

**Department of Commerce and Business
Administration**

University of Allahabad



B. Com. Part – II and Part – III

Three Year Degree Course

The Department

Founded on September, 23rd 1887, the University of Allahabad, an internationally acclaimed centre of excellence, is the fourth oldest University in the country after Kolkata, Chennai and Mumbai. Over the period, the teaching component got expanded and presently the University has six identifiable facilities – Medicine, Engineering, Arts, Science, Law and Commerce. Of these, Commerce faculty was setup in 1916 with the establishment of Economics Department. The Department of Commerce was founded in 1924 and by 1965 the Department got its present identity as a combined setup for Commerce and Business Administration with the inception of M. B. A. and D. B. A. Programmes.

The Department of Commerce of the University of Allahabad has been one of the pioneers in the field of Business Education in the Country. It was established in the year 1924 with the commencement of teaching for Undergraduate degree the Bachelor of Commerce. The Postgraduate teaching for the master's degree in Commerce was started in the Department in the year 1940. The research programmes for Doctoral and Post-Doctoral degree were also launched in the same year. These developments were taking place at a time when Commerce Education had not made much progress elsewhere. Very few Universities had Commerce Departments and perhaps two: Mumbai and Kolkata, had Post Graduate teaching in Commerce.

Another dimension to the Department was added in 1958, when started thinking in terms of planning the future shape of Business Education and the Motilal Nehru Institute of Research and Business Administration (MONIRBA) was formally established. It was basically conceived as a research-oriented unit but had the secondary objective of furthering the cause of Management Education.

An Agro Economic Research centre was setup in keeping with the research objective, in the Motilal Nehru Institute of Research and Business Administration by the Union Minister of Food and Agriculture in the year 1963, under the Department renamed as the Department of Commerce and Business Administration.

The Department was the first among Indian Universities to introduce Post Graduate teaching in business administration in the year 1965. This was done after careful planning and assessment of the need for trained personnel to man managerial position in the expanding public and private sectors. The Postgraduate Diploma Courses in Business and Industrial Administration duly approved by the All India Council of Technical Education, Government of India, were initiated in the year 1967.

The Undergraduate teaching in Commerce was further expanded with the introduction of Correspondence Course and continuing education in the University of Allahabad in the year 1978.

The Department is operating from Commerce Building and Motilal Nehru Institute of Research and Business Administration, Chatham Lines, Allahabad, having impressive building and sprawling lawns, requisite number of classrooms, lecture theatres, halls, well equipped laboratories and a fairly big library. The building also houses the Agro Economic Research Centre, the Business Research Unit, the Case Collection Cell, the Placement Cell and the offices.

Over the year, the Department has built up a reputation for good teaching and research. Most of the members of the faculty have Doctoral Degrees and large number of books, articles, research papers and other publications to their credit. The Department has also contributed many eminent scholars. Professors, Administrators and Executives in the field of Business Education and Industry. The Department has rich record of organizing Faculty Development Programme, Executive Development Programme and Extension Programme like Seminars and Conferences for the benefit of Business Scientists and practicing executives of public and private sectors. The Department continues to be a pioneer in the field of Business Research and Education and has the potential to undertake many more activities in the field of Commerce and Management.

The Department is conducting graduate, postgraduate, doctoral and postdoctoral programmes on a full time and regular basis. The graduate level programmes consist of the B. om. course while there are postgraduate level programmes currently being run by Department. The currently run courses are as follows:

1. **B. Com.:** A full-time three years programme leading to the award of Bachelor's Degree in Commerce.
2. **M. Com.:** A full-time two years programme leading to the award of Master's Degree in Commerce.
3. **M. B. A.:** A full-time four semesters programme leading to the award of Master's Degree in Business Administration.

Disciplinary Considerations

The students are required to maintain prescribed levels of discipline in terms of attendance and proper conduct within and outside the Department. Every student is required to carry his / her Identity Cards all the time, and make use of the Departmental Cycle Stand after obtaining proper token for parking his / her vehicle. Parking of vehicle at any place other than the prescribed cycle stand is strictly prohibited and stern action shall be taken against defaulters. The students are required to exhibit proper conduct and keep away from any activity that may invite disciplinary action. For Identity Card and token for cycle stand, the students should get in touch with the University Proctor's Office with necessary action.

Co-Curricular Activities

The Department places a lot of importance on supplementing the academic curriculum with development activities. With this end in view Undergraduate Commerce Association (UGCA) is there. All the students of B. Com. Part – I, Part – II, and Part – III are the members of this association. Co-curricular activities like debates, quiz and essay competition etc. and cultural activities like dance competition, singing competition, rangoli competition etc. are held in the annual social function titled “COMFEST”. Besides the students can also join NCC.

Commerce Journal

The Commerce Journal, an annual feature, provides a forum for publication of creative articles and research papers of students. The students are entitled to membership of Undergraduate Commerce Library which provides the facilities of loaning books for the entire session on payment of requisite fee and security deposit.

