

# **B. COM (Hons)**

## **1'st Semester**

## **BCH 101: PRINCIPLES OF MANAGEMENT**

L T P C

3 1 0 4

**Objective:** The objective of this course is to provide an understanding of the tasks and functions of management with the developments in the concept, theories and practices in the field of commerce.

### **UNIT I**

Nature and Significance of Management and Modern Theories of Management. Contingency and System Approach to Management, Functions of Management. (8Hrs)

### **UNIT II**

Planning: Meaning and Process, Goals, Objectives, Plans and Programmes. Premises of Planning – Forecasting, Process of Decision Making. Rationality and Bounded Rationality. Risk and Uncertainty in Decision Making. (9Hrs)

### **UNIT III**

Organization: Theory, Structure, Departmentation, Vertical and Horizontal Growth in Organization, Line and Staff Functions and Conflicts, Span of Management, Authority, Accountability, Delegation, Centralization and Decentralization, Formal and informal organization Group Functions in Organization: Formation and Role of Groups in organization. (9Hrs)

### **UNIT IV**

Staffing: Nature and Purpose of Staffing: Selection, Performance Appraisal, And Organizational Development. Leading: Motivation – Meaning and Theories of Motivation, Motivation in Practice Leadership – Types and Traits of a Leader, Leadership Styles. Communication: Forms, Process, Barriers and Effective Communication. (8 Hrs)

### **UNIT V**

Controlling: Meaning and Process of Controlling. Techniques of Controlling. Management of Change: Adaptability to Change, Resistance to Change. Emerging Challenges for the Managers. (8Hrs)

### **Suggested Readings:**

1. Basu. *Business Organisation and Management*. Tata McGraw Hill, New Delhi.
2. Gupta, C.B. *Modern Business Organisation*. Mayur Paper Backs, New Delhi.
3. LM Prasad, *Principles and Practices of Management*, Himalaya Publishing, New Delhi.
4. Stoner et.al, *Management*, PHI

## **BCH 102: FINANCIAL ACCOUNTING**

**L T P C**  
**3 00 3**

**Objective:** The objective of this paper is to help students to acquire conceptual knowledge of the financial accounting in business.

### **UNIT I**

i) Accounting as an information system, the users of financial accounting information and their needs. ii) The nature of financial accounting principles – Basic concepts and conventions: entity, money measurement, going concern, cost, realization, accruals, periodicity, consistency, prudence (conservatism), materiality and full disclosures.iii) Financial accounting standards: Concept, benefits, procedure for issuing accounting standards in India. **(9Hrs.)**

### **UNIT II**

**ACCOUNTING PROCESS :**Recording of business transactions to preparation of trial balance. **( 8Hrs.)**

### **UNIT III**

**BUSINESS INCOME :**i) Measurement of business income-Net income: the accounting period, the continuity doctrine and matching concept(ii) Revenue recognition(iii) 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. **( 7 Hrs.)**

### **UNIT IV**

**FINAL ACCOUNTS:**

i) Capital and revenue expenditures and receipts: general introduction only.  
ii) Preparation of financial statements:  
Non-corporate business entities from a trial balance and Not-for-profit organizations. **( 9 Hrs.)**

### **UNIT V**

**DEPARTMENTAL AND BRANCH ACCOUNTS:** Preparation of departmental accounts-allocation of expenses. Preparation of Accounts of branches keeping incomplete records, Account of independent branches maintaining complete records, stock and debtors method; Foreign branches; Inter-branches transactions. **( 9 Hrs.)**

### **Suggested Readings:**

1. Anthony, R.N. and J.S. Reece. *Accounting Principles*. Richard D. Irwin, Inc.
2. Monga, J.R. *Financial Accounting: Concepts and Applications*. Mayoor Paper Backs, New Delhi.
3. Shukla, M.C., T.S. Grewal and S.C.Gupta. *Advanced Accounts*. Vol.-I. S. Chand & Co., New Delhi.
4. Maheshwari, S.N. and. S. K. Maheshwari. *Financial Accounting*. Vikas Publishing House, New Delhi.
5. Sehgal, Ashok, and Deepak Sehgal. *Advanced Accounting. Part –I*. Taxmann Applied Services, New Delhi.

## **BCH 103: BUSINESS ENVIRONMENT**

**L T P C**  
**3 1 0 4**

**Objective:** The objective of the course is to acquaint the students with various economic environment within which a firm operates.

### **UNIT I**

Introduction to concept of Business Environment, Internal and External/Micro & Macro Components of Business Environment and elements of PESTLE analysis. ( 8 Hrs.)

### **UNIT II**

Social orientation of business, Objectives and role of Business, Introduction of Business ethics, CSR and Culture in business ( 8 Hrs.)

### **UNIT III**

Brief of planned Economic Development in India, New economic policy 1991 Liberalization, Privatization, Globalization. Introduction and briefs on concepts of National Income Accounting ( 9 Hrs.)

### **UNIT IV**

Monetary & Fiscal Policy, Introduction of FDI, FII and their role in Indian Economy, Role and Relevance of Public, Private, Joint and Small Scale Sectors in India ( 9 Hrs.)

