

Rajkamal Science & Management College Bahadrabad (Haridwar)

FACULTY OF COMMERCE

Sri Dev Suman Uttarakhand University

Badshahithaul, Tehri Garhwal



Syllabus for Under Graduate Course

B.Com. Part – II

Examination: 2019-2020 and onwards

B.Com. (Three Year Degree Course)

1. (a) The examination for the degree of Bachelor of Commerce (B.Com.) shall consist of three parts
 (i) B.Com. Part – I (ii) B.Com. Part – II (iii) B.Com. Part – III

(b) A candidate who has passed the following examinations shall be eligible for admission to B.Com. Part I:

The Intermediate Examination of Commerce of the Board of High School and Intermediate Education, Uttaranchal or the Central Board of Secondary Education or any other examination recognized by the University as equivalent there to with a minimum of 40% marks in aggregate.

2. A candidate who has passed Part I/II B.Com. Examination of another university may also be admitted to part II/III. B.Com. examination provided that he/ she has offered for his/ her part I/II examination of course of equivalent standard with almost identical syllabus as is required for part I/II examination of this University and has attended a regular course of study for an academic year in constituent/ affiliated college of the university. Prior permission is necessary from university with this regard.

3. (a) A candidate shall be examined in three groups of B.Com. Part I / II examination and total four groups in B.Com – III examination. In B.com. – III, Group – V is compulsory for students.
 (b) There will be one Computerized Accounting Group i.e. Group - IV

(c) Computerized Accounting (Group - IV) can be opted by a maximum number of 30 students in B.Com. I (to continue without change to B.Com. II and III) in place of Group II i.e. Accounting Group. This group can be run only where appropriate computers laboratory and staff is available. Practical examination will be held in group IV as under:

B.Com. I	Paper I - [50 max. marks]
	Paper II - Theory 35 marks, Practical 15 marks [50 max. marks]
B.Com. II	Paper I - Theory [50 max. marks]
	Paper II - Theory 35 marks, Practical 15 marks [50 max. marks]
B.Com. III	Paper I - Theory 35 marks, Practical 15 marks [50 max. marks]
	Paper II - Theory 35 marks, Practical 15 marks [50 max. marks]

The Following shall be the number of paper in each group:

Groups	No. of Papers		
	Part I	Part II	Part III
I	2	2	2
II	2	2	2
III	2	2	2
IV	2	2	2
V	-	-	2 (Compulsory Papers)

4. In B.Com. Part I, II & III examination, each group shall carry 100 marks. In order to pass

B.Com. Part I, Part II and Part III examination, a candidate must obtain 33% marks in each group and also in aggregate.

5. Each candidate shall have to pass the B.Com. Part I, B.Com. Part II and B.Com. III examinations separately, but the division shall be awarded on the basis of the aggregate marks obtained by him/her in all the three examinations together.
6. A candidate who has obtained 33% marks and above but less than 45% marks in the aggregate shall be placed in III division, a candidate who has obtained 45% marks and above but less than 60% marks shall be placed in II division, a candidate who has obtained 60% marks and above shall be placed in I division.
7. In B.Com. Part III, three grace marks in any one group shall be awarded on the basis of one mark on every 10 marks, over and above the minimum pass marks.
8. The details of the courses of each group of study shall be as contained in the syllabi and the existing regulations, to the extent they are inconsistent with the new ordinances and regulations, shall stand amended or superseded, as the case may be.

SCHEME OF EXAMINATION

- (1) The examination for the degree of Bachelor of Commerce shall consist of B.Com. Part II examinations spread over three years.

B. Com. Part - II Examination, 2020 and onwards

	Management Group	Marks
Group I	Paper I - Basic Business Finance	50
	Paper II - Personnel Management	50
	Accounting Group	
Group II	Paper I - Cost Accounting	50
	Paper II - Corporate Accounting	50
	Business Economics & Legal Aspects of Business	
Group III	Paper I – Money Banking and Insurance	50
	Paper II - Legal Aspects of Business	50
	Computerized Accounting	
Group IV	Paper I - Cost Accounting	50
	Paper II - Computerized Cost Accounting	50

Group I: Management Group

Paper – I: Basic Business Finance

Objective: To familiarize the students with the basic principles and practices of finance.

