

**FACULTY OF COMMERCE AND MANAGEMENT  
STUDIES**

**LACHOO MEMORIAL COLLEGE OF SCIENCE  
AND TECHNOLOGY (AUTONOMOUS),  
JODHPUR**



**A**

**COMPLETE DOCUMENT  
AS APPROVED BY BOARD OF STUDIES  
FOR  
BACHELOR OF COMMERCE  
(B.COM)**

**RULES, REGULATIONS AND COURSE CONTENTS**

**SEMESTER I & II EXAMINATION 2018-2019**

**SEMESTER II & III EXAMINATION 2019-2020**

**SEMESTER V & VI EXAMINATION 2020-2021**

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**PREPARED AND COMPILED BY:  
BOARD OF STUDIES, FACULTY OF MANAGEMENT  
AND COMMERCE STUDIES  
LACHOO MEMORIAL COLLEGE OF SCIENCE AND TECHNOLOGY (AUTONOMOUS),  
JODHPUR**

## **BACHELOR OF COMMERCE**

### **OBJECTIVES:**

The business scenario is ever changing in terms of practice and knowledge generation and these have a tremendous impact on commerce education worldwide. The objective of this course is therefore to provide a thorough knowledge about trade and commerce and to impart relevant skills in the field of accounting, management, business economics & finance.

### **ELIGIBILITY & ADMISSION CRITERIA**

The course leading to the degree of B.Com will be a full time (day hour) three year degree course consisting of six semesters after qualifying 10+2(senior secondary) or its equivalent public examination conducted by any recognized Board of Education in India. In order to ensure best intake in the course students will be admitted purely on the merit basis.

### **SCHEME OF EXAMINATIONS**

Examinations shall be conducted at the end of each semester as per the academic calendar notified by the College.

#### **PASS PERCENTAGE AND PROMOTION CRITERIA**

As per college rules.

#### **REAPPEARANCE IN PASSED PAPERS**

As per college rules.

#### **DIVISION CRITERIA**

As per college rules.

#### **SPAN PERIOD**

Three Years Duration

#### **ATTENDANCE REQUIREMENT**

As per college rules.

**Faculty of Management and Commerce Studies,  
Lachoo Memorial College of Science & Technology (Autonomous),  
Jodhpur-342009**

**COURSE/EXAMINATION STRUCTURE FOR B.COM PROGRAM**  
**EFFECTIVE FROM ACADEMIC SESSION 2018-19**

**B.Com Semester I**

I Semester B.COM Code No.	Name of Subject	Number of Hours per week	Marks		
			CIA (Continuous Internal Assessment)  1 hour Examination	ESE (End Semester Examination)  3 hours Examination	Maximum/ Minimum
B.COM111	Accounting	4	20	80	100/40
B.COM112	Economics	4	20	80	100/40
B.COM113	Mercantile Law	4	20	80	100/40
B.COM114	Management Concepts	4	20	80	100/40
B.COM115	General English/Hindi	4	20	80	100/40
<b>Total</b>		<b>20</b>	<b>80</b>	<b>320</b>	<b>400/160</b>

\*The BOS approved paper B.COM 115 i.e. the paper on General English/Hindi; Grade PP shall be awarded for a pass and NP for a failure.

**B.COM Semester II**

II Semester B.COM Code No.	Name of Subject	Number of Hours per week	Marks		
			CIA (Continuous Internal Assessment)  1 hour Examination	ESE (End Semester Examination)  3 hours Examination	Maximum/ Minimum
B.COM211	Financial Accounting	4	20	80	100/40
B.COM212	Business Statistics	4	20	80	100/40
B.COM213	Business & Economic Environment	4	20	80	100/40
B.COM214	Cost Accounting	4	20	80	100/40
B.COM215	Spoken English	4	20	80	100/40
B.COM 221	Seminar on Contemporary Issues	4	20	80	100/40
<b>Total</b>		<b>24</b>	<b>100</b>	<b>400</b>	<b>500/200</b>

➤ The BOS approved paper B.COM 215 i.e. the paper on Spoken English/Hindi; Grade PP shall be awarded for a pass and NP for a failure.

- The BOS approved Paper B.COM 221 i.e. Seminar on Contemporary Issues. Here faculty member will assign contemporary issues like current economic issues, stock market developments, corporate governance etc. to the students. Student will prepare seminar report under the guidance of assigned faculty member and will submit and present report in The Continuous Internal Examinations (CIA) of 20 marks and will be evaluated by internal and external examiners in the same in End Semester Examinations (ESE)

### B.COM Semester III

III Semester B.COM Code No.	Name of Subject	Number of Hours per week	Marks		
			CIA (Continuous Internal Assessment)  1 hour Examination	ESE (End Semester Examination)  3 hours Examination	Maximum/ Minimum
B.COM311	Financial Management	4	20	80	100/40
B.COM312	Corporate Law	4	20	80	100/40
B.COM313	Corporate Accounting	4	20	80	100/40
B.COM314	Banking Operations	4	20	80	100/40
B.COM315	Environmental Studies	2	20	80	100/40
B.COM 321	Two Term Papers	2	20	80	100/40
<b>Total</b>		<b>20</b>	<b>100</b>	<b>400</b>	<b>500/200</b>

- The BOS approved paper B.COM 315 i.e. the paper on Environmental Studies; Grade PP shall be awarded for a pass and NP for a failure.
- The BOS approved paper B.COM 321 Two Term Papers; where student will be required to prepare two term paper on subject assigned by faculty member. The term paper will be assigned by internal and external examiner. The term paper should be written by student in his /her own writing.

**B.COM Semester IV**

IV Semester B.COM Code No.	Name of Subject	Number of Periods per week	Marks		
			CIA (Continuous Internal Assessment)  1 hour Examination	ESE (End Semester Examination)  3 hours Examination	Maximum/ Minimum
B.COM411	Direct Taxation	4	20	80	100/40
B.COM412	Auditing and Assurance	4	20	80	100/40
B.COM413	Quantitative Aptitude	4	20	80	100/40
B.COM414	Economic & Industrial Law	4	20	80	100/40
B.COM415	Office Automation and Accounting Applications	4	20	80	100/40
<b>Total</b>		<b>20</b>	<b>100</b>	<b>400</b>	<b>500/200</b>