### **UNIT V**

Manifestations of Globalization, Benefits from MNCs, Functions of WTO and its implications for India. ( 8 Hrs.)

### **Suggested Readings:**

1. Aswathappa, K., *Business Environment and Strategic Management*, HPH
2. Paul, Justin-*Business Environment*, Tata McGraw Hill Company.
3. Shaikh, Salim, *Business Environment*, Pearson, New Delhi.
4. Adhikari, M., *Economic Environment of Business*, Sultan Chand
5. Cherunilam, Francis –*Business Environment*, Himalaya Publishing House.
6. Sundaram & Black – *The International Business Environment: Text & Cases*, PHI.

## **BCH 104: BUSINESS COMMUNICATION**

**L T P C**

**3 1 0 4**

**Objective:** The purpose of this paper is to impart to the students an understanding of Communication and its utility in business.

### **UNIT I**

Importance of communication skills in Business Management. Types of communication: the media and tools of communication. One to one communication and one to many communications. **(8 Hrs.)**

### **UNIT II**

Verbal and Non-verbal Communication: Personal language and body language. Types of managerial speeches: occasional speech; thematic speech. Group Communication in: group discussions, meetings, seminars and conferences. **(8 Hrs.)**

### **UNIT III**

Written Communication Skills: Formats for business letters and memos: routine type; sales promotion, bill collection, disciplinary action; persuasive messages; negative messages; job applications. Preparing a professional resume and cover letter. **(8 Hrs.)**

### **UNIT IV**

Internal communication through: memos, minutes, notices, circulars. Writing effective Business Reports; Digital Communication. Power point preparation; Using Web as a source of knowledge; Weblogography. **(9 Hrs.)**

### **UNIT V**

Professional conduct in a business setting: workplace hierarchy; proper way to make introductions; Use of courteous phrases and language in the workplace. Professional Image: appropriate business attire. **(9 Hrs.)**

### **Suggested Readings:**

1. Kitty O. Locker and Stephen KyoKaczmarck, (2007). *Business Communication: Building Critical Skills*, 3/e, TMH. New Delhi.
2. Randolph H. Hudson and Benard J. Selzler, (2006). *Business Communication: Concepts and Applications in an Electronic Age*, 5/e., Jaico Reprint, Jaico, New Delhi.
3. Booher, Dianna (2001). *E-Writing: 21st Century Tools for Effective Communication*. New York: Pocket Books, Division of Simon & Schuster, Inc.
4. Raymond V. Lesikar, Marie E. Flatley, Kathryn Rentz and NeeajaPande (2009). *Business Communication: Making Connections in a Digital World*, 11/e. TMH. New Delhi.

## **BCH 105: FUNDAMENTALS OF COMPUTER**

**L T P C**  
**3 0 1 4**

**Objective:** To provide computer skills and knowledge for commerce students and to enhance the students understanding of usefulness of information technology.

### **UNIT I**

Basic Concepts: Characteristics of a Computer, Advantages of Computers, Limitation of Computers, Types of Computers, Applications of computers and Data Representation. ( 8 Hrs.)

### **UNIT II**

Essential components of Computers: Hardware, Firmware, Live-ware and Software. Operating system, Translators, Interpreter, compiler and Assemblers. Overview of operating system, Function of operating system. ( 9 Hrs.)

### **UNIT III**

Information Systems: Meaning, Need of an efficient information System, Type of Information system, Information requirement for Planning, Coordination, and control for various level in Business. ( 9 hrs.)

### **UNIT IV**

Database System: Traditional file Environment, Identification of Relevant data, Evolution of Database Technology and Databases: The Modern Approach. ( 8 Hrs.)

### **UNIT V**

Net works: Introduction to networking, Importance of networking, Communication devices such as Modem and Introduction to Internet. ( 8 Hrs.)

### **Suggested Readings:**

1. Bharihoka, Deepak, *Fundamentals of Information Technology*. Excel Book.
2. Saxena, Sanjay. *A First Course in Computers*. Vikas Publishing House.
3. Fitzgerald & Dennis –. *Business Data Communication and Networking*, Wiley.
4. Rajaraman , V. *Analysis and design of information Systems*. PHI.
5. Sadagopan, S. *Management Information Systems*. PHI.
6. Laudon, Kenneth C. and Jane P. Laudon (2003). *Management Information Systems*

### **IT LAB Sessions**

# **B. COM (Hons)**

## **2'nd Semester**

## **BCH 201: BUSINESS STATISTICS**

<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>
<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>

**Objective:** The objective of this course is to familiarize students with the basic statistical tools used to summarize and analyze quantitative information for decision making.

### **UNIT I**

Introduction: Nature, scope, importance and limitations of statistics, Misuse of statistics.

**(6 Hrs.)**

### **UNIT II**

Statistical Investigation: Collection and Classification of data, planning a statistical investigation, questionnaire, methods of collecting primary and secondary data, Methods and principle of sampling. Methods of classification and tabulation. Diagrammatic and Graphic Presentation: Location of median, quartiles and mode graphically; one and two dimensional diagrams. Diagrammatic and Graphic Presentation: Location of median, quartiles and mode graphically; one and two dimensional diagrams.