Paper pattern: This question paper consists of three sections, 'A', 'B' & 'C'. Section 'A' consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section 'A' are compulsory.** Section 'B' consists of seven short-answer type questions, out of which students have to attempt **any five** questions. Each question of section 'B' is of 2 marks. Section 'C' consists of eight long answer type questions, **out of which at least five questions will be numerical**, students have to attempt **any four** questions. Each question of section 'C' is of 7.5 marks.

1. Nature, scope and objective of Financial Management, Time value of money, Risk and return (including Capital Asset Pricing Model), Valuation of securities – Bonds and Equities
2. Cost of Capital: 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.
3. Operating and Financial Leverage: Their measure; Effects on profit, analysing alternate financial plans, combined financial and operating leverage.
4. Capital Structure: Theories of Capital Structure (Net Income, Net Operating Income, MM Hypothesis, Traditional Approach) and determinants.
5. Capital Budgeting: 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.
6. Management of Working Capital: nature of Working capital, Significance of working capital, operating cycle, factors determining working capital requirements; Management of working capital – cash, receivables, and inventory.
7. Dividend Policies; Issues in dividend policies; Walter's model Gordon's model; M.M. Hypothesis, forms of dividends and stability of dividends, determinants.

Suggested Readings:

1. C. James Van Horne and Warkowich, *Fundamentals of Financial Management*, Pearson Education.
2. H. Levy and M. Sarnat. *Principles of Financial Management*, Pearson Education.
3. O.M. Joy, *Introduction to Financial Management*, Mc Graw Hill Education.
4. Brigham and Houston, *Fundamentals of Financial Management*, Cengage Learning.
5. Khan and Jain, *Basic Financial Management*, McGraw Hill Education.
6. P. Chandra, *Fundamentals of Financial Management*, McGraw Hill Education.
7. R.P. Rustagi, *Fundamentals of Financial Management*, Taxmann Publication Pvt. Ltd.
8. Singh Surender and Kaur Rajeev, *Fundamentals of Financial Management*, Mayur Paperback, New Delhi.
9. I.M. Pandey *Financial Management*, Vikas Publications.
10. Bhabatosh Banerjee, *Fundamentals of Financial Management*, PHI Learning.

Paper – II: Personnel Management

Objective: The course aim is to provide basic knowledge to the students about procurement, development, compensation, integration, and maintenance of the personnel of an organization. **RAJKAMAL COLLEGE**

Paper pattern: This question paper consists of three sections, 'A', 'B' & 'C'. Section 'A' consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section 'A' are compulsory.** Section 'B' consists of Seven short-answer type questions, out of which students have to attempt **any five** questions. Each question of section 'B' is of 2 marks. Section 'C' consists of Eight long answer type questions, students have to attempt **any four** questions. Each question of section 'C' is of 7.5 marks.

1. Personnel Management: Meaning, importance and scope, Organisation and functions of personnel department: Personnel policies.
2. Manpower Planning – Meaning, importance and process.
3. Recruitment & Selection: Job description and Job specification, selection procedure.
4. Training: Need, methods, induction of new employees.
5. Promotion, demotion, transfer, discipline, discharge and dismissal and related problems and procedures.
6. Motivation concept and theories (Maslow, McGregor, Herzberg etc.).
7. Compensation: Wage and Salary administration. Methods of wage payment including incentive wage plan.
8. Performance Appraisal: Nature, importance and techniques.

Suggested Reading:

1. A. Monappa and M.S. Saiyadani, *Personnel Management*, Mc-Graw Hill Education.
2. R.S Davar, *Personnel Management and Industrial Relations in India*, S.Chand.
3. C.B Mamoria and V.S.P Rao, *Personnel Management*, Himalya Publishing House.
4. A Kumar and R Sharma, *Personnel Management Theory and Practice*, Atlantic Publishers and Distributers pvt. ltd.