**B.COM Semester V**

V Semester B.COM Code No.	Name of Subject	Number of Hours per week	Marks		
			CIA (Continuous Internal Assessment)  1 hour Examination	ESE (End Semester Examination)  3 hours Examination	Maximum/ Minimum
B.COM511	Goods and Services Tax	4	20	80	100/40
B.COM512	Management Accounting	4	20	80	100/40
B.COM513	Functional Management	4	20	80	100/40
B.COM514	International Trade & Finance	4	20	80	100/40
B.COM515	Entrepreneurship	4	20	80	100/40
<b>Total</b>		<b>20</b>	<b>100</b>	<b>400</b>	<b>500/200</b>

### B.COM Semester VI

VI Semester B.COM Code No.	Name of Subject	Number of Hours per Week	Marks		
			CIA (Continuous Internal Assessment)  1 hour Examination	ESE (End Semester Examination)  3 hours Examination	Maximum/ Minimum
B.COM611	Financial Market Operations	4	20	80	100/40
B.COM612	Advance Accounting	4	20	80	100/40
B.COM613	Insurance Management	4	20	80	100/40
B.COM614	Research Methodology	4	20	80	100/40
B.COM621	Comprehensive Viva- Voce	-		100	100/40
<b>Total</b>		<b>20</b>	<b>80</b>	<b>420</b>	<b>500/200</b>

- **The BOS approved Paper B.COM 621 i.e. Comprehensive Viva-Voce examination is based on the subject knowledge of B.COM I to BBA VI Semester and will be jointly examined by the internal and external examiners.**

**Paper – B.COM111**  
**ACCOUNTING**

**B.COM Semester –I**  
**Course/paper-B.COM 111**

**Max.marks: 100**  
**Time: 3 hrs**

**Objectives:** *The paper aims at providing the basic knowledge to the student about the accounting management of an enterprise/organization.*

- Unit 1: Introduction to Accounting: Meaning, objectives, Basic Accounting terms. Accounting Principles: Meaning and nature, accounting concepts and conventions. Nature of Accounts, Rules of Debit and Credit. Recording of Transactions: Books of Original Entry- Journal, special purpose journal, Ledger posting from Journal and Balancing
- Unit 2: Trial Balance: Meaning, objectives & preparation. Errors: Types of Errors and Rectification; Preparation of Trading and Profit and loss account and Balance Sheet, Adjustments in preparation of Financial Statements.
- Unit 3: Bank Reconciliation Statement: Need for reconciliation between Cashbook and bank pass book and problems relating to the preparation of bank Reconciliation statements. Accounting for Non-profit organizations; Receipts and Payment Account, Preparation of Income and Expenditure Accounts and Balance Sheet from Receipt and Payment account.
- Unit 4 Accounting for Depreciation: Methods, computation and accounting treatment of Depreciation, change in depreciation method. Accounting for insurance claim for loss of stock and loss of profit
- Unit 5: Hire Purchase and Installment Payment System.

*Suggested Readings:*

1. Rajpurohit, Joshi, Fundamentals of Accounting, Rajasthan Pathaya Prakashan.2010-2011
2. Shukla, M.C, Grewal, T.S. Gupta, S.C.: Financial Accounting, New Delhi,S. Chand ltd.2006.
3. Mongra, J.R. Ahuja, Girish and Sehgal, Ashok: Financial Accounting, Mayurs PaperBacks, New Delhi
4. Maheshwari S.N., Corporate Accounting, Vikas Publishing House, New Delhi.2009

**PAPER – B.COM 112  
ECONOMICS**

**B.COM Semester –I  
Course/paper-B.COM 112**

**Max.marks:100  
Time: 3 hrs**

**Objectives:** *The paper aims at providing the basic knowledge to the student about the economics.*

- Unit 1: Meaning, Nature & Scope of Business Economics, Cardinal approach & Ordinal approach: Utility, Measurement of utility, Law of Diminishing Marginal Utility, Law of Equi-Marginal utility, demand analysis: concept and Law of Demand, Elasticity of demand-Meaning, type measurement.
- Unit-2: Production function: Law of variable proportions, expansion path, returns to scale, internal and external economies and diseconomies, ridge lines, theory of cost: short run and long run cost curve.
- Unit3 : Market structures: a) perfect competition: profit maximization and equilibrium of firm and industry, price and output determination in short run and long run; b) monopoly : determination of price, equilibrium of a firm, c) monopolistic competition: price and output determination, d) oligopoly: characteristics, pricing and output determination, price leadership and collusive oligopoly.
- Unit 4: Factor pricing – I: Marginal productivity theory and demand for factors; nature of supply of factor inputs, determination of wage rates under perfect competition and monopoly, exploitation of labour, rent concept, Ricardian and modern theories of rent: quasi rent
- Unit 5: Factor Pricing-II: Interest- concept and theories of interest, profit- nature, concepts and theories of profit.

*Suggested Readings:*

1. Dwivedi, D. N. Managerial Economics. New Delhi, Vikas Publication, Edition 7, 2009.
2. Mithani. Jhingan Managerial Economics. Delhi Himalaya Publication, 2009
3. Dean, Joel. Managerial Economics, PHI Learning House, 2009
4. Chaudhary C.M. Managerial Economics. New Delhi, Arihant Publishing House, 2009.
5. Dutt Ruddar & Sundram- Indian Economy. Delhi, Sultan Chand- 1972.



**Paper – B.COM 113**  
**MERCANTILE LAW**

**B.COM Semester –II**  
**Course/paper-B.COM 113**

**Max.marks:100**  
**Time :3 hrs**

**Objectives:** *The paper aims at providing the basic knowledge to the student about the Mercantile Law which include Law of Contract, Sale of Goods Act, The Consumer Protection Act*

- Unit 1: Law of Contract (1872): Section 1 to 36
- Unit 2: Law of Contract (1872): Section 37 to 75
- Unit 3: Special Contracts; Indemnity; Guarantee; Bailment and pledge, Agency
- Unit 4: Indian Sale of Goods Act, 1930: Formation of Contracts of Sale; goods and their classification, Price: Conditions and Warranties, Transfer of Property in goods; performance of the contract of Sales, Unpaid seller and his rights, Sale by auction, Hire purchase agreement
- Unit 5: The Consumer Protection Act, 1986: Salient features, Definition of consumer; Grievance redressal machinery.

**SUGGESTED READINGS:**

1. Gogna, P.P. Business Law. New Delhi, S. Chand & Company, 2009
2. Kuchal M.C. Mercantile Law, New Delhi, Vikas Publishing House.2011
3. Shukla, M.C .Mercantile Law. New Delhi, S. Chand and Company, 2007.
4. Gulshan, S.S. Business Law. New Delhi, Excel Books 2007.