**(10 Hrs.)**

### **UNIT III**

Statistical Average: Uses, limitation and calculations of various averages, Mean Mode, Median, Partition Values, Geometrical and Harmonic Mean. Dispersion and Skewness: Various measures. ( 8 Hrs.)

### **UNIT IV**

Correlation and Regression analysis: Simple correlation, scatter diagram, methods of computing correlation, Karl Pearson and rank correlation, Standard error and probable error. Regression analysis.

**( 9 Hrs.)**

### **UNIT V**

Index Number: Fixed base and chain base, base shifting, weighted index numbers, consumer price Index no., Fisher's Index, tests of reversibility. Analysis of time series: Meaning, components of time series, measurements of trend.

**(9 Hrs.)**

### **Suggested Readings:**

1. Levin, Richard and David S. Rubin. *Statistics for Management*. 7th Edition. .Prentice Hall of India.
2. Siegel, Andrew F. *Practical Business Statistics*. International Edition. (4th Ed.). Irwin McGraw Hill.
3. Berenson and Levine. *Basic Business Statistics: Concepts and Applications*. Prentice Hall.
4. Spiegel M.D. *Theory and Problems of Statistics*. Schaum Outlines Series. McGraw



## **BCH 202: MICRO ECONOMICS**

<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>
<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>

**Objective:** Objective of course is to acquaint the students with the concepts of microeconomics dealing with consumer behavior.

### **UNIT I**

The concept of demand and the elasticity of demand and supply: Demand curves: individual demand curve, market demand curve, Movements along versus shifts in the demand curve, Elasticity of demand: price, income and cross. **(8 Hrs.)**

### **UNIT II**

Consumer Behavior: Notion of indifference and preference. Indifference curve analysis of consumer behavior; Consumers equilibrium (necessary and sufficient conditions). Price elasticity and price consumption curve, income consumption curve and Engel curve, price change and income and substitution effects. Consumer surplus. Indifference curves as an analytical tool (cash subsidy v/s. kind subsidy). **(8 Hrs.)**

### **UNIT III**

Production: Fixed and variable inputs, production function, total, average and marginal products, law of variable proportions. Linear homogeneous production function. Production isoquants, marginal rate of technical substitution, economic region of production, optimal combination of resources, the expansion path, isoclines, returns to scale. **(9 Hrs.)**

### **UNIT IV**

Cost of Production: Social and private costs of production, difference between economic and accounting costs, long run and short run costs of production. Economies and diseconomies of scale and the shape of the long run average cost. **(9 Hrs.)**

### **UNIT V**

Perfect Competition: Assumptions, price and output decisions. Equilibrium of the firm and the industry in the short and the long runs, including industry's long run supply, difference between accounting and economic profits, producer surplus. Stability analysis – Walrasian and Marshallian, Demand -Supply analysis. **(8 Hrs.)**

### **Suggested Readings:**

1. Pyndyck, R.S. and D.L. Rubinfeld. *Microeconomics*. Pearson Education (Singapore) Pvt. Ltd., Delhi.
2. Bilas, Richard A. *Microeconomic Theory: A Graphical Analysis*. McGraw-Hill Book Co. Kogakusha Co. Ltd.
3. Browning Edgar K., and JacqueLine M. Browning. *Microeconomic Theory and Applications*. Kalyani Publishers, New Delhi.

## **BCH203: BUSINESS LAW**

**L T P C**  
**3 1 0 4**

**Objective:** Enhancing the level of students with reference to understanding of regulation in business.

### **UNIT I**

**Law of Contract: (The Indian, Contract Act, 1872) :** Offer and Acceptance, Consideration and Capacity, Free Consent Legality of Object and Public Policy, Performance and Discharge of Contract Breach of Contract, Contract of Indemnity and Guarantee, Contract of Bailment and Pledge and Contract of Agency **( 8 Hrs.)**

### **UNIT II**

**Sale of Good Act, 1930:** Contract of Sale, Essential element of contract of sale, Sale and Agreement to Sell/Hire purchase agreement/Bailment, Condition and Warranties Transfer of Property, Breach of contract of Sale and Auction sale. **( 8 Hrs.)**

### **UNIT III**

**Indian Partnership Act, 1932:** The Nature of Partnership, Relations of Partners to one another and to third party, Incoming and Outgoing Partner, Registration of Partnership Firm, Dissolution of Partnership Firm. **( 8 Hrs.)**

### **UNIT IV**

**Negotiable Instruments Act, 1881:** Definition and essential features of Negotiable Instruments, Promissory Notes, bill of exchange, & Cheques, Endorsement and types of endorsement. **( 9 Hrs.)**

**Indian**

### **UNIT V**

**Consumer Protection Act, 1986:** Definitions under Consumer Protection Act, Objectives and Establishment of Consumer Protection Councils and Redressal of Consumer Grievances (District Forum, State Commission Commission & National Commission). **( 9 Hrs.)**

### **Suggested Readings:**

1. N. D. KAPOOR, *Elements of Mercantile Law*, Sultan Chand & Sons.
2. M. C. Kuchhal, *Business Law*, Vikas Publication.
3. P. C. Tulsian, *Business Law*, TMH.
4. Avtar Singh, *Principles of Mercantile Law*, Eastern Book Co.