B. Com. Part – II

Paper Name	
Compulsory	
Group – D	
VII	Cost Accounting
VIII	Auditing
Group – E	
IX	Business Statistics
X	Business Finance
Group - F	
XI	Business Environment
XII	Business Communication and Computers

B. Com. Part - III

Paper Name	
Compulsory	
Group – G	
XIII	Income Tax Law and Accounts
XIV	Corporate Accounts
Group – H	
XV	Human Resource Management
XVI	Marketing Management
Optional Groups (any one of them)	
Group – I	Insurance and Risk Management
XVII – A	Principles & Practices of Life and Property Insurance
XVII – B	Insurance Law, Salesmanship, and Risk Management
Group - J	Banking and Foreign Exchange
XVIII – A	Banking Law and Practices
XVIII - B	Foreign Exchange Practices and Problems
Group - K	Financial Market Analysis
XIX – A	Stock Market Operation
XIX – B	Security Analysis and Portfolio Management
Group – L	Corporate and Industrial Laws
XX – A	Company Law and Secretarial Practice
XX – B	Industrial and Labour Laws
Group – M	Mathematics & Computers
XXI – A	Mathematics for Business
XXI – B	Computer Applications
Comprehensive Viva-Voce	

Examination & Evaluation:

- a. The examination for the Degree of Bachelor of Commerce shall be held in three parts viz. at the end of Part - I, Part – II, and Part - III.
- b. Candidates shall be eligible to appear at the Part - II or Part - III examinations only after they have passed the Part - I and Part - II examinations, respectively.
- c. In order to be declared successful at the Part - I, Part - II and Part - III examinations, a candidate shall have to obtain a minimum of 30% in individual paper and 36% in aggregate.
- d. Divisions shall be awarded at the end of the Part - III examination on the total marks obtained in Part - I, Part – II, and Part - III examinations. Candidates who obtain 60% and more of the aggregate marks shall be placed in the First Division, candidates who obtain 48% or more but less than 60% of the aggregate marks shall be placed in the Second Division. Candidates who obtain 36% or more but less than 48% of the aggregate marks shall be declared to have passed in Third Division.

B. Com. – II

Group ‘D’

Paper No. VII: Cost Accounting

1. Nature, Principles, Objectives, Importance and Limitations of Cost Accounting; Installation of an Ideal Costing System: Steps in installing a Costing System, Difficulties in installing a Costing System.
2. **Material:**
 - a. **Purchase;** Centralized purchasing, Decentralized purchasing, Purchase procedure.
 - b. **Storage of Material:** Stores department, classification and codification, Bin Card, Two Bin System, stores ledger card, Difference between store ledger and Bin Card, treatment of spoilage, wastage and scrap of material.
 - c. **Issue of Material:** Requisition note, Material returned note, Material transfer note, Methods of pricing of Material issued: Cost price methods, Average cost price methods and Notional price method.
 - d. **Control:** Need, responsibility, methods of inventory control: ABC Analysis and EOQ concept, perpetual inventory system, periodic stock taking system.
3. **Labour:** Organisation of Labour Control, Time Keeping and Time Booking, Methods of Time Keeping, Methods of Time Booking, Job Card System, Types of Job Card, Methods of Remunerating Labour, various incentive plans, Group Bonus Scheme, other incentive schemes, Labour turnover, measurement of labour turnover.
4. **Overheads:** Classification; Allocation, Apportionment and Re-apportionment, Principles of apportionment, Methods of Re-apportionment, Absorption of Overheads, Methods of Absorption of Overheads.
5. Single Unit or Output Costing: Cost-sheet, Production Account; Calculation of Tender Price / Quotation Price. Practical Problems.
6. Contract Costing – Practical Problems.
7. Job and Batch Costing - Practical Problems
8. Process Costing: Simple Process Cost Account, Transfer to Warehouse, Abnormal wastage and abnormal efficiency, Normal wastage account, Joint products and By-products; Oil crushing, Refining and Finishing processes, Transfer price – Inter process profits. Practical Problems.
9. Reconciliation of Cost and Financial Accounts – Practical Problems.
10. Operating Costing (only transport and hotel) – Practical Problems.
11. Standard Costing and Variance Analysis (Material and Labour only) – Practical Problems.
12. Budgetary Control, Performance Budgeting and Zero Base Budgeting.

