

The question paper shall comprise of Two Section – A and B. Section –A shall have a compulsory question divided into two parts i.e. (a) and (b) carrying 10 marks each out of which at least one numerical / practical question shall be asked in paper numbers I, VII, VIII, and XIII. Section – B shall offer a choice of attempting any four of six questions carrying 20 marks each. Four questions out of six shall be of numerical / practical problems in respect of Paper Nos. I, VII, VIII, and XIII. In other papers all question shall be conceptual / theoretical in both the Sections A and B with choice for attempting the questions remaining the same

B.Com. Part- I
Detailed Course Contents
Group-‘A’
Paper-I: Accounting

Pattern of Examination:

The question paper shall comprise of two sections- A and B. Section-A shall have a compulsory question divided into two parts i.e. (a) and (b) carrying 10 marks each out of which at least one numerical / practical question shall be asked. Section- B shall offer a choice of attempting any four out of six questions carrying 20 marks each. Four questions out of six shall be of numerical/practical problems.

1. Nature, Principles and Concept of Accounting:

- (a) Nature of Accounts, Bases of Accounting, Users of Accounting Information.
- (b) Principles of Accounting- Accounting Concepts and Conventions.
- (c) Indian Accounting Standards- a brief study.

2. Government Accounting and Lease Accounting:

- (a) **Government Accounting:** Meaning, Objectives, Principles, Structure of Funds, Compilation of Accounts and Functions of Treasury.
- (b) **Lease Accounting:** Meaning, Significance, Classification of Leases- Operating and Finance, Accounting treatment.

3. Reserves and Funds:

Reserves for Ascertained, Anticipated and Contingent Liabilities, Reserve Funds, Specific Funds (Dividend Equalization Fund, Insurance Fund), Sinking Funds, Secret Reserves.

4. Royalty Accounts: Basic Terms- Royalty, Dead Rent, Short Working etc., Entries in the books of Lessee and Lessor. **Practical Problems**

5. Accounts of Installment Retailing:

(a) **Hire Purchase System:** The System and its Operation, Analysis of Installment from Accounting View Point, Entries in Hire Purchasers' Books, Entries in Hire Vendors' Books, The System Appropriate to the Sale of Large number of Articles of Small Value. **Practical Problems**

(b) **Installment Payment Method:** System and its Operation, Entries in the Books of the Buyer, Entries in the Books of the Seller, Comparison with Hire Purchase System. **Practical Problems**

6. **Accounts of Branch Organisation:** Features of Suitable System of Branch Accounts, Accounts Relating to Branches Authorized to Sell Goods Supplied at Cost Price by the Head Office for Cash as well as on Credit, Accounts relating to Branches when Goods Supplied by the Head Office at Marked Price, Accounts Relating to Independent Branches, Accounts Relating to Foreign Branches. **Practical Problems**

7. **Accounting of Insurance Claims:** Stock Insurance, Loss of Profit Insurance. **Practical Problems**

8. **Amalgamation of Companies:** Amalgamation in the Nature of Merger and Amalgamation in the Nature of Purchase; Purchase Consideration; Pooling of Interest Method and Purchase Method; Entries Relating to Realization Expenses. Accounting Entries, **Practical Problems**

9. **Accounting of Holding Companies:** Holding Companies- Its Rational Legal Definition, Advantages and Disadvantages; Consolidated Balance Sheet; Minority Interest, Cost of Control, Pre-acquisition and Post-acquisition Profit. **Practical Problems**

10. **Liquidation of Company:** Order of Payment; Preferential Creditors; Contributories; Liquidator's Final Statement of Account. **Practical Problems**

Suggested Readings:

1. Jagdish Prakash: Advanced Accountancy; PPB, Allahabad (Hindi & English)
2. Ramendu Roy: Accounting Principles and Practice; PPB, Allahabad (Hindi & English)
3. Jain & Narang: Advanced Accountancy; Kalyani Publishers, Ludhiana
4. Maheshwari & Maheshwari: Advanced Accountancy; Vikas Publishing House, New Delhi
5. R. K. Singh, P. Saxena & A. Agrawal: Advanced Accountancy, SPB, Allahabad (Hindi & English)

B.Com. Part- I

PAPER- II: BUSINESS LAW

Pattern of Examination:

The question paper shall comprise of two sections- A and B. Section-A shall have a compulsory question carrying 20 marks. Section- B shall offer a choice of attempting any four out of six questions carrying 20 marks each.