## **BCH 204: BUSINESS FINANCE**

**L T P C**  
**3 1 0 4**

**Objective:** To familiarize the students with the principles and practices of financial management.

### **UNIT I**

Scope and objectives of finance, Time value of money, Risk and return (including Capital Asset Pricing Model), Valuation of securities – Bonds and Equities. **( 7 Hrs.)**

### **UNIT II**

The Capital Budgeting Process, Cash flow Estimation, Payback Period Method, Accounting Rate Of Return, Net Present Value (NPV) Net Terminal Value, Internal Rate of Return (IRR), Profitability Index, Capital budgeting under Risk – Certainty Equivalent Approach and Risk-Adjusted Discount Rate. **( 9 Hrs.)**

### **UNIT III**

Cost of Capital and Financing Decision: Sources of long-term financing Estimation of components of cost of capital. Methods for Calculating cost of equity capital, Cost of Retained Earnings, Cost of Debt and Cost of Preference Capital, Weighted Average cost of capital (WACC) and Marginal cost of capital. Capital structure –Theories of Capital Structure (Net Income, Net Operating Income, MM Hypothesis, Traditional Approach). Operating and financial leverage. Determinants of capital structure. **( 10 Hrs.)**

### **UNIT IV**

Dividend Decision – Theories for Relevance and irrelevance of dividend decision for corporate valuation. Cash and stock dividends and Dividend policies in practice. **( 8 Hrs.)**

### **UNIT V**

Working Capital Decisions: Concepts of working capital, the risk-return trade off, sources of short-term finance, working capital estimation, cash management, receivables management, inventory management and payables management. **(8 Hrs.)**

### **Suggested Readings**

1. Horne, J.C. Van. *Financial management and Policy*. 10<sup>th</sup> ed. New Delhi Prentice Hall of India.
2. Horne, J.C. Van. *Fundamentals of Financial Management*. 9<sup>th</sup> ed. New Delhi Prentice Hall of India.
3. Joy, O.M. *Introduction to Financial Management*. Homewood: Irwin.
4. Khan and Jain. *Financial Management Text and Problems*. 2<sup>nd</sup> ed. Tata McGraw Hill New Delhi.
5. Pandey, I.M. *Financial Management*. Vikas Publications.
6. Bhalla, V.K. *Financial Management & Policy*. Anmol Publications, Delhi.

## **BCH 205: PRINCIPLES OF MARKETING**

**L T P C**  
**3 0 0 3**

**Objective:** The objective of this course is to provide basic knowledge of concepts, principles and techniques of marketing.

### **UNIT I**

Introduction: Nature, scope and importance of marketing; Evolution of marketing concepts; Marketing mix, marketing environment. Consumer Behavior – An Overview: Consumer buying process; Factors influencing consumer buying decisions. (6Hrs.)

### **UNIT II**

Market Selection: Market segmentation – concept, importance and bases; Target market selection; Positioning concept, importance and bases; Product differentiation vs. market segmentation.

Product: Meaning and importance and Product classifications; Concept of product mix; Branding, packaging and labeling; After-sales services; Product life-cycle; New Product Development.

(10 Hrs.)

### **UNIT III**

Pricing: -Significance, Factors affecting price of a product and Pricing policies and strategies. Promotion: Nature and importance of promotion; Communication process. (8 Hrs.)

### **UNIT IV**

Distribution: Channels of distribution - meaning and importance and Types, Wholesaling and retailing; Factors affecting choice of distribution channel; Physical distribution. (9 Hrs.)

### **UNIT V**

Rural marketing: -Growing Importance; distinguishing characteristics of rural markets; Understanding rural consumers and rural markets; Marketing mix planning for rural markets. Recent issues and developments in marketing: Social Marketing, Marketing ethics; recent developments in marketing – online marketing, direct marketing and relationship marketing.

(9 Hrs.)

### **Suggested Readings:**

1. Kotler, Philip and Gary Armstrong. *Principles of Marketing*. 13<sup>th</sup> edition. Prentice-Hall of India, New Delhi.
2. Michael, J Etzel., Bruce J Walker and W. J. Stanton. *Marketing*. 13<sup>th</sup> edition. McGraw Hill, New York.
3. McCarthy, E. Jerome., and William D. Perreault. *Basic Marketing*. Richard D. Irwin.
4. Lamb, Charles W., Joseph F. Hair and Carl McDaniel. *Principles of Marketing*. South Western Publishing, Ohio.
5. Pride, William M., and D.C. Ferrell. *Marketing: Planning, Implementation & Control*. Cengage Learning.