**Paper – B.COM 114**  
**MANAGEMENT CONCEPTS**

**B.COM Semester –I**  
**Course/paper-B.COM 114**

**Max.marks:100**  
**Time: 3 hrs**

**Objectives:** *The paper aims at providing the basic knowledge to the student about the Management of an enterprise.*

- Unit 1: Management: Importance - Definition - Nature and Scope of Management process - Role and Functions of a Manager - Levels of Management - Development of Scientific Management and other Schools of thought and approaches.
- Unit 2: Planning: Nature, Significance, Types, and Steps in Planning, Objectives, Policies - Procedures and Methods; Decision-making - Process of Decision-making, Types of Decision.
- Unit 3: Organizing Concept, nature, process, and significance; Authority and responsibility relationships; Centralization and decentralization; Departmentation; Types of Organizational structures.
- Unit 4: Motivation & Control: Meaning, Objectives, Importance, Motivation Theories; Maslow, Herzberg, McGregor; Financial and non-financial incentives, Managerial Control: Concept and process; Effective control system; Techniques of control - traditional and modern.
- Unit 5: conceptual framework of Corporate Governance: Meaning, Theories of Corporate Governance, Models of Corporate Governance, Corporate Governance vs. Corporate Excellence, Insider Trading, Rating agencies, Benefits of Corporate Governance, Corporate Governance Reforms, and Initiatives in India.

*Suggested Readings*

1. Gupta, C B. Management & Organisation. New Delhi, Sultan Chand publications, 2013.
2. Allen, Louis A. Management & Organisation. Delhi, McGraw Hill Publications, 1958.
3. Koontz, H. and Wehrich, H. : Management, 10th ed., New York, McGraw Hill, 1995
4. Luthans Fred. Organizational Behaviour. Delhi McGraw Hill publications, Edition 12, 2010
5. Ivanicevich and Matteson . Organizational Behaviour and Management. McGraw Hill publications
6. L .M. Prasad, "Organizational Behaviour", 3rd Edition, Sultan Chand and Sons, 2001

**Paper – B.COM 211**  
**FINANCIAL ACCOUNTING**

**B.COM Semester –II**  
**Course/paper-B.COM 211**

**Max.marks:100**  
**Time: 3 hrs**

**Objectives:** *To make the students familiar with generally accepted accounting principles of financial accounting & their applications in business organizations excluding corporate entities.*

- Unit 1 Voyage accounting, Accounting for empty container, Royalty Accounts
- Unit 2 Departmental Accounting, Branch Accounting
- Unit 3 Partnership Accounts: partner's Capital accounts, Profit and Loss Appropriation account, Adjustment in closed books of accounts,
- Unit 4 Reconstitution of Partnership: Admission of Partner, Retirement and Death of Partner
- Unit 5 Dissolution of Partnership Firm: Modes of Dissolution of Firms, Insolvency of Partners, Amalgamation of partnership firm, Sale of firm to a company, Gradual realization of assets and Piecemeal Distribution of Cash

**Suggested Readings**

1. Shukla M.C., Grewal T.S.- Financial Accounting- S. Chand & Company, New Delhi
2. Shukla M.C., Grewal T.S, Gupta, S.G., Advanced Accounts, S.Chand & Co. New Delhi,2011
3. Dr. Guru Prasad Murthy- Financial Accounting- Himalaya Publishing House
4. Gupta.R.G., Gupta. V.k. Financial Accounting Fundamental. S.Chand & Co. New Delhi

**PAPER – B.COM 212  
BUSINESS STATISTICS**

**B.COM Semester –II  
Course/paper-B.COM 212**

**Max.marks:100  
Time: 3 hrs**

**Objectives:** *The basic objective of this paper is to familiarize the knowledge to the student about the Statistical techniques related to business decision making process.*

- Unit 1: Introduction of Statistics, Statistical investigation and its types, Methods of measurement, Collection of data, Primary and secondary, editing & approximation
- Unit-2: Univariate analysis: measure of central tendency- arithmetic mean, geometric mean and harmonic mean: properties and applications, mode and median and other partition values- quartile, decile, and percentiles, measure of variation- absolute and relative, range, quartile deviation, mean deviation, standard deviation and variance
- Unit3: Bivariate analysis: correlation- meaning and measurement, Karl Pearson's coefficient and rank correlation; regression analysis: linear regression defined, regression equations and estimation
- Unit 4: Measurement of Dispersion, Skewness and Index Numbers: Absolute and Relative, Methods of Construction: Simple, weighted and other averages
- Unit 5: Probability & its distribution: meaning, concepts, basic & compound probability, distribution- Binomial, Poisson and Normal

*Suggested Readings:*

1. Hooda, R.P.: Statistics for Business and Economics. New Delhi, Macmillan Publishers, 2010.
2. Nagar K.N.-Sankhyiki Ke Mooltatva, Jain Book Agency ,2011-2012
3. Gupta S.P-Statistical methods, New Delhi,Sultan Chand and sons,2009
4. Gupta S.P.-Fundamental of Statistics, New Delhi,Sultan Chand and sons,1990

**Paper – B.COM 213**  
**BUSINESS & ECONOMIC ENVIRONMENT**

**B.COM Semester –II**  
**Course/paper-B.COM 213**

**Max.marks:100**  
**Time: 3 hrs**

**Objectives:** *To make the students familiarize the students with the nature & dimensions of evolving business environment & economic environment to influence managerial decisions.*

- Unit 1: Elements of business environment: nature and factors in business environment, Elements of economic environment, Economic planning: Critical Appraisal of 10th and 11th five year Plans.
- Unit 2 : Problems relating to Population; Unemployment; Poverty; Regional Imbalances; Parallel Economy; Balance of Payment
- Unit 3: Economic Policies: Monetary Policy; Fiscal Policy; Export and Import; Foreign Investment Policy.
- Unit 4: Industrial Development & Industrial Policy, Industrial Sickness; Economic Reforms; Liberalization; Small Scale, Cottage and Village Industries.
- Unit 5 : International Environment : India and the World Economy, Problems of Developing countries; Foreign Investment in India; International Economic Institutions; WTO, IMF, World Bank ADB.

