



ADAMAS UNIVERSITY						
SCHOOL OF ECONOMICS AND COMMERCE						
PROGRAMME STRUCTURE						
PROGRAMME NAME- B. COM. (HONOURS)					PROGRAMME CODE:	
Session: 2017-20			SEMESTER-I			
Type of Course	Course Code	Title of the Course	L	T	P	Credit
Core	CCO31101	Financial Accounting	3	1	0	4
Generic Elective	SMA31121	Business Mathematics	3	1	0	4
Generic Elective	CEC31151	Business Economics-I (Microeconomics)	3	1	0	4
Core	LWJ31135	Business Regulatory Framework-I	3	1	0	4
AECC	HEN31115	Communicative English	3	1	0	4
AECC	CCO31103	Environmental Studies	1	1	0	2
Core	MBA31103	Principles of Management	3	1	0	4
Total			19	7	0	26

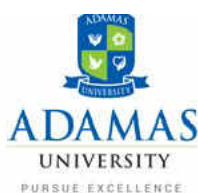
ADAMAS UNIVERSITY						
SCHOOL OF ECONOMICS AND COMMERCE						
PROGRAMME STRUCTURE						
PROGRAMME NAME- B. COM. (HONOURS)					PROGRAMME CODE:	
Session: 2017-20			SEMESTER-II			
Type of Course	Course Code	Title of the Course	L	T	P	Credit
Generic Elective	SMA31122	Business Statistics	3	1	0	4
Core	MBA31126	Principles of Marketing	3	1	0	4
Core	CCO31102	Advanced Financial Accounting-I	3	1	0	4
Core	LWJ31136	Business Regulatory Framework-II	3	1	0	4
Generic Elective	CEC31152	Business Economics-II (Macroeconomics)	3	1	0	4
Core	CCO31104	Banking System	3	1	0	4
		Internship (2 Weeks)			2	2
Total			18	6	2	26

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SCHOOL OF ECONOMICS AND COMMERCE							
PROGRAMME STRUCTURE							
PROGRAMME NAME- B. COM. (HONOURS)				PROGRAMME CODE:			
Session: 2017-20		SEMESTER-III					
Type of Course	Course Code	Title of the Course	L	T	P	Credit	
Core	MBA32115	Human Resource Management	3	1	0	4	
Core	CCO32101	Cost Accounting	3	1	0	4	
Core	CCO32103	Advanced Financial Accounting-II	3	1	0	4	
Generic Elective	CEC32141	Indian Economy	3	1	0	4	
SEC	CCO32105	Entrepreneurship	3	1	0	4	
SEC	CCO32107	ITeS and its Application in Business	3	1	0	4	
Total			18	6	0	24	

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SCHOOL OF ECONOMICS AND COMMERCE							
PROGRAMME STRUCTURE							
PROGRAMME NAME- B. COM. (HONOURS)				PROGRAMME CODE:			
Session: 2017-20		SEMESTER-IV					
Type of Course	Course Code	Title of the Course	L	T	P	Credit	
Core	CCO32102	E-Banking and E-Commerce	3	1	0	4	
Core	CCO32204	Computerized Accounting System	1	0	3	4	
Core	CCO32106	Insurance and Risk Management	3	1	0	4	
Core	CCO32108	Management Accounting	3	1	0	4	
Core	CCO32110	Financial Management	3	1	0	4	
		Internship (6 weeks)	0	0	6	6	
Total			13	4	9	26	

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PROGRAMME STRUCTURE						
PROGRAMME NAME - B. COM. (HONOURS)					PROGRAMME CODE:	
Session: 2017-20			SEMESTER-V			
Type of Course	Course Code	Title of the Course	L	T	P	Credit
Core	CCO33101	Direct Tax Law	3	1	0	4
Core	CCO33103	International Financial Management	3	1	0	4
Core	CCO33105	Auditing and Assurance	3	1	0	4
Core	CEC33141	Investment in Capital Market	3	1	0	4
Core	LWJ331xx	Regulations for Small Business	3	1	0	4
DSE	CCO33107	DSE-1: One from GR A: Mergers and Acquisitions	3	1	0	4
DSE	CCO33109	DSE-2: One from GR A: Indian Financial System	3	1	0	4
Total			21	7	0	28

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PROGRAMME STRUCTURE						
PROGRAMME NAME- B. COM. (HONOURS)					PROGRAMME CODE:	
Session: 2017-20			SEMESTER-VI			
Type of Course	Course Code	Title of the Course	L	T	P	Credit
Core	CCO33102	Financial Reporting	3	1	0	4
Core	CCO33104	Indirect Tax Law	3	1	0	4
DSE	CCO33106	DSE- 3: One from GR B: Computerised Taxation	1	0	3	4
DSE	CCO33108	DSE- 4: One from GR B: Security Analysis and Portfolio Management	3	1	0	4
Core	CCO33410	Project	1	1	4	6
Total			11	4	7	22



B.Com. (Hons.) Programme CBCS Department of Commerce, ADAMAS University

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Session: 2017-20			SEMESTER-I			
Type of Course	Course Code	Title of the Course	L	T	P	Credit
Core	CCO31101	Financial Accounting	3	1	0	4
Generic Elective	SMA31121	Business Mathematics	3	1	0	4
Generic Elective	CEC31141	Business Economics – Microeconomics	3	1	0	4
Core	LWJ31143	Business Regulatory Framework–I	3	1	0	4
AECC	HEN31115	Communicative English	3	1	0	4
AECC	CCO31103	Environmental Studies	1	1	0	2
Core	MBA31103	Principles of Management	3	1	0	4
Total			19	7	0	26

Session: 2017-20 B. Com. (Hons.): Semester I

Course: Financial Accounting

Course Code: CCO31101 Credit: 4

Course Contents:

Unit-I: Introduction

Nature of accounting; Users of accounting information; Financial & Management Accounting; Qualitative characteristics of accounting information.

Double entry book keeping system – Basic accounting equation, meaning of assets, liabilities, equity, revenue and expenses. Accounting Cycle - Recording of transactions: Journal, Ledger and preparation of Trial Balance.

Bases of accounting: Cash basis and Accrual basis.

Basic concepts and conventions: entity, money measurement, going concern, cost, realisation, accruals, periodicity, consistency, prudence (conservatism), materiality, matching and full disclosures.

Unit 2: Concepts for Determination of Business Income

The nature of depreciation - The accounting concept of depreciation - Factors in the measurement of depreciation - Methods of computing depreciation: straight line method and diminishing balance method - Disposal of depreciable assets - change in method of charging depreciation - Accounting for depreciation: Asset-depreciation, Asset-provision.

Reserves and provisions: Meaning; Objective; Types & Accounting.

Capital and Revenue expenditures and receipts: General introduction only.

Adjustment and rectification.

Unit 3: Final accounts

Preparation of Financial Statements: Sole Proprietorship business entities from a Trial Balance – Manufacturing, Trading, P/L A/c and Balance Sheet.

Preparation of financial statements: (a) from incomplete records, (b) of non-profit organization.

Unit 4: Accounting for special sales transaction

Consignment: Basic features; difference with sales. Recording in the books of Consignor – at cost & at invoice price, Valuation of unsold stock; Ordinary commission. Treatment and valuation of abnormal & normal loss. Special commission; Del credere commission (with and without bad debt) - use of Consignment Debtors A/C. Recording in the books of Consignee.

Accounting for sale on approval.

Unit-5: Bank Reconciliation Statement

Banking transactions in the Cash Book and Bank Pass Book; Causes of Disagreement between the balances as per Cash Book and Bank Statement; Practical steps for preparation of Bank Reconciliation Statement; Preparation of Bank Reconciliation Statement with adjusted/amended Cash Book Balance.

Unit-6: Sectional and Self Balancing Ledger

Concept of sectional balancing, preparation of control accounts. Self-balancing Ledger: Advantages; Recording process; Preparation of Adjustment accounts.

Unit-7: Insurance Claim for Loss of Stock and for Loss of Profit

Loss of stock: Physical & ownership concept; concept of under-insurance and average clause; Computation of claim – with price change; consideration of unusual selling line; price reduction etc.

Loss of profit: Concept – insured & uninsured standing charges, GP rate, short sales and increased cost of working, average clause and computation of claim (simple type).

Unit-8: Partnership Accounts

P/L Appropriation account; Capital & Current account; Guarantee – by firm, by partner and both; correction of appropriation items with retrospective effect. Change in constitution of firm – change in P/S ratio, admission, retirement and retirement cum admission – treatment of Goodwill, revaluation of

assets & liabilities (with/without alteration of books), treatment of reserve and adjustment relating to capital; treatment of Joint Life Policy, Death of a partner.

Suggested Reading:

1. Sukla, Grewal, Gupta: Advanced Accountancy, Vol. I, S. Chand
2. R. L. Gupta & Radheswamy, Advanced Accountancy, Vol. I, S. Chand
3. Maheshwari & Maheshwari, Advanced Accountancy, Vol. I, Vikash Publishing House Pvt. Ltd.
4. Sehgal & Sehgal, Advanced Accountancy, Vol. I, Taxman Publication
5. B. Banerjee, Regulation of Corporate Accounting & Reporting in India, World Press
6. Hanif & Mukherjee, Financial Accounting, TMH
7. Frank Wood, Business Accounting, Vol. 1, Pearson
8. Tulsian, Financial Accounting, Pearson
9. Accounting Standards issued by ICAI

Session: 2017-20 B. Com. (Hons.): Semester I
Course: Business Mathematics
Course Code: SMA31121 Credit: 4

Course Contents:

Unit-I:

Set theory: Theory of sets - meaning, elements, types, presentation and equality of sets, union, intersection, complement & difference of sets, Venn diagrams, cartesian product of two sets, applications of set theory.

Unit-II:

Linear equations: graphs of linear equations, algebraic solution of simultaneous linear equations, supply and demand analysis, algebra, modeling of supply and demand analysis, national income determination.

Non-linear equations: quadratic, exponential and logarithmic equations, modeling of revenue, cost, and profit.

Unit- III

Matrices: Types, properties, addition, multiplication, transpose and inverse of matrix; properties of determinants, solution of simultaneous linear equations, differentiation and integration of standard algebraic functions, business applications of matrices.

Unit- IV

Mathematics of finance: percentages, index numbers, and interests, compound interest, investment appraisal.

Unit- V

Differentiation: Derivative of a function, rules of differentiation, marginal functions and elasticity, optimization of economic functions, partial differentiation, functions of several variables, partial marginal functions and elasticity, Lagrange multipliers.

Unit- VI

Integration: Indefinite integration, definite integration.

Suggested readings:

1. Ian Jacques, Mathematics for and Economics and Business (Fifth edition), Pearson India.
2. Mathematics for Business and Economics, J.D. Gupta, P.K. Gupta, Man Mohan, Tata McGraw Hill Publishing Company Ltd.
3. Business Mathematics, D. C. Sancheti, V. K. Kapoor, Sultan Chand & Sons Publications, 2006.

Session: 2017-20 B. Com. (Hons.): Semester I
Course: Business Economics-I (Microeconomics)
Course Code: HEC31141 Credit: 4

Course Contents:

Unit-I: Introduction – Demand and Supply

Economics – Definition & Scope, Microeconomics, Central problems of the economy, Production Possibility Frontier, Different types of Economy – Nature and ways to solve basic economic problems. Determinants of Demand; Law of Demand; Substitutes & Complementary Goods, Normal & Inferior Goods.

Demand Function, Demand Schedule and Demand Curve; Law of Supply; Supply Schedule and Supply Curve; Shift and movement along the Demand & Supply Curve; Individual to Market Demand; Equilibrium Determination.

Elasticity of Demand – Price, Income, Cross; Point & Arc Elasticity, Elasticity of Supply.