# **B. COM (Hons)**

## **3'rd Semester**

## **BCH301 CORPORATE ACCOUNTING**

**L T P C**

**3 1 0 4**

**Objective:** The objective of this paper is to help students to acquire conceptual knowledge of the corporate accounting in business.

### **UNIT I**

#### **ACCOUNTING FOR SHARE CAPITAL & DEBENTURES:**

Issue, forfeiture and reissue of forfeited shares- concept & process of book building.  
Issue of rights and bonus shares. Buy back of shares. Redemption of preference shares. Issue and Redemption of Debentures. **(8 Hrs.)**

### **UNIT II**

#### **FINAL ACCOUNTS:**

Preparation of profit and loss account and balance sheet of corporate entities, excluding calculation of managerial remuneration. **(9 Hrs.)**

### **UNIT III**

#### **VALUATION OF GOODWILL AND SHARES :**

Concepts and calculation - simple problem only. **( 9 Hrs.)**

### **UNIT IV**

#### **AMALGAMATION OF COMPANIES :**

Concepts and accounting treatment as per Accounting Standard: 14 (ICAI) (excluding intercompany holdings). Internal reconstruction: concepts and accounting treatment excluding scheme of reconstruction. **( 8 Hrs.)**

### **UNIT V**

#### **ACCOUNTS OF HOLDING /PARENT COMPANIES :**

Preparation of consolidated balance sheet with one subsidiary company. Relevant provisions of Accounting Standard: 21 (ICAI). **( 8Hrs.)**

#### **Suggested Readings:**

1. Monga, J.R. *Fundamentals of Corporate Accounting*. Mayur Paper Backs, New Delhi.
2. Shukla, M.C., T.S. Grewal, and S.C. Gupta. *Advanced Accounts*. Vol.-II. S. Chand & Co., New Delhi.
3. Maheshwari, S.N. and S. K. Maheshwari. *Corporate Accounting*. Vikas Publishing House, New Delhi.
4. Sehgal, Ashok and Deepak Sehgal. *Corporate Accounting*. Taxman Publication, New Delhi.
5. Naseem Ahmed, *Corporate Accounting*, ANE Books Pvt. Ltd. New Delhi.

## **BCH302 HUMAN RESOURCE MANAGEMENT**

**L T P C**  
**3 00 3**

**Objective:** The objective of this course is to provide basic knowledge of concepts and principles of Human Resources.

### **UNIT I**

Human Resource Management: Relevance and spectrum, HRD: concept and evolution, Organisation of HR Department, Role, Status and competencies of HR Manager, HR Policies, An overview of Government Policy since 1991 affecting Human Resources. ( **9 Hrs.**)

### **UNITII**

Acquisition of Human Resource: Human Resource Planning- Quantitative and Qualitative dimensions; job analysis – job description and job specification; recruitment – Concept and sources; selection – Concept and process; test and interview; placement induction. ( **9 Hrs.**)

### **UNITIII**

Training and development; concept and importance; identifying training and development needs; designing training programmes; role specific and competency based training; evaluating training effectiveness; training process outsourcing. ( **8 Hrs.**)

### **UNIT IV**

Performance appraisal system; nature and objectives; techniques of performance appraisal; potential appraisal and employee counseling; job changes - transfers and promotions. ( **8 Hrs.**)

### **UNIT V**

Compensation: concept, policies and administration; job evaluation; methods of wage payments and incentive plans; fringe benefits. ( **8 Hrs.**)

### **Suggested Readings:**

1. Decenzo, D.A. and S.P. Robbins, *Personnel/Human Resource Management*, Prentice Hall of India, New Delhi.
2. Dessler. *Human Resource Management*. Prentice Hall of India, New Delhi.
3. French, W. *The Personnel Management Process*. Houghton Mifflin, Boston.
4. Ivaneceovich, John M. *Human Resource Management*. McGraw Hill.
5. Wreather and Davis. *Human Resource Management*. Prentice Hall, New Jersey.
6. Robert L. Mathis and John H. Jackson. *Human Resource Management*. Thomson Learning.
7. Storey. *Human Resource Management*. Thomson Learning.
8. Singh, A.K. and B.R Duggal. *Human Resources Management*. Sunrise Publication, New Delhi.

## **BCH303 INTERNATIONAL BUSINESS**

**L T P C**  
**3 00 3**

**Objective:** The objective of this course is to acquaint the students with various business scenarios within which a firm operates globally.

### **UNIT I.**

Introduction to International Business: Globalization and its growing importance in world economy; Impact of globalization; International business contrasted with domestic business - complexities of international business; Modes of entry into international business.

International Business Environment: National and foreign environments and their components - economic, cultural and political-legal environments; Global trading environment - recent trends in world trade in goods and services; Trends in India's foreign trade. ( 10 Hrs.)

### **UNIT II**

Theories of International Trade – an overview; Commercial Policy Instruments - tariff and non-tariff measures; Balance of payment account and its components. International Organizations and Arrangements: WTO – Its objectives, principles, organizational structure and functioning, UNCTAD, World Bank and IMF. ( 8hrs)

### **UNIT III**

Regional Economic Co-operation: Forms of regional groupings; Integration efforts among countries in Europe, North America and Asia. International Financial Environment: International financial system and institutions; Foreign exchange markets and risk management; Foreign investments - types and flows; Foreign investment in Indian perspective. ( 7 Hrs.)