Suggested Readings:

1. Ajai Kumar Singhal: Cost Accounting – A Multidimensional Approach, PPB, Alld.
2. S. P. Jain & K. L. Narang: Cost Accounting: Principles and Practice; Kalyani Publishers, Ludhiana
3. Jagdish Prakash & Devesh Prakash: Cost Accounting; PPB, Allahabad
4. M. C. Shukla, T. S. Grewal & M. P. Gupta: Cost Accounting: Text and Problems; S. Chand & Company, New Delhi.
5. R. K. Singh & Shiv Shanker Shukla: Cost Accounting; Shikha Pub., Allahabad (Hindi & English)

B. Com. – II

Group ‘D’

Paper No. VIII: Auditing

1. **Introduction:** Meaning, Scope, Objective and Limitation of Auditing, Audit Process, Classification of Audit – Interim, Final and Continuous Audit, Internal and External Audit, Audit Standards and Audit Guidelines, Commencement and Conducting an Audit, Audit Programme, Audit Files and Working Papers, Test Checking and Routine Checking, Audit Evidence, Difference between Audit and Investigation.
2. **Internal Check:** Meaning, Objective, Implications, Distinction with Internal Control and Internal Audit, Essentials of a Sound System of Internal Check, Internal Check System with regard to specific areas – Purchase and Trade Creditors, Sales and Trade Debtors, Stock and Work-in-Progress, Wages and Salaries, Reliance of Auditor on Internal Check System.
3. **Vouching of Transactions:** Meaning, Objective, Significance and General Principles of Vouching, Vouchers and Their Reliability, Vouching of Specialised Transactions, Vouching of Trading Transaction, Vouching of Cash Transactions.
4. **Verification and Valuation:** Meaning, Objective and Principles of Verification and Valuation, General Considerations for Valuation of Assets, Guidelines on Verification of Assets issued by Institute of Chartered Accounts of India, Verification and Valuation of various Assets and Liabilities.

Companies Act 2013:

5. **Company Auditor and Conduct of Company Audit:**
 - a. **Company Auditor:** Appointment, Qualifications, Disqualifications, Remuneration, Removal, Rights, Duties, Powers and Liabilities of Company Auditor.
 - b. **Conduct of Company Audit:** Preliminaries to the Audit of Limited Companies, Company Books of Accounts, Share Capital Transactions, Borrowing Powers, Managerial Remuneration, Provisions of Companies Act, relevant to Audit.
6. **Auditor’s Report:** Scope, Contents, Qualified, Modified and Unqualified Audit Report, Consideration for making Qualifications in Audit Reports, Disclosure of Extraordinary events after Balance-sheet, Specimen of Audit Reports.
7. **Audit of Banking and Insurance Companies:** Features and special points relating to Audit of Banking Company and Insurance Company.
8. **Cost Audit and Management Audit:** Meaning, Objectives and Significance of Cost Audit and Management Audit, Cost Audit Report Rules in various Industries, Professional misconduct in Cost Accountants Act, Distinction of Management Audit with Cost Audit, Financial Audit and Responsibility Audit.
9. **Audit of Statutory Corporations, Government Companies and other Organisations:** Special Points and Basic Principles in Audit of Statutory Corporations, Government Companies, Local Bodies, Aided Educational Institutions, Comptroller and Auditor General and its Constitutional Role.

Suggested Readings:

1. Jagdish Prakash: Auditing – Principles, Practices & Problems; Kalyani Publishers, Ludhiana (Hindi & English)
2. G. D. Verma, Pradeep Kumar, Baldev Sachdeva & Singh: Auditing – Theory and Practice; Kalyani Publishers, Ludhiana

B. Com. – II

Group ‘E’

Paper No. IX: Business Statistics

1. Introduction: Meaning, Importance and Limitation; Collection, Classification, Tabulation and Presentation of Data.
2. Measures of Central Tendency: Mean, Median, Mode, Geometric Mean, Harmonic Mean, Relation between averages.
3. Measures of Dispersion: Range Method, Mean Deviation, Standard Deviation, Coefficient of Variation, Quartile Deviation.
4. Measures of Skewness: Karl Pearson’s Coefficient of Skewness, Bowley’s Coefficient of Skewness.
5. Correlation: Graphic and Scatter diagram method, Karl Pearson’s Coefficient of Correlation, Spearman’s rank Correlation Coefficient.
6. Analysis of Time Series: Moving average method, Least Square Method, Seasonal Variations, Irregular Fluctuations.
7. Index Number: Un-weighted Index number, Changing and Shifting of Base, Weighted Index number, Cost of living Index Number, Fisher’s Ideal Index Number, Reversibility Tests.
8. Interpolation: Parabolic Curve method, Newton’s method, Binomial expansion method, Lagrange’s method.
9. Probability: Classical and Axiomatic definitions, Addition theorem, Multiplication theorem (elementary problems only).
10. Statistical Organisation in India - CSO and NSSO

Suggested Readings:

1. R. K. Singh & S.S. Shukla: Business Statistics, Shikha Pub. Allahaabd
2. Ramendu Roy: Principles of Statistics; PPB, Allahabad (Hindi & English)
3. K. L. Gupta: Business Statistics; Navyug Shahitya Sadan, Agra
4. B. N. Asthana: elements of Statistics; Chaitanya Publishing House, Allahabad
5. D. N. Elhance: Fundamentals of Statistics; Kitab Mahal, Allahabad
6. S. P. Gupta: Statistical Methods; S. Chand & Sons, New Delhi
7. R. K. Singh & D. K. Verma: Advanced Statistics(Uchchtar Sannkhikiya); PPB, Allahabad (Hindi)
8. Singh R. K. & S. Shankar; Business Statistics; Kitab Mahal, Allahabad

B. Com. – II

Group ‘E’

Paper No. X: Business Finance

1. Nature and Scope of Finance Function.
2. Financial Objective of Business.
3. Concept of Time Value of Money.
4. The form and character of Balance Sheet information.
5. The form and character of Profit and Loss Statement information.
6. Ratio Analysis
7. Funds Flow Analysis
8. Cash Flow Analysis
9. Cost-Volume – Profit Analysis and Profit Planning
10. Theories of Capitalization
11. Causes, Consequences and Remedies of Over & Under Capitalization
12. Operating, Financial & Combined Leverage
13. Introduction, Nature and Importance of Capital Budgeting
14. Accounting Rate of Return and Pay Back Methods
15. Dividend: Kinds & determinants; Walter Formula

Suggested Readings:

1. Anvita Raghuvanshi & Richa Bhargava: Business Finance, Shikha Pub. Allahabad
2. H. K. Singh & Sankalp Srivastava: Business Finance; PPB, Allahabad (Hindi & English)
3. M. B. Shukla: Business Finance: Chaitanya Publishing House, Allahabad (Hindi)
4. Howard and Upton: Introduction to Business Finance; McGraw Hill Book Co. New York
5. S. C. Kuchal: Corporation Finance; Chaitanya Publishing House, Allahabad

B. Com. – II

Group ‘F’

Paper No. XI: Business Environment

1. Introduction, Concept of Business Environment and Eco-Environment, Environment Protection Act.
2. Economic Systems – Capitalistic, Socialistic & Mixed.
3. Role of the Government in Economy – Business / Industry, Agriculture and Services.
4. Causes of Poverty & Unemployment; Remedial Measures.
5. Regional imbalance & Social injustice.
6. Policies – New Industrial Policy and Monetary Policy, Trade Policy and EXIM Policy.
7. International Environment of Business: Multinational Corporations & foreign collaborations, Implications of WTO, Balance of Payment problems.
8. Social Environment – Society, Social Groups and their relationship with business. Demographic problems.
9. Legal Environment – Regulatory Authorities and their functions: Telecom Regulatory Authority of India (TRAI), Insurance Regulatory and Development Authority (IRDA), Securities and Exchange Board of India (SEBI).

Suggested Readings:

1. R. K. Singh & Sarita Maxwell: Business Environment, Shikha Publication, Allahabad
2. Rosy Joshi & Sangam Kapoor: Business Environment; Kalyani Publishers, Ludhiana
3. A. K. Malviya: Business Environment; PPB, Allahabad (Hindi)
4. Francis Cherunilam: Business Environment; HPH, New Delhi
5. Singh R. K. & Amit Singh: Vyavashayik Paryavaran; Astha Pub., Allahabad
6. M. Adhikari: Economic Environment of Business; S. Chand & Sons, New Delhi

B. Com. – II

Group ‘F’

Paper No. XII: Business Communication and Computer

Part – A

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. (d). Report writing: Types of Reports, Steps in Business Report writing, Styles, Sample Reports. (d). Reporting of Proceedings of a meeting.
3. **Letter and Memo Writing:** (a). 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. (b). Memos – Advantages, Disadvantages, memo Format, How to Write Effective Memos – Prewriting Stage, Writing Stage, New Writing Stage, Specimens.
4. **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

Part – B

5. **Introduction to Computer:** (a). Computer Hardware: Classification of Computer – Personal Computer, Workstation, Servers and Super Computers; Computer Components – CPU, Input Output Devices, Storage Devices; (b). BUS, I/O CO Processors, Ports (Serial, Parallel, USB Ports), Expansion Slots, Add on Cards, On Board Chips, LAN Cards, Multimedia Cards, Cache Memory, Buffers, Controllers and Drivers; (c). Computer Software – System Software – Operating System, Open Source Software, Translators (Compilers, Interpreters and Assemblers), System Utilities; General Purpose Software / Utilities – Word Processor, Spread Sheet, DBMS, Scheduler / Planner, Internet Browser and E-Mail Clients.
6. **Data Storage and Retrievals:** (a). Data and Information Concepts: Bits, Bytes, KB, MB, GB, TB; (b). Data Organisation and Access Storage Concepts: Records, Fields, Grouped Fields, Special Fields Like Date, Integers, Real, Floating, Fixed, Double Precision, Logical, Characters, Strings, Variable Character Field (Memo); Key, Primary Key, Foreign Key, Secondary Key, Referential Integrity, Index Fields, Storage Techniques: Sequential, Block Sequential, Random, Indexed, Sequential Access, Direct Access, Random Access Including Randomizing Logical Structure and Physical Structure of Files.