Unit-II: Theory of Consumer's Behavior

Utility – Cardinal & Ordinal; Marshallian Utility Approach; law of Diminishing Marginal Utility – its limitations; Concept of Consumer's Surplus; Budget Line; Indifference Curve Analysis – Properties of Indifference Curve; Marginal Rate of Substitution; Equilibrium Determination.

Unit-III: Theory of Production & Cost:

Meaning of Production; Factors of Production – land, Labour, Capital, Entrepreneurship; Production Function – Short and Long Run; Total, Average and Marginal Product; Law of Diminishing returns; Marginal Rate of Technical Substitution; Returns to Scale; Economies and Diseconomies of Scale.

Cost Function; Fixed & Variable Cost; Short and Long run; Total & Average Costs; Marginal Cost; Relation between Average & Marginal Cost; Short run & Long Run Average Cost Curve – Shapes of Short and Long Run AC.

Unit-IV: Producer's Behavior

Concept of Iso-quant and Iso-cost curves, Producer's Equilibrium; Expansion path.

Unit-V: Market under Perfect Competition

Perfect Competition - Features; Short run competitive equilibrium of the firm, short run supply curve of firm and industry, Output choice and competitive equilibrium in long run.

Unit-VI: Markets under Imperfect Competition

Monopoly: sources of monopoly power; Monopolistic Competition: excess capacity; Oligopoly: Competition versus collusion, Cartel, Price leadership.

Suggested readings:

1. Principles of Economics, N. G. Mankiw, Cengage Learning (6th or later Edition)
2. Principles of Economics, Karl E. Case and Ray C. Fair, Pearson (8th Edition)
3. Intermediate Microeconomics: A Modern Approach, H. R. Varian, East West Press; 8th edition (2010)
4. Microeconomics, R. S. Pindyck, D. L. Rubinfeld, and P. L. Mehta, Pearson, India; 7th edition
5. Modern Microeconomics, Koutsoyiannis, Palgrave Mcmillan Press, 2nd edition (2008)
6. Principles of Microeconomics, N. G. Mankiw, Cengage Learning (6th or later edition)
7. Principles of Microeconomics, D. Salvatore, Oxford University Press (5th or later edition)
8. Economics, Lipsey and Chrystal, Oxford University Press, 12th edition (2011)

Session: 2017-20 B. Com. (Hons.): Semester I
Course: Business Regulatory Framework-I
Course Code: LWJ31143 Credit: 4

The paper deals in detail with the major commercial laws of the country. It aims at providing knowledge of the business laws applicable in India and the framework within which business houses are expected to function. As a prerequisite, students should be having a basic knowledge

Course Contents:

Unit-I:

Nature of contract & Classification - Offer and Acceptance & Capacity of parties to contract.

Unit-II:

Free consent - Consideration & Legality of object.

Unit-III:

Agreement declared void, Performance of contract, Discharge of contract & Remedies for breach of contract.

Unit-IV:

Sale of Goods: Definition, Conditions and Performance – (a) Definition of ‘goods’ and ‘sale’, (b) Essentials of sale, (c) Conditions and Warranties, (d) Passing of property, (e) *Nemo Dat quod non habet*, (f) Performance of Contract.

Unit-V:

Sale of Goods Act: Right of parties and remedies – (a) Rights of unpaid seller, and (b) Remedies for breach of contract.

Unit-VI:

Registration and Dissolution of a Firm – (a) Mode of effecting Registration, (b) Consequences of Non-Registration, (c) Dissolution of Firm, (d) Consequences of Dissolution, (e) Mode of giving Public Notice.

Unit-VII:

Negotiable Instruments: (a) Definition, essential kinds of negotiable instruments; (b) Holder and holder in due course; and (c) Negotiation and Assignment.

Unit-VIII: Negotiable Instruments: Presentation and Liability – (a) Presentation of Negotiable Instruments, (b) Crossing of cheques, (c) Discharge from Liability, (d) Noting and Protest, (e) Dishonour of negotiable instruments.

Suggested Readings:

1. Desai, T. R., Indian Contract Act, Sale of Goods Act and Partnership Act; S.C. Sarkar & Sons Pvt. Ltd., Kolkata.
2. Khergamwala, J. S., The Negotiable Instruments Act, N.M.Tripathi Pvt. Ltd, Mumbai.
3. Singh, Avtar, The Principles of Mercantile Law, Eastern Book Company, Lucknow.
4. Kuchal, M. C., Business Law, Vikas Publishing House, New Delhi.
5. Kapoor, N. D., Business Law, Sultan Chand & Sons, New Delhi.
6. Chandha, P. R., Business Law, Galgotia, New Delhi.

Session: 2017-20 B. Com. (Hons.): Semester I

Course: Communicative English

Course Code: HEN31115 Credit: 4

Course Contents:**Unit-I:**

Phonetics: Speech Organs - Speech Sounds - Vowel Sounds - Consonant Sounds – Syllables - Phonetic Transcriptions.

Unit-II:

Grammar: Parts of Speech - Types of Sentence - Sentence Structure - Phrases and Clauses - Vocabulary – Indianisms.

Unit-III:

Writing Skills: Effective ways of Writing - Importance of writing skills – Comprehension - Summary Writing - Report Writing.

Unit-IV:

Presentation Skills: Essentials for good presentation - Types of presentation - Extempore/Elocution - Welcome Speech/Vote of Thanks/Farewell Speech - Debate.

Unit-V:

Effective Communication: Communication and emotional intelligence - Creativity in oral communication - Telephonic etiquettes - Video conferencing and Skype - Audio Visual presentation.

Unit-VI:

Interview Skills: Types of Interview - Interview Techniques - Personal Interview - Group Discussion - Just-a-Minute (JAM) session.

Suggested Readings:

1. Quirk Randolph and Greenbaum Sidney, A University Grammar of English, Pearson Publication.
2. Balasubramanian, T., Textbook of English Phonetics for Indian Students, Trinity Publication.

Session: 2017-20 B. Com. (Hons.): Semester I

Course: Environmental Studies

Course Code: CCO31103 Credit: 4

Course Contents:**Unit-1: Basics of Environmental Studies (06)**

Definition, Nature, Scope and Importance; Components of environment: Environmental education

Unit-II: Natural Resources: Renewable & Non-renewable Resources (12)

Natural resources and associated problems.

(a) Forest resources: Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people.

(b) Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems.

(c) Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources.

(d) Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity.

(e) Energy resources: Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources.

(f) Land resources: Land as a resource, land degradation, man induced landslides, soil erosion and desertification.

Role of an individual in conservation of natural resources. Use of resources for sustainable lifestyles.

Unit-III: Ecosystems (8)

Concept, Structure and function of an ecosystem. Producers, consumers and decomposers. Energy flow in the ecosystem. Ecological succession. Food chains, food webs and ecological pyramids. Introduction, types, characteristic features, structure and function of the following ecosystem: (a) Forest ecosystem (b) Grassland ecosystem (c) Desert ecosystem (d) Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)

Unit-IV: Biodiversity and Its Conservation**(10)**

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

Unit V: Environmental Pollution**(10)**

Definition, Causes, effects and control measures of (a) Air pollution (b) Water pollution (c) Soil pollution (d) Marine pollution (e) Noise pollution (f) Thermal pollution (g) Nuclear hazards - Solid waste management: Causes, effects and control measures of urban and industrial wastes - Role of an individual in prevention of pollution - Disaster management: Floods, earthquake, cyclone and landslides.

Unit-VI: Social Issues and the Environment**(10)**

From unsustainable to sustainable development - Urban problems related to energy - Water conservation, rain water harvesting, watershed management - Resettlement and rehabilitation of people; its problems and concerns - Environmental ethics: Issues and possible solutions. - Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust - Wasteland reclamation - Consumerism and waste products - Environment Protection Act - Air (Prevention and Control of Pollution) Act. - Water (Prevention and Control of Pollution) Act. Wildlife Protection Act. - Forest Conservation Act - Issues involved in enforcement of environmental legislation - Public awareness.

Unit-VII: Human Population and the Environment**(08)**

Population growth, variation among nations - Population explosion—Family Welfare Programme - Environment and human health - Human rights - Value education - HIV/AIDS - Women and Child Welfare - Role of Information Technology in environment and human health.

Books Recommended:

1. Anil Kr. De & Arnab Kr. De, Environmental Studies, New Age International (P) Ltd.
2. Trivedi R. K. and P.K. Goel, Introduction to air pollution, Techno-Science Publication
3. Miller T.G. Jr. Environmental Science, Wadsworth Publishing Co.
4. Townsend C., Harper J, and Michael Begon, Essentials of Ecology, Blackwell Science

Session: 2017-20 B. Com. (Hons.): Semester I

Course: Principles of Management

Course Code: MBA31103 Credit: 4

Course Contents:

Unit-I:

Nature of Management: Meaning, Definition, it's nature purpose, importance & Functions, Management as Art, Science & Profession- Management as social System Concepts of management-Administration-Organization.

Unit-II:

Evolution of Management Thought: Contribution of F. W.Taylor, Henri Fayol, Elton Mayo, Chester Barhard, and Peter Drucker to the management thought. Various approaches to management (i.e. Schools of management thought) - Indian Management Thought.

Unit-III:

Planning: Meaning - Need & Importance, types, levels – advantages & limitations; Forecasting - Need & Techniques; Decision making: Types - Process of rational decision making & techniques of decision making.

Unit-IV:

Organizing: Elements of organizing & processes, Types of organizations; Delegation of authority: Need, difficulties in delegation – Decentralization.

Staffing: Meaning & Importance; Direction: Nature – Principles; Communication: Types & Importance; Motivation: Importance – theories; Leadership: Meaning - styles, qualities & functions of leaders.

Unit-V:

Controlling: Need, Nature, importance, Process & Techniques; Coordination - Need – Importance.

Unit-VI:

Social Responsibility of Management – environment friendly management, Management of Change, Management of Crisis, Total Quality Management, Stress Management.

Suggested Readings:

1. Harold Koontz and Iteinz Wehrich, Essential of Management, McGraw Hills
2. J. N. Chandan, Management Theory & Practice
3. K. Aswathapa, Essential of Business Administration, Himalaya Publishing House
4. Dr. L. M. Parasad, Principles & Practice of Management, Sultan Chand & Sons, New Delhi
5. Dr. Y. K. Bhushan, Business Organization & Management
6. J. S. Chandan, Management: Concept and Strategies, Vikas Publishing
7. Tripathi and Reddy, Principles of Management, Tata McGraw Hill
8. Talloo, Business organization and Management, Tata McGraw Hill

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Type of Course	Course Code	Title of the Course	L	T	P	Credit
Generic Elective	SMA31122	Business statistics	3	1	0	4
Core	MBA31126	Principles of Marketing	3	1	0	4
Core	CCO31102	Advanced Financial Accounting-I	3	1	0	4
Core	LWJ31136	Business Regulatory Framework-II	3	1	0	4
Generic Elective	CEC31140	Business Economics-II (Macroeconomics)	3	1	0	4
Core	CCO31104	Banking system	3	1	0	4
		Internship (2 Weeks)	0	0	2	2
Total			18	6	2	26

Session: 2017-20 B. Com. (Hons.): Semester II

Course: Business Statistics

Course Code: SMA31122 Credit: 4 [L-T-P::3-1-0]

Course Contents:

Unit-I:

Statistics: Definition, scope and limitation, presentation of data, diagrammatic and graphical representation of data, measures of central tendency, mean, median and mode, geometric and harmonic mean and their limitations.

Unit-II:

Correlation: Scatter diagram, Karl-Pearson's correlation, concurrent deviation method, rank correlation, uses of correlation in business regression, regression lines, regression coefficients, properties of regression coefficients, and uses of regression in business problems.

Unit-III:

Theory of probability: Probability as a concept, basic probability rules, tree diagrams, conditional probability, mutually exclusive events and independent events, Bayes' theorem or inverse probability rule.