Group II: Accounting Group

Paper – I: Cost Accounting

Objective: To provide an in-depth understanding of the cost accounting principles for identification, analysis and classification of cost components and cost ascertainment using various costing methods.

Paper pattern: This question paper consists of three sections, 'A', 'B' & 'C'. Section 'A' consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section 'A' are compulsory.** Section 'B' consists of seven short-answer type questions, out of which students have to attempt **any five** questions. Each question of section 'B' is of 2 marks. Section 'C' consists of eight long answer type questions, **out of which at least five questions will be numerical**, students have to attempt **any four** questions. Each question of section 'C' is of 7.5 marks.

1. Introduction: Nature and scope of cost accounting; Cost concepts and classifications; Methods and techniques; Installation of costing system: Concept of cost audit.
2. Accounting for Material: Material/inventory control 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 Cost. Treatment of Material Losses
3. Accounting for 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. Methods of wage payment and the Incentive schemes- Halsey, Rowan, Taylor's Differential piece wage.
4. Accounting for Overheads: Classification and departmentalization; Allocation, Apportionment, Reapportionment and Absorption of overheads; Determination of overhead rates, Under and Over absorption, and its accounting treatments.
5. Cost Ascertainment: Unit costing, Job costing, Contract costing, Process costing (process losses, valuation of work in progress, joint and by-products), Service costing (only transport).
6. Cost Records: Integral and non-integral system.

7. Standard costing and variance analysis, material, labour and overhead
8. Reconciliation of cost and financial accounts

Suggested Reading:

1. S.N. Jain, Maheshwari and S.N. Mittal, *Cost Accounting: Theory and Problems*, Shri Mahavir Book Depot, New Delhi.
2. S.P. and K.L. Narang, *Cost Accounting: Principles and Methods*, Kalyani Publishers.
3. Rajiv Goel, *Cost Accounting*, International Book House.
4. Surender Singh, *Cost Accounting*, Scholar Tech Press, New Delhi.
5. B.M. Nigam Lall and I.C. Jain, *Cost Accounting: Principles and Practice*, PHI Learning.
6. M.N. Arora, *Cost Accounting – Principles and Practice*, Vikas Publishing House, New Delhi.
7. S.P. Iyengar, *Cost Accounting*, Sultan Chand & Sons.

Paper – II: Corporate Accounting

Objective: To acquire the conceptual knowledge of corporate accounting and to understand the various techniques of preparing accounting and financial statements of companies.

Paper pattern: This question paper consists of three sections, 'A', 'B' & 'C'. Section 'A' consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section 'A' are compulsory.** Section 'B' consists of seven short-answer type questions, out of which students have to

Attempt **any five** questions. Each question of section 'B' is of 2 marks. Section 'C' consists of eight long answer type questions, **out of which at least five questions will be numerical**, students have to attempt **any four** questions. Each question of section 'C' is of 7.5 marks.

Note: Students have to follow Revised Schedule VI for preparing Final Account wherever needed

1. Company Accounts: Issue of Shares. Forfeiture & reissue of shares(including problems of prorata)
2. Issue and Redemption of Debentures
3. Redemption of preference shares
4. Profits prior and after incorporation.
5. Preparation of final A/C of joint stock company(including problems of managerial remuneration)with adjustment as per revised schedule VI of companies act
6. Underwriting of shares.
7. Amalgamation, Absorption and Reconstruction. As per accounting standard - 14.
8. Liquidation of companies.
9. Holding companies: Preparation of consolidated Profit and Loss Accounts and Balance Sheet.
10. Valuation of shares and valuation of goodwill.