### **UNIT IV**

Organizational structure for international business operations; Key issues involved in making international production, finance, marketing and human resource decisions; International business negotiations. ( 7 Hrs. )

### **UNIT V**

Foreign Trade promotion measures and organizations in India; Special economic zones (SEZs) and 100% export oriented units (EOUs); Measures for promoting foreign investments into and from India; Indian joint ventures and acquisitions abroad. ( 10 Hrs.)

#### **Suggested Readings:**

1. Charles, W.L. Hill and Jain, Kumar, Arun. *International Business*. New Delhi: Tata McGraw-Hill.
2. Johnson, Derbe., and Colin Turner. *International Business - Themes & Issues in the Modern Global Economy*. London: Roulteledge.
3. Cherunilam, Francis. *International Business: Text and Cases*. Prentice Hall of India Ltd.
4. Daniels John, D. Lee H. Radenbaugh and David P. Sullivan. *International Business*. Pearson Education (Singapore) Pvt. Ltd.



## **BCH304 INDIAN FINANCIAL SYSTEM**

L T P C

3 1 0 4

**Objective:** To provide the student an overview of Indian Financial Markets and to familiarize them with financial activities in India.

### **UNIT I**

Financial Market and its constituents-capital market and money market. Structure of capital market in India – primary and secondary market, structure and functioning of stock exchanges, NSE and OTCEI.

(10 Hrs.)

### **UNIT II**

Functions and working of All India Financial Institutions (IDBI, IFCI, NABARD, SIDBI and SFCS) and Role of Investment Institutions (LIC, GIC, UTI etc.)in industrial Financing.

(10 Hrs.)

### **UNIT III**

Non-Banking Financial Institutions – Their types and functioning; growth and role.

( 8 Hrs. )

### **UNIT IV**

Securities and Exchanges Board of India (SEBI) – Its regulatory and developmental role and functions.

( 7 Hrs.)

### **UNIT V**

Recent Trends in Capital Market, emerging financial institutions and Structure of Money Market – RBI, Commercial banks and their lending policies, recent trends in money market. (7 Hrs.)

#### **Suggested Readings:**

1. Bhole, L.M. *Financial Markets and Institutions*. Tata McGraw-Hill Publishing Company.
2. Khan, M.Y. *Indian Financial System – Theory and Practice*. New Delhi: Vikas Publishing House.
3. Avadhani, *Indian Financial System*, V.A. Bombay: Jaico Publishing Company.
4. Prasanna, Chandra. *Financial Management: Theory and Practice*. Tata McGraw-Hill.

## **BCH 305 MACRO ECONOMICS**

**L T P C**  
**3 1 0 4**

**Objective:** Objective of course is to acquaint the students with the concepts of macroeconomics leading to effective decision-making.

### **UNIT I**

Introduction – concepts and variables of macroeconomics, income, expenditure and the circular flow, components of expenditure. Static macro-economic analysis short and the long run – determination of supply, determination of demand, and conditions of equilibrium. **( 9 Hrs.)**

### **UNIT II**

Economy in the short run, fiscal and monetary policy, determination of aggregate demand, shifts in aggregate demand, aggregate supply in the short and long run, and aggregate demand- aggregate supply analysis. **( 9 Hrs.)**

### **UNIT III**

Inflation, causes of rising and falling inflation, inflation and interest rates, social costs of inflation. Unemployment – natural rate of unemployment, frictional and wait employment. Labour market and its interaction with production system. Phillips curve, the trade-off between inflation and unemployment. **( 10 Hrs.)**

### **UNIT IV**

Open economy – flows of goods and capital, saving and investment in a small and a large open economy, exchange rates, Mundell – Fleming model with fixed and flexible prices small open economy with fixed and with flexible exchange rates, interest-rate differentials case of a large economy. **(7 Hrs.)**

### **UNIT V**

Behavioral Foundations- Investment –Determinants of business fixed investment, effect of tax, determinants of residential investment and inventory investment. Demand for Money – Portfolio and transactions theories of demand for real balances, interest and income elasticity of demand for real balances. **( 7 Hrs.)**

### **Suggested Readings**

1. Mankiw, N. Gregory. *Macroeconomics*. Macmillan Worth Publishers New York, Hampshire U.K.
2. Dornbusch, Rudiger, and Stanley. Fischer. *Macroeconomics*. McGraw-Hill.
3. Dornbusch, Rudiger., Stanley. Fischer and Richard Startz. *Macroeconomics*. Irwin/McGraw-Hill, Singapore.
4. Deepashree, *Macro Economics*, ANE Books Pvt. Ltd. New Delhi.

# **B. COM (Hons)**

## **4'th Semester**

## **BCH401 INDIAN ECONOMY**

**L T P C**  
**3 1 0 4**

**Objective:** Objective of this course is to acquaint the students with the concepts of Indian Economy and its utility in economic growth.