**SUGGESTED READINGS**

1. Sheikh .business environment .New Delhi ,Pearson Education ,2009
2. Bedi, Suresh. Business environment. New delhi,Excelbooks, 2004
3. Mittal, Vivek. Business environment.Excelbooks,New delhi,2004
4. Justin,Paul.Business environment .Tata McGraw Hill, New Delhi 2009
5. Cherunillam Francis, business environment, Himalaya Publishing House,2010
6. Ghosh. Business Environment, Oxford University press

**Paper – B.COM214**  
**COST ACCOUNTING**

**B.COM Semester –II**  
**Course/paper-B.COM 214**

**Max.marks:100**  
**Time: 3 hrs**

**Objectives:** *To acquaint the students with basic concepts used in cost accounting and various methods involved in cost ascertainment systems.*

- Unit 1      Cost Accounting: Meaning, Definition, Objective, Importance, Limitation, Distinction between cost and financial accounting, methods and technique of costing, types of cost, Characteristics of Ideal system of Cost Accounting , Elements of cost  
Material cost Control: Meaning, objective, Methods of Fixation of inventory levels, Methods of Valuing Material Issues, Material turnover ratio, ABC analysis for material control
- Unit 2      Labour cost Control: Meaning, idle time and over time, Labour turnover, Method of wages payment, Incentive plans  
Overheads: Meaning, allocation, Classification, Apportionment and absorption of overheads, under and over absorption of overheads
- Unit 3      Unit or single output costing- meaning, cost sheet, cost statement: determination of tender and selling price, Production account, Reconciliation between profit shown by cost and financial statement
- Unit 4      Job, Batch and Contract costing, operating costing- Transportation only, Uniform Costing- Concept, Utility
- Unit 5      Process costing- meaning, treatment of normal and abnormal loss and gain, by product and joint product, Inter Process Profit, Costing of Work-in-Progress (Equivalent Product)

**Suggested Reading:**

1. Oswal, Maheshwari & Rajpurohit- Cost Accounting- Ramesh Book Depot, Jaipur.
2. Jain S.P. and Narang, K.L.- Cost Accounting- Kalyani Publisher- New Delhi
3. Tulsian,P.C.- Practical Costing- Vikas Publication- New Delhi
4. Maheshwari, S.N.- Advance problem and Solution in Cost Accounting- Sultan Chand- New Delhi.
5. Lal, Jawahar- Cost Accounting- Tata McGraw Hill Publishing-New Delhi

**PAPER – B.COM 311**  
**FINANCIAL MANAGEMENT**

**B.Com Semester –III**  
**Course/paper-B.COM 311**

**Max.marks:100**  
**Time: 3 hrs**

**Objectives:** *To make the students familiar with the elements and tools of financial management.*

- Unit 1: Financial Management: Nature, Scope, objectives, importance and Functions of Financial Manager. Profit versus Wealth maximization principle. Time value of money: Concept of Risk and Return (including Capital Asset Pricing Model).
- Unit-2: Cost of Capital: Concept, Significance, Source of finance, Calculating cost of debt; Preference shares, equity capital and retained earnings, Weighted Cost of Capital. Leverage: Concept, significance, calculation and impact of Operating, Financial and Combined Leverage.
- Unit3: Capital Structure: Concept, factor affecting Capital Structure, designing Optimal Capital Structure, EBIT and EPS analysis. Theories of Capital Structure.
- Unit 4: Capital Budgeting Decision: Capital budgeting process, Estimation of Relevant cash flows, Non-discounted and discounted cash flow techniques – Pay back, ARR, NPV, IRR and Profitability index. Dividend: Meaning, nature, factors affecting dividend, Dividend Theories: Walter’s Model, Gordon’s Model, and M.M.Hypothesis.
- Unit 5: Working Capital Management: Meaning and nature of working capital, Determination of working capital requirement. Cash management, Inventory management and Receivables management.

**Suggested Readings:**

1. Chandra Prasanna. Financial Management Theory and Practice New Delhi. Tata McGraw Hill.2014
2. Khan M.Y. and P.K.Jain .Financial Management: Text and Problems. New Delhi, Tata McGraw Hill pvt ltd.2010
3. Pandey I.M. Financial Management, New Delhi, Vikas Publishing House.2015

**Paper – B.COM 312**  
**CORPORATE LAW**

**BCOM312 Semester –III**  
**Course/paper-B.COM 312**

**Max.marks:100**  
**Time: 3 hrs**

**Objectives:** *To familiarize the students with the understanding & provision of Corporate Law. Case studies & problems including issues in corporate law are required to be discussed..*

- Unit 1: Introduction: Characteristics of a company, concept of lifting of corporate veil. Types of companies, association not for profit, illegal association. Formation of company – Promoters, their legal position, pre-incorporation contract and provisional contracts. Introduction to company secretary.
- Unit 2: Documents – Memorandum of Association, Articles of Association, Doctrine of Constructive Notice and Indoor Management, Prospectus and Book Building Share Capital – issue, allotment and forfeiture of share, transfer and transmission of shares, buyback, share certificate and share warrant.
- Unit 3: Members and shareholder – their rights and duties .Shareholders meetings, kinds, convening and conduct of meetings. Management – Directors, classification of directors, dis-qualifications, appointment, legal position, powers and duties, disclosures of interest, removal of directors, board meetings, other managerial personnel and remuneration.
- Unit 4: Dividend Provisions and issue of bonus shares. Investigations. Winding-up– concept and modes of winding up
- Unit 5: Meetings of Board and Committees - Frequency, Convening, Proceedings, Resolution by Circulation; Minutes and Evidence, General Meetings-Kinds of Meetings; Law, Practice and Procedure Relating to Convening and Proceedings at General and Other Meetings; Notice, Quorum, Chairman, Proxy, Voting Recording, Signing and Inspection of Minutes

**Suggested Readings:**

1. P.P.S. Gogna, Company Law, S. Chand New Delhi, 2010.
2. Kuchhal, M.C. Modern India Company Law. Delhi, Vikas Publishing House, 2007.
3. Taxman’s Elements of Company Law, Taxman Publication, Mumbai.
4. Davies, Paul. Company Law. Oxford Publication,2010



**PAPER – B.COM 313**  
**CORPORATE ACCOUNTING**

**B.Com Semester – III**  
**Course/paper-B.COM 313**

**Max.marks:100**  
**Time: 3 hrs**

**Objectives:** *To make the students familiar with generally accepted accounting principles of corporate accounting & their applications in corporate entities.*

- Unit 1: Accounting for share capital – Issue, Forfeiture and Reissue of forfeited shares. Redemption of preference shares including buy-back of equity shares. Redemption of Debentures, Underwriting of Shares
- Unit-2: Preparation of Profit and Loss Account, Profit and Loss Appropriation Account and Balance Sheet in accordance with the provisions of the existing Companies Act.
- Unit3: Liquidation and Winding of Companies, Statement of Affairs and Deficiency Account, Preparation of Liquidator's Final statements
- Unit 4: Accounting for Amalgamation of Companies with reference to Accounting Standard-14 issued by the Institute of Chartered Accountant of India Accounting for Internal Reconstruction.
- Unit 5: Final Accounts of Banking Company and Electricity Company.

