



B COM (HONOURS) SYLLABUS – Proposed Course Structure 2019

Paper	First Semester	Marks	Paper	Second Semester	Marks
BC 101	Business Environment	100	BC 201	Business Economics	100
BC 102	Principles & Practice of Management	100	BC 202	Fundamental Mathematics;	100
			or	or	
			BC 203	Information Technology in Business	100
BC 103	Financial Accounting	100	BC 204	Indian Financial System	100
	<i>Total</i>	<i>300</i>		<i>Total</i>	<i>300</i>
Paper	Third Semester	Marks	Paper	Fourth Semester	Marks
BC 301	Business Statistics	100	BC 401	Compulsory English	100
BC 302	Business Laws	100	BC 402	Financial Management	100
BC 303 - 305	Optional Group – A,B,C, or D	100	BC 403 - 406	Optional Group – A,B,C, or D	100
	<i>Total</i>	<i>300</i>		<i>Total</i>	<i>300</i>
Paper	Fifth Semester	Marks	Paper	Sixth Semester	Marks
BC 501	Modern Indian Language / Alt English	100	BC 601	Environmental Studies	100
BC 502	Cost Accounting	100	BC 602	Entrepreneurship Development	100
BC 503 - 506	Optional Group – A,B,C, or D	100	BC 603 - 606	Optional Group – A,B,C, or D	100
	<i>Total</i>	<i>300</i>		<i>Total</i>	<i>300</i>
Grand Total					1800

The papers mentioned in bold letters are honours papers. The students shall be required to choose a group (A, B, C or D) of their choice in the Third Semester and they would continue with the group in the rest of the semesters.

Optional Honours Papers (each paper carries 100 marks)

A	Accounting & Finance Group	B	Management Group
BC 303	Corporate Accounting	BC 304	Marketing Management
BC 403	Auditing	BC 404	Human Resource Management
BC 503	Financial Services	BC 504	Service Management
BC 603	Direct & Indirect Taxes	BC 604	Small Enterprise Management
C	Banking & Insurance Group	D	Marketing Group
BC 305	Fundamentals of Banking	BC 304	Marketing Management
BC 405	Fundamentals of Insurance	BC 406	Sales & Advertisement Management
BC 505	Bank Management	BC 506	Rural & Agricultural Marketing
BC 605	Insurance Management	BC 606	Services Marketing

Course contents

B COM 1ST Semester

BC – 101: BUSINESS ENVIRONMENT



Objective: To provide general exposure to the students of the various components of business environment in Indian context.

UNIT – I: Introduction

Meaning and significance of business environment. Business environment in Developed and Developing countries. Components of business environment – external, internal, micro, macro, social, economic, legal, demographic and political. Trends – income, savings and investment, and inflation.

UNIT – II: Indian planning and economic problems

Importance of Five Year plans, merits and limitations, major policies and resource allocation in 12th Five Year Plan. Planning and Liberalisation. Target and achievement regarding employment, sectoral and overall growth, regional balance and social justice. Broader economic problems in India. NITI AYOJ – Objectives and Functions.

UNIT – III: Industry and industrial policy:

Historical developments with emphasis on 1956 policy, Industrial Policy 1991 and modifications thereof, Small Industrial Policy 1991, Industrial Policy for North-East. Policy for MSMEs. Major industries in India – Steel, Cement, Textile, Tourism and IT. Industrial Sickness – Causes and Remedies.

UNIT – IV: Trade and Foreign investment:

EXIM Policy – historical developments and current EXIM policy. Trend of Trade and Balance of Payment, Trade relationship with USA, European Union, and SAARC. Foreign collaboration and foreign investment.

UNIT – V: International Business Environment:

Nature of International Business Environment, Trends in world trade and the problems in development countries. Foreign trade and economic growth, international economic grouping – European Union, NAFTA, OPEC.

International economic institutions – WTO, World Bank, IMF (Background, Objectives, Functions and the influence on India)

Books (Latest Edition):

- Aswathappa, K, *Essentials of Business Environment*, Himalaya Publishing House, Mumbai.
- Cherunilam, F, *Business Environment*, Himalaya Publishing House, Mumbai.
- Dhingra, IC, *The Indian Economy*, Sultan Chand & Sons, New Delhi.
- Dutt & Sundaram, *Indian Economy*, S Chand & Co, New Delhi.
- Mishra & Puri, *The Indian Economy*, Himalaya Publishing House, Mumbai.
- Ray, SK, *The Indian Economy*, Prentice Hall of India, New Delhi.
- Upadhyay, *Business Environment*, Asian Books P. Ltd., New Delhi.