Unit-IV:

Measures of Dispersion: Common measures of dispersion – range, quartile deviation, mean deviation and standard deviation; Measures of relative dispersion.

Unit-V:

Moments, Skewness and Kurtosis: Different types of moments and their relationships; Meaning of skewness and kurtosis; Different measures of Skewness and Kurtosis.

Unit-VI:

Index Numbers: Means and types of index numbers ; Problems in construction of index numbers; Methods of construction of price and quantity indices; Tests of adequacy; errors in index numbers; Chain-base index numbers; Base shifting, splicing, deflating; Consumer price index and its uses.

Unit-VII:

Time Series Analysis: Causes of variation in time series data; Components of time series; Additive and multiplicative models; Determination of trend by semi average, moving average and least squares(linear, second degree and exponential) methods; Computation of seasonal indices by simple average, ratio-to-moving average, ratio-to trend and link relative methods; Simple forecasting through time series data.

Unit-VIII:

Continuous distribution, uniform, exponential and Normal distributions, Normal approximation to Binomial and Poisson distributions.

Recommended Books:

1. Gupta, S. P. & Gupta, M. P., Business Statistics
2. Davis, Business Statistics using Excel, Oxford University Press.
3. Gupta, C. B., An Introduction to Statistical Methods
4. Gupta, B. N., An Introduction to Modern Statistics
5. Sancheti, S. C. & V. K. Kapoor, Statistical Methods
6. Ellhans, D.N., Fundamentals of Statistics

Session: 2017-20 B. Com. (Hons.): Semester II

Course: Principles of Marketing

Course Code: MBA31126 Credit: 4 [L-T-P::3-1-0]

Course Contents:**Unit-I:**

Marketing – scope, nature, definition, core marketing concepts, selling vs. marketing; Marketing mix - Recent trends in marketing in India - Marketing environment: Micro and Macro, PEST analysis.

Unit-II:

Consumer Behavior and Market Segmentation: Nature, scope, and significance of consumer behavior; Market segmentation: concept and importance - Bases for market segmentation. Targeting and positioning.

Unit-III:

Product: Concept of product, consumer, and industrial goods; Product planning, Product life cycle, New Product Development; Packaging and Labeling-role and functions, Brand name and trade mark.

Unit-IV:

Price: Importance of price in the marketing mix; Factors affecting price of a product/service; Pricing process, pricing strategy, Price discrimination.

Unit-V:

Distribution Channels and Physical Distribution: Distribution channels – concept and role; Types of distribution channels;. Factors affecting choice of a distribution channel; Retailer and wholesaler; Physical distribution of goods; Transportation; Warehousing.

Unit-VI:

Promotion: Methods of promotion; Optimum promotion mix; Advertising media – their relative merits and limitations; Characteristics of an effective advertisement; Personal selling; Selling as a career; Classification of a successful sales person; Functions of salesman.

Suggested Readings:

1. Ramaswamy Nmakumari, Marketing Management, McGrawHill, 5th edn.
2. Kotler, Philip and Armstrong, Gary, Principles of Marketing, Prentice-Hall of India, New Delhi.
3. Stanton, W. J., Etzel Michael J., and Walker Bruce J., Fundamentals of Marketing, McGraw-Hill, New York.
4. Lal, Quelch, Rangan, Marketing Management- text and cases, McGraw Hill.

Session: 2017-20 B. Com. (Hons.): Semester II

Course: Advanced Financial Accounting-I

Course Code: CCO31102 Credit: 4 [L-T-P::3-1-0]

Course Contents:**Unit-I:**

Joint Venture: Different methods of recording J. V. transactions;

Royalty Accounts.

Rectification of Errors

Unit-II:

Branch and Departmental Accounts: Branch - Dependent branches - Stock and Debtors system - Distinction between wholesale profit and retail profit - Independent branch (including foreign branches).

Departmental accounts: Concept, difference between Branch and Department, objectives of preparation of departmental accounts - apportionment of common costs; Preparation of Departmental Trading and P/L account, Consolidated Trading and P/L account; inter-departmental transfer of goods at cost, cost plus, and at selling price - Elimination of unrealized profit.

Unit-III:

Hire purchase and Installment payment system: Meaning; difference between Hire purchase and Installment payment system; Recording of transactions in the books of buyer – allocation of interest – use of Interest Suspense a/c – partial and complete repossession in the books of seller – Stock and Debtors a/c (with repossession) in the books of seller – H.P. Trading a/c (with repossession) - Operating and Financial Lease (basic concept only).

Unit-IV:

Partnership Accounts: Admission of a partner - Retirement of a partner – Death of a partner.

Unit-V:

Dissolution of a Partnership – Accounting for dissolution of firm – Insolvency of one or more partner, consideration of private estate and private liabilities. Piecemeal distribution – surplus capital basis; maximum possible loss basis.

Recommended Texts:

1. T. S. Reddy & A. Murthy, Financial Accounting, Margham Publications, Chennai Text Books for reference
2. R. L. Gupta & V. K. Gupta, Advanced Accounting, Sultan Chand & Sons, New Delhi
3. Jain & Narang, Financial Accounting, Kalyani Publishers, New Delhi
4. Shukla & Grewal, Advanced Accounting, S. Chand, New Delhi.

Session: 2017-20 B. Com. (Hons.): Semester II

Course: Business Regulatory Framework-II

Course Code: LWJ31136 Credit: 4 [L-T-P::3-1-0]

Course Contents:

Unit-I: The Indian Partnership Act, 1932:

1. Concept of partnership: Partnership and Company, Hindu Joint Family Firm - Test for determination of existence for partnership - Kinds of partnerships.
2. Registration, Effects of non-registration.
3. Rights and duties of partners towards other partners.
4. Authority of partner and liabilities towards third parties.
5. Admission, retirement, expulsion of partners and their liabilities.
6. Dissolution of the firm.

Unit-II: The Companies Act, 1956 (Read with amendment in 2013):

1. Company: Definition, Meaning, Features and Types of Companies.
2. Incorporation of a Company - Memorandum of Association, Article of Association and Prospectus, Statement in lieu of Prospectus and share capital structure.

Unit-III: Company Management and Board Meeting:

1. Administrative Hierarchy.
2. Board of Directors: Director - Legal Position, Appointment, Qualification, Disqualification, Removals, Powers, Duties, Liabilities, etc. Managing Director – Meaning, Appointment, and Disqualification. Manager - Meaning, Disqualification.
3. Company Meetings - Meaning of meeting - General Body meeting – Statutory Meeting, Annual General meeting, Extra ordinary meeting, Board Meeting.

Unit-IV: The Consumer Protection Act, 1986:

1. Salient features of the Act.
2. Definitions: Consumer, Complaint, Services, and Defect.
3. Deficiency, Complainant.
4. Rights and Reliefs available to consumer.
5. Procedure to file complaint.
6. Consumer Disputes - Redressal Agencies: Composition, Jurisdiction, Powers and Functions - Procedure followed by Redressal Agencies.

Recommended Books:

1. Sen and Mitra, Business and Commercial Laws
2. N. D. Kapoor, An Introduction to Mercantile Laws
3. N. M. Wechlekar, Business Laws
4. Avtar Singh, Company Law
5. Avtar Singh, Law of Contract
6. M. C. Kuchhal, Business Laws
7. K. R. Bulchandani, Business Law for Management
6. P. R. Chandha, Business Law, Galgotia, New Delhi.

Session: 2017-20 B. Com. (Hons.): Semester II
Course: Business Economics-II (Macroeconomics)
Course Code: CEC31140 Credit: 4 [L-T-P::3-1-0]

Course Contents:

Unit-I: General Foundations of Economics

Microeconomics and Macroeconomics - Various Concepts - Role of Macroeconomics in global business environment.

Unit-II: National Income Accounting

Introduction to National Income – National Income Concepts - Concept of GDP, GNP, NDP, NNP; Personal Income - Different Theories of National Income Determination.

Case: Performance of Indian economy in terms of macroeconomic indicators.

Unit-III: Keynesian Model of Income Determination

Models of National Income Determination - Keynesian Model of Income Determination – Multipliers - IS-LM Model: Applications - AD-AS Model.

Unit-IV: Inflation and Unemployment Issues

Economic Indicators – Inflation and Unemployment - Issues and Challenges.

Unit-V: Business Cycle and Fiscal and Monetary Policies

Business Cycles – Phases – Management of Cyclical Fluctuations - Fiscal and Monetary Policies.

Case Study: China targeting 8% growth in 2010 (Source: Oxford University Press).

Unit-VI: Global Macroeconomic Environment

Macro-Economic Environment - Economic Transition in India - A quick Review - Liberalization, Privatization and Globalization - Business and Government - Public-Private Participation (PPP) - Industrial Finance - Foreign Direct Investment (FDI).

Case Study: The growth of free trade in Asia (Source: Oxford University Press).

References:

1. Paul G. Keat, Philip K. Y. Young and Sreejata Banerjee, Economic Tool for Today's Decision Makers: Pearson Education, 6th Ed., 2013.
2. N. G. Mankiw, Macroeconomics, Macmillan, 6th edition (2008).
3. R. Dornbusch, S. Fischer, and R. Startz, Macroeconomics, McGraw Hill Education (India) Private Limited; 10th edition (2012).

Session: 2017-20 B. Com. (Hons.): Semester II

Course: Banking System

Course Code: CCO31104 Credit: 4 [L-T-P::3-1-0]

Course Contents:

Objective: This course discusses operations of the commercial banks with focus on India. In so doing, it aims to acquaint the students with market practices and also with research on functional areas of the commercial banks such that they feel at home while applying to a bank for job.

Unit-I: Introduction

Bank: Concept and Types; Concepts and Examples of Commercial Banks, Cooperative Banks, Rural Regional Banks, Private Banks, Investment Banks, Central Banks, Non-Bank Financial Companies, and Bank Conglomerate.

Unit-II: Main Banking Businesses: Deposits And Loans

Introduction to Banking Business - Types of Deposits - Rules for Opening and Operating Deposit Accounts - Pricing of Deposits - Deposit Insurance - Types of Loans - KYC Norms for Loan Accounts - Pricing of Loans - Project Finance - Credit Appraisal, Approval and Monitoring.

Unit-III: Bank Regulation and Supervision

Concept of Regulation - Reserve Bank of India - Basel Committee - Federal Reserve System of USA - Financial Services Authority of UK - European Central Bank - Concept of Financial Crisis as Failure of Regulation

Unit-IV: Bank Risk Management in Lending & Operations

Concept of Risk faced by Banks - Credit Risk: Concept, Measure, and Management - Operational Risk: Concept, Measure, and Management.

References:

1. Saunders, A. and M. M. Cornett, (2008), Financial Institutions Management – A Risk Management Approach, Boston: McGraw-Hill, Chapters 7, 11, 12 and 16.
2. Wong Michael C. S. (Ed.), The Risk of Investment Products: From Product Innovation to Risk Compliance, WSPC USA, 2011.
3. Hull John C., Options, Futures and Other Derivatives, Prentice Hall, New Delhi, 2000.

Session: 2017-20 B. Com. (Hons.): Semester II

Course: Internship

Course Code: xxxxxx Credit: 2 [L-T-P::0-0-2]

Evaluation: 1 Credit-point for undergoing 2 weeks Internship on the job and 1 Credit-point on Report writing and Presentation & Viva-Voce.