Suggested readings:

1. Maheshwari S.N .Corporate Accounting. New delhi ,Vikas Publishing house, 2009
2. Shukla, M.C, Grewal T.S. Gupta S.C.Advanced Accounts.New Delhi, S Chand and Co.
3. Rajpurohit , joshi. Corporate Accounts. Rajasthan Pathaya Prakashan, 2012
4. Rajpurohit , joshi .Corporate Accounts, (Hindi) .Rajasthan Pathaya Prakashan

**Paper – B.COM 314**  
**BANKING OPERATIONS**

**B.COM Semester –III**  
**Course/paper-B.COM 314**

**Max.marks:100**  
**Time: 3 hrs**

**Objectives:** *To make the students familiar with generally accepted banking principles & their applications in business organizations.*

- Unit 1: Meaning, Definition, Functions and Importance of banking, Structure of Indian Banking system.
- Unit 2: Central Bank: Role, Organization, Functions. Current and Future Challenges of RBI. Credit control and its Methods.
- Unit 3: Bank deposits: Types, opening and its operations. KYC Norms in India, Banking Instruments: Cheque, bank draft, Credit Cards and Debit Cards.
- Unit 4: Overview of different types of banking in India: - Retail Banking, Commercial banking, and Regional Rural Banking and NABARD.
- Unit 5: Emerging trends in banking sector: Universal Banking, E-banking and Development Banking.

***Suggested readings***

1. Sundaram & Varshney; *“Banking, Theory Law and Practice”*; Sultan Chand & Sons; 2004
2. Vasant Desai; *“Development Banking & Financial Intermediaries”*; Himalaya Publishing House, 2001.
3. Varshney & Malhotra, *“Principles of Banking”*, Sultan Chand & Sons, 2005
4. A.Gajendran, *”Banking And Financial System “*; Vrinda Publications, 2012

**PAPER – B.COM 411  
DIRECT TAXATION**

**B.Com Semester –IV  
Course/paper-B.COM 411**

**Max.marks:100  
Time: 3 hrs**

**Objectives:** *To provide basic knowledge and equip students with application of principles and provisions in Income Tax Act, 1961*

- Unit 1: Important definitions in the Income-tax Act, 1961, Concepts of previous year assessment year: agricultural income. Residential Status and scope of total income; Income deemed to be received / deemed to accrue or arise in India. Exempted income under section 10 relevant for individuals.
- Unit-2: Computation of Income under the head Salaries and Income from House Property.
- Unit 3: Computation of Taxable Income under the head income from Business and Profession and Income from Capital Gain.
- Unit 4: Income from Other sources; Set off and Carry forward of Losses.
- Unit 5: Deductions from Gross total Income, Computation of total income and tax liability of individuals, Return of Income and Procedure of Assessment.

*Suggested Readings:*

1. Singhania,Vk. Singhania Monica .Students Guide To Income Tax (Including Service Tax, Vat).Taxman allied service
2. Mahrotra.HC.Income Tax. Agra Sahitya Bhawan Publications, 2017.
3. Lal, B.B. Income tax.Pearson
4. Drgirishahuja, Harigupta.Professional applications to direct taxes: law and practice. New Delhi , Bharat Law House Pvt. Books.

**Paper – B.COM 412**  
**AUDITING & ASSURANCE**

**B.COM Semester –IV**  
**Course/paper-B.COM 412**

**Max.marks:100**  
**Time: 3 hrs**

**Objectives:** *To provide basic knowledge and equip students with the principles of auditing.*

- Unit 1** Auditing: Meaning, Definition, objective, Importance, Limitation, Relationship between auditing and accounting, type of audit, error and fraud, basic principal governing audit. Internal Control Measure: Meaning, objective, internal check, internal audit, internal control regarding sale, purchase, salaries and wages
- Unit 2 Audit program: Meaning, process, objective, Specimen of audit programme, Advantage, Disadvantage, Audit Procedure: Meaning, Routine checking, Test checking, Audit working paper, Audit note book, Vouching: Meaning, importance, auditor and vouching, vouching of cash book and trading transaction
- Unit 3 Verification and valuation of assets and liabilities, Audit of final accounts, Clean and Qualified report
- Unit 4 Company auditor: Appointment, power/rights, liabilities and duties, Investigation: Meaning, objective, procedure, Investigation on behalf of perspective purchaser of business, banker and prospective investor
- Unit 5 Special points in the audit of banking companies, General Insurance Companies, educational institutions & clubs, Tax Audit, Cost Audit, Management Audit, EDP audit.

**Suggested Readings**

1. Gupta, Kamal Contemporary Auditing,- Tata McGraw Hill, New Delhi.
2. Jain, Khandelwal & Pareek – Auditing- Ramesh Book Depot, Jaipur.
3. Singh, A. K. and Gupta Lovleen- Auditing Theory and Practice- Galgotia Publishing Company, New Delhi.
4. Tandon, B.N. - Principles of Auditing- S. Chand & Co. New Delhi.
5. Sharma, T.R.- Auditing Principles & Problems- Sahitya Bhawan, Agra

**Paper –B.COM 413**  
**QUANTITATIVE TECHNIQUES**

**B.COM Semester –IV**  
**Course/paper-B.COM 413**

**Max.marks:100**  
**Time: 3hrs**

**Objectives:** *To familiarize the students with the tools and techniques of Operation Research used in decision making process.*

- Unit 1: Operation Research: Nature, significance, purpose and limitations, Methodology of operation research.
- Unit 2: Matrices & Determinants: Definition of a matrix, types of matrices, algebra of matrices, adjoint of a matrix, finding inverse of a matrix through adjoint, applications of matrices for solution to simple business and economic problems
- Unit 3: Transportation & assignment problems: General structure of transportation problem, solution procedure for transportation problem, methods for finding initial solution. Maximization transportation problem, transportation problem. Assignment problem: approach of the assignment model, solution methods of assignment problem, maximization in assignment, unbalanced assignment problem.
- Unit 4: Linear Programming: Concept, Assumptions and Usage in business decision making. linear Programming problem: formulation, methods of solving: graphical and simplex, duality concept, Significance, usage & application in business decision making.
- Unit 5: Network Analysis using PERT and CPM: Concepts, Drawing Network and Numbering Events, project time.