### **UNIT I**

Concept of Development, Underdevelopment & Human Development. ( 7 Hrs.)

### **UNIT II**

Indian Economy at Independence: Composition of national income and occupational structure, the agrarian scene and industrial structure. ( 7 Hrs.)

### **UNIT III**

Policy Regimes in Indian Economy: The evolution of planning and import substituting industrialization and Economic reform and liberalization. ( 8 Hrs.)

### **UNIT IV**

Growth and Development: The experience of Growth, Development and Structural Change in different phases of growth and policy regimes across sectors and regions. The Institutional Framework: Patterns of assets ownership in agriculture and industry; Policies for restructuring agrarian relations and for regulating concentration of economic power; Changes in policy perspectives on the role of institutional framework after 1991. ( 9 Hrs.)

### **UNIT V**

Sectoral Trends and Issues:

- i) Agriculture: Agrarian growth and performance in different phases of policy regimes i.e. pre green revolution and the two phases of green revolution; Factors influencing productivity and growth; the role of technology and institutions; price policy, the public distribution system and food security.
- ii) Industry and Services: Phases of Industrialisation – the rate and pattern of industrial growth across alternative policy regimes; Public sector – its role, performance and reforms; The small scale sector.
- iii) The Financial Sector: Structure, Performance and Reforms. Foreign Trade and balance of Payments: Structural Changes and Performance of India's Foreign Trade and Balance of Payments. ( 11 Hrs.)

### **Suggested Readings:**

1. Todaro, Michael P. and Stephen C. Smith. *Economic Development*. Eighth edition.
2. Bettelheim. Charles *India Independent*.
3. Bhagwati, J. and Desai, P. *India: Planning for industrialization*.
4. Patnaik, Prabhat. Some Indian Debates on Planning. T. J. Byres (ed.). *The Indian Economy: Major Debates since Independence*, OUP.
5. Dandekar, V. M. Forty Years After Independence in Bimal Jalan. (ed.). *The Indian Economy: Problems and Prospects*, Viking, New Delhi.

## **BCH 402 CORPORATE LAW**

**L T P C**  
**3 1 0 4**

**Objective:** The objective of the course is to impart basic knowledge of the provisions of the Companies Laws

### **UNIT I**

Introduction: Characteristics of a company, concept of lifting of corporate veil. Types of companies, association not for profit and illegal association. **(8 Hrs.)**

### **UNIT II:**

Formation of company – Promoters, their legal position, pre-incorporation contract and provisional contracts. Documents – Memorandum of Association, Articles of Association, Doctrine of Constructive Notice and Indoor Management. **(8 Hrs.)**

### **UNIT III**

Share Capital – issue, allotment and forfeiture of share, demat of share, transmission of shares, buyback. Members and shareholder – their rights and duties. **(8 Hrs.)**

### **UNIT IV**

Management – Directors, classification of directors, dis-qualifications, appointment, legal position, powers and duties, disclosures of interest, removal of directors, board meetings, other managerial personnel and remuneration. **(9 Hrs.)**

### **UNIT V**

Dividend Provisions and issue of bonus shares. Investigations. Winding up – concept and modes of winding up. Emerging issues in company law: One Person Company (OPC), Small Company, Postal Ballot, Small Shareholders on Board, Director Identity Number (DIN), Corporate Identity Number (CIN), MCA-21, Online Filing of Documents, Online Registration of Company and other related issues. **(9 Hrs.)**

### **Suggested Readings:**

1. Sharma J. P, “*An Easy Approach to Corporate Laws*”, Ane Books Pvt Ltd, New Delhi.
2. Bharat Law House, New Delhi, *Manual of Companies Act, Corporate Laws and SEBI Guidelines*.
3. Wadhwa and Company, *ARamaiya Guide to Companies Act*, Nagpur
4. Kannal, S., & V.S. Sowrirajan, *Company Law Procedure*, Taxman’s Allied Services (P) Ltd., New Delhi (Latest Edn)
5. Singh, Harpal, *Indian Company Law*, Galgotia Publishing, Delhi.
6. Charlesworth & Morse, *Company Law*, Sweet & Maxwell”, London, U.K.

## **BCH 403 COST ACCOUNTING**

<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>
<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>

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

### **UNIT I**

Introduction: Meaning, objectives and advantages of cost accounting, Difference between cost accounting and financial accounting. Cost concepts and classifications, Elements of cost and Installation of a costing system. ( 9 Hrs.)

### **UNIT II**

Materials: Material/inventory control- concept and techniques, Accounting and control of purchases, storage and issue of materials. Methods of pricing of materials issues – FIFO, LIFO, Simple Average and Weighted Average. ( 9Hrs.)

### **UNIT III**

Labour: Accounting and Control of labour cost, time keeping and time booking, concept and treatment of idle time, over time, labour turnover and fringe benefits. ( 8 Hrs.)

### **UNIT IV**

Overhead: Classification, allocation, apportionment and absorption of overhead. Under- and over-absorption. Capacity costs. Treatments of certain items in costing like interest on capital, packing expenses and development expenses. ( 8 Hrs.)