ADAMAS UNIVERSITY						
SCHOOL OF ECONOMICS AND COMMERCE						
PROGRAMME STRUCTURE						
PROGRAMME NAME- B. COM. (HONOURS)			PROGRAMME CODE:			
Session: 2017-20		SEMESTER-III				
Type of Course	Course Code	Title of the Course	L	T	P	Credit
Core	MBA32115	Human Resource Management	3	1	0	4
Core	CCO32101	Cost Accounting	3	1	0	4
Core	CCO32103	Advanced Financial Accounting-II	3	1	0	4
Generic Elective	CEC32141	Indian Economy	3	1	0	4
SEC	CCO32105	Entrepreneurship	3	1	0	4
Core	CCO32107	ITeS and its Application in Business	3	1	0	4
Total			18	6	0	24

Session: 2017-20 B. Com. (Hons.): Semester III
Course: Human Resource Management
Course Code: MBA32115 Credit: 4 [L-T-P::3-1-0]

Course Contents:

Unit-I:

Introduction to HRM & HRD: Concept of HRM, Objectives, Process, HRM vs. Personnel Management, HRM vs. HRD, Objectives of HRD, Focus of HRD System, Structure of HRD System, Role of HRD manpower.

Unit-II:

Human Resource Policies & Strategies: Introduction, role of HR in strategic management, HR policies & procedures, HR Programme, developing HR policies and strategies, Strategic control, Types of strategic control, Operational Control System, Functional and grand strategies, Strategy factors.

Unit-III:

Human Resource Procurement & Mobility: Productivity & improvement, job analysis & Job design, work measurement, ergonomics. Human Resource Planning: objectives, activities, manpower requirement process, Recruitment & Selection: Career planning & development, training methods, basic concept of performance appraisal, Promotion & Transfer.

Unit-IV:

Employee Compensation: Wage policy, Wage determination, Wage Board, Factors affecting Wages & Salary, Systems of payments, Job evaluation, Components of wage/salary - DA, incentives, bonus, fringe benefits, etc., Minimum Wages Act 1948, Workmen Compensation Act 1923, Payment of Bonus Act 1965.

Unit-V:

Employee relations: Discipline & Grievance handling types of trade unions, Problems of trade unions.

Suggested Books:

1. Dipak Kumar Bhattacharya, Human Resource Management
2. Arun Monappa, Managing Human Resource
3. P. Subba Rao, Essential of HRM and Industrial Relations
4. C.B. Memoria, Personnel Management.

Session: 2017-20 B. Com. (Hons.): Semester III
Course: Cost Accounting
Course Code: CCO32101 Credit: 4 [L-T-P::3-1-0]

Course Contents:

Unit-I:

Introduction: Meaning, objectives and advantages of cost accounting. Difference between cost accounting and financial accounting. Cost concepts and classifications, Elements of cost, Installation of a costing system. Role of a cost accountant in an organization.

Unit-II:

Materials: Material/Inventory control-concepts and techniques, Accounting and control of purchases, storage and issue of materials, Methods of pricing of materials issues – FIFO, LIFO, Simple Average, Weighted Average, Replacement, Standard, Treatment of Material Losses.

Unit-III:

Labour: Accounting and Control of labour cost, time keeping and time booking, Methods of remuneration, Incentive Schemes, concept and treatment of idle time, over time, labour turnover and fringe benefits.

Unit-IV:

Overhead: Classification, allocation, apportionment and absorption of overhead. Under- and Over-absorption. Capacity costs. Treatment of certain items in costing like interest on capital, packing expenses, debts, research and development expenses.

Unit-V:

Methods of Costing: Unit Costing, Job Costing, Contract Costing, Process Costing (Process losses, valuation of work-in-progress, joint and by-products, Service Costing (only transport).

Unit-VI:

Accounting Systems: Integral and Non-integral systems, Reconciliation of cost and financial accounts

Suggested Readings:

1. B. Banerjee, Cost Accounting, Prentice Hall of India Ltd., New Delhi.
2. Jawahar Lal, Cost Accounting, Tata McGraw Hill Publishing Co., New Delhi
3. B. M. Lall Nigam and I. C. Jain, Cost Accounting: Principles and Practice, Prentice Hall of India Ltd.
4. D. K. Mittal and Luv Mittal, Cost Accounting, Galgotia Publishing Co., New Delhi
5. M. N. Arora, Cost Accounting: Principles and Practice, Vikas Publishing House, New Delhi
6. M. C. Shukla, T. S. Grewal and M. P. Gupta, Cost Accounting: Text and Problems, S. Chand & Co. Ltd.
7. S. N. Maheshwari and S. N. Mittal, Cost Accounting: Theory and Problems, Shri Mahabir Book Depot
8. S. P. Jain and K. L. Narang, Cost Accounting: Principles and Methods, Kalyani Publishers, Jalandhar
9. P. C. Tulsian, Introduction to Cost Accounting, S. Chand, Delhi

Session: 2017-20 B. Com. (Hons.): Semester III

Course: Advanced Financial Accounting-II

Course Code: CCO32103 Credit: 4 [L-T-P::3-1-0]

Course Contents:**Unit-I:**

Introduction to Accounting Standards: Financial accounting standards: concept, benefits, procedure for issuing accounting standards in India. Salient features of Accounting Standards (AS): 1 (ICAI). Need for a global standard, IFRS (concept only).

Unit-II:

Company – Introduction and Accounting for Shares & Debentures: Meaning of Company; Maintenance of Books of Accounts - Statutory Books - Annual Return; Issue of Shares: issue, forfeiture, reissue, issue for consideration other than cash and issue to the promoters, Pro-rata issue of shares. Issue of Debentures. Sweat equity. Right and Bonus Share – Rules, Accounting. Alteration of Share Capital; Conversion of fully paid shares into stock; Equity Shares with different rights. Underwriting of shares and debentures: Rules; Determination of Underwriters Liability – with marked, unmarked & firm underwriting; Accounting. Employee Stock Option Plan – meaning; rules; Vesting Period; Exercise Period. Accounting for ESOP.

Unit-III:**Buy back and Redemption of Preference Shares**

Buy Back of Securities – meaning, rules, and accounting. Redemption of Preference Shares – rules and accounting (with and without Bonus Shares).

Unit-IV:

Redemption of Debentures: Redemption of Debenture – Important Provisions, Accounting for Redemption: by conversion, by lot, by purchase in the open market (cum and ex-interest), held as Investment and Use of Sinking Fund. Company Final Accounts: Introduction to Schedule VI; Treatment of Tax; Rules for and Determination of Managerial Remuneration; compulsory transfer to reserve, Dividend and applicable tax (out of current profit, out of past reserve); Preparation of Profit & Loss A/C and Balance Sheet. (tax on net profit without recognizing deferred tax).

Unit-V:

Financial Statements: Legal Requirements; Contents and Forms (Sec.129); Form of preparing a Statement of Profit and Loss of Company; Accounting Treatment of Provision for Tax and Dividend; Option to Transfer of Profits to Reserve [Sec. 123(1)]; Declaration of Dividend out of Reserves [Proviso to Sec. 123(1)]; Capital Reserve; Interim Dividend; Final Dividend; Payment of Dividend on partly paid Shares; Dividend on Preference Shares; Capitalisation of Profits; Accounting Treatment of Dividend, Schedule-III of the Companies Act,2013.

Suggested Readings:

1. Shukla, Grewal, and Gupta: Advanced Accountancy, Vol. I & II, S. Chand
2. R. L. Gupta & Radheswamy, Advanced Accountancy, Vol. I & II, S. Chand
3. Maheshwari & Maheshwari, Advanced Accountancy, Vol. I & II, Vikash Publishing House Pvt. Ltd.
4. Sehgal & Sehgal, Advanced Accountancy, Vol. I & II, Taxman Publication
5. L.S.Porwal, Accounting Theory, Tata McGraw Hill
6. Gokul Sinha, Accounting Theory & Management Accounting
7. B. Banerjee, Regulation of Corporate Accounting & Reporting in India, World Press
8. Frank Wood, Business Accounting, Vol 1& II, Pearson
9. Tulsian, Financial Accounting, Pearson
10. Accounting Standards issued by ICAI.

Session: 2017-20 B. Com. (Hons.): Semester III

Course: Indian Economy

Course Code: CEC32141 Credit: 4 [L-T-P::3-1-0]

Course Contents:

This course will be relevant to the students in terms of the overall Indian economic experience since independence. The basic trajectory of Indian economic (capitalist) development is to be covered with special emphasis on the shift from a mixed economy towards market orientation. Four economic spheres - production, distribution, trade and finance are to be followed to bring out the major changes in the Indian economy.

Unit-I:

Indian Economy at the time of Independence: Features of Indian Economy around 1947-1950 and characteristics of economic underdevelopment of India (with reference to colonial rule of India).

Unit-II:

Planning: Evolution of India's Development Goal and Strategy: The background and Structure of Indian Planning, Structural Constraints and India's development strategy – Choice of industrialization strategies – public vs. private sector, capital goods versus consumer goods – Mahalanobis Plan Model (basic argument), import substitution vs. export promotion strategy; Agriculture-industry relationship – demand side and supply side linkages – agriculture-industry terms of trade - food crisis of the 1960s and imperatives for agricultural growth, genesis of green revolution – fourth plan (basic argument); Poverty Eradication, foreign aid and self-reliance – Fifth Five Year Plan Model (basic argument); Regional inequality in India – causes; policies for balanced regional development; Planning deficiencies and its abandonment– 7th five year plan and Indian economic crisis.

Unit-III:

New Reform Policy: Context, liberalisation, market and state (introduction), privatisation, disinvestment policy, consequences, impact on growth and employment.

Unit-IV:

Production and Distribution: Agriculture - Characteristics, Land Reforms, Evaluation, Green Revolution, Agricultural policies and pricing, rural credit and institutionalisation; Industry - Structure and composition of Industry – issues of concentration, large vs small industry – industrial location, small scale reservation policy, trends and patterns of industrial growth, industrial Policies – industrial licensing system, Growth of the Service Sector, Inclusive development; Food security, Food Procurement and Public Distribution System.

Unit-V:

Trade and Finance: Foreign trade regime, protection and foreign competition, Productivity; import substitution versus export Competitiveness, effect on export competitiveness, foreign policy in the post-liberalisation period; Finance - Nationalisation, Fixed vs. Flexible exchange rate system, Privatisation, foreign capital, land acquisition, SEZ.

Unit-VI:

Employment, Wages and Inflation: The trends and pattern of employment and wages in India – informalisation and tertiarisation of employment - problems of unemployment and under-employment, Government policies on employment and wages and employment – employment guarantee scheme – minimum wage, Movement of prices in India – –trends and patterns – causes, consequences and policies adopted

Suggested Readings:

1. Dharendra Nath Konar, Contemporary Issues of Indian Economy, Akansha Publishing House (2009)
2. Uma Kapila, Indian Economy: Performance and Policies, Academic Foundation (2015)
3. Bimal Jalan (ed.), The Indian Economy: Problems and Prospects, Penguin
4. A. C. Fernando, Indian Economy, Pearson
5. S. Chakraborty, Development Planning: The Indian Experience, Clarendon Press (1987)
6. A. Vaidyanathan, Performance of Indian Agriculture since Independence in Kaushik Basu (ed.) Agrarian Question, Oxford University Press (1994)
7. C. D. Wadhwa, Some Problems of India's Economic Policy, Tata McGraw Hill
8. J. Sachs, A. Varshney, and N. Bajpai (ed.), India in the Era of Economic Reforms, Oxford University Press
9. I. Judge Ahluwalia, Industrial Growth in India since the Mid-sixties. Oxford University Press (1985)
10. P. C Joshi, Land Reforms in India: Trends and Perspectives. Allied Publishers, New Delhi (1975)
11. Pramit Chaudhuri, Indian Economy: Poverty and Development, George Allen and Unwin, London.

Session: 2017-20 B. Com. (Hons.): Semester III

Course: Entrepreneurship

Course Code: CCO32105 Credit: 4 [L-T-P::3-1-0]

Course Contents:**Unit-I:**

Introduction - Understanding the meaning of Entrepreneurship - Characteristics of an Entrepreneur - Classification of the Entrepreneurs - Entrepreneurial Scene in India - Factors influencing Entrepreneurship.

