

** This paper can be opted by the students of other discipline except the students of commerce department; Students of commerce discipline should take one paper of 50 marks from other discipline in this third semester

SEMESTER-I

Course: - COM 101: Organization Theory and Organization Behaviour

Full Marks: 50 Credit: 5

Course Outcome: The students, the future managers of organisation, get to know how to manage the managerial activities within the organisation through people. The management theory states their significance in relation to any organisation. The human being is governed by their psychology. This course helps the students to understand the psychological framework and how to control it to influence human actions in organisation.

Course Contents:

COM 101.1: Organization Theory (25 Marks)

1. **Management and Business Ethics:** Introduction and importance
2. **Management Theories:** A discussion about the theories of management
3. **Planning:** Strategic Planning-Concept, Planning Premises, Role of Forecasting in Planning, Management by Objectives - Conceptual Framework, Process, Inflexibilities in Planning
4. **Implementing:** Authority - Types, Delegation Of Authority, Span Of Management, Leader vs Manager, Leading - Leadership Theories (Trait, Behavioural and Contingency theories)
5. **Decision-Making:** Meaning, Process, Types Of Decisions, Approach Towards Decision-Making – Economic Model And ‘Bounded Rationality’ Model.

COM 101.2: Organization Behaviour (25 Marks)

6. **Introduction to Organisational Behaviour:** Organisational Behaviour – Concept Significance; Organisational Behaviour Model
7. **Individual Level Variables:** Ability; Attitudes; Perception; Learning; Personality; Values
8. **Group Level Variable:** Definition, Types of Groups, Group Formation; Group Behaviours: Norms; Cohesion, Role; Group Decision Making; Techniques
9. **Organisational Level Variables:** Culture: Definition, Types, Functions, Creation of Culture, Learning Cultures; Organisational Conflict: Traditional and Modern Approaches to Conflict, Functional and Dysfunctional Organisational Conflicts, Sources, Types of Conflict, Resolution of Conflict; Stress: Definition; Sources; Management of Stress

References:

1. Allen, L.A.: Management and Organisation, McGraw Hill International, New York
2. Luthans, F.: Organisational Behaviour, McGraw Hill International, New York
3. Robbin, S.P.: Organisational Behaviour, Prentice Hall International
4. Sharma, R.A.: Organisation Theory and Behaviour, Tata McGraw Hill, New Delhi
5. Rao, V.S.P. and Harikrishna, V. : Management: Text and Cases, Excel Books, New Delhi
6. Koontz, H. and Weirich, H.: Management, McGraw Hill International, New York
7. Prasad, L.M.: Principles and Practice of Management, Sultan Chand & Sons
8. Hersey,Paul,Blanchard,Kenneth H.and Johnson,Dewey E.: Management of Organisational Behaviour: Utilizing Human Resources, Prentice Hall India , New Delhi
9. Shukla, Madhukar: Understanding Organisations: Organisation Theory and Practice in India, Prentice Hall India , New Delhi
10. Khanka, S.S.: Organisational Behaviour, S.Chand
11. Banerjee, Mrityunjoy: Organisation Behaviour, Allied Publishers Ltd., N.Delhi.

Note: In each Unit, there shall be set 2 questions carrying 2 marks, 2 short- answer type questions of 4 marks each with equal number of alternatives and 1 essay type question of 8 marks in each unit. **Internal Assessment** will carry 5 marks in each unit. For each unit of 25 marks 20 lecture hours are to be delivered.

Course: - COM 102: Business Statistics **Full Marks: 50** **Credits: 5**

Course Outcome: This course helps the students of M Com to learn how to apply the statistical ideas in business and commerce. The course helps them to make estimation and business forecasting, to understand the relationship among the important decision variables, and to measure the price level changes at different point of time in the economy.

Course Contents:

COM 102.1: Business Statistics-I (25 Marks)

1. **Theory of Probability:** Objective and Subjective Probability, Classical Approach, Relative Frequency Approach and Axiomatic Approach of Probability; Addition and Multiplication Probability Models; Conditional Probability and Bayes' Theorem; Independence of Events; Matching Problem.
2. **Correlation And Regression Analysis:** Simple, Partial and Multiple Correlations, Spearman's And Kendall's Rank Correlation; Simple Regression and OLS Estimation; Multiple Regression; Limitations of Correlation and Regression

COM 102.2: Business Statistics-II (25 Marks)

3. **Index Number:** Meaning and Types; Weighted Aggregative Indices – Laspeyre's, Paasche's, Edward-Marshall's and Fisher's Price and Quantity Indices; Test of Adequacy of Index Number; Special Problem-Base Shifting, Splicing; Uses and Problems of Index Number; Cost of Living Index.
4. **Time Series Analysis:** Need of Time Series Analysis, Components in Time Series Data, Measurement of Trend, Cyclical Fluctuation, Seasonal Variation and Irregular Movement, Business Forecasting.
5. **Association of Attributes (Taking two and three Attributes):** Classes and Class Frequencies; Consistency of Data; Independence and Association; Association and Casual Relationship
6. **Interpolation:** Definition of Interpolation, Extrapolation, Inverse Interpolation, Use of Delta and E Functions, Polynomial Function, Newtons Forward, Backward and Lagranges Formula.

References:

- Levin, Richard I. & Rubin, David, S.: Statistics for Management, Pearson Pub., 7th Ed. New Delhi.
- Chatfield, C.: The Analysis of Time Series: An Introduction, Chapman and Hall, 6th Ed. London.
- Goon, Gupta & Dasgupta : Fundamentals of Statistics, Vol.- I & Vol.- II, World Press Pvt. Ltd., Kolkata.
- Goon, Gupta & Dasgupta : An Outline of Statistical Theory, Vol.- I & Vol.- II, World Press Pvt. Ltd., Kolkata.
- Gupta, S. P.: Statistical Methods, Sultan Chand & Sons, 43rd Ed. New Delhi.
- Gupta, S. C. and Kapoor, V. K.: Fundamentals of Mathematical Statistics, Sultan Chand & Sons, New Delhi
- Sharma, J. K. : *Business Statistics*, Vikas Publishing House

Note: In each Unit, there shall be set 2 questions carrying 2 marks, 2 short- answer type questions of 4 marks each with equal number of alternatives and 1 essay type question of 8 marks in each unit. **Internal Assessment** will carry 5 marks in each unit. For each unit of 25 marks 20 lecture hours are to be delivered.

Course: - COM 103: Quantitative Techniques for Managerial Decisions

Full Marks: 50 Credits: 5

Course Outcome: Operation Research is an area of study that covers different scientific methods, techniques and tools to take a decision of solving a problem of business operation analytically and objectively. This course helps the students to understand the basics of operation research. It helps them to learn how to frame linear programming in various economic and business problems and solve problems. The course also helps the students to make network analysis, inventory management and to solve queuing problems.

Course Contents:

COM 103.1: Quantitative Techniques for Managerial Decisions -I (25 Marks)

1. **Introduction:** Operations Research (OR): What it is – Origin - Role of or in Decision Making - Application Areas of or in Management.
2. **Linear Programming:** Model Formulation; Solution Methods - Graphical Methods - Simplex Method - Big M Method – Two Phase Technique, Duality.
3. **Assignment Problems:** Concepts, Mathematical Formulation - Assignment Algorithm (Hungarian Method) - Balanced and Unbalanced – Minimisation and Maximisation; Travelling Salesman Problem as an Assignment Problem.
4. **Transportation Problems:** Concepts, Formulation: Balanced and Unbalanced - Minimization and Maximization; Solution Methods - MODI Method; Degeneracy.

COM 103.2: Quantitative Techniques for Managerial Decisions -II (25 Marks)

5. **Network Analysis:** PERT/CPM: Difference between PERT and CPM - Network Construction – Time Estimation – Slacks and Floats – Critical Path – Crashing and Relaxation - Time-Cost Trade-off.
6. **Queuing Theory:** Concept - Assumptions and Applications - Analysis of Queue System - Poisson Distributed Arrivals and Exponentially Distributed Service Time Models (MM1 and MMK).
7. **Inventory Management:** Inventory – Objectives of Holding Inventory – Inventory Costs - Inventory Control – Deterministic Models.

References:

1. Sharma, J. K., *Operations Research*, Macmillan India Ltd.
2. Kapoor, V. K., *Operations Research*, S. Chand
3. Wagner, H. M., *Principles of Operation Research*, Prentice Hall
4. Ravindran, Phillips and Solberg, *Operations Research: Principles and Practice*, Wiley

5. Taha, H. A., *Operational Research: An Introduction*, Macmillan / Prentice Hall
6. Kanti Swarup, Gupta, P. K., Man Mohan, *Operations Research*, S. Chand and Company
7. Vohra, *Quantitative Techniques in Management*, Tata McGraw-Hill

Note: In each Unit, there shall be set 2 questions carrying 2 marks, 2 short-answer type questions of 4 marks each with equal number of alternatives and 1 essay type question of 8 marks in each unit. **Internal Assessment** will carry 5 marks in each unit. For each unit of 25 marks 20 lecture hours are to be delivered.

Course: - COM 104: Financial Institutions and Markets

Full Marks: 50 Credit: 5

Course Outcome: The objective of the course is to provide the students with the theoretical and conceptual framework of financial system in the Indian economy. The course is designed to provide the students with an in-depth knowledge about the financial market and its classifications as well as about the roles of intermediaries and other various regulating bodies. This course will also help the students in understanding the banking, non-banking, micro-finance institutions and other finance institutions prevailing in the country and their role towards countries economic development.