Suggested Readings:

1. M.C. Kuchhal, *Modern Indian Company Law*, Shri Mahaveer Book Depot (Publishers), Delhi.
2. G.K. Kapoor and Sanjay Dhamija, *Company Law*, Bharat Law House, Delhi.
3. Anil Kumar, *Corporate Laws*, Indian Book House, Delhi
4. Reena Chadha and Sumant Chadha, *Corporate Laws*, Scholar Tech Press, Delhi.
5. Avtar Singh, *Introduction to Company Law*, Eastern Book Company
6. *A Compendium of Companies Act 2013, along with Rules*, by Taxmann Publications.
7. Gower and Davies, *Principles of Modern Company Law*, Sweet & Maxwell
8. Shukla.S.M and Gupta K.L, *Corporate Accounting*, Sahitya Bhawan Publications, Agra

Group III: Business Economics and Legal Aspects of Business

Paper – I: Money, Banking and Insurance

Objective: To impart knowledge about the basic principles of the Money, Banking and Insurance

Paper pattern: This question paper consists of three sections, 'A', 'B' & 'C'. Section 'A' consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section 'A' are compulsory.** Section 'B' consists of seven short-answer type questions, out of which students have to attempt **any five** questions. Each question of section 'B' is of 2 marks. Section 'C' consists of eight long answer type questions students have to attempt **any four** questions. Each question of section 'C' is of 7.5 marks.

1. Money and Monetary System: Evolution, Function and Importance of Money, kinds of Money, Money Standards: Essentials of a good currency system. Gold Standard Bimetallism:
Paper standard, various methods of Note Issue with particular reference to their working in India Managed Money.
2. The value of money. The Quantity Theory of Money – Fisher's equation and its criticism; Inflation and deflation, Present monetary system.
3. Origin of banking: definition, banker and customer relationship, General and special types of customers, Types of deposits, Origin and growth of commercial banks in India. Financial Services offered by banks, changing role of commercial banks, types of banks
4. Cheques and Paying Banker: Crossing and endorsement, types and rules of crossing, Duties, Statutory protection in due course, collecting bankers: duties, statutory protection for holder in due course, Concept of negligence.
5. Principles of sound lending, Secured vs. unsecured advances, Types of advances, Advances against various securities.
6. Meaning and Benefits of Internet Banking, Home banking, Mobile banking, Virtual banking, E- payments, ATM Card/Biometric card, Debit/Credit card, Smart card, NEFT, RTGS, ECS (credit/debit), E-money, Electronic purse, Digital cash.
7. Basic concept of risk, Types of business risk, Assessment and transfer, Basic principles of utmost good faith, Indemnity, Economic function, Proximate cause, Subrogation and contribution, Types of insurance: Life and Non-life, Re-insurance, Risk and return relationship, Need for coordination. Power, functions and Role of IRDA, Online Insurance.

Suggested Reading:

1. O.P. Agarwal, *Banking and Insurance*, Himalaya Publishing House
2. C. Satyadevi, *Financial Services Banking and Insurance*, S.Chand
3. H.R. Suneja, *Practical and Law of Banking*, Himalaya Publishing House
4. T.N. Chabra, *Elements of Banking Law*, Dhanpat Rai and Sons
5. C. Arthur and C. William Jr., *Risk Management and Insurance*, McGraw Hill
6. G.S Saxena, *Legal Aspects of Banking Operations*, Sultan Chand and Sons
7. P.N. Varshney, *Banking Law and Practice*, Sultan Chand and Sons
8. Jyotsna Sethi and Nishwan Bhatia, *Elements of Banking and Insurance*, PHI Learning

Paper II: Legal Aspects of Business

Objectives: To impart basic knowledge of the provisions of the Companies Act 2013 as well as statutory provisions of Industrial Laws and Labour Laws.

Paper pattern: This question paper consists of three sections, 'A', 'B' & 'C'. Section 'A' consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section 'A' are compulsory.** Section 'B' consists of seven short-answer type questions, out of which students have to attempt **any five** questions. Each question of section 'B' is of 2 marks. Section 'C' consists of eight long answer type questions, students have to attempt **any four** questions. Each question of section 'C' is of 7.5 marks.