Suggested Readings:

1. Ajai Kumar Singh, Varinder Kumar & T. D. Malhotra: Business Communication & Computer; Kalyani Publications, Ludhiana

2. Arun Kumar & Arpita Ghosh: Business Communication & Computer; Shuchita Prakashan (P) Ltd., Allahabad
3. Ekta Verma & J. K. Singh: Business Communication and Computer Application, Shikha Pub., Allahabad
4. Dinesh Kumar, B. P. Yadav & Sanjai Goswami: Business Communication and Computer; Astha Publications, Allahabad

B. Com. – III

Group ‘G’

Paper No. XIII: Income Tax Law and Accounts

Objective: To provide basic knowledge and equip students with application of the provisions of Income Tax Act, 1961. It is expected that student will gain a working knowledge regarding computation of taxable income and tax liability pertaining to individuals, H. U. F. and Firms.

1. (a). Basic Concept: Assessee, Types of Assessee, Assessment Year, Previous, Year, Gross Total Income, Total Income, Tax Evasion and Tax Avoidance. (b). Residential Status and Tax Incidence. (C). Exempted Incomes under Section 10. (d). Agricultural Incomes; Meaning, Types, Integration of Agriculture Income with Non-agricultural Incomes.
2. Computation of Income under different heads: (a). Salaries (b). Income from House Property (c). Profit and gains of Business or Profession (d). Capital Gains (e). Income from Other Sources.
3. (a). Deductions from Gross Total Income (b). Set off and Carry forward of Losses (c). Assessment of Individual, HUF and Firm.
4. (a). Filing of Returns (b). Permanent Account Number (c). Rebates and Reliefs.
5. (a). Income of other Persons included in assessee's Income (b). Advance Payment of Tax (c). Power of Central Board of Direct Taxes (CBDT) and Assessing Officer (d). Tax Planning for an Individual, (e). Best Judgement Assessment, (f). Tax Deduction at Source (TDS).

Suggested Readings:

1. V. P. Gaur & D. B. Narang: Income Tax – Law & Practice; Kalyani Publishres, Ludhiana
2. Ahuja, Girish & Ravi Gupta: Systematic Approach to Income Tax; Bharat Law House, New Delhi
3. H. C. Mehrotra: Income Tax Law; Sahitya Bhawan, Agra
4. Pagore, Dinkar: Law and Practice of Income Tax; S. Chand & Sons, New Delhi
5. V. K. Singhania: Students' Guide to Income Tax, Taxman Publications (P) Ltd. Delhi
6. Singh R. K. & A. K. Garg: Aaykar Vidhan Aur Lenkhe; Swati Pub., Meerut
7. Singh R. K. & A. K. Garg: Income Tax Law and Accounts; Swati Pub., Meerut

B. Com. – III

Group ‘G’

Paper No. XIV: Corporate Accounting

1. **Share and Debentures:**
 - (a). **Shares:** Issue, Forfeiture and Re-issue of Shares – Share Capital of Company, Classification of Shares, Issue of Shares – at Par, at Premium and Discount; Call in of Arrears and Advances; Forfeitures of Shares, Re-issue of Forfeited Shares, Rights Shares; Employee Stock Option Plan (ESOP); Bonus Shares, Redeemable Preference Shares. Journal Entries, Practical Problems.
 - (b). **Debentures:** Meaning and Types of Debentures; Issue of Debentures; Different Conditions of Issuing Debentures; Redemption of Debenture – Sinking Fund and Insurance Policy, Annual Drawings, Purchase in Open Market, Conversion, Option of the Company. Journal Entries, Practical Problems.
2. **Underwriting:** Meaning; Types of Underwriting; Payment of Commission to Underwriters; Brokerages and Fees of Managers to the Issue, Firm Underwriting; SEBI guidelines for Underwriting; Accounts of Underwriters. Practical Problems.
3. **Profit or Loss Prior to Incorporation:** Ascertainment of Profit or Loss Prior to incorporation, Calculation of Sales Ratio, Weighted Ratio, Practical Problems.
4. **Final Accounts of Companies:** Preparation and Presentation of Final Accounts of Companies; Treatment of Taxation in Preparation of Final Accounts of Companies; Dividend to Shareholders; Managerial Remuneration. Practical Problems.
5. **Amalgamation and Reconstruction of Companies:**
 - (a). **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.
 - (b). **Reconstruction of Companies:** External Reconstruction and Internal Reconstruction. Accounting Entries, Practical Problems.
6. **Accounts 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.
7. **Liquidation of Company:** Order of Payment; Preferential Creditors; Contributories; Preparation of Statement of Affairs and Deficiency Account; Liquidator’s Final Statement of Account. Practical Problems.
8. **Accounts of Banking Companies:**
 - a. Accounting Requirement of Banking Companies
 - b. Outline of the Accounting Procedure
 - c. Slip System
 - d. Final Accounts in Form A and Form B – A Detailed Study
9. **Accounts of Insurance Companies:**
 - a. Accounting Requirement of Insurance Companies
 - b. Valuations and Profit Calculation of a Life-Insurance Company