Course Contents:

COM 104.1: Financial Institutions (25 Marks)

1. **Financial System – An overview :** Various components of the Financial System; Role of Financial Institutions (FIs) in Financial System; Financial Systems and Development; Major issues in the Indian Financial System.
2. **Banking Institutions in India:** Structure of banking institutions in India; Commercial Banks in India – Public Sector and Private Sector; Committees on Banking Sector Reforms and their main recommendations; Priority Sector Lending; E-Banking: Basic and Value-added Services; RRBs.
3. **Other Financial Institutions:** Merchant banking institutions; Co-operative Banks and Credit Institutions; Development Financial Institutions; NBFCs: Types and Regulatory Authorities; RNBCs; Insurance Companies; Mutual Fund Institutions.
4. **Micro Finance Institutions:** General features of Indian MFIs, Micro Finance Services, Scope of Micro Finance, Governance of risk management at MFIs, Types of Frauds in Micro finance, Micro Finance in India

COM 104.2: Financial Markets (25 Marks)

5. **Money Market -Instruments and Institutions:** Constituents of Indian Money Market; Instruments Traded in Money Market.
6. **Capital Market - Instruments and Institutions:** Securities and Securities Market; Role of Securities Market in a Country's Economy; Structural Framework of Indian Capital Market; Popular capital market instruments: Equity shares, Derivatives, Different types of Bonds, and Mutual Fund; Some special types of Capital Market Instruments: GDR, FCCBs, Warrants, Convertibles, etc.
7. **Primary Market – Intermediaries and Activities:**
(A) Primary Market Intermediaries – Lead Managers and Co-Managers; Underwriters; Bankers to an Issue; Brokers to the Issue; Registrars to an Issue and Share Transfer Agents.
(B) Primary Market Activities / Procedures – Pricing of Issues; Book Building; Green Shoe Option.
8. **Secondary Market (Stock Exchanges) And Security Trading:** Role of Stock Exchanges in Security Trading; Role of Brokers and Sub-Brokers in Security Trading; Computerized Security Trading; Stock Exchanges in India; Stock Market Indices; Listing of Securities in a Stock Exchange; Trading Under Rolling Settlement; Clearing and Settlement; Margin; Methods of Trading; 'Bull' and 'Bear' Operation.

References:

1. Pathak, Bharati V.: Indian Financial System, Pearson Education, New Delhi.
2. Khan, M. Y.: Indian Financial System, Tata McGraw Hill, New Delhi.
3. Bhole, L. M. and Mahakud, J.: Financial Institutions and Markets, Tata McGraw Hill, New Delhi.
4. Gurusamy, S.: Financial Markets and Institutions, Tata McGraw Hill, New Delhi.
5. Mishkin, F. S. and Eakins, S. : Financial Markets and Institutions, Pearson Education, New Delhi.
6. Arunachalam, Ramesh S.: The Journey of Indian Micro-Finance: Lessons for the future, Aapti Publications, Chennai.
7. Gupta, S. B.: Monetary Economics – Institutions, Theory and Policy, Sultan Chand, New Delhi.
8. Raghunathan, V. and Rajib, P.: Stock exchanges, Investment and Derivatives, Tata McGraw Hill, New Delhi.
9. Sarkhel, J. and Gupta, A.: Capital Market: Theory and Institutions, Book Syndicate, Kolkata.
10. Pandian, P.: Security Analysis and Portfolio Management, Vikas Publishing House Pvt. Ltd., New Delhi.

Note: In each Unit, there shall be set 2 questions carrying 2 marks, 2 short- answer type questions of 4 marks each with equal number of alternatives and 1 essay type question of 8 marks in each unit. **Internal Assessment** will carry 5 marks in each unit. For each unit of 25 marks 20 lecture hours are to be delivered.

Course: - COM 105: Financial Services

Full Marks: 50 Credit: 5

Course Outcome: This course is designed to help the students in understand and familiarizing with the various types of services prevailing in the financial system of the country and to understand the regulatory environment and mechanism in which they are undertaken. This course will enlighten the students with the conceptual framework of Leasing, Factoring, Credit Rating and Venture capital etc.

Course Contents

COM 105.1: Financial Services -I (25 Marks)

- 1. Introduction:** Financial Services – as a component of the financial system; classification.
- 2. Venture Capital:** Theoretical framework and features; Stages of Venture Capital Financing; Financial Analysis – Conventional Venture Capitalist Valuation Method, The First Chicago Method and Revenue Multiplier Method; Financial Instruments; Investment Nurturing / After-care – different styles, objectives and techniques; Valuation of Venture Capital Portfolio; Exit; Indian Venture Capital Scenario – institutions, legal framework and constraints.
- 3. Factoring and Forfeiting:** Mechanism; Functions of a factor; Types / forms of factoring; Legal aspects; Factoring vis-à-vis Bills discounting; Factoring in India; Forfeiting, Factoring vis-à-vis Forfaiting; Forfaiting – the Indian Scenario.
- 4. Credit Rating:** Importance; Credit Rating Agencies; Rating Methodology and process; Rating Symbols.

COM 105.1: Financial Services -II (25 Marks)

- 5. Leasing:** Leasing – an off-the balance sheet financing; Leasing vs. Hire purchase; Economics of leasing; Classification of leasing; Limitations of leasing; Tax aspects of leasing; Funding aspects of leasing; Accounting for lease transactions – in the lessor's and lessee's books; Accounting Standard for lease; Financial evaluation – lessor's viewpoint; Financial evaluation – lessee's viewpoint.
- 6. Merchant Banking:** Institutional Framework; Merchant Banking institutions relating to primary market issue management; Depository; Debenture Trustees; Portfolio Managers, etc. SEBI – its role on merchant banking institutions.

7. **Housing Finance:** Housing Finance System; Housing Finance Schemes; Funding of HFCs; National Housing Bank (NHB).
8. **Household or consumer finance:** Types; Mechanism; Sources; Modes; Demand for consumer finance – factors; Consumer finance practice in India; Pricing of consumer finance; Marketing of consumer finance.

References:

1. Siddaiah, T.: Financial Services, Pearson Education, New Delhi.
2. Khan, M. Y.: Financial Services, McGraw Hill, New Delhi
3. Gurusamy, S.: Financial Services, Tata McGraw Hill, New Delhi.
4. Sasidharan, K. and Mathews, A. K.: Financial Services and System, Tata McGraw Hill, New Delhi.
5. Machiraju, H. R.: Indian Financial System, Vikas Publishing House, New Delhi.
6. Tripathy, N. P.: Financial Instruments and Services, Prentice Hall India, New Delhi.
7. Goel, S.: Financial Services, PHI Learning Privet Limited, New Delhi
8. Bhalla, V. K.: Management of Financial Services, Anmol Publications, New Delhi.
9. Suresh, P. and Paul, J.: Management of Banking and Financial Services, Pearson Education, New Delhi.
10. Rose, Peter S. and Hudgins, Sylvia C.: Bank Management & Financial Services, McGraw Hill International, New York.
11. Averbach, Robert D.: Money, Banking and Financial Markets, Macmillan, London.

Note: In each Unit, there shall be set 2 questions carrying 2 marks, 2 short- answer type questions of 4 marks each with equal number of alternatives and 1 essay type question of 8 marks in each unit. **Internal Assessment** will carry 5 marks in each unit. For each unit of 25 marks 20 lecture hours are to be delivered.

SEMESTER-II

Course: - COM 201: Financial Management and Policy

Full Marks: 50 Credit: 5

Course Outcome: The basic functions of finance could be learned from this subject. The students would understand how the companies take decisions of financial management. The adequate theoretical knowledge of how to source finance and to apply efficiently could help them in taking decisions as finance manager.

Course Contents:

COM 201.1: Financial Management and Policy-I (25 Marks)

- 1. Time Value of Money:** Compound interest formula and its various applications, P.V. Table and Annuity Table.
- 2. Financial Goal:** Profit maximization Vs. Shareholders' wealth maximization; Conflict of Goals: Management vs. Owners.
- 3. Shareholder Value Creation:** Earnings – How Much Reliable as a Bottom Line? ROI Vs. DCF Return; Estimating Shareholder Value; Shareholder Value Added (SVA)
- 4. Leverage and Risk analysis:** Business and Financial Risk; EBIT-EPS Analysis.
- 5. Cost of Capital:** Meaning and Significance of Cost of Capital; Calculation of Cost of Debt, Preference Capital, Equity Capital and Retained Earnings; Cost of Equity and CAPM; Combined Cost of Capital (Weighted).

COM 201.2: Financial Management and Policy-II (25 Marks)

- 6. Management of Working Capital:** Introduction; Operating Cycle Concept; Estimation of Working Capital Requirement; Financing of Working Capital-Various Approaches; Norms of Bank Finance.
- 7. Management of Various Components of Working Capital:**
Inventory, Receivables, Cash and Payables Management
- 8. Dividend Theories And Policies:** Dividend and Valuation: M-M Hypothesis; Gordon's Model; Linter's Model Etc. Forms of Dividends; Determining Factors of Corporate Dividend

Policy; Dividend Policy of Manufacturing Companies in India- Case Study of a Manufacturing Company.

References:

1. Brealey, Richard A. and Myers, Stewart C.: Corporate Finance, McGraw Hill International, New York.
2. Chandra, Prasanna: Financial Management, Tata McGraw-Hill, Delhi.
3. Van Horne, J. C. and Wachowicz Jr., J. M.: Fundamentals of Financial Management, Prentice Hall India, Delhi.
4. Van Horne, J. C.: Financial Management and Policy, Prentice Hall India, Delhi.
5. Khan, M. Y. and Jain, P. K.: Financial Management: Theory, Practice and Cases ; Tata McGraw-Hill, New Delhi.
6. Block, Stanley B. and Hilt, Geoffrey A.: Foundations of Financial Management, Richard D. Irwin, Homewood, Illinois.
7. Kishore, Ravi M.: Financial Management, Taxmann, Delhi.
8. Pandey, I. M.: Financial Management, Vikas Publishing House, N. Delhi.
9. Banerjee, B: Financial Policy & Management Accounting, 8th. Ed., PHI, New Delhi

Note: In each Unit, there shall be set 2 questions carrying 2 marks, 2 short- answer type questions of 4 marks each with equal number of alternatives and 1 essay type question of 8 marks in each unit. **Internal Assessment** will carry 5 marks in each unit. For each unit of 25 marks 20 lecture hours are to be delivered.