***Suggested Readings***

1. Gupta, S.P. & Gupta, P.K., “Quantitative Techniques and Operations Research”, Sultan Chand & Sons, 2005.
2. V K Kapoor. “Operations research, Sultan Chand publications,” New Delhi
3. Sharma, J.K., “Operations Research: problems & solutions,” Macmillan India Ltd., 2nd edition, 2004.
4. Khandelwal, Gupta, Ahmed and Jain “Quantitative techniques in Management”, Ramesh Book Depot.
5. Gupta, Gupta and Manmohan “Business statistics and Operation research “, Sultan Chand and Sons.
6. Gupta, S.P. & Gupta, P.K., “Quantitative Techniques and Operations Research”, Sultan Chand & Sons, 2005.

**Paper –B.COM 414**  
**Economic and Industrial Laws**

**Bcom Semester –IV**  
**Course/paper-B.Com 414**

**Max.marks:100**  
**Time: 3 hrs**

**Objectives:** *To familiarize the students with the understanding and provisions of economic and industrial related laws. Case studies and problems involving issues in economic and industrial laws are required to be discussed.*

- Unit 1 FEMA, 1999: Objectives and definitions under FEMA, dealings in foreign exchange, holding of foreign exchange etc., current account transactions, capital account transactions, export of goods and services, realisation and repatriation of foreign exchange, exemptions, authorised person, penalties and enforcement, compounding of offences, Directorate of Enforcement, Appellate Tribunal, etc. Procedure relating to various foreign exchange transactions as enumerated in Exchange Control Manual.
- Unit 2 Negotiable Instruments Act, 1881: Nature, Kind, Parties and Endorsement, Dishonor of Instrument, Crossing and Dishonor of Cheques and Banks
- Unit 3 Industrial Employment (Standing Orders) Act, 1946: Object, applicability, interpretation, appeal, disciplinary actions and grievance procedure
- Unit 4 Factories Act 1948: interpretation-competent person, Hazardous process, Manufacturing process, Workers, Factory occupier, Healthy, Safety and Welfare, Working house of Adults, Employment of young persons, Inspector-Appointment and Powers.
- Unit 5 Payment of Bonus Act, 1965: Object, application and major provisions

*Suggested Readings:*

1. Malik,P.L.Industrial Law .Eastern Book Company,
2. Dr. S.K. Puri. Labour and Industrial Laws. Allahabad New Agency
3. Seth D.D. Commentaries on Industrial Disputes Act. New York Library ,1998
4. Kulshreshtha D.K. Labour Legislation .Agra, LaxmiNarainAgarwal
5. Sinha, Sinha, Priyadarshini Seema Shekhar.Industrial Relations. Trade Unions and Labour Legislation. Pearson Education.

**Paper – B.COM 415**  
**OFFICE AUTOMATION AND ACCOUNTING APPLICATIONS**

**B.COM Semester –IV**  
**Course/paper-B.COM 415**

**Max.marks:100**  
**Time: 3hrs**

**Objectives:** *To provide computer skills and knowledge for commerce students and to enhance the student understanding of usefulness of information technology tools for business operations.*

- Unit 1 Introduction to computers- Meaning, definition, a simple model of computer, Characteristics of computer systems, Input and Output devices, Computer languages-low level, High, Hardware and Software,
- Unit 2 Word Processing- Concept, Interface, Keyboard Shortcut, Creating, Saving and Opening Documents in Word, Editing, Previewing, Printing & Formatting a Document, Find & Replace text, Header and footer, Using Thesaurus, Mail Merge, Handling Graphics, Tables & Charts, Converting a word document into various formats, Macro, Checking and correcting spellings and grammar, other advance function
- Unit 3 Spreadsheet & Presentation Package- Concept, Creating, saving, opening workbook in excel, Entering data in cell/formula, Editing, formatting a worksheet, Previewing, Printing, Function, Copying formulae, Working with excel graph and charts. Presentation Package- Concept, Creating, Opening and saving, presentations, working with different views, Editing texts, Working with slides, Creating presentation, adding and formatting slide and text, adding clip art, pictures, designing slide shows, running and controlling slide show, Working with chart, printing, other advance function
- Unit 4 E- commerce- Introduction, Types, Benefits, Limitations and barriers of e-Commerce, E- Commerce models, value chains in E-commerce, E-Commerce in India, web based tools for Electronic Commerce, Legal, Ethical and Societal impacts of E-commerce.
- Unit 5 Fundamental of Tally- Meaning, Feature, Importance, Manual v/s computerized accounting, Creating company, Group and ledger Creation, Accounting entries for different transaction and taxes, Financial Report generations,

**Suggested Readings**

1. Jain, Satish, Jain, Shashank, Jain Madhulika- IT Tools and Application- BPB Publication, New Delhi
2. Jain, Bhargava & Agarwal – Fundamentals of Computer- RBD Publication, Jaipur
3. P K Sinha-Computer Fundamentals-BPB Publications, New Delhi
4. Asok K. Nadhani-Tally Training Guide- Jain Book Agency, New Delhi
5. Maidasani, Dinesh, Straight to Point, Tally 9ERP, Firewal Media, New Delhi

**PAPER – B.COM 511**  
**GOODS AND SERVICES TAX**

**B.Com Semester –V**  
**Course/paper-B.COM 511**

**Max.marks:100**  
**Time: 3 hrs**

**Objectives:** *To provide basic knowledge and equip students with application of principles and provisions of Goods and Services Tax.*

- Unit 1** Introduction, Earlier Indirect Tax, Shortcoming of Earlier Indirect Tax, Meaning of Goods and Services, Need of GST, Structure of GST, Benefits of GST. GST Council- Role, GST Network, E-Way Bill, Doctrine of Unjust Enrichment, Definitions
- Unit 2** Impact of GST on Trade, Manufacturing and Services. Supply- Meaning, Time and Valuation. IGST- Meaning, Feature and Computation. Incidence of Tax, Rate of GST, Exemption and Zero Rated Supply
- Unit 3** Composition Scheme and Reverse Charge Mechanism. Input Tax Credit, Registration Process.
- Unit 4** Returns, Payment of Tax and Refund, Assessment and Audit
- Unit 5** Collection and Recovery of Tax, Penalties, Appeal, Revision, Advance Ruling

*Suggested Readings:*

1. Mehrotra, H.C., & Agarwal, V.P., Goods And Services Tax, Sahitya Bhawan Publication
2. Agarwal, Anjali, Goods And Services Tax, New Century Publication
3. Kumar, Rakesh, Goods And Services Tax, Diamond Publication
4. Singhanian, Vinod, Student guides to GST, Taxmann Publication



**Paper – B.COM 512**  
**MANAGEMENT ACCOUNTING**

**B.COM Semester –V**  
**Course/paper-B.COM 512**

**Max.marks:100**  
**Time: 3 hrs**

**Objectives:** *To provide basic knowledge and equip students with application of principles and provisions of accounting used in business decision making process.*

- Unit 1: Management Accounting-Introduction, Definition, Meaning, Scope, limitations. Ratio analysis: Meaning, Objectives, limitations, Classifications, Computation and Interpretation, Du Point control chart.
- Unit 2: Cash Flow and Fund Flow Statement.
- Unit 3: Marginal costing and managerial decisions : The basic concept of Marginal Cost and Marginal Costing, Break Even Analysis and Cost volume profit analysis, Break even charts and profit charts, managerial decisions, application of marginal costing in decision making Unit; standard costing and variance analysis.
- Unit 4: Budgeting and budgetary control concept; importance; process, various types of budget; Control Ratio; ZBB.
- Unit 5: Emerging issues in Management Accounting- Human resource accounting, EVA, Internal reconstruction and amalgamation- concept, elementary accounting and interpretation.