BC- 102: PRINCIPLES & PRACTICE OF MANAGEMENT



Objective: To acquaint the students with the basic process and principles of management and to make them aware of the important management functions and practices.

UNIT – I: Management – Concept

Evolution of Management thought from classical to modern; Functions of Management; Management as a dynamic process; Overview of functional areas of management; Social Stake holding and Managerial Ethics.

UNIT – II: Planning & Organising

Planning Premises; Strategy and Planning; Decision making - Types of decisions, process and techniques of decision making; Management by Objectives (MBO) - Organising – Meaning, significance and process; Delegation of authority and decentralization; Departmentalisation – designing Organizational Structure – types (functional, project, matrix and network) and their features, merits and limitations.

UNIT – III: Motivation & Leadership

Motivation – Concept, Theories – Maslow, Herzberg, McGregor;
Leadership – Concept, styles, Likert's 4 styles, Transactional Leadership;
Communication – Principles, channels, types and process, barriers and remedies.

UNIT – IV: Managerial Control

Concept and Process; Effective control systems; Techniques – Traditional & Modern, PERT and CPM; Budgetary Control; Management Audit.

UNIT – V: Change and Conflict Management

Concept, nature, and process of planned change; Emerging dimensions of management in a changing environment, Managing diversity, Interpersonal Conflict – Levels, causes & resolution, Functional & Dysfunctional conflict; Group Dynamics and Relationship management.

Books (Latest Edition):

- Bose, Chandra, *Principles of Management and Administration*, PHI, New Delhi.
- Chandan, JS, *Management Concepts and Strategies*, Vikas, New Delhi.
- Drucker, Peter, *The Practice of Management*, Allied Publishers, New Delhi.
- Dubrin, *Essentials of Management*, Cengage, New Delhi.
- Govindarajan & Natarajan, *Principles of Management*, PHI, New Delhi.
- Hellriegel, *Management: A Competency-Based Approach*, Cengage Pvt. Ltd, New Delhi.
- Koontz & O'Donnell, *Principles of Management*, Tata McGraw Hill, New Delhi.
- Prasad, LM, & Gulshan, SS, *Principles & Practice of Management*, Sultan Chand & Sons, New Delhi.
- Robbins, *Organisational Behaviour*, PHI, New Delhi.

BC – 103: FINANCIAL ACCOUNTING



Objective: To impart basic accounting knowledge as applicable to business.

UNIT – I: Introduction, Preparation and Presentation of Financial Statements

Accounting Concepts, Functions and Principles, Accounting Cycle and Overview of Accounting Standards (Need of Ind AS, ASB, Procedure and Compliance of Ind AS in India).

Manufacturing and Trading Account, Profit and Loss Account, Profit and Loss Appropriation account, Balance Sheet (Sole Proprietorship).

UNIT – II: Accounting For Not for Profit Organizations

Financial Statements of Not for Profit Organisations - Receipt and Payment Account, Income and Expenditure Account, Balance Sheet.

Conversion of Single Entry System of Accounting to Double Entry.

UNIT – III: Accounting for Partnership – I

Partnership Firm: Nature, Test and Types of Partnership including Salient features of Limited Liability Partnership Act 2008, Partnership Deed, Rights and Duties (Liabilities) of Partners, Registration of Firm.

Accounting for Reconstitution of Partnership Firms – Admission.

UNIT – IV: Accounting for Partnership – II

Retirement, Change in Profit Sharing Ratio, and Death of a Partner.

Dissolution of Partnership Firm (including piecemeal distribution) and Sale of a Firm.

UNIT – V: Accounting for Special Transactions

Accounting for Joint Ventures.

Branch Accounting (without Foreign Branch and inter-branch adjustments), Consignment Accounting, Accounting for Hire Purchase (Simple Problems) and Installment

Please Note that Latest Ind ASs are applicable.