- c. Revenue Account, P&L A/c, P&L Appropriation A/c of Fire and Marine Insurance Companies – Schedule A for Life Insurance and Schedule B for General Insurance
- d. The Balance Sheet (Form B) – A Detailed Study as per IRDA guidelines.

Suggested Reading:

1. V. M. Baijal & D. K. Kulshrestha: Institutional Accounting; PPB, Allahabad
2. Ramendu Roy & Tanushree Roy: Corporate Accounting; PPB, Allahabad
3. S. P. Jain & K. L. Narang: Advanced Accountancy – Vol-II; Kalyani Publishers, Ludhiana
4. S. N. Maheshwari & S. K. Meheshwari: Advanced Accountancy – Vol-II: Vikas Publication House, New Delhi
5. Ashok Sehgal & Deepak Sehgal: Corporate Accounting; Taxman Publications(P) Ltd., New Delhi
6. Singh R. K., S. Shankar & Manu Bhatt: Corporate Accounting; Kitab Mahal, Allahabad

B. Com. – III

Group ‘H’

Paper No. XV: Human Resource Management

1. **Introduction:** Evolution of Human Resource Management (HRM); Concept, Objectives and Functions of HRM; HRM in the Indian Scenario.
2. **Human Resource Planning:** Concept; Process and Needs.
3. **Job Analysis:** Concept and Process.
4. **Recruitment and Selection:** Concept and Process.
5. **Human Resource Development:** Concept, HRD Matrix;
6. **Training and Development:** Concept, Need and Methods.
7. **Organisational Development:** Concepts and Need.
8. **Sustaining Employee Interest:** Human Relations: Concepts and Need; Compensation Plans (Salary & Wages Administration); Performance Appraisal Vs. Potential Appraisal
9. **Management of Industrial Relations:** Concept, Causes for Poor Industrial Relations; Discipline, Causes and Management of Indiscipline.
10. **Industrial Disputes:** Concept, Causes and Prevention of Industrial Disputes;
11. **Leadership:** Concept, Qualities of an Effective Leader, Leadership style.
12. **Motivation:** Concept and Meaning, Factors of Motivation, Theories of Motivation.
13. Human Resource Audit and Research.

Suggested Readings:

1. Ajai Kumar Singhal: Human Resource Management; Sharda Pustak Bhawan, Allahabad
2. A. K. Malviya: Human Resource Management; PPB, Allahabad (Hindi)
3. Archana Chandra & Amita Maxwell: Human Resource Management, Shikha Publication, Allahabad
4. T. N. Chabra: Human Resource Management – Concept and Issues; Dhanpat Rai & Co., Delhi
5. Beardmell, Ianad Holden, Len: Human Resource Management; Mc Millan Ltd. Landon
6. Dessler, Gary; Human Resource Management; Printice Hall, New Delhi
7. Singh R. K. & Singh Amit: Manav Sansadhan Prabandh; Astha Pub., Allahabad

B. Com. – III

Group ‘H’

Paper No. XVI: Marketing Management

1. Introduction:

Marketing – Concept, Functions and Importance.

Marketing Management – Concept, Objectives, Functions and Significance.

2. Product Planning & Development:

Definition, Classification of Product, Stages of Product Life Cycle (PLC) and Factors affecting PLC.

Product Planning – Genesis and Importance of Product Planning in Marketing.

Product Development: Meaning, Principle of Product Development, Stages of New Product Development and Factors affecting development of New Products.

3. Pricing:

Meaning, Objectives, Price Policies and Strategies and Methods of fixing prices.

4. Channels of Distribution:

Meaning, Functions, Distribution Systems and Factors affecting choice of channels of distribution.

Wholesaler and Retailer - Concept, Functions and Services.

New Retailing System

5. Promotional Tools:

Promotion Mix: Personal Selling, Sales Promotion.

Advertising: Meaning, Objectives, Media of Advertising; Factors affecting Media Selection decision, Publicity.

6. Marketing Research:

Meaning, Objectives, Types, Advantages and Limitations.

7. Rural Marketing:

Concept, Significance and Difficulties in Rural Marketing.