Course: - COM 202: Advanced Business Statistics

Full Marks: 50 Credit: 5

Course Outcome: This course helps the students of M Com to learn how to draw inference about the business decision problem of interest. The course also helps them to learn about the sampling survey and sampling methods and by using the sample result how to infer about the subject of study.

Course Contents

COM 202.1: Advanced Business Statistics -I (25 Marks)

1. **Probability Distributions:** Uniform, Binomial, Poisson, Normal and Exponential Distributions; Their Characteristics and Applications.

2. **Sampling and Sampling Distribution:** Sampling and Sampling (Probability and Non-Probability) Methods; Sampling and Non-Sampling Errors; Law of Large Number and Central Limit Theorem; Sampling Distributions and their Characteristics.

COM 202.2: Advanced Business Statistics -II (25 Marks)

3. **Statistical Estimation:** Point and Interval Estimation of Population Mean, Proportion and Variance.

4. **Testing of Hypothesis:** Statistical Testing of Hypothesis and Errors; Sample Size; Large and Small Sampling Tests: Z- Tests, T-Tests, and F- Tests; ANOVA.

5. **Non-Parametric Analysis:** Chi-Square Tests; Sign Tests; Wilcoxon Signed-Rank Tests; Wald-Wolfowitz Tests; Kruskal-Wallis Test.

References:

1. Heinz, Kohler: *Statistics for Business & Economics*, Harper Collins, New York.
2. Hien, L.W.: *Quantitative Approach to Managerial Decisions*, Prentice Hall, New Jersey.
3. Morse, Lawrence B.: *Statistics for Business & Economics*, Harper Collins, N.Y..
4. Levin, Richard I. And Rubin, David S.: *Statistics for Management*, Prentice Hall, Delhi.
5. Staine, R. and Foster, D.: *Statistics for Business*, Pearson Education, New Delhi.
6. Bajpai, N.: *Business Statistics*, Pearson Education, New Delhi.
7. Watsnam, Terry J. and Parramor, Keith: *Quantitative Methods in Finance*, International Thompson Business Press London.
8. Hooda, R.P.: *Statistics for Business and Economics*, Macmillan, New Delhi.
9. Goon, Gupta & Dasgupta: *Fundamentals of Statistics*, Vol. I & Vol. II.
10. Goon, Gupta & Dasgupta: *An Outline of Statistical Theory*, Vol. I & Vol. II.
11. Gupta S.P.: *Statistical Methods*, Sultan Chand, New Delhi.
12. Arora, S., Arora, S. and Arora, P. N. : *Comprehensive Statistical Methods*, S. Chand

Note: In each Unit, there shall be set 2 questions carrying 2 marks, 2 short- answer type questions of 4 marks each with equal number of alternatives and 1 essay type question of 8 marks in each unit. **Internal Assessment** will carry 5 marks in each unit. For each unit of 25 marks 20 lecture hours are to be delivered.

Course: - COM 203: Tax Laws and Planning Full Marks: 50 Credit: 5

Course Outcome: The first unit of the paper is designed in order to give the students a clear idea about how to compute gross total income and taxable income and arrive at the tax liability. The paper also discusses the concept of MAT which is applicable to corporate for computing tax liability. The second unit of the paper discusses about the issues of tax evasion, avoidance and planning and how corporate can take advantage of taxation provisions. The unit also gives a detailed discussion about advance tax, interest, tax deduction at source and filing of returns.

Course Contents:

COM 203.1: Tax Laws (25 Marks)

- 1. Introduction:** Residential Status of Companies, Deductions from Gross Total Income under Chapter VI A; Computation of Taxable Income and Tax Liability
- 2. Taxation of Companies:** Types of Companies, Minimum Alternative Tax (MAT) and Treatment of MAT Credit.
- 3. Carry forward and Set-off of Losses-** Theoretical Discussion and Problems.

COM 203.2: Tax Planning (25 Marks)

- 4. Tax Planning and Managerial Decisions:** Concept of Tax Evasion, Tax Avoidance and Tax Planning; Tax planning with reference to setting up a New Business; Location; Nature of Business; Tax Holiday, etc. Tax Planning with regard to Specific Management Decisions such as Employees' Remuneration; Financial Management Decisions such as Borrowing or Investment Decisions; Reorganization or Restructuring of Capital
- 5. Advance Payment, Interest and Tax deduction at source:** Concept and provisions; Interest under sections 234A, 234B and 234C; TDS in selected cases.
- 6. Filing and assessment:** Provisions concerning Procedure for Filing Returns, Signatures, E-Filing, Assessment, Reassessment and Settlement of Cases

References:

1. Singhania, V.K. and Singhania, K. : Direct Taxes Law and Practice, Taxman Publications Pvt. Ltd
2. Dubey, A.: Taxation: Direct Tax, LexisNexis
3. Daruwala, B.F.: Handbook to Direct Taxes, Bharat Law House Pvt. Ltd.
4. Ahuja,g. and Gupta, R.: Professional Approach to Direct Taxes Law and Practice, Bharat Law House Pvt. Ltd.
5. Sengupta, C.H.: Tax practice and procedure, Dey Concern, Kolkata

Note: In each Unit, there shall be set 2 questions carrying 2 marks, 2 short- answer type questions of 4 marks each with equal number of alternatives and 1 essay type question of 8 marks in each unit. **Internal Assessment** will carry 5 marks in each unit. For each unit of 25 marks 20 lecture hours are to be delivered.

Optional Paper (CBCS) (For other Discipline)

Course: - C-COM 204: Basic Statistics

Full Marks: 50 Credit: 5

Course Outcome: Association, causation, prediction, and measurement of chance factor and risk are indispensible in business and commerce. Students need to understand the basics of such concepts and use them as the important statistical tools applied in various business problems.

Course Contain:

C-COM 204.1: Basic Statistics-I (25 Marks)

1. Aims and Scope of Statistics, Classification of variables, Frequency distribution, Concept of Population and Sampling
2. Central Tendency, Measurement of Variation, Quartile and Percentile, Skewness and Kurtosis
3. Correlation and Regression

C-COM 204.2: Basic Statistics-II (25 Marks)

4. Probability and its distribution
5. Theory of Sampling
6. Testing of hypothesis

References:

- Levin, Richard I. & Rubin, David, S.: Statistics for Management, Pearson Pub., 7th Ed. New Delhi.

- Chatfield, C.: The Analysis of Time Series: An Introduction, Chapman and Hall, 6th Ed. London.
- Goon, Gupta & Dasgupta : Fundamentals of Statistics, Vol.- I & Vol.- II, World Press Pvt. Ltd., Kolkata.
- Goon, Gupta & Dasgupta : An Outline of Statistical Theory, Vol.- I & Vol.- II, World Press Pvt. Ltd., Kolkata.
- Gupta, S. P.: Statistical Methods, Sultan Chand & Sons, 43rd Ed. New Delhi.
- Gupta, S. C. and Kapoor, V. K.: Fundamentals of Mathematical Statistics, Sultan Chand & Sons, New Delhi
- Sharma, J. K. : *Business Statistics*, Vikas Publishing House

Note: In each Unit, there shall be set 2 questions carrying 2 marks, 2 short- answer type questions of 4 marks each with equal number of alternatives and 1 essay type question of 8 marks in each unit. **Internal Assessment** will carry 5 marks in each unit. For each unit of 25 marks 20 lecture hours are to be delivered.

Course: - COM 295: Computer Applications in Business (Practical)

Full Marks: 50

Course Outcome: This course helps the post graduate studying students to learn how the accounting and taxation system are maintained through Computer. Beside these different data storing and data retrieval are also learnt here.

Course Contents:

COM 295.1: Computer Applications in Business-I (25 Marks)

1. **MS-Office:** Word Basic Commands, Formatting-Text and Documents, Sorting and Tables, Introduction to Mail Merge; Working with Excel-Formatting, Functions, Chart Features, Working with Graphics in Excel, Using Worksheets as Database in Accounting, Database Creation in MS-ACCESS, Table Creation, Linking of Tables, Slide Design in MS-Power Point.
2. **Introduction of Database Package for Datasheet Analysis (Preferably FOXPRO):** Structure of DBF and its Application in Business: Creating, editing and deleting a Database File, Various Mathematical-Statistical-Logical-Date Functions use in DBF Programming, Programming in DBF.

COM 295.2: Computer Applications in Business-II (25 Marks)

- 3. Introduction to Accounting Package: TALLY**
- 4. Online Banking and Taxation: Bank Account Opening and Operations, E-filing of Income-Tax.**

References:

1. Miller: *Absolute Beginner's Guide to Computer Basic*, Techmedia Publishers
2. Mansfield, Ron: *The Compact Guide to Microsoft Office*, BPB Publication, Delhi.
3. Jain, S. and Sing, S.: *Digital Computer Fundamentals*, BPB Publication, Delhi
4. Jain, S.: *EXCEL 2007 made simple*, BPB Publication, Delhi
5. Rutkosky: *Word 2007*, BPB Publication, Delhi
6. Jain, S.: *MS Office 2010 – Training Guide*, BPB Publication, Delhi
7. Nadhani, A. K. and Nadhani, K. K.: *Implementing Tally 9*, BPB Publication, Delhi.
8. Basett, P. H.: *Computerised Accounting*, BPB Publication, Delhi.
9. Maidasani, D.: *Accounting with Tally 9.0*, Laxmi Publications, New Delhi
10. Taxali, R. K.: *FOXPRO 2.6*, BPB Publication, Delhi.
11. Ullman, J. O.: *Principles of Database System*, Galgotia Publication, New Delhi.