*Suggested Readings*

1. Hingorani, N L.and Rmanathan, A R.Managment accounting,new delhi,Sulatr n chand ,1992.
2. Khan and Jain. Management Accounting.New Delhi, Tata McGraw Hill.
3. Panday I.M., Management accounting, New Delhi,vikas publishing house
4. Vij.Madhu.Financial and management Accounting, Anmol publications, 1997.
5. Heitger,L E and Matulich Serge.Financial Accounting.Tata McGraw hill,1990.

**Paper – BCOM 513**  
**FUNCTIONAL MANAGEMENT**

**BCOM Semester – V**  
**Course/paper-B.COM 513**

**Max.marks:100**  
**Time: 3 hrs**

**Objectives:** *To provide basic knowledge and equip students with application of principles and provisions of accounting used in business decision making process.*

- Unit 1: Human Resource Management; Meaning, Nature, Significance, and Scope of Human Resource Management. Human Resource Planning: Need, Importance and Process. Job Analysis: Objective, Process, Techniques. Job Design; Approaches and Methods.
- Unit 2: Recruitment; Meaning, Sources, Methods, Selection; Meaning, Process and Tests. Placement and Induction; Training and Development: Objectives, Methods and Evaluation of Training and Development Programme, Worker's participation in Management
- Unit 3: Marketing Management: Marketing Management: Concept, Importance, Scope of Marketing and Functions of Marketing, Promotion Decision; promotion mix – Distribution channels and Physical Distribution Decision: Nature, functions and types of distribution channel.
- Unit 4: Marketing Research; Meaning, Objectives, Significance and Procedure of Marketing Research. Product Decision: Meaning of Product, Product Life Cycle and New Product Development.
- Unit 5: Production and Operation Management: Meaning, Significance, Scope of Operations Management. Plant location; Layout Planning, Routing, Scheduling, Dispatch and Follow up. Operations for Job, Batch and Mass Production.

*Suggested Readings*

1. Bhattacharya, Deepak Kumar, Human Resource Management, Excel Books, New Delhi. 2006
2. Rao.V.S.P.Human Resource Management: Text and Cases. Excel book,2002
3. Kotler Philip. Marketing Management .Prentice Hall of India,2009
4. Saxena .Marketing Management . Tata McGraw Hill Publications.2010

**PAPER – B.COM 514**  
**INTERNATIONAL TRADE & FINANCE**

**B.Com Semester –V**  
**Course/paper-B.COM 514**

**Max.marks:100**  
**Time: 3hrs**

**Objectives:** *To provide basic knowledge related to international trade and finance used in business.*

- Unit 1: Meaning, nature, advantages and disadvantages in international trade Terms of trades; Balance of Trade and Balance of Payment- Concept, cause of Disequilibrium and Measures for Correction. Adjustment Mechanism, Trends in world Trade and Problems of Developing Countries, Planning International Trade Operations.
- Unit-2: Foreign Exchange Rates- Meaning and determination- mint par parity Theory; Purchasing Power Parity Theory; Demand and supply Theory. Fixed, Flexible and floating exchange rate- Meaning and their advantages and disadvantages. Fluctuations in exchange rates, causes, effects and methods of controlling the fluctuations, Exchange control- Meaning, Objectives, methods Exchange control in India.
- Unit3: Methods of International Payment and Settlements. Documentary credit as method of payment. Export Finance. Import finance. Study of Institutions associated with Export/ Import Finance, Role of STC & MMTC and Export promotion Councils
- Unit 4: Commercial Policy. Export Promotion and Import substitution, ECGC, Exim Bank, Infrastructure and Institutional Setup for Exports, Policy Measures, 100% EOU, Export Houses and Trading houses, EPZs, SEZs.
- Unit 5 : Euro Currency Markets and EURO, Foreign exchange market - Concept, Mechanism of Determination of Rate, management of risk in International Payment, International liquidity - Meaning, comparison, sources and Role of SDRs

*Suggested Readings:*

- K.D.Swami: International Trade
- Singhal : International Trade
- M.C. Vaish : Macro Economics
- Daniels & Radebaugh : International Business
- Cheruvilam : International Business

**Paper – B.COM 515**  
**ENTREPRENEURSHIP**

**B.COM Semester –V**  
**Course/paper-B.COM 515**

**Max.marks:100**  
**Time: 3 hrs**

**Objectives:** *To provide basic knowledge related to entrepreneurship*

- Unit 1: Concept of Entrepreneurship - Meaning - Types - Qualities of an Entrepreneur - Classification of Entrepreneurs - Factors influencing Entrepreneurship - Functions of Entrepreneurs
- Unit 2: The Entrepreneur: definition, emergence of entrepreneurial class; theories of entrepreneurship; role of social economic environment; characteristics of entrepreneur; leadership; risk taking; decision making and business planning.
- Unit 3: Role of Entrepreneur: Role of an entrepreneur in economic growth as an innovator, generation of employment opportunities, complimenting and supplementing economic growth, bringing about social stability and balanced regional development of industries.
- Unit 4: Entrepreneurial Development Programme (EDP) - Role, relevance, and achievements - Role of Government in organizing EDPs - Critical evaluation.
- Unit 5: Promotion of a Venture: Opportunities analysis; external environmental analysis economic, social and technological; competitive factors; legal requirements of establishment of a new unit and rising of funds; Venture capital sources and documentation required.

*Suggested Readings*

1. Vasant, DCSAI; Entrepreneurship, Himalaya Publishing House, 2003.
2. Taneja & S.L. Gupta.; Entrepreneurship Development, 2003
3. Pandey, I.M.; Venture Capital –The Indian Experience, Prentice Hall of India, 2003.
4. Tandon B.C, Environment and Entrepreneur, Chug Publications, Allahabad
5. Peter F Drucker: Innovation and Entrepreneurship Heinemann London
6. Rajpurohit, Vyas, Ramchandani, Sharma; Fundamentals of Entrepreneurship, Ajmera Book Company, Jaipur.