Unit-II:

Entrepreneurial growth - Role played by government and Non-Government agencies - EDP's, TIIC, SIDBI, PIPDIC, IDBI, IFCI, ETC.

Problems and prospects of Women entrepreneurs - Rural Entrepreneurs - Small scale entrepreneurs and Export entrepreneurs.

UNIT-III

How to enter into Market? - Business idea generation Techniques - Identification of Business Opportunities - Marketing Feasibility - Financial Feasibility - Technical - Legal - Managerial and Locational Feasibility.

Unit-IV:

Project Appraisal - Methods - Techniques - Preparation of Business Plan - Content of a Business Plan - Project Report.

Unit-V:

How to start an enterprise? - Franchising and Acquisition - Product Strategies - Pricing Strategies - Distribution Strategies - Promotional Strategies.

How to be a successful Entrepreneur? - Learning to be Successful – Success.

References:

1. Arya Kumar, Entrepreneurship, Pearson, Delhi, 2012
2. Poornima M. CH., Entrepreneurship Development –Small Business Enterprises, Pearson, Delhi, 2009
3. Michael H. Morris, ET. al., Entrepreneurship and Innovation, Cengage Learning, New Delhi, 2011
4. Kanishka Bedi, Management and Entrepreneurship, Oxford University Press, Delhi, 2009
5. Anil Kumar, S., et. al., Entrepreneurship Development, New Age International Publishers, New Delhi,
6. Khanka, S. S., Entrepreneurship Development, S. Chand, New Delhi.
7. Peter F. Drucker, Innovation and Entrepreneurship.
8. A. Sahay, M. S. Chhikara, New Vistas of Entrepreneurship: Challenges & Opportunities.
9. Tendon, C., Environment and Entrepreneur, Clough Publications, Allahabad
10. Srivastava S. B., A Practical Guide to Industrial Entrepreneurs, Sultan Chand and Sons, New Delhi
11. Prasanna Chandra, Protect Preparation, Appraisal, Implementation; Tata McGraw Hill. New Delhi
12. Pandey I. M., Venture Capital - The Indian Experience, Prentice Hall of India. New Delhi

Session: 2017-20 B. Com. (Hons.): Semester III

Course: ITeS and its Application in Business

Course Code: CCO32107 Credit: 4 [L-T-P :: 3-1-0]

Course Contents:**Unit-I:**

Introduction to IT Enabled Services: Meaning of IT enabled services - Users of IT Enabled services
Technology involved - Deployment issues in establishment of IT Enabled services, Medical, Legal, E-Banking, E-Business. (5 classes)

Unit-II:

Environment Scanning and Competitiveness of IT and ITES Industry: The Global IT and ITES Industry - Overview of India's IT and ITES Industry - IT Services (ITES/BPO Engineering Services, R&D, and Software Products) (10 classes)

Unit-III:

Current Employment in the IT and ITES industry: Newly emerging area and requirement of IT enabled service sector. (5 classes)

Unit-IV:

Skill Development in the IT Industry: Value chain in the IT industry - Skills required and skill gaps in the IT Industry – Format and transcribe a variety of law office documents - Knowledge of a variety of legal forms and documents including letters, memos, briefs, pleadings, agenda, transcripts, reports – Delivery Skill requirements and skill gaps specific to Pre-Sales and Business Analysis - Major trends impacting skill requirements for the IT Industry. (10 classes)

Unit-V:

ITES in Medical field: Medical Transcription and Editing - Medical Terminology - Transcribe all forms of medical reports, laboratory, Data, diagnostic assessments, and health records - Medical Records Management: (Understanding Medical Records, Model Report Forms) (15 classes)

Unit-VI:

IT Law: An overview of Indian IT Law - Introduction to Indian Legal System, Understanding of IT Law - IT Act, 2000 with amendments - Scope, Electronic signature - Offences and punishment under the act. (10 classes)

Unit-VII:

Industry Oriented Human Resource Requirement: Outlook of the IT and ITES Industry. (5 classes)

References:

1. Uesugi, Shiro (Ed.), IT Enabled Services, Springer
2. Hannes Tschofenig, and Henning Schulzrinne, IP-Based Emergency Services, WILEY
3. Nikhil Treebhoo, Promoting IT Enabled Services, Addison-Wesley, 2013
4. Cunnigham, M. J., How to build a Profitable E-Commerce Strategy, Perseus Publishing
5. Awad, E. M., Electronic Commerce: From Vision to Fulfillment, New Delhi, Prentice Hall of India.

ADAMAS UNIVERSITY						
SCHOOL OF ECONOMICS AND COMMERCE						
PROGRAMME STRUCTURE						
PROGRAMME NAME- B. COM. (HONOURS)				PROGRAMME CODE:		
Session: 2017-20		SEMESTER-IV				
Type of Course	Course Code	Title of the Course	L	T	P	Credit
Core	CCO32102	E-Banking and E-Commerce	3	1	0	4
Core	CCO32204	Computerized Accounting System	1	0	3	4
Core	CCO32106	Insurance and Risk Management	3	1	0	4
Core	CCO32108	Management Accounting	3	1	0	4
Core	CCO32110	Financial Management	3	1	0	4
		Internship (6 weeks)	0	0	6	6
Total			13	4	9	26

Session: 2017-20 B. Com. (Hons.): Semester IV
Course: E-Banking and E-Commerce
Course Code: CCO32102 Credit: 4 [L-T-P::3-1-0]

Course Contents:

Unit-I:

Electronic Banking: Traditional Banking Vs. E-Banking – Facets of E-Banking – E-Banking transactions – Truncated Cheque and Electronic Cheque – Models for E-Banking – Complete Centralised Solution (CCS) – Features of CCS – Cluster approach – Hi tech. Bank within Bank – Advances of E-Banking – Constraints in E-Banking.

Unit-II:

Online Banking: Introduction – Concept and meaning – the electronic delivery channels – Need for computerization – Automatic Teller Machine (ATM) at home – Electronic Fund Transfer (EFT) – Uses – Computerisation in Clearing Houses – Telebanking – Banking in home computers – Electronic Money Transfer (EMT) – Uses of EMT.

Unit-III:

Updating Bank Saving Accounts – Computer Bank Branches – Financial Transaction Terminals (FTT) – E-Cheque – Magnetic Ink Character Recognition (MICR) and Cheques – E-Banking in India: Procedure, Programmes, Components – How to go on Net for Online Banking: advantages and limitations.

Unit-IV:

E-Banking Security: Introduction – Need for security – Security concepts – Privacy – Survey. Findings on Security-Attack – Cyber Crimes – reasons for Privacy – Tampering – Encryption: Meaning, Process- Cryptogram – Cryptanays - Cryptography – Types of Cipher Systems – Code Systems – Cryptography- Cipher-Decipher-Jumbling-Asymmetric-Crypto system – Data Encryption Standard (DES).

Unit-V:

E-Builder Solutions – Digital Certificate – Digital Signature & Electronic Signature – E-Security Solutions – Solution Providers – E-locking technique – E-locking services – Netscape Security solutions – Pry Zone – E-Software Security – Internet-Transactions – Transaction Security – PKI – Sierras Internet Solutions-inc – Security devices – Public Key Infrastructure (PKI) – Firewalls Secure Ledger (FSL) – Secure Electronic Transaction (SET).

Unit-VI:

Introduction to E-Commerce - Emergence of the Internet – Commercial use of the Internet – Emergence of World Wide Web – Advantages and Disadvantages of E-commerce – Transition to E-commerce in India - E-Commerce opportunities for Industries.

Unit-VII:

Models – Business Models for E-commerce – Models based on Relationship of Transaction parties: B2C, B2B, C2C, C2B; Models based on the Relationship of Transaction types: Brokerage Model, Aggregator

Model, Info-mediary Model, Community Model, Value Chain Model, Manufacturer Model, Advertising Model, Subscription Model, Affiliate Model.

Unit-VIII:

E-Marketing – Traditional Marketing – Identifying Web presence Goals – Browsing Behaviour Model – Online Marketing – E-advertising – Internet Marketing Trends – E-Branding – E-Marketing strategies.

Unit-IX:

E-Security – Information system security – security on the internet – E-business risk management issues – information security environment in India.

Unit-X:

E-Payment Systems – Digital payment requirement – Digital Token based e-payment systems – Properties of Electronic cash - Risk and e-payment systems – Designing e-payment systems.

Books Recommended:

1. P. T. Joseph, S. J., E-Commerce - An Indian Perspective
2. W P Publishers, E-Commerce Development – Business to Business
3. R. Kalakota, Frontiers of E-Commerce
4. R. Kalakota, E-Business – Roadmap for success
5. Schneider & Perry, Electronic Commerce

Session: 2017-20 B. Com. (Hons.): Semester IV
Course: Computerised Accounting System
Course Code: 32204 Credit: 4 [L-T-P::1-0-3]

Aim of the course:

To update and expand the skills in the application of accounting packages.

Course objectives:

1. To expose the students to computer application in the field of Accounting.
2. To equip the students to meet the demands of the industry.
3. To develop **BASIC** practical skills in the application of **Tally Package**.

Course Contents:

Unit-1:

Fundamentals of Tally.ERP 9 - Introduction - Getting Functional with Tally.ERP 9 - Creation / Setting up of Company in Tally.ERP 9 - Company Features – Configurations.

Unit-II:

Creating Accounting Masters in Tally.ERP 9 - Chart of Accounts - Groups - Ledgers - Walkthrough for creating Chart of Accounts - Practice Exercises.

Unit-III:

Creating Inventory Masters in Tally.ERP 9 - Stock Group - Stock Categories - Units of Measure - Godowns - Stock Items - Voucher Types - Walkthrough for creating Inventory Masters - Practice Exercises.

Unit-IV:

Voucher Entry in Tally.ERP 9 - Accounting Vouchers - Walkthrough for recording Accounting Vouchers - Inventory Vouchers - Walkthrough for recording Inventory Vouchers - Invoicing - Practice Exercises.

Unit-V:

Generating Basic Reports in Tally.ERP 9 - Financial Statements - Accounting Books & Registers - Inventory Books & Reports - Exception Reports - Practice Exercises.

Unit-VI:

Multilingual Capabilities - Configuring Tally.ERP 9 for Multilingual Capabilities - Creating Masters - Entering Transactions - Transliteration - Generating Reports.

Unit-VII:

Technological Advantages of Tally.ERP 9 - Tally Vault - Security Controls - Tally Audit - Backup and Restore - Split Company Data - Export and Import of Data - ODBC Connectivity - Web Enabled, Print Preview and Online Help - Printing Reports.

Books Recommended:

1. Institute of Computer Accountants, Tally, Vikas Publishing House, New Delhi
2. Tally Academy, Tally Manual
3. TALLY 9 Upto release 3.0, Computech Publications Ltd., New Delhi.

Session: 2017-20 B. Com. (Hons.): Semester IV
Course: Insurance and Risk Management
Course Code: 32106 Credit: 4 [L-T-P::3-1-0]

Course Contents:**Unit-I:**

Risk: Introduction and interpretation of the term 'risk' – Types of business and personal risk – Significance of risk management function within business organisations.

Unit-II:

Insurance and Risk: Significance of Insurance and Risk – General structure of the insurance market - Significant aspect of this industry.

Unit-III:

Reforms in Indian Insurance Industry: Importance of privatisation – Problems associated with public insurance enterprises – Relation between insurance and economic growth.

Unit-IV:

Regulations Relating to Insurance Accounting and Management: Framework for IRDA Rules and Regulations regarding general investment in the country – Role of financial reporting in managing insurance operations – Significance of determining solvency margins.

Unit-V:

Life Insurance: Factors influencing the key functioning of insurance organisations – Insurable interest - Role of riders in insurance policies.

Unit-VI:

Non-Life Insurance-I: Elements of Fire Insurance Contract and its ancillary features – Significance of Marine Insurance and its various policies – The Role of Rural Insurance in making peoples' lives better in rural India.