1. Law of Contract:

The Indian Contract Act, 1872 Sections 1 to 31, 56, 64,65,68,70 to 75, 124, 126, 148 to 151, 170, 172, 182 to 189, 201 and 211 to 225.

2. Sale of Goods Act, 1930:

Contract of Sale- Essentials of a Contract of Sale, Sale and Agreement to Sell; sale and gift, Sale and Barter, Sale and Bailment; Subject Matter of contract of sale, Types of goods, Effect of destruction of subject matter; Price- Mode of fixing the price; Conditions and Warranties, Implied Condition and warranties; Doctrine of Caveat Emptor; Transfer of ownership and title, Performance of contract of sale; Unpaid seller- Rights of unpaid seller; Suit for breach of contract; Sale by Auction.

3. The Limited Liability Partnership Act, 2008:

Salient Features, Difference between LLP and Partnership, LLP Agreement, Partners and Designated Partners- Duties and Responsibilities, Incorporation and Registration, Extent of liability of LLP and Partners, Dissolution.

4. Negotiable Instruments Act, 1881:

Definition, Legal Presumptions, Types of Negotiable Instruments, Holder and Holder in Due Course, Maturity of Negotiable Instruments, Endorsement, Crossing of Cheques.

5. Law of Insurance:

Insurance Contract, Characteristics of Insurance Contract/ Principles of Insurance; Doctrine of Subrogation; Reinsurance; Double Insurance; Kinds of Insurance- Life Insurance- Life Insurance Contract and its characteristics; Non Life Insurance/ General Insurance- Marine Insurance Contract and its characteristics; Fire Insurance Contract and its characteristics; Difference between Life Insurance and General Insurance.

6. U.P. Shops and Commercial Establishments Act, 1962:

Definition of Commercial Establishment; Registration of Shop and Commercial Establishment; Hours of Business; Holidays and Leaves; Wage, Deductions and Notices for Discharge; Employment of Children and Women; Enforcement and Penalties.

Suggested Readings:

1. Garg, Saxena, Sharma & Chawla: Mercantile Law; Kalyani Publishers, Ludhiana
2. Shukla & Sahai: Business Law, Sahitya Bhawan Publication, Agra (Hindi)
3. V. M. Baijal: Commercial Law, PPB, Allahabad (Hindi & English)
4. Singh R. K. & Amit Singh: Vanijya Sanniyam; Astha Pub., Allahabad
5. Singh R. K. & P. S. Sarnwal: Commercial Law; Kitab Mahal, Allahabad

B.Com. Part- I

Group-‘B’

Paper-III: Business Economics

Pattern of Examination:

The question paper shall comprise of two sections- A and B. Section-A shall have a compulsory question carrying 20 marks. Section- B shall offer a choice of attempting any four out of six questions carrying 20 marks each.

1. Introduction:

- (a) Concept, Nature, and Scope of Business Economics.
- (b) Utility Analysis: Concept and Form of Utility; Laws of Diminishing Marginal Utility and Equi Marginal Utility.
- (c) Consumer’s Surplus (Marshallian and Hicksian Approaches)

2. Demand Analysis:

- (a) Concept and Classification of Demand; Determinants of Demand; Law of Demand.
- (b) Elasticity of Demand: Concept of Elasticity of Price-Demand; Income-Demand, and Cross-Demand; Degree and Measurement, Methods of Elasticity of Price-Demand; Relationship of Elasticity of Price-Demand with Law of Diminishing Marginal Utility.
- (c) Demand Forecasting: Concept, Determinants, Objectives of Demand Forecasting; Methods of Demand Forecasting for Established Products of a Firm. Importance of Demand Forecasting.

3. Production Analysis: Concept of Production; Laws of Production/ Variable Proportion and Return to Scale, Economies and Diseconomies of Scale.