Suggested Readings:

1. A. K. Malviya: Marketing Management; PPB, Allahabad (Hindi)
2. Beller & Berkman: Readings in Marketing Management; HPH, Bombay
3. D. Amar Chand, B. Varadharajan: An Introduction to Marketing; Vikas Publishing House Pvt. Ltd., New Delhi.
4. C. B. Memoria, Pradeep Jain & Priti Mitra: Marketing Management; Kitab Mahal, Allahabad
5. Singh R. K. & Amit Singh, Vipran Prabandh; Astha Pub., Allahabad

B. Com. – III

Group 'I' Insurance & Risk Management

Paper No. XVII-A: Principles and Practices of Life and Property Insurance

1. Nature of Insurance:

Nature, Characteristics and Scope of Insurance, Kinds of Insurance, Functions of Insurance, Essential Elements necessary for Insurance, Importance of Insurance.

2. Principles of Insurance Contract:

Principles of Co-operation, Principle of Probability, Insurable Interest, Utmost good faith, Indemnity, Subrogation, Causa-Proxima, Contribution and Warranty. Difference between Contract of Indemnity and Life Insurance Contract, Over Insurance and Under Insurance Double Insurance and Re-Insurance.

3. Life Insurance:

Features of Life Insurance, Procedure of taking a Life Insurance Policy, Kinds of Life Insurance Policies, Whole Life policies, Endowment policies and Term policies, Annuities.

4. Policy Conditions:

Conditions relating to commencement of Risk, Riders, Conditions of Premium, Conditions relating to continuation of policies, Nomination and Assignment, Paid-up Value, Surrender Value.

5. Insurance Premium:

Types of Premium, Factors affecting the premium of Life Insurance policies, Methods of premium computation, Natural Premium Plan, Level Premium Plan, Mortality Table, Sources of Mortality information and construction of mortality tables.

6. Valuation, Surplus and Bonus:

Objects of valuation, Sources of surplus, Bonus and its kinds.

7. Settlement of Claims under Life Insurance Policies:

Procedure for settlement of maturity claims, Procedure for death claims.

8. Fire Insurance:

General Information relating to Fire Insurance, Need for Fire Insurance, Scope of Fire Insurance, Physical and Moral Hazards in Fire Insurance, Fire Insurance Contract: Principles, Difference between Fire and Life Insurance Contracts, Procedure of taking a Fire Insurance Policy.

9. Fire Policies and Its Conditions:

Types of Policies, Fire Policy Conditions, Procedure of Settlement of Claims under Fire Insurance.

10. Marine Insurance:

Classification of subject matter of Marine Insurance, Marine Insurance Contract: Its essential Characteristics, Express and Implied warranties under Marine Insurance.

11. Marine Insurance Policies and Conditions:

Types of Marine Policies, Marine Insurance Policy conditions.

12. Marine Losses:

Types of Marine Losses, Total Loss, Partial Loss, Particular Average, General Average, Difference between Particular Average and General Average, Salvage Charges, Particular Charges, Settlement of Claims in Marine Insurance.

Suggested Readings:

1. M. Motihar: Principles and Practice of Insurance; Sharda Pustak Bhawan, Allahabad
2. M. N. Mishra: Insurance Principles and Practice; S. Chand & Co. Ltd. New Delhi
3. M. Arif Khan: Theory and Practice of Insurance; Educational Book House, Aligarh.
4. Singh, R. K. & Keshav Shyam: Bima Ke Tatva; PPB, Allahabad
5. Singh R. K., Keshav Shyam & A. Singh: Bima Ke Siddhant Evam Jokhim Prabandh; Astha Pub., Allahabad

B. Com. – III

Group 'I' Insurance & Risk Management

Paper No. XVII-B: Insurance Law, Salesmanship & Risk Management

1. Basic Insurance Contract, Principles of Contract affecting Insurance, Difference between Insurance Contract and General Contract.
2. **Present Insurance Law in India:** A Brief study of
 - (i) The Insurance Act, 1938
 - (ii) The Life Insurance Corporation Act, 1956
 - (iii) The Insurance Regulatory and Development Authority Act, 1999
3. **Insurance Salesmanship:** Reasons for Selling Insurance, Obtaining prospects: Selling tactics, Essentials for a successful Insurance Salesman, Canvassing, Arguments for Insurance, Objections to Insurance and recommendations for reforms.
4. **Insurance Agent:** Qualifications, Training, Functions, Disqualifications, Rights of an Insurance Agent, Termination of Agency, Working of an Insurance Agent, Insurance Agent's Service regarding
 - (i). Age admission;
 - (ii). Policy holders' servicing;
 - (iii). Nomination and Assignment;
 - (iv). Alterations maturity
5. **Branch Manager:** Appointment Qualifications, Training, Duties, Responsibilities and Functions, Role of Branch Manager, Conduct and Control of Business relating to the Branch.
6. **Development Officer:** Appointment, Training, Functions, Powers, Duties, Control of activities.
7. **Risk Management:** Meaning of Risk, Nature and Sources of Risk, Basic categories of Risk, Types of Risk: (i). Pure Risk; (ii). Speculative Risk Management of Risks, Objective of Risk Management, Scope of Risk Management.
8. **Risk Management Process:** Risk Analysis, Risk Control, Risk Financing, Risk Manager's role and responsibilities.
9. **Insurance and Risk Management:** Basic characteristics – Pooling of Losses, Risk Transfer, indemnification. Elements of Insurance Risk, Insurance as a Risk Management Tool. Selection of Insurance Coverages, Selection of an Insurer, Negotiation of terms, Periodic review of Insurance program.