Note: In each Unit, there shall be 2 questions carrying 10 marks each, with suitable break-ups (or parts) having no alternative. **Viva voce** will carry 5 marks in each unit. For each unit of 25 marks 25 lecture hours are to be delivered.

SEMESTER-II

Course: - COM 301: Security Analysis And Portfolio Management

Full Marks: 50 Credit: 5

Course Outcome: The paper is designed in order to give the students a clear idea about securities, their characteristics, portfolio and its construction. The initial discussion also brings a clear understanding about investment and speculation. The paper touches upon very important concepts which are useful for investors like different types of risks, concept of beta, fundamental and technical analysis. In addition, the paper covers a lot of mathematical areas to discuss the issues of portfolio return and risk, efficient frontier, security market line and others. There are topics which will help students to understand mutual funds, their types and ways to evaluate them. The concept of market efficiency is also elaborated along with different theories on pricing assets.

Course Contents

COM 301.1: Security Analysis (25 Marks)

1. **'Return' And 'Risk' In Securities Market:** Investment Vs. Speculation; Misconceptions About Speculation; Elements in Return; Measurement Of Return; Yield-To-Maturity; Measurement of Risk; Components of Systematic and Unsystematic Risk; Markowitz's Mean - Variance Rule; 'Beta'- Its Calculation and Interpretation.
2. **Fundamental Analysis:** Objectives; Classification; Fundamental Analysis - Economy Analysis, Industry Analysis and Company-Level Analysis; Valuation of securities: Concept of valuation, Valuation of debentures and preference shares, Different models for equity valuation: constant dividend, constant growth rate and two-growth rate.
3. **Technical Analysis:** Dow Theory, Classical Tools and Modern Tools; Fundamental Analysis vs. Technical Analysis.

COM 301.2: Portfolio Management (25 Marks)

4. **Portfolio risk and return:** Modern portfolio theory- Formation of portfolio and concept of diversification; Calculation of portfolio return; Calculation of portfolio risk - a two-security or three-security portfolio, Efficient frontier and optimal portfolio selection; Capital Market line, Security Market Line.

5. **Managed portfolios and Mutual funds:** Meaning, Advantages, Classification of mutual funds, Performance evaluation of managed portfolios: Treynor ratio, Sharpe ratio and Jensen measure.
6. **Various Forms of Market Efficiency:** Concept of Market Efficiency: Information Efficiency and Allocation Efficiency; Weak, Semi-Strong and Strong Form of Market Efficiency; Random Walk Hypothesis.
7. **Theories of asset pricing:** Concept of Capital Asset Pricing Model, Arbitrage Pricing Theory and Multiple Factor models

References:

- a. Francis, J. C.: Management of Investments, McGraw Hill, N.Y.
- b. Fischer, D. E. and Jordan, R. J.: Security Analysis and Portfolio Management, Prentice Hall, N. Delhi.
- c. Fuller, R. J. and Farrell Jr., J. L.: Modern Investments and Security Analysis, McGraw-Hill, Singapore.
- d. Raghunathan, V., Barua, S. K. and Verma, J.: Portfolio Management, TMH, N. Delhi.
- e. Fabozzi, Frank J.: Investment Management, Prentice Hall, International Edition.
- f. Kevin, S. : Portfolio Management, PHI, N. Delhi.
- g. Pandian, P.: Security Analysis and Portfolio Management, Vikas Publishing House Pvt. Ltd., N. Delhi.
- h. Ranganatham, M. and Madhumati, M.: Security Analysis and Portfolio Management, Pearson.

Note: In each Unit, there shall be set 2 questions carrying 2 marks, 2 short- answer type questions of 4 marks each with equal number of alternatives and 1 essay type question of 8 marks in each unit. **Internal Assessment** will carry 5 marks in each unit. For each unit of 25 marks 20 lecture hours are to be delivered.

Course: - COM 302: Industrial Visit & Report Writing

Full Marks: 50 Credit: 5

Course Outcome: The subject contains two parts --- industrial visit and report writing. The subject Commerce is related to micro-level economy i.e. business undertakings and its management. The students in their syllabus study organisation, systems, theorem, etc. on different aspects of management. In this context, industrial visit provides the students the opportunity to have first-hand knowledge and experience about the operation and management of business undertakings. In other words, it may be stated that the subject would add life to the existing syllabus.

Course Contents

1. Industrial Visit: The students will visit industrial undertakings and would learn hands on experience on commercial aspects of functioning under the supervision of faculty

2. Report Writing

Basic Concept of Project Report, Preparation of project report based on industrial visit.

3. Presentation: Presentation on any contemporary commercial aspect/issue of business

Note: Industrial Visit would carry 20 marks, Report Writing would carry 20 marks and Presentation would carry 10 marks.

Optional Paper (CBCS) (For other Discipline)

Course: - C-COM 304: Fundamentals of Finance

Full Marks: 50 Credit: 5

Course Outcome: The first unit of the paper is designed in order to give the students a clear idea about basics of finance. The idea is required to get a conceptual idea about compound interest, present value and growth rate that will help to assess various financial decisions correctly. The unit also highlights the different objectives of finance as a functional area and includes topics relating to different sources of raising funds, cost of capital and leverage. The second unit discusses about capital budgeting techniques and ways to assess feasibility of projects. It also covers the topics of working capital management and dividend decisions.

C-COM 304.1 : Fundamentals of Finance-I (25 Marks)

1. Mathematics in Finance: Concept of compound interest and present value; concept of growth rate and calculation; other issues
2. Finance function of a firm : Historical evolution in the concept of finance function; operational functions of finance; profit maximization vs. shareholders' wealth maximization objective of financial management; scope of finance as a discipline; organizational structure of finance function in a corporate organization
3. Sources of Finance: Short –term sources and long-term sources of finance; Cost of Capital; Leverage

C-COM 304.2 : Fundamentals of Finance-II (25 Marks)

4. Long term investment or Capital Budgeting decision: Accounting rate of return, Pay-back period; Net Present Value, Internal Rate of Return and Profitability Index
5. Working Capital management: Concept of Operating Cycle; Estimation of net working capital; Inventory management, Receivables management; cash management; Payables management
6. Dividend decision

References:

1. Brealey, Richard A. and Myers, Stewart C.: Corporate Finance, McGraw Hill International, New York.
2. Chandra, Prasanna: Financial Management, Tata McGraw-Hill, Delhi.
3. Van Horne, J. C. and Wachowicz Jr., J. M.: Fundamentals of Financial Management, Prentice Hall India, Delhi.
4. Van Horne, J. C.: Financial Management and Policy, Prentice Hall India, Delhi.
5. Khan, M. Y. and Jain, P. K.: Financial Management: Theory, Practice and Cases ; Tata McGraw-Hill, New Delhi.
6. Block, Stanley B. and Hilt, Geoffrey A.: Foundations of Financial Management, Richard D. Irwin, Homewood, Illinois.
7. Kishore, Ravi M.: Financial Management, Taxmann, Delhi.
8. Pandey, I. M.: Financial Management, Vikas Publishing House, N. Delhi.

Note: In each Unit, there shall be set 2 questions carrying 2 marks, 2 short- answer type questions of 4 marks each with equal number of alternatives and 1 essay type question of 8 marks in each unit. **Internal Assessment** will carry 5 marks in each unit. For each unit of 25 marks 20 lecture hours are to be delivered.

Specialisation (Accounting and Finance)

Course: - COM 303A: Advanced Management Accounting

Full Marks: 50 Credit: 5

Course Outcome: Financial Accounting generates information which is mostly historical in nature. But helping the business to perform better in future the data and information of Management Accounting is immense helpful. This course helps the students to learn how to make investment decision in a situation of certainty as well in a situation of risk and uncertainty. Students also learn to formulate the multi objective optimization in a situation of capital rationing. The fourth chapter helps the students to evaluate and control the performance of a

decentralized organization. The last chapter covers about the prediction of corporate health and taking fruitful measures to remove corporate illness.

Course Contents:

COM 303A.1: Advanced Management Accounting-I (25 Marks)

1. Fundamentals of Management Accounting

Introduction to Management Accounting; Evolution of Accounting; Functions, Tools and Techniques of Management Accounting; Inter-linkages and differences among Financial Accounting, Cost Accounting and Management Accounting; Designing of Management Accounting System in an organization; Limitations of Management Accounting.

2. Capital budgeting under certainty

Traditional and Modern methods of Capital budgeting and their appraisal; Comparison between NPV and IRR method; Capital Rationing, Formulation of Linear Programming, Integer-Programming and Goal Programming in Capital budgeting decisions.

3. Capital budgeting under Risk and Uncertainty

Difference between capital budgeting under certainty and under risk and uncertainty; Techniques of capital budgeting under risk and uncertainty, and their appraisal.

COM 303A.2: Advanced Management Accounting-II (25 Marks)

4. Responsibility Accounting

Meaning and objectives; Responsibility centers and Evaluation of centre financial performance; Divisional performance measurement; Issues of inter-divisional Transfer Pricing.

5. Corporate Financial Distress and Bankruptcy

Introduction; Reasons of financial distress and corporate bankruptcy; Corporate Sickness- Indian Scenario; Indian and foreign studies on corporate bankruptcy; Distress prediction models; Corporate governance in distressed firms; Distressed firm valuation; BIFR and its role for revival of sick units.