4. Cost and Revenue Analysis:

- (a) **Cost Analysis:** Concept and Classification of Cost; Cost-Output Relationship; Significance of Cost Analysis in Business Decision making.
- (b) **Revenue Analysis:** Concept of Revenue; Classification of Revenue; Revenue Output Relationships.

5. Pricing Analysis: Market Competition Forms; Pricing of Output under Perfect Competition; Monopoly; Discriminating Monopoly and Imperfect Competition.

6. Theories of Distribution:

(a) Ricardian and Modern Theories of Rent

(b) Keynesian Liquidity Preference and Modern Theories of Interest

(c) Marginal Productivity and Modern Theories of Wage

Suggested Readings:

1. P.N.Chopra: Business Economics, Kalyani Publishers, Ludhiana

2. H.K.Singh & Meera Singh: Business Economics; Kalyani Publishers, Ludhiana (Hindi)

3. D.D. Chaturvedi, S.L.Gupta & Anand Mittal: Managerial Economics, Brijwasi Book Distributors, Delhi

4. K.K. Dewett: Modern Economic Theory; Shyam Lal Charitable Trust, New Delhi

B.Com. Part- I

Paper-IV: Business Communication

Pattern of Examination:

The question paper shall comprise of two sections- A and B. Section-A shall have a compulsory question carrying 20 marks. Section- B shall offer a choice of attempting any four out of six questions carrying 20 marks each.

- 1. Elements of Communication:** (a) Forms of Communication: Formal and Informal, Interdepartmental, Verbal and Nonverbal; Active Listening and Critical Thinking (b) Communication Channels (c) Communication Breakdown (d) Communicating Ethics (e) Soft Skills- Personality Traits; Interpersonal Skills; Leadership
- 2. Communication in Business Environment:** (a) Business Meetings, Notice, Agenda, Minutes (b) Press Releases (c) Corporate Communication: Internal and External, Group Discussion, Seminars, Presentations.
- 3. Report Writing:** Types of Reports, Steps in Business Report Writing, Styles, Sample Reports, Reporting of Proceedings of a Meeting.
- 4. Letter Writing:** Types of letters, Parts of Business Letters, Format of Business Letters, Full Block, Block, Semi Block, Simplified; Request Letters, Good News Letters, Persuasive Letters, Sales Letters. How to make Business Letters' Effective.
- 5. Memo Writing:** Advantages, Disadvantages, Memo Format, How to write Effective Memos- Pre Writing Stage, Writing Stage, New Writing Stage, Specimens.
- 6. Job Application and Resume Writing:** (a). Types of Application Letters- Solicited and Prospecting, Specimen of Job Application Letters, (b). Resume Writing- Physical Appearance, Layout of the Resume, Specimens
- 7. Business Language and Presentation:** Importance of Business Language; Oral Presentation: Importance, Characteristics, Presentation Plan, Power Point Presentation, Visual Aids.
- 8. Technology and Business Communication:** Role and Significance of Technology in Business Communication, E-Mail, Text Messaging and Modern Techniques like Video Conferencing and Social Networking: Process and Precautions.

Suggested Readings:

1. Ajai Kumar Singhal, Varinder Kumar & T.D. Malhotra: Business Communication & Computer: Kalyani Publication, Ludhiana
2. Dinesh Kumar, B.P. Yadav & Sanjai Goswami: Business Communication and Computer; Astha Publications, Allahabad

B.Com. Part- I

Group-‘C’

Paper – V: Money, Banking and Foreign Exchange

Pattern of Examination:

The question paper shall comprise of two sections- A and B. Section-A shall have a compulsory question carrying 20 marks. Section- B shall offer a choice of attempting any four out of six questions carrying 20 marks each.

1. **Money:** Definition, Functions, Significance and Classification; Role of Money in Different Economies – Capitalist, Socialist and Mixed.

2. Demand for and Supply of Money:

Demand for Money: Concept Approaches: Classical, Keynesian, Portfolio Balance and Wealth Adjustment.