Unit-VII:

Non-Life Insurance-II: Types of Motor Insurance Policies – Critical aspects of Aviation industry in the country – Significance of Liability Insurance in India.

Unit-VIII:

Functions and Organisation of Insurers: Components of the distribution system of life insurance companies in the country – Role of agents in the Life Insurance sector in India – Important activities carried out in a life insurance organisation.

Suggested Readings:

1. C. Kempler et al., Global perspectives on insurance today: a look at national interests versus globalization, London: Palgrave Macmillan, 2010.
2. M Grice, S Ouarbya, Insurance brokers: an industry accounting and auditing guide, 5th ed. London: CCH Wolters Kluwer, 2012.
3. Harold Skipper and W Jean Kwon, The economic value of general insurance, London: ABI, 2005. Also available via www.abi.org.uk. Risk management and insurance: perspectives in a global economy. Oxford: Blackwell, 2007.
4. Frans De Weert, Chichester, Bank and insurance capital management, Wiley, 2011.
5. Kent Baker and Gerald S. Martin, Capital structure and corporate financing decisions: theory, evidence, and practice, H. Wiley, 2011.

Session: 2017-20 B. Com. (Hons.): Semester IV
Course: Management Accounting
Course Code: 32108 Credit: 4 [L-T-P::3-1-0]

Course Contents:**Unit-I:**

Management Accounting: Meaning, nature, scope, functions, and role of management accounting in decision making; management accounting vs. financial accounting and cost accounting; Tools and techniques of management accounting.

Unit-II:

Financial Statement: Meaning, limitations of financial statements, objectives and methods of financial statements analysis; Ratio Analysis: Ratio, Classification of ratios: Liquidity ratios, Profitability ratios, Leverage ratios, Operating ratios, and Solvency ratios; Advantages, and Limitations; Inter-firm Comparison.

Unit-III:

Fund Flow Statement: Concept, Significance, Preparation, and Uses; Cash Flow Statement (As per Indian accounting standard-3): Concept, Significance, Preparation; Distinction between Cash Flow Analysis and Funds Flow Analysis.

Unit-IV:

Absorption and Marginal Costing: Meaning and distinctions; Marginal Costing: CVP Analysis - Introduction, CVP Assumptions, and Uses; Break-Even Analysis: BE Point and Margin of Safety; Marginal Costing and Differential Costing as a tool for decision making: Make or Buy, Change of Product Mix, Pricing, Break Even Analysis exploring new markets, Shutdown decisions.

Unit-V:

Budget and Budgetary Control: Meaning, Related terms; Objectives, Merits and Limitations; Types of Budgets: Cash Budget, Functional Budgets, Master Budget; Fixed and Flexible Budgets. Responsibility Accounting: Meaning, Responsibility Centres, Opportunity Cost concept, Divisional Performance Measurement.

Unit-VI:

Standard Costing: Standard Cost and Standard Costing; Uses, and Importance. Differences with Budgetary Control, Variance Analysis: Meaning, Steps, Analysis and Computation of Materials, Labour, and Overhead Cost Variances.

Suggested Readings:

1. Horngren, Foster, Datar, et al., Cost Accounting - A Managerial Emphasis, Pearson
2. B. Banerjee, Cost Accounting, PHI
3. Jawahar Lal and Seema Srivastava, Cost Accounting, TMH
4. M. Y. Khan & P. K. Jain, Management Accounting, TMH
5. R. Anthony, Management Accounting, Taraporewala
6. Colin Drury, Management and Cost Accounting, Chapman & Hall
7. K. S. Thakur, Cost Accounting, Excel Books
8. Satish Inamdar, Cost and Management Accounting, Everest Publishing House
9. Atkinson, Management Accounting, Pearson
10. Bhattacharyya, Ashish K., Cost Accounting for Business Managers, Elsevier
11. Ravi M. Kishore, Cost and Management Accounting, Taxmann

Session: 2017-20 B. Com. (Hons.): Semester IV
Course: Financial Management
Course Code: 32110 Credit: 4 [L-T-P::3-1-0]

Course Contents:

Unit-I:

Theories of Finance, Meaning of Financial Management, Key elements of Financial Management, Objectives of Financial Management, Functions of Financial Manager, Changing Scenario of Financial Management in India, Inflation and Financial Management, Impact of Taxation on Financial Management.

Unit-II:

Time Value of Money & Capital Budgeting: Long-term sources of finance; Time value of Money, Present Value, Future Value, Compound Value and Present Value Table, Capital Budget Estimation, Investment Appraisal Techniques: Payback Period, Accounting rate of return, Net Present Value, Internal Rate of Return, Profitability Index, Discounted Pay Back Period, Terminal Value, Adjusted Present Value Approach, Capital Rationing, Impact of Taxation, Impact of Investment Incentives, Replacement or Retirement of an Asset. Importance of capital budgeting, Limitations of capital budgeting.

Unit-III:

Risk Evaluation in Capital Budgeting: Decision Making and Risk and Uncertainty, Probability Analysis, Standard Deviation & Coefficient of Variation, Risk Adjusted Discount Rate, Decision Tree Analysis.

Unit-IV:

Cost of Capital : Meaning of Cost of Capital, Components and determination of Cost of Capital - (i) Cost of Debt (debentures & loans) Capital, (ii) Cost of Equity Capital, (iii) Cost of Preference Capital; Weighted Average Cost of Capital; Marginal Cost of Capital; Meaning and definition of Capital structure, theories of capital structure, EPS-EBIT Analysis; Net Income (NI) Approach; Net Operating Income (NOI) Approach; Traditional Approach; Modigliani Miller (M-M) Approach; Determination of Optimal Debt-Equity Mix.

Leverage: Leverage Analysis; Meaning of Risk; Meaning of Business Risk; Meaning of Financial Risk; Meaning of Leverage; Financial Leverage; Operating Leverage; Combined Leverage; Financial Break Even Point; Cost Break Even Point; Indifference Point; Measurement of Operating Risk; Measurement of Financial Risk; Capital Gearing Ratio.

Unit-V:

Working Capital Management: Working Capital: Meaning, Purposes, Need for working capital; Factors determining the Working Capital; Estimation of Working Capital; Working Capital Cycle; Sources of Financing Working Capital; Receivables; Credit Policy; Inventory Management; Economic Ordering Quantity; Re-order level; Other Stock levels; Inventory Turnover Ratio; Cash Management; Cash Budget; Cash Forecasting.

Unit-VI:

Dividend and its Retention Decision: Meaning of Dividend, Dividend policy, Types of Dividend, Factors affecting Dividend policy, Determinants of Dividend Policy; Dividend Retention; Gordon's Model of Dividend Policy, Walter's Model of Dividend Policy, Bonus Share.

Suggested Readings:

1. Khan, M. Y. and P. K. Jain, Financial Management: Text and Problems, Tata McGraw Hill
2. Horne, Van; James C., John Wachowicz, Fundamentals of Financial Management, Pearson Education
3. Ross, Stephen A., Westerfield, Randolph, and Jeffrey Jaffe, Corporate Finance, Tata McGraw Hill
4. Srivastava, Rajiv, and Anil Mishra, Financial Management, Oxford University Press, UK
5. Singh, Preeti, Financial Management, Ane Books Pvt. Ltd, New Delhi
6. Singh, Surender and Kaur Rajeev, Basic Financial Management, Mayur Paper Book, Noida
7. Singh, J. K., Financial Management-text and problems, Dhanpat Rai and Company, Delhi
8. Sharma, G. L. and Y. P. Singh., Contemporary Issues in Finance and Taxation, Academic Foundation
9. Rustagi, R.P., Financial Management, Galgotia Publishing Company
10. Pandey, .I. M., Financial Management, Vikas Publications UNCTAD Reports.
11. Chandra, P., Financial Management-Theory and Practice, Tata McGraw Hill
12. Bhalla, V. K., Financial Management & Policy, Anmol Publications, Delhi

Session: 2017-20 B. Com. (Hons.): Semester IV
Course: Internship

Course Code: xxxxxx Credit: 6 [L-T-P::0-0-6]

Evaluation: 3 Credit-points for undergoing 6 weeks Internship on the job and 3 Credit-points on Report writing and Presentation & Viva-Voce.

ADAMAS UNIVERSITY						
SCHOOL OF ECONOMICS AND COMMERCE						
PROGRAMME STRUCTURE						
PROGRAMME NAME - B. COM. (HONOURS)				PROGRAMME CODE:		
Session: 2017-20		SEMESTER-V				
Type of Course	Course Code	Title of the Course	L	T	P	Credit
Core	CCO33101	Direct Tax Law	3	1	0	4
Core	CCO33103	International Financial Management	3	1	0	4
Core	CCO33105	Auditing and Assurance	3	1	0	4
Core	CEC33141	Investment in Capital Market	3	1	0	4
Core	LWJ331XX	Regulations for Small Business	3	1	0	4
DSE	CCO33107	DSE-1: One from GR A: Mergers and Acquisitions	3	1	0	4
DSE	CCO33109	DSE-2: One from GR A: Indian Financial System	3	1	0	4
Total			21	7	0	28

Session: 2017-20 B. Com. (Hons.): Semester V
Course: Direct Tax Law
Course Code: CCO33101 Credit: 4 [L-T-P::3-1-0]

Course Contents:

Unit-I:

Basic Terminologies – Definitions and Concepts: Assessee, Assessment, Assessment Year, Previous Year, Person, Income, Sources of Income, Heads of Income, Gross Total Income, Total Income, Marginal Rate of Tax, Tax Evasion, Tax Avoidance, Tax Planning.

Unit-II:

Residential Status: Residential Status of different 'Persons' – Incidence of Tax.

Unit-III:

Incomes exempt from tax (Sec. 10) – Selected items: Agricultural Income, Income of a member from Hindu Undivided Family, Maturity amount of Life Insurance Policies, Scholarships, Allowances received by MLA / MP / MLC, Income of Minor Child.

Note: Incomes exempted under specific Heads of Income are to be considered under respective Heads of Income.

Unit-IV:

Heads of Income:

- (a) **Salary:** Sections 15-17, Including Section 10 relating to House Rent Allowance, Travel Concession, Special Allowance, Pension – Commutation, Leave Encashment, Payment from Provident Funds (Statutory / Recognised), Compensation, Voluntary Retirement, etc.
- (b) **Income From House Property:** Sections 22-27, Including Section 2 – Annual Value.
- (c) **Profits & Gains from Business & Profession:** Sections 28-32, 36, 37, 40, 40A & 43B, including: Section 2 – Business.
- (d) **Capital Gains:** Sections 45, 48, 49, 50, 54 and 55.
- (e) **Income from Other Sources:** Section 56 – 59.

Unit-V:

Deductions under Chapter VI-A:

80 C – Payment of LIC/PF and other eligible investments, 80CCC – Contribution to certain Pension Fund, 80D – Medical Insurance Premium, 80 DD - Maintenance and medical treatment of handicapped dependent, 80E – Interest on Educational Loan, 80 TTA - Interest on Saving Bank account, 80U – Deduction in the case of totally blind or physically handicapped or mentally retarded resident person.

Unit-VI:

Computation of Total Income of Individuals.

Suggested Readings:

1. Singhania, V. K., and Singhania, K, Direct Tax Law and Practice, Taxmann

2. Lal and Vashist, Direct Taxes, Pearson
3. Ahuja and Gupta, Direct Taxes Law and Practice, Bharat
4. Manoharan & Hari, Direct Tax Laws, Snow White
5. Roy, S. K., Principles and Practice of Direct & Indirect Taxes, ABS
6. Sengupta, C. H., Direct & Indirect Taxes, Dey Book Concern
7. **Notes: (i)** Latest editions of all the books are to be followed. **(ii)** Immediate **previous** Assessment Year (Books with current Assessment Year may not be available to Odd Semester students) is to be followed.