References:

1. Van Horne, J. C. (2001). Financial Management and Policy, 12th Ed., Pearson Edu., New Delhi.
2. Lavy, H. and Sarnat, M. (1995). Capital Investment and Financial Decisions, 5th Ed. PHI, New Delhi.
3. Horngren, C. T., Sundem, G. L. and Stratton, W. O. (2007). An Introduction to Management Accounting, Prentice Hall Pvt. Ltd., New Delhi.

4. Peterson, Pamela P. and Fabozzi, Frank J. (2002). Capital Budgeting: Theory and Practice, John Wiley & Sons, USA.
5. D. Dayananda, R. Irons, S. Harrison, J. Herbohn and P. Rowland (2002). Capital Budgeting: Financial Appraisal of Investment Projects, Cambridge University Press, U. K.
6. Altman, E. I. and Hotchkiss, E. (2006). Corporate Financial Distress and Bankruptcy, John Wiley & Sons, New Jersey.
7. Kishore, Ravi M. (2013). Advanced Management Accounting, Taxmann Publication, 3rd Ed., New Delhi.
8. Khan, M. Y. and Jain, P. K. (2010). Management Accounting, Tata McGraw Hill Pub., 5th Ed., New Delhi.
9. Banerjee, B: Financial Policy & Management Accounting, 8th. Ed., PHI, New Delhi

Note: In each Unit, there shall be set 2 questions carrying 2 marks, 2 short- answer type questions of 4 marks each with equal number of alternatives and 1 essay type question of 8 marks in each unit. **Internal Assessment** will carry 5 marks in each unit. For each unit of 25 marks 20 lecture hours are to be delivered.

Specialisation (Accounting and Finance)

Course: - COM 305A : Advanced Financial Accounting

Full Marks: 50 Credit: 5

Course Outcome: This course helps the post graduate studying students to learn proposed methods of accounting on different current issues for which no accounting standard is yet developed. This course also reflects on change in accounting system of different financial institutions in liberalised period. It also highlights the accounting for mergers and takeovers.

Course Contents:

COM 305A.1: Advanced Financial Accounting -I (25 Marks)

1. Accounting of Service Industries: Educational Institutions, Transport, Hotel etc.
2. Accounting relating to liquidation of Companies.
3. Some special issues in Accounting: Human Resource Accounting, value added accounting etc.

COM 305A.2: Advanced Financial Accounting -II (25 Marks)

4. Accounting for holding and subsidiary company.
5. Accounts for specific companies: Insurance Company (including loss of profit Insurance) and Banking Company.

References:

1. Beams, F. A: Advanced accounting, prentice Hall, New Jersey.

2. Dearden, J. and Bhattacharya, S.K Accounting for management, Vikas publishing house, New Delhi
3. Engler, C, Bernstein, L.A, and Lambert, K.R. Advanced Accounting, Irwin, Chicago.
4. Maheshwari, S. N. And Maheshwari, S. K.: Advanced Accountancy-Vol.- II, Vikas Publishing House, New Delhi
5. Shukla, M. C., Grewal, T. S. And Gupta, S. C.: Advanced Accountancy- Vol.- II, Sultan Chand & Co., New Delhi.
6. Gupta, R, and L.: Advance Financial Accounting, Sultan Chand, New Delhi.
7. Chakraborty, H.: Advance Accounting, Oxford University Press, Delhi.
8. Porwal, L. S.: Accounting Theory, Tata McGraw-Hill, New Delhi.
9. Ghose, Maheswari and Goyale: Studies in Accounting Theory, Wiley Eastern Ltd.

Note: In each Unit, there shall be set 2 questions carrying 2 marks, 2 short- answer type questions of 4 marks each with equal number of alternatives and 1 essay type question of 8 marks in each unit. **Internal Assessment** will carry 5 marks in each unit. For each unit of 25 marks 20 lecture hours are to be delivered.

Specialisation (Banking, Insurance and Capital Market)

Course: - COM 303B: Indian Banking System

Full Marks: 50 Credit: 5

Course Outcome: The contents of the course are so designed that will help students get a detailed understanding about the different regulations and basic concepts relating to banking. The syllabus also gives an understanding about the different ways of entering into relationships with banks apart from an overview of different negotiable instruments. It will help the students get knowledge about very important issues related to banking which include the different ways of supervision over banks by RBI, priority sector lending, financial inclusion and its importance. Furthermore, the unit covers topics related to the concept and significance of regional rural banks and cooperative banks.

Course Contents :

COM 303B.1: Indian Banking System-I (25 Marks)

1. Overview of Banking System and Regulatory Framework

Structure of banking system in India; Provisions of RBI Act 1935, Banking Regulation Act, 1949 and Prevention of Money Laundering Act, 2002; Government and RBI's Powers in Opening of New Banks and Branch Licensing; CRR and SLR Concepts; RBI's Monetary and Credit Policy.

2. Banker customer relationship

The legal relationship between the Banker and Customer; Types of Accounts such as Current Accounts, Savings Bank Account and Fixed Deposits; Other Transactions between Banker and Customer such as Safe Deposit Vaults, Financial Advice, Letters of Introduction and Other Services rendered by Banks; Special features of the relationship between banker and customer - Their mutual rights and duties - lien - Power to combine different accounts - Secrecy of account.

3. Negotiable instruments

Types and characteristics; Cheque and its distinction from Bill and Promissory note; Quasi-negotiable instruments; Relevant sections of Negotiable Instruments Act; Endorsement: different types; Crossing: types and effect.

COM 303B.2: Indian Banking System-II (25 Marks)

4. Regulation and supervision of Reserve Bank over Commercial banks

Licensing of banks; Opening of new banks; Branch Licensing; Foreign banks; Cash reserves and liquid assets; Definition of NPA; Income Recognition and Asset Classification Norms (IRAC Norms); Capital and reserves; Prudential norms and CRAR; Control over methods of operation.

5. Priority sector lending and financial inclusion

Priority sector advances and socio-economic policies; Financial inclusion: meaning, significance and status; Measures towards financial inclusion.

6. Regional Rural Banks and Co-operative banks

Introduction, Functions, Role in economic and social development, Difference with traditional Commercial Banking, Recent Issues.

References:

1. Tannan, M. L., revised by Datta, C.R. & Kataria, S.K.: Banking Law and Practice, Wadhwa & Company, Nagpur.
2. Srivastava, A.B. and Elumalai, K.: Seth's Banking Law, Law Publisher's India (P) Limited.
3. Gupta, R.K. : Banking Law and Practice in 3 Vols., Modern Law Publications.
4. Gomez, Clifford: Banking and Finance - Theory, Law and Practice, PHI Learning Private Limited.
5. Holden, J.M.: The Law and Practice of Banking, Universal Law Publishing.

Note: In each Unit, there shall be set 1 compulsory question carrying 10 marks, preferably consisting of 2 short-answer type questions of 5 marks each with equal number of alternatives and 1 essay type question of 10 marks with one alternative. **Internal Assessment** will carry 5 marks in each unit. For each unit of 25 marks 20 lecture hours are to be delivered.

Specialisation (Banking, Insurance and Capital Market)

Course: - COM 305B: Insurance: Principles And Practice

Full Marks: 50 Credit: 5

Course Outcome: This course will help the students get knowledge about basic concepts of insurance, the various types of policies and importance of insurance at the macro and micro level. The course will also help the students get knowledge about the development and growth of the insurance industry over time. It also focuses on the life and general insurance reforms in the country.

Course Contents:

COM 305B.1: Insurance: Principles And Practice -I (25 Marks)

- 1. Introduction:** Concept, Functions, Characteristics, Its difference with gambling.
- 2. Importance of insurance:** To individuals, organizations and society.
- 3. Selection of insured:** Understanding risk of the insured, factors affecting risk, sources of risk information
- 4. Types of insurance:** Life and Non-life, Classification of policies in life insurance: according to duration, premium payment, participation in profits, traditional and non-traditional.
- 5. Insurance and tax planning:** Discussion with reference to taxation benefits

COM 305B.2: Insurance: Principles And Practice -II (25 Marks)

- 6. Indian insurance industry:** Developments and growth
- 7. Life Insurance Sector reforms in India:** Reasons and consequences.
- 8. Reforms in General Insurance Sector in India:** Reasons and consequences

Note: In each Unit, there shall be set 2 questions carrying 2 marks, 2 short- answer type questions of 4 marks each with equal number of alternatives and 1 essay type question of 8 marks in each unit. **Internal Assessment** will carry 5 marks in each unit. For each unit of 25 marks 20 lecture hours are to be delivered.

References:

1. Mishra, M.N.: Insurance Principles and Practice, S. Chand, New Delhi

2. Sadhak, H.: Life Insurance in India: Opportunities, Challenges and Strategic Perspective, Sage Publications, New Delhi
3. Ali, S., Mohammad, R. and Ahmad, M.: Insurance in India, Regal Publications, New Delhi
4. Thomas, G. and Mishra, K.C.: General Insurance: Principles & Practice, Cengagae Learning
5. Mishra, K.C., Mishra, M. and Tripathy, M.: General Insurance: Business Operations in Executing, Cengagae Learning
6. Ali, S, Mohammad, R. and Ahmad, M.: Insurance in India: Development, Reforms, Risk Management, Performance, Jainbook Agency
7. Narang, U.: Insurance Industry in India: Features, Reforms and Outlook, Jain Agency
8. Singh, S.R.: Dictionary of Insurance, Jain Agency
9. Tyagi, C.L. and Tyagi, M.: Insurance - Law and Practice, Jain Agency
10. Bihari, S.C. and Baral, S.K.: Insurance Management in the Reforms Era, Jain Agency

Specialisation (Computerised Accounting and Taxation)

Course: - COM 303C: E-Commerce and Computerised Taxation

Full Marks: 50 Credit: 5

Course Outcome: This course is objected to have a basic theoretical knowledge of the students about e-commerce and its advantages compared to the traditional off line business and transactions. The course covers B to B, B to C e-commerce concepts and techniques. The students learn about ethics and legalities of e commerce transactions. The students also learn about different types of tax assessments filing tax returns, digital signature etc.