Supply of Money: Concept, Approaches: Conventional, Chicago, Gurley – Shaw and the RBI Approach

3. Value of Money:

a) Meaning and Determination – Quantity Theory of Money – Cash Transaction Approach; Cash Balance Approach, Real Balance Approach and Income – Expenditure Theory.

b) Measurement of Value of Money – Index Number, Effect of Changes in the Value of Money – Inflation and Deflation

4. The Money Market:

(a) Definition; Composition; Characteristics; Significance and Defects.

(b) The Institutions of Money Market: Non-Banking Financial Companies- Scope, Extent and Regulations.

(c) Money Market Instruments: Calls Money Market, The Bill Market in India, Commercial Papers, Certificates of Deposits, Commercial Bills and Treasury Bills.

5. **Monetary Policy:** Meaning, Objectives, Suitable Monetary Policy for a Developing Country like India, Instruments of Monetary Policy.

6. **Banking:** Definition, Functions, Significance and Types of Banks, Banking Operations, Process and Limits of Credit Creation.
7. **Central Banking:** Functions of Central Banking, Objectives and Methods of Credit Control (with special reference to RBI).
8. **Digital Banking:** Meaning, Benefits, Mobile Banking, e-payments, RTGS, NEFT, ECS- Critical Evaluation.
9. **Foreign Exchange:** Meaning and problem of foreign exchange Determination of Exchange Rate: Mint Parity Theory, Purchasing Power Parity Theory and Balance of Payments Theory; Liberalized Exchange Rate Mechanism (LERM).
10. **I. M. F.:** Objectives, Organization and Working. The Problems of International Liquidity. Special Drawing Rights.

Suggested Readings:

1. D. M. Mithani: Money Banking, International Trade & Public Finance; HPH, Mumbai
2. Hari Gopal Das: Money Banking and Foreign Exchange: Sharda Pustak Bhawan,
3. Singh R. K. & Singh Amit: Mudra Banking Aur Antarrastriya Vyapar; Astha Pub., Allahabad

B.Com. Part- I

Paper – VI: Business Organisation and Management

Pattern of Examination:

The question paper shall comprise of two sections- A and B. Section-A shall have a compulsory question carrying 20 marks. Section- B shall offer a choice of attempting any four out of six questions carrying 20 marks each.

- 1. Introduction:** Components and Objectives of Business, Manufacturing and Service Sectors, Impact of Liberalization and Globalization, Start-Up, Make In India and Skill Development Movement.
- 2. Social Responsibility and Ethics**
- 3. Emerging opportunities in Business:** Franchising, Outsourcing and E-Commerce: Features, Issues, Problems and Scope.
- 4. Location of Business Units:** Meaning, Importance and Factors Affecting Location, Weber's Deductive Theory, Sergeant Florence's Inductive Theory.
- 5. Business Combination:** Meaning, Causes, Types and Forms of Combinations, Advantages and Evils of Combination, Combination in Indian Industries.
- 6. Nature and Scope of Management:** Concept of Management, Management as a Science and as an Art, Levels of Management, Role and Responsibility of Management, Evolution of Management Thought- Classical, Neo-Classical and Modern.
- 7. Functions of Management:**
 - (a) Planning: Nature, Types, Significance and Limitations, Management by Objective (MBO).
 - (b) Decision Making: Types, Process, Rational Decision Making and its Limitations.
 - (c) Organising: Concept, Types, Divisions and Levels; Authority and Responsibility; Delegation of Authority, Centralization and Decentralization of Authority.
 - (d) Directing: Principles and Techniques.
 - (e) Communication: Process, Levels, Types and Barriers.
 - (f) Controlling: Process and Methods.
 - (g) Coordination: Concept, Techniques and Barriers.

8. Major Theories of Management: Scientific Management (F. W. Taylor), Administrative Management (Henri Fayol), Behavioural Theory (Elton Mayo).

Suggested Readings:

1. Jagdish Prakash: Business Organisation & Management; Kitab Mahal, Allahabad (Hindi & English)

2. B. P. Singh & T. N. Chhabra: An Introduction to Business Organisation & Management; Kitab Mahal, Allahabad

3. M. Motihar: Business Organisation and Management, Sharda Pustak Bhawan, Allahabad (English & Hindi)