Section "A" Company Law (50%)

Provisions of the Companies Act amended up to date with special reference to:

1. Incorporation; raising of capital, commencement of business, membership- types, rights & duties.
2. Management of companies: Board of Directors, Manager, Company Secretary.
3. Meetings and Resolutions.

4. Oppression and mis-management.
5. Winding up: Various kinds and consequences.

Section “B” Industrial Laws (50%)

Statutory provisions of the following legislations:

1. The Factories Act, 1948.
2. The Trade Unions Act, 1926
3. The Workmen Compensation Act, 1923
4. The Minimum Wages Act, 1948
5. The Industrial Disputes Act, 1947

Suggested Readings:

1. Ravindra Kumar, Legal Aspects of Business, Cengage learning, New Delhi, 2009
2. M.C. Kuchhal, Indian Company Law, Shree Mahabir Book Depot, Delhi, 2008
3. R.S.N Pillai and V. Bagavathi, *Legal Aspects of Business*, S.Chand Publishing.
4. P.L. Malik, Handbook of Labour and Industrial Law, Eastern Book Company.
5. P.P.S Gogna, A Textbook of Company Law, S.Chand.

Group IV: Computerized Accounting

Paper – I: Cost Accounting

Objective: To provide an in-depth understanding of the cost accounting principles for identification, analysis and classification of cost components and cost ascertainment using various costing methods.

Paper pattern: This question paper consists of three sections, ‘A’, ‘B’ & ‘C’. Section ‘A’ consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section ‘A’ are compulsory.** Section ‘B’ consists of seven short-answer type questions, out of which students have to attempt **any five** questions. Each question of section ‘B’ is of 2 marks. Section ‘C’ consists of eight long answer type questions, **out of which at least five questions will be numerical**, students have to attempt **any four** questions. Each question of section ‘C’ is of 7.5 marks.

1. Introduction: Nature and scope of cost accounting; Cost concepts and classifications; Methods and techniques; Installation of costing system: Concept of cost audit.
2. Accounting for Material: Material control; concept and techniques, Pricing of material issues; Treatment of material losses.
3. Accounting for Labour: Labour cost control procedure; Labour turnover; Idle time and overtime; Methods of wage payment – time and piece rates; Incentive Schemes.
4. Accounting for Overheads: Classification and departmentalization; Absorption of overheads; Determination of overhead rates, under and over absorption, and its accounting treatments.
5. Cost Ascertainment: Unit costing, Job, batch and contract costing; Operating costing; Process costing – including joint and by-products excluding problems of inter process profits.
6. Cost Records: Integral and non-integral system;
7. Standard cost and variance analysis, material, labour and overheads
8. Reconciliation of cost and financial accounts.

Paper – II: Computerized Cost Accounting

Objective: To provide an in-depth understanding of the cost accounting principles for identification, analysis and classification of cost components and cost ascertainment using various costing methods in MS-EXCEL and Tally.

Paper pattern: This question paper consists of three sections, 'A', 'B' & 'C'. Section 'A' consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section 'A' are compulsory.** Section 'B' consists of seven short-answer type questions, out of which students have to attempt **any five** questions. Each question of section 'B' is of 2 marks. Section 'C' consists of six long answer type questions, students have to attempt **any three** questions. Each question of section 'C' is of 5 marks.

1. Introduction to spread sheets, working on spread sheet, MS excel and its applications working of MS-Excel.
2. Cost Accounting System: Elements of cost; Classification; Cost sheet; Cost accounting methods and techniques.
3. Use of Tally and MS-Excel to obtain cost accounting outputs for the following:
 - i. Analysis of Cost – Cost Centres wise
 - ii. Analysis of Cost – Cost Elements wise
 - iii. Allocation of overhead
 - iv. Apportionment of overheads
 - v. Preparation of cost sheet, contract A/c and process A/c
 - vi. Variable and Fixed costs – BEP, P/V analysis
 - vii. Standard cost and variance analysis
 - viii. Differential cost

Note: separate practical will be held for 15 marks in computerized accounting