Course Contents:

COM 305C.1: E-Commerce (25 Marks)

1. **E-Commerce:** Introduction, Traditional commerce vs E-Commerce, Advantages and disadvantages, Different types of e-commerce
2. **Applications of E-Commerce in business**
3. **Categories of E-Commerce:** Customer-oriented, Business-oriented
4. **Driving forces behind E-Commerce**
5. **Network Infrastructure for E-Commerce:** Internet, Internet and Extranet
6. **Legal Requirements in E-Commerce:** Ethical and legal issues

COM 305C.2: Computerised Taxation (25 Marks)

1. **Introduction:** Concept of PAN, TAN, Different forms for filing returns, Types of return, AIN

2. **Income tax assessment:** Different types of assessment – Self-assessment, Best Judgement Assessment, Re-assessment, Filing of returns online: An introduction and concept of digital signature
3. **Scheme of furnishing electronic return**
4. **Types of deductor:** Government, Non-corporate and Corporate
5. **Payment of TDS/TCS:** CIN, BIN

References:

1. Agarwala, K.N. and Agarwala, Deeksha: business on the Net: what's and How's of E-Commerce, Macmillan, New Delhi.
2. Agarwala, K.N. and Agarwala, Deeksha: business on the Net: bridge to the online Storefront, Macmillan, and New Delhi.
3. Cady, G.H. and McGregor, P.: Mastering the Internet, BPB Publication, New Delhi.
4. Janal, D.S.: Online Marketing Hand Book, van Nostrand Reinhold, New Delhi.
5. Kosivr, David: Understanding Electronic commerce, Microsoft Press, Washington.
6. MInoli and Minoli: Web Commerce Technology Handbook, Tata McGraw Hill, New Delhi.
7. Schneider, Gary P.: Electronic Commerce, Course Technology, Delhi.
8. Young, Margaret Levine: The Complete Reference to Internet, Tata McGraw Hill, New Delhi.
9. O'Brien, j.: Management Information System, Tata McGraw Hill, New Delhi.
10. Diwan, Parag and Sharma, Sunil: e-Commerce – A managers' Guide To E-Business; Excel Book, New Delhi.
11. Murthy, C.S.V.: E-Commerce- Concept, Models, Strategies, Himalaya Publishing House, N.Delhi
12. Wesland and Clark: Global Electronic Commerce; Theory and Case Studies.
13. Singh, Alwyn and Didar: E-Commerce for Manager, Vikas Publishing House, N. Delhi
14. Gandhi, Sunil: Computer Practical.

Note: In each Unit, there shall be set 2 questions carrying 2 marks, 2 short- answer type questions of 4 marks each with equal number of alternatives and 1 essay type question of 8 marks in each unit. **Internal Assessment** will carry 5 marks in each unit. For each unit of 25 marks 20 lecture hours are to be delivered.

Specialisation (Computerised Accounting and Taxation)

Course: - COM 395C: Computerised Accounting and Taxation

Full Marks: 50 Credit: 5

Course Outcome: This computer based practical course will help the students for their hands-on experience about handling the corporate accounts with the help of Tally, FACT, ACCORD; EX- NGN Accounting softwares. Similarly, the computerised taxation will help the students for online registration for PAN, TAN and other required registrations with the help of appropriate government portals. The students get internet based hands-on experience for submitting different forms of income taxes like F16, F16A etc.

Course contents:

COM 395C.1: Computerised Accounting (25 Marks)

1. Introduction to Accounting Packages (Any Two): FACT; ACCORD; EX- NGN.

COM 395C.2: Computerised Taxation (25 Marks)

2. Online PAN and TAN Registration-tdscpc.gov.in- e-tutorial for Registration

3. Download, Preparation and Validation: E-TDS:24Q-26Q-27Q-27EQ,24G.

4. Download & Preparation-Form-16, Form-16A & Others from tdscpc.gov.in & Conversion to PDF, E-Tutorial

References:

1. Circulars Issued by C.B.D.T.
2. Income Tax Act, 1961.
3. Income Tax Rules, 1962.
4. Tax Information Network, Deductors' Manual v.1.9, for quarterly e-TDS/TCS statements from F.Y. 2005-06 & onwards, NSDL e-Governance Infrastructure Limited.
5. Ahuja and Gupta: *Systematic approach to Income Tax and Central sales Tax*, Bharat Law House, New Delhi.
6. Singhania, V.K.: *Direct Taxes: Law and Practice*, Taxmann Publication, Delhi.
7. Kumar, Sanjeev: *Systematic Approach to Indirect Taxes*, Bharat Law House Pvt.Ltd.

Note: In each Unit, there shall be 2 questions carrying 10 marks each, with suitable break-ups (or parts) having no alternative. **Viva voce** will carry 5 marks in each unit. For each unit of 25 marks 25 lecture hours are to be delivered.

SEMESTER-IV

Course: - COM 401: Strategic Management and Corporate Governance

Full Marks: 50 Credits: 5

Course Outcome: The subject is of immense importance in the background of the severe competitive environment that businesses face nowadays. The paper gives the students a clear idea about different concepts like strategy, strategic hierarchy, strategic business unit and strategic management process. The paper discusses SWOT analysis, strategic analysis and factors that influence managerial decisions about choice of strategies in further details. The issue of corporate governance as included in the paper helps the students to assimilate the idea of principal, agents, agency problem and different types of board. The topic helps the students to get an overall idea about the rights and privileges of shareholders, concepts of investor protection, shareholder activism, and corporate social responsibility.

Course Contents:

COM 401.1: Strategic Management (25 Marks)

- 1. Concept of Strategy:** Concept of strategy; Strategic levels, Strategic Business Unit (SBU); Strategic Management Process.
- 2. SWOT Analysis:** External Environment analysis, Industry analysis and Organizational analysis.
- 3. Strategic Analysis:** Portfolio analysis and display matrices, Operating and Financial analysis.
- 4. Strategy Formulation and Choice of Strategies:** Factors affecting choice, Strategic options in Corporate Strategy, Business level strategy and Functional level strategy
- 5. Strategic implementation and control:** Interrelationship between formulation and implementation, Issues in implementation and control techniques

COM 401.2: Corporate Governance (25 Marks)

- 6. Introduction:** Composition of Board of Directors; Corporate Governance and Role of Board: Corporate Governance – other components; Corporate Governance system worldwide: Single board vs. Dual board; Germany – Japanese system - ‘networked model’ vs. Anglo – American system - ‘high-tension model’; Corporate Governance in India – A journey through the historical models.

7. **Corporate Governance in India:** Salient features; Main recommendations of the Corporate Governance Committees and Codes in India; Corporate Governance and legislations in India; Corporate Governance in the Public Sector in India.
8. **Shareholders and Corporate Governance:** Rights and privileges of shareholders; Grievance redressal process in India; Relationship between Investor Protection and Corporate Governance; Shareholder activism.
9. **Corporate Social Responsibility (CSR):** CSR and the Stakeholder; Justification of CSR; Scope of CSR; CSR and Indian corporations; CSR Reporting.

References:

1. Bhattacharya, S. K. and Venkataraman, N.: *Managing Business Enterprises: Strategies, Structures and Systems*, Vikas Publishing House, New Delhi.
2. Budhiraja, S. B. and Athreya, M. B.: *Cases in Strategic Management*, Tata McGraw-Hill, New Delhi.
3. Hunger, David J. and Wheelen, Thomas L.: *Strategic Management*, Addison-Wesley, International Edition.
4. Glueck, William F. and Jausch, Lawrence R.: *Business Policy and Strategic Management*, McGraw Hill, International Edition.
5. Ansoff, H. Igor: *Implanting Strategic Management*, Prentice Hall, New Jersey.
6. Kazmi, Azhar: *Business Policy*, Tata McGraw-Hill, New Delhi.
7. Mintzberg, Henry and Quinn, James Brian: *The Strategy Process*, Prentice Hall, New Jersey.
8. Newmann, William H. and Logan, James P.: *Strategy, Policy and Central Management*, South Western Publishing Co., Cincinnati, Ohio.
9. Sharma, R. A.: *Strategic Management in Indian Companies*, Deep and Deep Publications, New Delhi.
10. Das, Ranjan: *Crafting the Strategy*, TMH, New Delhi.
11. Cherunilam, F.: *Strategic Management*, Himalaya Publishing House, New Delhi.
12. Satheesh Kumar, T.N.: *Corporate Governance*, Oxford University Press, New Delhi
13. Fernando, A.C.: *Corporate Governance: Principles, Policies and Practices*, Pearson Education; New Delhi.

Note: In each Unit, there shall be set 2 questions carrying 2 marks, 2 short- answer type questions of 4 marks each with equal number of alternatives and 1 essay type question of 8 marks in each unit. **Internal Assessment** will carry 5 marks in each unit. For each unit of 25 marks 20 lecture hours are to be delivered.

Course: - COM 402: International Financial Management

Full Marks: 50 Credit: 5

Course Outcome: The contents of the paper is designed in such a way that the students can understand the various concepts and transactions related to foreign exchange market which will help them to follow the details in the newspapers in a better way. The details also discuss theories that will help the students to relate between exchange rate changes and macro-economic variables. The second unit discusses about the different ways of raising funds by multinational corporations and assessing investment proposals in countries abroad. The syllabus also covers topics not only relating to different types of exposure but also ways to manage risk arising from such exposure.