Books (Latest Edition):

- Gupta, RL & Radhaswamy, M, *Financial Accounting, Vol. – I*; Sultan Chand & Sons, New Delhi.
- Hanif & Mukherjee, *Financial Accounting*, Tata McGraw-Hill, New Delhi.
- Maheshwari, SN, *Financial Accounting*, Vikas Publishing House, New Delhi.
- Mukhopadhyaya, D, *Financial Accounting*, Asian Books P. Ltd., New Delhi.
- Narayanaswamy, *Financial Accounting: A Managerial Perspective*, PHI, New Delhi.
- Sehgal, A & Sehgal, D, *Fundamentals of Financial Accounting*, Taxmann, New Delhi.
- Shukla, MC, Grewal, TS, & Gupta, SC, *Advanced Accounts, Vol –I*; S. Chand & Co., New Delhi.
- Tulsian, PC, *Financial Accounting*, Tata McGraw Hill, New Delhi.

B COM 3rd Semester

BC – 301: BUSINESS STATISTICS

Objective: To enable the students to gain understanding of statistical and mathematical techniques useful in business applications.

UNIT – I: Introduction

Statistics: Meaning, Scope, Importance and Limitations; its relationship with other sciences; Statistics as a subject; Descriptive Statistics vs. Inferential Statistics; Data: Need for data and Sources of Data, Methods of Data Collection; Data Classification; Tabulation and Presentation.

UNIT – II: Descriptive Statistics

Central Tendency and measures thereof; Dispersion and their measures; Skewness and its measures; Moments, Kurtosis and their measures.

UNIT – III: Analytical Statistics

Correlation (bivariate – Karl Pearson's & Spearman's rank correlation), Simple Linear Regression and Association of Attributes; Index Number: Meaning, types and uses; Methods of constructing price and quantity indices (simple and aggregate); Tests of adequacy; Chain – base index numbers; Base shifting, splicing and deflating; Problems in constructing index numbers; Consumer price index.

UNIT – IV: Inferential Statistics

Permutations and Combinations; Probability: Theory, Concepts; Simple application of addition and multiplication theorem; Sampling Theory: Census vs. Sampling; parameters and statistics, sampling errors; principles of sampling and methods of sampling.

UNIT – V: Business Forecasting

Analysis of Time Series: Causes of variations in time series data; Components of a time series; Decomposition – Additive and multiplicative models; Determination of trend – Moving average method and method of least squares (linear only); Computation of seasonal indices by simple average; Interpolation and Extrapolation.

Books (Latest Edition):

- Anderson, *Statistics for Business & Economics (with CD)*, Cengage, New Delhi.
- Bhowal, *Fundamentals of Business Statistics*, Asian Books P. Ltd., New Delhi.
- Elhance, DN, *Fundamentals of Statistics*, Kitab Mahal, Allahabad.
- Gupta, SC, & Kapoor, VK, *Fundamentals of Statistics*, Sultan Chand & Sons, New Delhi.
- Gupta, SP, *Statistical Methods*, Sultan Chand & Sons, New Delhi.
- Hooda, RP, *Statistics for Business & Economics*, Macmillan, New Delhi.
- Keller, *Statistics for Management & Economics*, Cengage, New Delhi.
- Lewin & Rubin, *Statistics for Management*; Prentice-Hall of India, New Delhi.
- Shenoy, Srivastava, & Sharma, *Business Statistics*, Wiley Eastern, New Delhi.



Objective: The objective of this course is to provide a brief idea about the framework of Indian business laws.

UNIT – I: Contract Act 1872

Nature of contract; Classification; Offer and acceptance; Capacity of parties to contract; Free consent; Consideration; Legality of object; Agreement declared void and voidable; Performance of contract; Discharge of contract; Remedies for breach of contract.

Special Contracts: Indemnity; Guarantee; Bailment and pledge; Agency.

UNIT – II: Sale of Goods Act 1930

Formation of contracts of sale; Goods and their classification, price; Conditions, and warranties; Transfer of property in goods; Doctrine of Caveat Emptor, Performance of the contract of sale; sale by auction, Unpaid seller and his rights – carriage by land, Hire purchase agreement.