**Paper – B.COM 611**  
**FINANCIAL MARKET OPERATIONS**

**B.COM Semester –VI**  
**Course/paper-B.COM 611**

**Max.marks:100**  
**Time: 3 hrs**

**Objectives:** *To provide basic knowledge and equip students with application of financial market operations*

- Unit1: Financial system- nature, role and structure of financial system, Overview of Financial Institution, Financial markets in India; classification of financial markets, money market- its constitutions, functions of money market, money market institutions.
- Unit 2: Capital market: a) Security market b) secondary market, functions and role of Stock Exchange, Functions and role of Stock exchange, Listing Procedure and legal Requirements.
- Unit 3: Functionaries on Stock Exchange, Brokers, Registration, duties, Sub Brokers- Registration and duties, Market Makers, Jobber's, Portfolio consultants.
- Unit 4: Financial Instruments: concepts and characteristics. Financial Services: Merchant banking- functions and roles: Credit rating – concept, functions, and types. Mutual fund –Salient features and its importance
- Unit 5: Securities Contract and Regulations Act: Main provisions. Scope of Securities Contract (Regulation) Act 1956. Investors Protections: Grievances concerning stock exchange dealing and their removal: Grievances cells in stock exchanges: SEBI: role, achievements and guidelines

***Suggested Readings:***

1. LM Bhole;” Financial Institutions and Markets” Tata McGraw Hill, New Delhi
2. Bharati Pathak ”Financial Institution and Markets”, Pearson Education, New Delhi.
3. A.K. Sengupta and M.K. Agarwal, “Money Market Operations in India”, Skylark Publications, New Delhi.
4. M.Y. Khan ”Indian Financial System- Theory & Practice”, Tata McGraw Hill, New Delhi.
5. P.N. Varshney & D.K. Mittal ”Indian Financial System “Sultan Chand & Sons, New Delhi
6. Chaudhary, Mishra ”Financial Market Operation”RBD Publishing House, Jaipur
7. Saraswat, Godha;” Financial Market Operation” RBD Publishing House, Jaipur

**Paper – B.COM612**

## ADVANCE ACCOUNTING

**B.COM Semester –VI**  
**Course/paper-B.COM 612**

**Max.marks:100**  
**Time: 3 hrs**

**Objectives:** *To acquaint the students with basic concepts and various methods involved in advanced accounting*

- Unit 1            Accounting for price level change  
                    Fund based accounting  
                    Accounting for Insurance companies
- Unit 2            Social Accounting  
                    Accounting for Agricultural farms  
                    Hotel accounting  
                    Responsibility accounting
- Unit 3            Introduction to Government accounting, Human Resource Accounting, Value added accounting, Economic value added accounting
- Unit 4            Valuation of Assets: Goodwill, Shares and Inventory, Accounting for Hospital, Accounting for solicitor, Joint Venture Accounting
- Unit 5            Corporate Reporting and Information disclosure and design of accounts,  
                    Investment accounting

### Suggested Readings:

1. Shukla, M.C. & Grewal T.S. - Advanced Accounts- S. Chand & Co. New Delhi.
2. Gupta, R.L. - Advanced Accountancy- S. Chand & Co. New Delhi.
3. Jain and Narang - Advanced Accountancy- Kalyani Publishers, New Delhi.
4. Jain, Khandelwal, Pareek -Advance Accountancy- RBD Publication, Jaipur.
5. Tulsian, P.C. Advanced Accounting. New Delhi, Tata Mc Graw Hill

**Paper – B.COM 613**  
**INSURANCE MANAGEMENT**

**B.COM Semester –VI**  
**Course/paper-B.COM 613**

**Max.marks:100**  
**Time: 3 hrs**

**Objectives:** *To provide basic knowledge and equip students with application of principles and provisions of insurance management.*

- Unit 1: Concept of insurance, benefits, functions, importance and principles. Types of Insurance: Life, Non-Life (general), Health, Pension, Social Security and Retirement Benefits. Concept of Bank assurance.
- Unit 2: Relevance of Insurance to the emerging socio-economic needs of all the sections of society including Industrial sector, Intermediaries in Insurance business. Reforms and future trends in Indian Insurance Industry.
- Unit 3: Principles & Practice of Insurance: Nature of Insurance contracts, History of Development of Insurance in India. Life Insurance and General Insurance: Principles of Life and General Insurance, Insurable interest, Utmost good faith, Approximate cause indemnity, Subrogation, Contribution Legal aspect of Life Insurance, Insurance applications.
- Unit 4: Indian Insurance Sector: The insurance sector, changing scenario of Life Insurance Sector, Basis of regulatory mechanism for insurance sector in India- IRDA, ECGC
- Unit 5: IRDA Act-Basis of regulatory mechanism for insurance sector in India.

**Suggested Readings:**

1. Mishra M.N. & Mishra S.B., Insurance Principles and Practice, New Delhi, S. Chand Publishing Ltd., 2008
2. Tripathi Parva Nalini & Pal Prabir, Insurance Theory & Practice, 1st ed., New Delhi, S. Chand & Co., 2001
3. Gulati Neelam, Principles of Insurance Management, 1<sup>st</sup> Ed., New Delhi, Excel Books
4. Pal Karam, Bodla B.S., Garg M.C., Insurance Management-Principles and Practices, New Delhi, Deep & Deep Publications Pvt. Ltd., 2007

**Paper – B.Com 614**  
**RESEARCH METHODOLOGY**

**B.Com Semester –VI**  
**Course/paper-B.COM 614**

**Max.marks:100**  
**Time: 3 hrs**

- Unit 1: Research -Meaning its Types and Process, Research Problem-Identification and Definition, research design and its process.
- Unit 2: Data:-Types, Methods of collection, observation, schedule, interview and questionnaires.
- Unit 3: Introduction of Sampling, Sampling Design and Sampling Method.
- Unit 4: Basic concepts of hypothesis, Parametric test-z, t tests. Chi-Square test
- Unit 5: Report writing, referencing, citations and Bibliography.

*Suggested Readings*

1. Management Research Methodology- Krishnaswamy, Sivakumar and Mathirajan.Pearson Publications.
2. Research Methodology-C.R.Kothari, New Age Publications.
3. Research Methodology-Dipak Kumar Bhattacharya, Excel books.
4. Business Research Methods- Aarti Khanchandani and Vandana Gupta, Book Treasure, Granthakar Publishers.