Course Contents:

COM 402.1: International Financial Management-I (25 Marks)

1. **Foreign exchange market:** Concept, features, types of market - Spot and Forward, Types of quotations, spread
2. **Forex market activities:** Speculating, Hedging and Arbitraging
3. **Parity conditions in International Finance:** Purchasing Power Parity, Fisher effect, International Fisher effect, Interest rate Parity, Unbiased forward rate
4. **Exchange rate equilibrium:** Factors affecting Exchange Rates

COM 402.2: International Financial Management-II (25 Marks)

5. **International Financing Decision:** Sources - Bond Financing (Fixed and Floating Rate Notes), Letter of credit and Letter of Undertaking, Loan Financing (Syndicate Loans), Securitised Financing (Euronote), Equity Financing (GDR and ADR)
6. **Project financing decisions:** Introduction to International Capital Budgeting and Cost of Capital of a Foreign Investment
7. **Exposures to international firms:** Transaction, Translation and Economic
8. **Foreign Exchange Risk Management:** Internal and External hedging techniques

References:

1. Apte, P.G.: International Financial Management, Tata McGraw Hill
2. Machiraju, H.R.: International Financial Management, Himalaya Publishing House
3. Madura, Jeff: International Financial Management, South Western Cengage Learning
4. Sharan, V.: International Financial Management, Prentice Hall India
5. Bekaert, G.J. and Hodrick, R.J.: International Financial Management, Pearson
6. Eun, C.S. and Resnick, B.G.: International Financial Management, McGrawHill/Irwin

Note: In each Unit, there shall be set 2 questions carrying 2 marks, 2 short- answer type questions of 4 marks each with equal number of alternatives and 1 essay type question of 8 marks in each unit. **Internal Assessment** will carry 5 marks in each unit. For each unit of 25 marks 20 lecture hours are to be delivered.

Course: - COM 403: INDIAN INDIRECT TAXES

Full Marks: 50 Credit: 5

Course Outcome: Indian Indirect taxes has got a sea change through the introduction of goods and services tax (GST). GST replaced almost all indirect taxes levied on goods and services by the Indian Central and State governments. The course is designed with the objective that the students can learn about the basics of GST, its levy and collection. The students will also learn about the electronic returns and payments of GST, as well as the penalties for the noncompliance. More over the course also covers the basics of customs duty that is levied on imports and exports of goods and services.

Course Contents:

1. Basic Concept of Indirect Taxes, Preliminaries of Goods and Services Tax (GST) in India, Types of GST with special reference to IGST, GST Rates, Registration Under GST Law
2. Levy and Collection of GST, Electronic Ledger Accounts, Time of Supply, GST on Job Work
3. Input Tax Credit (ITC), ITC on Consumable Goods and Services, ITC on Capital Goods, Common Tax Credit, Reversal of Tax Credit
4. Accounts and Records, GST Returns, GST Payment, Assessment of GST and Refunds of GST
5. Appeals and Revisions, Inspection, Search, Seizure and Arrest, Offences and Penalties
6. Custom Act, 1962: Basic concept – Objective of customs duty--- Territorial Water, Customs water, Goods, Baggage, Levy of and Exemptions from Customs Duty; Determination of assessable value; Warehousing;

7. Procedures of Importation, Procedures of Exportation; Demand of Customs duty, recovery and refunds in customs; Duty drawback.

References:

1. Datey, V.S.: GST Law & Practice with Customs & FTP, Taxmann;
2. Dr. Vinod K Singhania/Dr Monica Singhania, Students Guide to Indirect Tax Laws (University Edition), Taxmann
3. Kumar, Sanjeev: *Systematic Approach to Indirect Taxes*, Bharat Law House Pvt.Ltd.
4. GST Acts, 2017: www.cbec.gov.in
5. CGST Rules, 2017: www.cbec.gov.in
6. IGST Rules, 2017: www.cbec.gov.in
7. Central Board of Excise & Customs: <http://www.cbec.gov.in/htdocs-cbec/gst/index>

Note: In each Unit, there shall be set 2 questions carrying 2 marks, 2 short- answer type questions of 4 marks each with equal number of alternatives and 1 essay type question of 8 marks in each unit. **Internal Assessment** will carry 5 marks in each unit. For each unit of 25 marks 20 lecture hours are to be delivered.

Specialisation (Accounting and Finance)

Course: - COM 404A: Financial Statement Analysis

Full Marks: 50 Credit: 5

Course Outcome: Financial Reporting, Financial Statement Analysis and Valuation help investors and financial analysts to deeply understand firm's profitability and risk and hence ultimately the value of the firm. Such a process enables the investors in making intelligent investment decisions. This course helps the students for detailed understanding of financial statements and analyzes them with the help of financial ratios and cash flow analysis etc. This course also helps the students to understand about Global IFRS, Indian Accounting Standards, Corporate Segment Reporting, Social Reporting, Environment Reporting etc.

Course Contents:

COM 404A.1: Financial Statement Analysis -I (25 Marks)

1. **Introduction and overview:** Concept of Financial Statements; Nature of Financial Statements; Objectives of Financial Statements; Limitations of Financial Statements; Overview of Financial Statement Analysis; Tools of Financial Statement Analysis.

2. **Financial Statement Analysis with the Help of Financial Ratios:** Financial Ratios and their implications, Different types of Financial Ratios, Calculation and its interpretation.
3. **Cash Flow Analysis:** Relevance of Cash, Interpretation of Cash Flows and Net Income, Construction of Cash Flow Statement, Reporting of Cash Flows by Activities, Limitations of Cash Flow Reporting, Additional Disclosures and Adjustments.
4. **Management of Receivables:** Nature of Debtors, Objectives of Debtors Management, Costs of Maintaining Debtors, Collection Policies, Evaluating the Credit Applicant

COM 404A.2: Financial Statement Analysis -II (25 Marks)

5. **Financial Reporting:** Accounting and Financial Reporting Standards; Scope of Accounting Standard; Standard setting procedure; Accounting standards at a glance.
6. **Corporate Segment Reporting.**
7. **Corporate Social Reporting and Corporate Environment Reporting.**
8. **Emerging Tools for Performance Measurement:** Economic Value Added, Market Value Added, Balance Scorecard

References:

1. Wild, John J., Bernstein, L. A. and Subramanyam, K. R.: *Financial Statement Analysis*, McGraw-Hill, New York.
2. Foster, G.: *Financial Statement Analysis*, Pearson Education
3. Kaveri, V. S.: *Financial Ratios as Predictors of Borrowers Health*, Sultan Chand & Sons, New Delhi.
4. Foulke, R.A.: *Practical Financial Statement Analysis*, McGraw-Hill, New York.
5. Ghosh, T.P.: *Accounting Standards and Corporate Accounting Practices*, Taxmann, New Delhi.
6. Agarwal, S.: *Guide to Accounting Standard*, Snowwhite.
7. Sinha, G. C.: *Financial Statement Analysis*, N. B. Publications, Calcutta.

Note: In each Unit, there shall be set 2 questions carrying 2 marks, 2 short- answer type questions of 4 marks each with equal number of alternatives and 1 essay type question of 8 marks in each unit. **Internal Assessment** will carry 5 marks in each unit. For each unit of 25 marks 20 lecture hours are to be delivered.

Specialisation (Accounting and Finance)

Course: - COM 405A: Advanced Cost Accounting

Full Marks: 50 Credit: 5

Course Outcome: The course ‘Advanced Cost Accounting’ is very important and useful for optimum utilization of existing resources. It focuses on how this course would help students, scholars and professionals to make better decisions, as cost accountants are increasingly becoming integral parts of company’s decision-making process. Accordingly, the entire course has been designed in six units which are essential for developing decision-making skills and knowledge. This course also develops students for the rewards and challenges they face in cost accounting world of today and tomorrow.

Course Contents:

COM 405A.1: Advanced Cost Accounting -I (25 Marks)

- Cost Control Accounts:** Systems of maintaining accounts in the cost books; Reconciliation of Cost and Financial Accounts; Need for reconciliation; Reasons for variation in profit; Reconciliation procedure.
- Process Costing:** Treatment of process losers; Inter-process profit; Equivalent production; Joint product and By-product costing; Depth of processing.
- Marginal costing:** Concepts and Break-even analysis; various managerial decisions using marginal costing.

COM 405A.2: Advanced Cost Accounting -II (25 Marks)

- Budgetary Control:** Definition of Budget control; objectives; Type of Budget; Preparation of Functional budgets; Master Budget; Flexible Budgeting; Zero Budgeting; Performance Budgeting.
- Standard Costing:** objectives; Relationship with Budgetary Control; Variance analysis; Invention of variance; Accounting for cost variance.
- Contemporary Issues in Cost Accounting:** Activity Based Costing (ABC)- definition, concept and approaches; Developing the system of ABC; Benefits and uses, Prevalence of identified factors affecting ABC system in emerging economies, target costing – definition, basis of product pricing, steps in developing the target cost and target price.

References:

1. Horngren, Foster & Dater : cost Accounting - A managerial Emphasis, PHI
2. Prasad, N.K. and Prasad A.K.principles and practice of cost accounting, Book Syndicate, Calcutta.

3. Saxena, V.K. and Vashist, C.D. Advanced cost and management accounting, sultan chand and Sons, Delhi.
4. Rethnam, P.V. costing adviser, Kitab Mahal, Mumbai.
5. Dicky: Handbook of cost Accountancy.
6. Banerjee, B. Cost accounting, prentice hall India, N. Delhi.
7. Davidson and well: Handbook of cost Accountancy.

Note: In each Unit, there shall be set 2 questions carrying 2 marks, 2 short- answer type questions of 4 marks each with equal number of alternatives and 1 essay type question of 8 marks in each unit. **Internal Assessment** will carry 5 marks in each unit. For each unit of 25 marks 20 lecture hours are to be delivered.