Session: 2017-20 B. Com. (Hons.): Semester V
Course: International Financial Management
Course Code: CCO33103 Credit: 4 [L-T-P::3-1-0]

Course Contents:

Unit-I:

International Financial Management (IFM): Nature – Scope - Importance; IFM versus Domestic Financial Management. Global Financial Environment: An Overview. (5 classes)

Unit-II:

International Monetary System: Exchange Rate Regimes – IMF - Euro Currency Market - EURO Market; Role of Finance Manager in international market. (5 classes)

Unit-III:

Foreign Exchange Market: Nature – Structure - Types of transactions - Exchange rate quotation - Spot & Forward - Nominal, Real, and Effective Exchange Rates - Foreign Exchange Market in India: Nature, Structure, Operations & Limitations; Exchange Rate Determination: Structural Models of Exchange Rate Determination. (10 classes)

Unit-IV:

Foreign Exchange Risk: Exposure: Types of Risk; Risk Management Process. (6 classes)

Unit-V:

Financial Derivatives - Introduction, economic benefits of derivatives - Types of financial derivatives - Features of derivatives market - Factors contributing to the growth of derivatives - Functions of derivative markets - Exchange traded versus OTC derivatives -traders in derivatives markets - Derivatives market in India. (6 Lectures)

Unit-VI:

Forward Contracts: Features – Arbitrage – Pay off profile. (5 classes)

Unit-VII:

Futures Contracts: Features - Futures Vs. Forward Contracts – Hedging – Speculation – Pay off profile. (6 classes)

Unit-VIII:

Currency Options: Features - Terminologies – Gains and Losses – Pricing – Hedging – Speculation – Pay off profile. (7 classes)

Unit-IX:

International Investment Decisions: International Capital Budgeting – Evaluation criteria – Cash Flow - Cost of Capital – Adjusted Present Value Approach – Sensitivity Analysis – Real Options and Project Appraisal – Non-financial factors. (10 classes)

Books recommended:

1. Pathak, Bharati V., Indian Financial System, Pearson Education, New Delhi.
2. Khan, M. Y., Indian Financial System, Tata McGraw Hill, New Delhi.
3. Gupta, S. B., Monetary Economics – Institutions, Theory and Policy, S. Chand, New Delhi.
4. Bhole, L. M., Financial Institutions and Markets, Tata McGraw Hill, New Delhi.
5. Pandian, P., Security Analysis and Portfolio Management, Vikas Publishing House Pvt. Ltd., New Delhi.
6. Raghunathan, V. and Rajib, P., Stock Exchanges and Investment, Tata McGraw Hill, New Delhi.
7. Fischer, D. E. and Jordan, R. J., Security Analysis and Portfolio Management, Indian Reprint, Prentice Hall of India Pvt. Ltd.
8. Higgins, Analysis for Financial Management, 10/e, (2012), McGraw - Hill/Irwin
9. Brealy/Myers/Allen, Principles of Corporate Finance, 10/e, (2011), McGraw-Hill/Irwin

Session: 2017-20 B. Com. (Hons.): Semester V

Course: Auditing and Assurance

Course Code: CCO33105 Credit: 4 [L-T-P::3-1-0]

Course Contents:**Unit-I:**

Introduction: Genesis of Auditing, Meaning of Auditing, Nature of Auditing, Scope of an audit, Objectives of Auditing, Advantages of Audit, Social objectives of Audit, Errors and frauds in accounting, Theory of Audit, Qualities of an Auditor.

Unit-II:

Types of Audit: Independent financial audit, Internal Audit, Continuous Audit, Interim Audit, Limited Review, Balance Sheet Audit, System Audit, Complete Audit, Partial Audit, Statutory Audit, Government Audit, Management Audit, Tax Audit, Environmental Audit, Human Resources Audit, Social Audit, Operational Audit, Propriety Audit, Performance Audit.

Unit-III:

Auditing procedures and Techniques: Preparatory steps for commencing an Audit including Auditor's engagement, Audit planning and programming, Audit working papers with files -Note Book and Evidence, Internal control and Internal Check, Audit Sampling and Analytical procedure, Vouching, Verification and valuation of Assets and Liabilities, Depreciation, Reserves & Provisions.

Unit-IV:

Company Auditor-Appointment including rotation, qualification and disqualification of Auditor, Rights, duties and liabilities of an Auditor, Duties of Auditor regarding Corporate Social Responsibility, Reporting

of 'frauds' by Auditor to the Central Government u/s 143 (12) of the Companies Act, 2013, Auditor's Report and Certificate.

Unit-V:

Company Audit-Steps to be taken by a Statutory Auditor before commencement of an audit of a company, Provisions of the Companies Act, 2013 regarding the maintenance of 'Proper Books of Account', Audit of some special items in Financial Statements of a company - (i) Preliminary expenses, (ii) Managerial remuneration, (iii) Share Capital (iv) Reduction of Share Capital (v) Redemption of Preference shares (vi) Issue of Bonus share (vii) Profit prior to Incorporation (viii) Underwriting commission on Shares (ix) Issue of Debenture, (x) Redemption of Debentures (xi) Forfeiture of Shares, (xii) Re-issue of forfeited Shares, (xiii) Re-issue of redeemed Debentures (xiv) Alteration of Share Capital, (xv) Issue of Shares for consideration other than cash, (xvi) Issue of debenture as a collateral security (xvii) Shares issued at a premium (xviii) Issue of Sweat Equity Shares (xix) Buy-back of Shares (xx) Contribution to Political party (xxi) Minimum Subscription (xxii) Right Issue (xxiii) Calls paid in advance (xxiv) Calls-in-arrear (xxv) Share Transfer Audit.

Unit-VI:

Audit of different Institutions: Audit of (i) educational institutions, (ii) hospital, (iii) local bodies (iv) NGO's (v) Co-operative Society (vi) College hostel (vii) medical college (viii) nursing home (ix) hotel (x) departmental store (xi) charitable society (xii) travelling agents (xiii) sports club (xiv) banks, and (xv) insurance companies.

Books recommended:

1. Tandon, B. N., A Hand Book of Practical Auditing
2. Kumar, R., Auditing: Principles and Practice
3. Viji Chandran and C. S. Spandana Priya, Principles and Practice of Auditing
4. G. Srinivasan Anand, Accounts Audit and Auditors

Session: 2017-20 B. Com. (Hons.): Semester V

Course: Investment in Capital Market

Course Code: CEC33141 Credit: 4 [L-T-P :: 3-1-0]

This course aims to introduce the principles of investing from an applied perspective. The course delves into the two most important investment instruments - fixed income instruments and equities. The course will cover the concepts like: risk-return trade-offs, risk diversification, systematic and idiosyncratic risk, expected returns, performance evaluation, arbitrage, the term structure of interest rates, bond valuation, financial derivatives, etc.. This course will provide sufficient background knowledge for students seeking an overview of capital markets and an introduction to advanced finance courses.

To Lecture: Why to study Investment in Capital Market in the curriculum of B.Com.

Course Contents:

Unit-I: The Investment Environment

[10]

Page **34** of **43**

Need for savings and investment – Role of savings practices – financial intermediaries – linkage between financial and real savings – Importance of household savings.

Functions of the Financial Markets, Financial Markets and the Macro-economy, Direct vs. Indirect Finance.

Financial Systems in India – Money Market – Debt Market – Capital Market – Need for correlating them – Bullion Market and Foreign Exchange Market. Investment Alternatives.

Risk and Return: The Fundamental Reality of Investment, Interest Rates, Returns and Holding Period, Risk Premia, Measures of Risk and Return.

Unit-II: Issuance and Trading of Securities **[08]**

Participants in the securities market: Depository, Stock and commodity exchanges, Intermediaries, Clearing Houses, Institutional Investors.

Privately vs. Publicly Held Firms; Initial Public Offerings; Shares Outstanding vs. Float; Trading of Securities on the Secondary Market; Conventional Market Structure; Recent Innovations: Algorithmic and High Frequency Trading.

Unit-III: Fixed Income Securities **[08]**

Bond Characteristics, Bond Prices, Bond yields, Risk in Bonds, Rating of Bonds, **Bond Valuation**; The term structures of Interest Rates, Determinants of Interest rates, Credit risk, Interest rate risk.

Unit-IV: Equity Shares **[08]**

Equity Valuation: Balance Sheet Valuation, Dividend Discount Model, Free Cash Flow Model, Earnings multiplier approach, and other comparative valuation ratios.

Layers of Equity Evaluation: Market, Industry, Company.

Unit-V: Mutual Funds **[06]**

Entities in Mutual Fund Operation, Different schemes in Mutual Funds: Equity Schemes, Debt Schemes, Hybrid Schemes, Mutual Fund Evaluation.

Unit-VI: Derivatives **[10]**

Investment in financial derivatives, Options – How options work, Equity options in India, Options and their payoffs before expiration, Option strategies.

Futures - How futures contracts work, mechanics of trading, Equity futures and interest rate futures in India, Commodity futures in India, Futures as a risk hedging tool.

Readings:

1. Prasanna Chandra, Investment Analysis and Portfolio Management, McGraw Hill Education
2. Bodie, Kane, Marcus, Mohanty, Investment, McGraw Hill Education
3. Aswath Damodaran, Investment Valuation, Wiley India Pvt. Ltd.
4. Bharati Pathak, Indian Financial System, Pearson

Session: 2017-20 B. Com. (Hons.): Semester V
Course: Regulations for Small Business
Course Code: LWJ331xx Credit: 4 [L-T-P :: 3-1-0]

Syllabus to be drafted by the related Department / School

Session: 2017-20 B. Com. (Hons.): Semester V
Course: Mergers and Acquisitions
Course Code: CCO33107 Credit: 4 [L-T-P::3-1-0]

Course Contents:

Unit-I:

Various Forms of Business Alliances, Strategic Choice of Type of Business Alliance, Who should go for Merger and Acquisition and Take-over.

Unit-II:

Defining and Selecting Target, Pricing of Mergers (Pricing the Competitive Bid for Take-over).

Unit-III:

Negotiation/Approach for Merger, Acquisition and Take-over, Contracting.

Unit-IV:

Implementation of Merger and Acquisition, Managing Post-Merger Issues.

Unit-V:

Legalities Involved in Merger, Acquisition and Take-over, Ethical Issues of Merger and Take-over.

Unit-VI:

Accounting for Mergers, Financing the Mergers and Take-overs.

Unit-VII:

Corporate Restructuring, Divestment and Abandonment.

Suggested Readings:

1. Timothy J. Galpin, The Complete Guide to Mergers and Acquisitions: Process Tools to Support M&A Integration at Every Level (Jossey-Bass Professional Management), Kindle Edition
2. Jay M Desai and Nisarg A Joshi, Mergers and Acquisitions (Biztantra)
3. Patrick A. Gaughan, Mergers, Acquisitions, and Corporate Restructurings
4. A.P. Dash, Mergers and Acquisitions
5. Sudi Sudarsanam, Creating Value from Mergers and Acquisitions (Old Edition)

Session: 2017-20 B. Com. (Hons.): Semester V
Course: Indian Financial System
Course Code: CCO33109 Credit: 4 [L-T-P::3-1-0]

Course Contents:

Unit-I:

Indian Financial System: Introduction – Meaning, Definition, Objectives, and Importance – Organisation, Components, and Structure: Institutions, Markets, Instruments, and Services – Liberalisation of the system in tune with economic liberalization in India.

Unit-II:

Financial Institutions (Intermediaries): Nature and Role – Banking Institutions - Non-Banking Financial Institutions (NBFIs): Types, Functions, a brief overview of Regulations - Development Banks – Other Institutions: Life Insurance Corporation of India, and General Insurance Corporation of India (with its fully owned subsidiaries) - Regulatory Institutions: Reserve Bank of India (Major functions) – Securities and Exchange Board of India (SEBI) – SEBI’s role in Primary and Secondary Markets.