### **UNIT V**

Methods of Costing: Unit costing, Job costing. Contract Costing. Process costing (process losses, valuation of work in progress and by-products). ( 8 Hrs.)

### **Suggested Reading:**

1. Lal, Jawahar. *Cost Accounting*. Tata McGraw Hill Publishing Co., New Delhi.
2. Nigam, B.M. Lall and I.C. Jain. *Cost Accounting: Principles and Practice*. Prentice Hall of India, New Delhi.
3. Mittal, D.K. and Luv Mittal. *Cost Accounting*. Galgotia Publishing Co., New Delhi.
4. Arora, M.N. *Cost Accounting – Principles and Practice*. Vikas Publishing House, New Delhi.
5. Shukla, M.C., T.S. Grewal and M.P. Gupta. *Cost Accounting: Text and Problems*. S. Chand & Co. Ltd., New Delhi.

## **BCH404 BUSINESS MATHEMATICS**

**L T P C**  
**3 1 0 4**

**Objective:** The objective of this course is to familiarize students with the basic mathematical tools with emphasis on applications to Business and Economic situations.

### **UNIT I**

#### **Matrices and Determinants**

Algebra of matrices and Inverse of a matrix. Solution of system of linear equations (having unique solution and involving not more than three variables) using matrices, Input Output Analysis. **(10 Hrs)**

### **UNIT II**

Mathematical functions and their types- linear, quadratic, polynomial, exponential, logarithmic and logistic function. Concepts of limit and continuity of a function. Concept and rules of Differentiation. **( 8 Hrs.)**

### **UNIT III**

Partial Differentiation. Partial derivatives up to second order. Homogeneity of functions and Euler's theorem. Total differentials. Differentiation of implicit functions with the help of total differentials. **( 8 Hrs.)**

### **UNIT IV**

Mathematics of Finance: Rates of interest-nominal, effective- and their inter-relationships in different compounding situations. Compounding and discounting of a sum using different types of rates. Types of annuities like ordinary, due, deferred, continuous, perpetual, and present values using different types of rates of interest. **( 8 Hrs.)**

### **UNIT V**

Linear Programming: Formulation of linear programming problems (LPP). Graphical solution to LPP. **( 8 Hrs.)**

#### **Suggested Readings:**

1. Anthony, M. and N. Biggs. *Mathematics for Economics and Finance*. Cambridge University Press.
2. Ayres, Frank Jr. *Theory and Problems of Mathematics of Finance*. Schaum's Outlines Series. McGraw Hill Publishing Co.
3. Budnick, P. *Applied Mathematics*. McGraw Hill Publishing Co.
4. Dowling, E.T. *Mathematics for Economics*, Schaum's Outlines Series. McGraw Hill Publishing Co.
5. Mizrahi and John Sullivan. *Mathematics for Business and Social Sciences*. Wiley and Sons.
6. Wikes, F.M. *Mathematics for Business, Finance and Economics*. Thomson Learning.

## **BCH 405 MANAGEMENT OF FINANCIAL SERVICES**

<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>
<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

**Objective:** To provide the student an overview of financial markets and to familiarize them with important fee and fund based financial services in India.

### **UNIT I**

#### **Non-Banking Financial Companies-**

Origin, Scope and Functions, Role of NBFCs in rendering Financial Services- RBI regulations, Categories of NBFCs. (9 Hrs.)

### **UNIT II**

#### **Merchant Banking-** Nature and scope of Merchant Banking-

Regulation of Merchant Banking Activity- Structure of Merchant Banking Industry- Primary Markets, Procedural Aspects of Primary Issues- SEBI Guidelines for Public Issues. (9 Hrs.)

### **UNIT III**

**Consumer Finance-** Plastic Money: Credit, Debit Cards, Merits and Demerits, Settlement Procedure- Uses of Credit Cards. (8 Hrs.)

### **UNIT IV**

**Factoring-** Concept and Forms of Factoring, Factoring and Bills Discounting Distinguished- Factoring vis-à-vis Forfeiting and Legal Aspects of Factoring. (8 Hrs.)

### **UNIT V**

**Leasing and Hire – Purchase.** Consumer and Housing finance. Venture capital Financing, Bank Guarantees and Letter of credit. Credit Rating and Financial counseling. (8 Hrs.)

### **Suggested Readings:**

1. Bhole, L.M. *Financial Markets and Institutions*. Tata McGraw-Hill Publishing Company.
2. Khan, M.Y. *Indian Financial System – Theory and Practice*. New Delhi: Vikas Publishing House.
3. Avadhani, *Financial System*, V.A. Bombay: Jaico Publishing Company.
4. Prasanna, Chandra. *Financial Management: Theory and Practice*. Tata McGraw-Hill Publishing Company Ltd., New Delhi.
5. Sharma, G.L. and Y.P. Singh. *Contemporary Issues in Finance and Taxation*. Academic Foundation, Delhi.
6. Khan and Jain. *Financial Services*. 2<sup>nd</sup> ed. Tata McGraw Hill.