Specialisation (Banking, Insurance and Capital Market)

Course: - COM 404B: Stock Market Operation and Banking Practice

Full Marks: 50 Credit: 5

Course Outcome: The course is so designed that it will help students to in getting a clear understanding about listing of securities. The knowledge about different types of order while trading in a stock market can be applied in real-life. The paper also gives an overview of the different exchanges and the risk management techniques applied therein. For banking practice the contents focus on the issues of asset-liability management of banks and the risks that arise from their mismanagement. The readers of the course will also gain knowledge about different types of loans and advances that banks provide. The issues related to application of information technology in banking and frauds / cybercrimes are also covered.

Course contents:

COM 404B.1: Stock Market Operation (25 Marks)

1. Listing of Securities:

Meaning; Advantages of listing; Listing requirements - procedure, fees, etc.; Listing of rights issue, bonus issue, further issue, etc.; Listing conditions of BSE and NSE; Delisting.

2. Trading in major Indian Stock Exchanges:

BSE: Different trading systems, Share groups on BSE, BOLT System; Different types of settlements: Pay-in and Pay-out; Bad Delivery; Short delivery; Auction.

NSE: Market segments; NEAT system options – Market types, Order types and books De-mat settlement; Physical settlement; Funds settlement; Bad and short delivery; Auction.

3. Risk management system in major Indian Stock Exchanges:

Risk management system in BSE & NSE – Margins – Exposure limits; Surveillance system in BSE & NSE – Circuit breakers.

4. Stock market indices:

Purpose and Consideration in developing index; Methods (Weighted Aggregate Value method, Weighted Average of Price Relatives method, Free-Float method) ; Stock market indices in India – BSE Sensex - Scrip selection criteria – Construction – Other BSE indices (briefly); NSE indices – S&P CNX Nifty – Scrip selection criteria – Construction; Stock market indices in foreign countries (Overview).

COM 404B.2: Banking Practice (25 Marks)

1. Asset - Liability Management

Definition of assets and liabilities; Asset liability mismatches on the grounds of locations, maturity, return and currency; Risks while managing the assets and liabilities: Liquidity risk, Interest rate risk, Pre-mature withdrawal and pre-payment risk, Price Risk, Foreign exchange and sector based risk; Strategies to manage these risks; RBI guidelines for asset and liability management; Management of loan portfolio with special reference to Non Performing Assets (NPAs).

2. Loans and Advances

Loans and advances; Overdrafts; Different kinds of securities for banker's advances and loans: hypothecation, guarantee, pledge, lien, mortgage, charge, etc.; Self-Employment Schemes: Women Entrepreneurs, Small Scale Industries, Agricultural Finance, Export Finance, etc.; Call loans and loans repayable at short notice; Micro Finance.

3. Electronic Banking and IT in Banks

IT In Banking: an Introduction; IT Applications in Banking; Computer-Based Information Systems for Banking; Electronic Banking: Basic and Value Added Services; Internet Banking; Enabling Technologies of Modern Banking - Core Banking, RTGS, EFT and NEFT; Electronic Commerce and Banking; Integrated Communication Networks for Banks' Security and Control Systems – Cyber Crimes and Fraud Management

References:

1. Raghunathan, V. and Rajib, P.: Stock exchanges, Investment and Derivatives, Tata McGraw Hill, New Delhi.
2. Punithavathy Pandian, Security Analysis and Portfolio Management, Vikas Publishing House Pvt. Ltd.
3. V. A. Avadhani, Investment and Securities Market in India, Himalaya Publishing House.
4. Prasanna Chandra, Security Analysis and Portfolio Management, Tata McGraw-Hill.
5. Sanjeev Agarwal, A Guide to Indian Capital Market, Bharat Publishers.
6. Ravi Puliani and Mahesh Puliani, Manual of SEBI, Bharat Publication.
7. Tannan, M. L., revised by Datta, C.R. & Kataria, S.K. : Banking Law and Practice, Wadhwa & Company, Nagpur.
8. Srivastava, A.B. and Elumalai, K.: Seth's Banking Law, Law Publisher's India (P) Limited.
9. Gupta, R.K. : Banking Law and Practice in 3 Vols., Modern Law Publications.
10. Gomez, Clifford: Banking and Finance - Theory, Law and Practice, PHI Learning Private Limited.
11. Holden, J.M.: The Law and Practice of Banking, Universal Law Publishing

Note: In each Unit, there shall be set 1 compulsory question carrying 10 marks, preferably consisting of 2 short-answer type questions of 5 marks each with equal number of alternatives and 1 essay type question of 10 marks with one alternative. **Internal Assessment** will carry 5 marks in each unit. For each unit of 25 marks 20 lecture hours are to be delivered.

Specialisation (Banking, Insurance and Capital Market)

Course: -

COM 495B: Stock Market Trading (Practical) and Project Work (Capital Market)

Full Marks: 50 Credit: 5

Course Outcome: The course contains two parts – online stock market trading and project work on any of the contemporary issues relating to capital market. In the first part students learn about opening a demat account for online stock trading and learn how to purchase and sell shares online through the demat account. In the second part the students do project work for any of the relevant issues relating to the Indian capital market such as normal and abnormal returns of the company stock prices, overpricing, underpricing, volatility of stocks under Nifty, BSE Sensex etc.

Courses Contents:**Unit I (25 Marks)****STOCK MARKET TRADING (PRACTICAL)**

1. Instructions on the subject will be given with the help of Dummy Stock Market Trading Terminal, preferably in association with any broker firm, keeping in mind the practical demand.
2. In case a broker firm is associated, it is to be selected by the Department, on the basis of the recommendation of the internal teacher.
3. Examination will take place on this practical paper as per rule of any other practical paper examination of the university.

Unit II (25 Marks)**PROJECT WORK**

1. Each student shall undertake a firsthand study of some aspect of capital market in India.
2. The student shall write a project report of not less than 5000 words under the guidance of an internal teacher based on his study.
3. The student shall submit a typed copy of the project report to the Institute.
4. A viva voce will be conducted by the internal teacher along with any other teacher of the Department to understand the authenticity of the project having undertaken by the student. However, no marks will be assigned for the viva. Only after clearance from the viva, the project report will be evaluated.
5. The project report will be evaluated as per the examination rule of the university.

Specialisation (Computerized Accounting and Taxation)**Course: -****COM 494C: Stock Market Trading (Practical) And Stock Trading Accounting****Full Marks: 50 Credit: 5**

Course Outcome: In this course students practically learn about opening a demat account for online stock trading and learn how to purchase and sell shares online through the demat account. The objective of the course is to have an in depth knowledge regarding the various problems of online trading. The students also learn how to use different terminals of BSE and NSE.

Integrated MoneyWare software help the students to learn about the efficient wealth management technique.

Course Contents:

Unit I (25 Marks)

1. Opening of online trading account, Bank account and DEMAT account.
2. Use of BSE and NSE Terminals.
3. Online Purchase / Sale of shares.

Unit II (25 Marks) **(Practical)**

4. Application of Money wire Software

References:

1. Bhole, L.M., *Financial Institutions and Markets*, TMH.
2. Pathak, Bharati V., *Indian Financial System*, Pearson Education.
3. Khan, M. Y., *Indian Financial System*, Tata McGraw Hill, New Delhi.
4. Gupta, S.B., *Monetary Economics- Institutions, Theory and Policy*, S. Chand, New Delhi.
5. Sarkhel, J. and Gupta, A., *Capital Market- Theory and Institutions*, Book Syndicate.
6. Pandian, P., *Security Analysis and Portfolio Management*, Vikas Publishing House Pvt. Ltd., New Delhi.

Note: In each Unit, there shall be 2 questions carrying 10 marks each, with suitable break-ups (or parts) having no alternative. **Viva voce** will carry 5 marks in each unit. For each unit of 25 marks 25 lecture hours are to be delivered.

Specialisation (Computerized Accounting and Taxation)

Course: - COM 495C: Computerised Return Filing

Full Marks: 50 Credit: 5

Course Outcome: This paper is designed to give a practical learning and practical experience of the students about the different direct taxes and indirect taxes prevailing in India. Students learn for filing e-returns in case of sole proprietor business, partnership firm, company etc. through internet. The students also learn how to file GSTR-1, GSTR-2, GSTR-3, GSTR-9 for GST

returns, GST credit adjustments and assessing GST final liability. Students learn about how to handle GST cash ledger, GST credit ledger and GST liability ledger electronically.

Course Contents:

Unit I (25 Marks)

1. **Online Payment of Tax** : All types of assesses
2. **New PAN Registration:** For E-Filing of Income Tax
3. **Return Filing:** ITR-1 to ITR-4, Online & Offline-Software Download-Run-Validation-Readme, Excel & Java Utility
4. **Annual Information Return(AIR)-RPU-FVU**

Unit II (25 Marks)

5. **Service Tax** – Registration-ST-1; Registration-ST-2 & PAN, Return Online
6. **Central Excise** - Online & Offline
7. **Goods and Service Tax**

References:

1. Circulars Issued by C.B.D.T.
2. Income Tax Act, 1961.
3. Income Tax Rules, 1962.
4. Tax Information Network, Deductors' Manual v.1.9, for quarterly e-TDS/TCS statements from F.Y. 2005-06 & onwards, NSDL e-Governance Infrastructure Limited.
5. Ahuja and Gupta: *Systematic approach to Income Tax and Central sales Tax*, Bharat Law House, New Delhi.
6. Singhania, V.K.: *Direct Taxes: Law and Practice*, Taxmann Publication, Delhi.
7. Kumar, Sanjeev: *Systematic Approach to Indirect Taxes*, Bharat Law House Pvt.Ltd.

Note: In each Unit, there shall be 2 questions carrying 10 marks each, with suitable break-ups (or parts) having no alternative. **Viva voce** will carry 5 marks in each unit. For each unit of 25 marks 25 lecture hours are to be delivered.