UNIT – III: The Laws Relating to Industries (Salient features of relevant Acts)

Workmen Compensation Act 1923 (Scope and definition, Employers' liability, Occupational diseases and compensation), The Industrial Disputes Act 1947 (Scope and definition, Types of disputes, Strikes and lockout, Unfair labour practices, procedure and settlement, Settlement authorities), Minimum Wages Act 1948 (Minimum, Fair and Living wage, definition, Fixation and Revision of wages and their procedure, Advisory boards, Safeguards in payment of wages), and The Factories Act 1948 (Scope and definitions, Health, Safety and Welfare measures, Hazardous processes, Working hours and holidays, Employment of young persons, Penalties and procedures).

UNIT – IV: Negotiable Instrument Act 1881

Definition of negotiable instruments; Features; Promissory note; Bill of exchange and cheque; Holder and holder in the due course; Crossing of a cheque, types of crossing; Negotiation; Dishonour and discharge of negotiable instrument; Discounting & Endorsing of a Bill of Exchange.

UNIT – V: The Companies Act 2013 and Consumer Protection Act 1986

Companies Act: Nature and Types of Companies, Memorandum of Association, Articles of Association, Prospectus, Directors & Company Secretaries: Their Rights, Functions and Duties; Meetings and Resolutions.

COPRA: Salient Features; Definition of consumer; Grievance redressal machinery.

Books (Latest Edition):

- Aggarawal, R, *Students' Guide to Mercantile & Commercial Laws*, Taxmann, New Delhi.
- Gulshan, SS, & Kapoor, GK, *Business Laws*, New Age International P. Ltd., New Delhi
- Kapoor, ND, *Commercial Law & Industrial Law*, Sultan Chand New Delhi.
- Kuchal, MC, *Business Laws*, Vikas Publishing House, New Delhi.
- Sen, AK, & Mitra, JK, *Commercial Law & Industrial Law*, The World Press P. Ltd., Kolkata.
- Shukla, MC, *A Manual of Mercantile Law*, S Chand & Co., New Delhi,

Course contents

B COM 5th Semester

BC – 501: Compulsory English



(Syllabus as Approved by BUGS, English)

16/1/2025

BC – 502: COST ACCOUNTING



Objective: *This course exposes the students to the basic concepts and the tools used in cost accounting*

UNIT – I: Cost Concepts and Accounting for Materials

Cost Concepts and Cost Classification, Objectives of Cost Accounting, Cost Accounting in contrast with other branches of accounting, Cost Centers and Activities.

Accounting for Materials - Stores Records, Inventory Control, Pricing of Materials, Inventory Valuation for Annual accounts and Accounting for Losses.

UNIT – II: Accounting for Labour and Overheads

Accounting for Labour - Computation of Labour cost, Labour cost management, Methods of remuneration, Cost and Effect of Labour turnover.

Accounting for Overheads - Overhead Classification, Distribution of Overhead.

UNIT – III: Methods of Costing

Unit Costing, Job and Contract Costing, Process Costing (Except inter-Process Profit and Equivalent Production).

UNIT – IV: Marginal Costing related Applications

Marginal Costing (MC) - Concept of MC, Difference between MC & Absorption Costing, Application of MC, Methods of segregating semi-variable costs into fixed and variable component.

CVP and Break Even Analysis – Break Even Point, Margin of Safety, Angle of incidence, Various Types of Break Even Charts; Key Factor based decisions.

UNIT – V: Cost Analysis for Control

Budgetary Control – Concepts and Types, Functional Budgets (Sales, Production, Raw Material and Labour), Cash Budget, Flexible Budget, and Master Budget.

Standard Costing and Variance Analysis - Material, and Labour.

Books (Latest Edition):

- Agrawal & Jain, *Cost Accounting – Concepts & Methods*, Asian Books P. Ltd., New Delhi.
- Alex, K, *Cost Accounting*, Pearson – India, New Delhi.
- Banerjee, Bhabatosh, *Cost Accounting*, PHI, New Delhi.
- Bhattacharyya, AK, *Principles & Practice of Cost Accounting*, PHI, New Delhi.
- Kishore, RM, *Advanced Cost Accounting & Cost Systems*, Taxmann, New Delhi.
- Lal, Jawahar, *Cost Accounting*, Tata McGraw Hill, New Delhi.
- Madegowda, J, *Cost Accounting*, Himalaya Publishing House, New Delhi.
- Rao, Tukaram, *Cost Accounting*, New Age International Publishers, New Delhi.
- Saxena & Vashist, *Advanced Cost & Management Accounting*, Sultan Chand & Sons, New Delhi.