Unit-III:

Mutual Funds: Meaning and Concepts – Functions – Types and Classification – Growth – Risk and Return.

Unit-IV:

Financial Markets: Components, Structure, and Functions – Classification: Debt and Equity, Money Market (Major components / instruments) and Capital Market (Major components, their roles, instruments, Stock Exchanges-an idea), Primary and Secondary Market, Organised and Unorganised, Spot and Forward / Future / Derivative, Domestic and Foreign / International – Role of different markets in the development of a sound financial system in India.

Unit-V:

Financial Services: Meaning and concept – Overview of major financial services: Factoring, Mutual Funds, Venture capital, Insurance services, Commercial banking services, Merchant banking, Leasing credit rating and Consumer Finance.

Suggested Readings:

1. Meir Kohn, Financial Institution and Market, Oxford University Press, New Delhi.
2. Khan, M. Y., Indian Financial System-Theory and Practice, TMH, New Delhi.
3. Bhole, L. M., Financial Markets and Institutions, TMH, New Delhi.
4. Pathak, B., Indian Financial System, Pearson, New Delhi.
5. Mukherjee, Ghosh and Roy, Indian Financial System and Financial Market Operations, Dey Book Concern, Kolkata.
6. Clifford, Gomez, Financial Markets, Institutions and Financial Services, PHI.
7. Gurusamy, Financial Services, TMH.

ADAMAS UNIVERSITY						
SCHOOL OF ECONOMICS AND COMMERCE						
PROGRAMME STRUCTURE						
PROGRAMME NAME - B. COM. (HONOURS)					PROGRAMME CODE:	
Session: 2017-20			SEMESTER-VI			
Type of Course	Course Code	Title of the Course	L	T	P	Credit
SEC	CCO33102	Financial Reporting	3	1	0	4
Core	CCO33104	Indirect Tax Law	3	1	0	4
DSE	CCO33206	DSE- 3: One from GR B: Computerised Taxation	1	0	3	4
DSE	CCO33108	DSE- 4: One from GR B: Security Analysis and Portfolio Management	3	1	0	4
Core	CCO33410	Project	1	1	4	6
Total			11	4	7	22

DSE: Group B

Fundamentals of Investment

Computerised Taxation

Security Analysis and Portfolio Management

Session: 2017-20 B. Com. (Hons.): Semester VI

Course: Financial Reporting

Course Code: CCO33102 Credit: 4 [L-T-P::3-1-0]

Course Contents:

Unit-I:

Financial Reporting: Nature and Objectives; Benefits; General purpose and Specific Purpose Report; Qualitative Characteristics of Accounting Information; Accounting and Financial Reporting Standards – Ind AS, IFRS; Scope of Accounting Standard; Standard setting procedure; Overview of Accounting Standards in India.

Unit-II:

Financial Statement Analysis with the help of Financial Ratios: Financial Ratios and their implications, Different types of Financial Ratios, Calculation and its interpretation.

Unit-III:

Issues in Corporate Financial Reporting: Introduction - Environmental Accounting and Reporting, Value Added Accounting, Corporate Social Reporting; Segment Reporting.

Unit-IV:

Environment Accounting and Reporting: Environmental hazards – Causes and Implications; Environmental Accounting – Meaning, Advantages and Shortcomings – Environmental Reporting: Disclosure Practices in India – Environment Audit: Meaning – Objectives - Process.

Unit-V:

Value Added Accounting: Meaning, objectives, significance – Approaches to preparation of value added statement.

Unit-VI:

Corporate Social Reporting: Meaning – Objectives –Social Reporting in practice – Activities in major sectors.

Unit-VII:

Segmental Reporting: Introduction – Accounting standard 17 – Disclosure requirements.

Suggested Readings:

1. E.S. Hendriksen, Accounting Theory, Richard D. Irwin.
2. L.S. Porwal, Accounting Theory, McGraw Hill Education (India) Ltd.
3. Jawahar Lal, Accounting Theory and Practice, Himalaya Publishing House, New Delhi.
4. Ghosh, T.P., Accounting Standards and Corporate Accounting Practices, Taxmann
5. Agarwal, S.: Guide to Accounting Standard, Snowwhite.
6. Sinha, G. C., Financial Statement Analysis, N. B. Publications, Calcutta.

Session: 2017-20 B. Com. (Hons.): Semester VI

Course: Indirect Tax Law

Course Code: CCO33104 Credit: 4 [L-T-P :: 3-1-0]

Course Contents:**Unit-I:**

Goods and Services Tax: An overview – Implementation – Levy – GST Network – GST Council.

Unit-II:

Composition of GST: Central Goods and Service Tax - State Goods and Service Tax - Union Territory Goods and Service Tax - Integrated Goods and Service Tax – Cess. Registration: Procedure for Registration – Tax Payers – Unique Identification Number – Registration Number.

Unit-III:

Supply of Goods and Services: Time of supply – Value of supply – Place of supply – Registered and Unregistered persons.

Unit-IV:

Payment of GST: Types and Modes of payment - Rules of Collection of Tax - Preparing Challans, CPIN & CIN - TDS and TCS - Identify cases for reversal of credit - Penalties for late payments.

Unit-V:

Input Tax Credit: Input tax credit process - Negative list for Input tax credit - Input Tax Credit Utilization - Input Tax Credit Reversal – Matching of Input tax credit: Returns, GSTR-2 – Other taxable persons. Returns: Monthly, Quarterly, Annual.

Unit-VI:

GST Portal: - GST Eco-system - GST Suvidha Provider (GSP) - Uploading Invoices.

Unit-VII:

Customs Laws: (a) Concepts of Customs Law – Types of Duties, Anti-dumping duties. (b) Valuation rules – Import Procedures – Export Procedures – Baggage – Stores – Warehousing – Demurrage – Duty Drawback.

Books Recommended:

1. V.S. Datey, GST Law & Practice with Customs & FTP, Taxmann

Session: 2017-20 B. Com. (Hons.): Semester VI
Course: Computerised Taxation
Course Code: CCO33206 Credit: 4 [L-T-P :: 1-0-3]

Course Contents:

Unit-I:

Invoicing – Billing – Payroll.

Unit-II:

Computation of Income Tax – Income from Salaries – Income from House Properties – Income from Business or Profession.

Unit-III:

PAN Application (Form 49A) – TAN Application (Form 49B) – Income Tax Challan (ITNS 280,281,282).

Unit-IV:

Income Tax Returns (ITR 1, 2) – Fringe Benefit Tax Return (Form ITR 8) – Corporate Tax Returns.

Unit-V:

TDS (Tax Deduction at Source)/ TCS (Tax Collection at Source) - TDS Remittance – TDS Certificate (Form 16 and Form 16A) – TDS Returns (Form 26Q and 27A) – e-filing of returns.

Unit-VI:

ESI and EPF: ESI and EPF Employer and Employee Registration Forms – Labour Registers – Challan – Return Preparation.

Reading References:

1. Tax Forms by Genesis
2. Business Taxation by Genesis

Session: 2017-20 B. Com. (Hons.): Semester VI
Course: Security Analysis and Portfolio Management
Course Code: CCO33108 Credit: 4 [L-T-P :: 3-1-0]

Course Contents:**Unit-I:**

Introduction: Concept of Investment – Alternative forms of Investment – Financial Markets: Functions, Classification, and Features – Portfolio Management Process – Approaches to Investment Decisions.

Unit-II:

Security Market: Meaning and Types of Securities – Security Market: Meaning, Participants, Features of a good market, Types – Primary and Secondary, Trading, Settlement, Buying, Selling, Quotations and Indices – Securities and Exchange Board of India (SEBI) – Government Securities Market – Corporate Bond Market – Money Market.

Unit-III:

Risk-Return Concepts: Risk: Definition – Meaning – Types; Return: Computation; Measurement of Risk: Standard Deviation, Beta, Computation; Risk Estimation using Beta.

Unit-IV:

Fundamental and Technical Analyses: Economic Analysis: Macro-economic factors and stock price changes – Government policies.

Industry Analysis: Trade Cycle – Industry Life Cycle – Industry Structures and Features – Profit potentiality of the industry.

Company Analysis: Strategic – Accounting – Financial.

Technical Analysis: Meaning – Techniques: Charting, Dow Theory, Relative Strength Analysis – Technical Indicators: Breadth indicators – Sentiment indicators.

Unit-V:

Modern Portfolio Theory: Concept of Portfolio – Diversification and Portfolio Risk – Portfolio Return and Risk – Co-movement in Security Returns – Computation of Portfolio Risk – Efficient Frontier – Optimal Portfolio – Risk free Lending and Borrowing.

Unit-VI:

Capital Asset Pricing Model (CAPM) and Arbitrage Pricing Theory: Capital Market Theory – CAPM theory – Capital Market Line - Security Market Line – Evaluation of Securities – Arbitrage Pricing Theory (APT) – CAPM vs. APT.

Unit-VII:

Efficient Market Hypothesis: Random Walk Theory – Forms of Efficient Market Hypothesis (EMH) – Implications on Fundamental and Technical Analysis.

Suggested readings:

1. Fischer & Jordan, Security Analysis and Portfolio Management, Prentice Hall India
2. Prasanna Chandra, Investment Analysis and Portfolio Management, McGraw Hill
3. Punithavathy Pandian, Security Analysis and Portfolio Management, Vikas Publishing House Pvt. Ltd.
4. I. M. Pandey, Financial Management, Vikas Publishing House Pvt. Ltd.
5. Martin Pring, Technical Analysis Explained, McGraw Hill
6. V. A. Avadhani, Investment and Securities Market in India, Himalaya Publishing House
7. V. K. Bhalla, Portfolio Analysis and Management, Sultan Chand & Sons

Session: 2017-20 B. Com. (Hons.): Semester VI

Course: Project

Course Code: CCO33410 Credit: 6 [L-T-P :: 1-1-4]

Course Contents: Not applicable.

Instruction:

The students have to prepare a Project Report individually and separately on the basis of a Project Study under the direct supervision of a teacher, nominated by the Department.

The Report will be evaluated by the Board of Examiners of the Department as follows:

Total Credit and equivalent marks: 4 credits \equiv 150 Marks

Project Report: 100 Marks

Viva-voce: 50 Marks

150 Marks

Course (DSE – Group B): Fundamentals of Investment

[Department may decide to offer this alternative course in any session]

Course Code: CCO331xx Credit: 4 [L-T-P::3-1-0]

Course Contents:**Unit-I:**

Definitions, Scope, Objectives of Financial Management, Functions and goal of Finance Manager, Role of Finance Manager, Agency Problems.

Unit-II:

Basic Concepts, Importance of Time Value of Money, Compounding and discounting techniques, Loan Amortization Schedule, Difference between Nominal Interest Rate (NIR) and Effective Interest Rate.

Unit-III:

Features of Equity Share & Preference Share, Features of Debenture, Valuation of Equity Shares and its Techniques, Valuation of Debentures and its Techniques.

Unit-IV:

Gold and Silver, Characteristics and Important features, of Investment in bullion, Bullion Market and its Operations, Factor influencing demand and supply of Bullion, Gold ETF, Linkage with foreign exchange and currency back up , Role of Central Bank, Gold Councils.

Unit-V:

Meaning and Characteristics and Importance of real estate, Importance of real estate sector in Economy, Factor affecting real estate market, Legal Issues, Valuation of real estate, Need for real estate market regulators, Need for organized sector.

Books Recommended:

1. I. M. Pandey, Financial Management, Vikas Publication
2. Khan and Jain, Financial Management, Tata McGraw Hill
3. R. P. Rastogi, Financial Management, Taxmann
4. Margaret Olsen, The Gold Book: What's It Worth, Westminster publishing company.
5. Narayan Laxmanrao, Real Estate Deals