Suggested Readings:

1. P. K. Gupta: Insurance and Risk Management; HPH, Mumbai
2. Harrington, Scolt, E. and Niehans, Gregory R.: Insurance and Risk Management; McGraw Hill Book Co., New York
3. Singh R. K., Keshav Shyam & A. Singh: Bima Ke Siddhant Evam Jokhim Prabandh; Astha Pub., Allahabad

B. Com. – III

Group 'J': Banking and Foreign Exchange Paper No. XVIII – A: Banking Law and Practices

1. **Bank-Customer Relationship:** Definition of Customer, Bank Customer Relationship and its special features, Termination of the relationship, Bank Pass Book.
2. **Customer Accounts:** Opening of Account, Operation of Account, Special Customers of a Bank-Minor, Married Women, Lunatic, Drunkard, Joint Accounts, Partnership Firms, Joint Stock Company and Trustees.
3. **Negotiable Instruments Act 1881:** Negotiable Instruments: Promissory Note, Bill of Exchange and Cheque. Endorsement, Crossing, Payment and Collection of Cheques: Statutory Protection granted to the Banker.
4. **Employments of Bank Funds:** Cash Reserve and other Non-Earning Assets, Earning Assets: Money at Call and Short Notice, Investment, Loans and Advances, Discounting of Bill.
5. **Modes of Securing Advances:** Personal Security, Guarantee and indemnity and Collateral Securities: Lien, Pledge, Mortgage and Hypothecation.
6. **Securities of Advances:** General Principles for secured advances, Types of Collateral Securities – Stock Exchange Securities, Goods, Documents of Title of Goods, Life Insurance Policies, Immovable Property, Fixed Deposit Receipt, Book Debts.
7. **Banking Regulation Act:** Bank License – Issue, Suspension and Revocation, Inspection of Bank Offices, Branch Expansion, Bank Books, Records and Returns, Bank Accounts and Audit.
8. **Norms of Bank Financing:** Brief study of the recommendations of Tandon Committee, K. Kannan Committee. Bank Financing in the Liberalised regime.
9. **Special Banking Problems in India:** Banking efficiency, Bank Frauds, Core Banking

Suggested Readings:

1. S. N. Maheshwari: Banking Law and Practice; Kalyani Publishers, Ludhiana
2. G. K. Varshney: Law & Practice of Banking; Sahitya Bhawan Publications, Agra
3. Gordon & Natarajan: Banking Theory, Law and Practice; HPH, Delhi
4. B. M. L. Nigam: Law and Practice of Banking, Vikas Publication, New Delhi
5. Tannon: Banking Law and Practice

B. Com. – III

Group –: ‘J’ : Banking and Foreign Exchange Paper No. XVIII-B: Foreign Exchange Practices & Problems

1. **Foreign Exchange:** Concept, Need, Difference between Foreign Exchange and Normal Transaction.
2. **Documents used in Foreign Trade:** Invoice, Bill of Lading, Bill of Exchange, Insurance Policy, Letter of Credit.
3. **Balance of Trade and Balance of Payments:** Meaning and Differences, Disequilibrium in the Balance of Payments: Causes, Consequences and Remedies.
4. **Mechanism of International Payment:** Instruments of External Payments, Equilibrium Rate of Exchange, Fixed Vs Flexible Exchange Rates.
5. **Foreign Exchange Market:** Operations, Agency arrangement, Spot Exchange, Forward Exchange, Arbitrage Operations, Cover Operations.
6. **Foreign Trade Risks and Insurance:** Political Risks, Commercial Risks, A critical study of the working of ECGC.
7. **Export Credit:** Packing Credits, Shipping Finance, EXIM Bank.
8. **Liberalised Exchange Rate Mechanism (LERM):** Detailed study. Tarapore Committee Report of 2000 and Report II of 2006 on Capital Account Convertibility.
9. Laws and Procedures of Travel Remittances: Inward and Outward.
10. **Non-Resident Accounts:** Procedure, facilities and tax concession available in India.
11. **Arithmetic of Exchange Rate:** Customer’s and Banker’s Calculation of Spot and Forward Rates.

Suggested Readings:

1. Andley and Mattoo: Foreign Exchange Principles and Practice; S. Chand & Sons, New Delhi
2. Jeevanandam: Foreign Exchange; S. Chand & Sons, New Delhi

B. Com. – III

Group “K” Financial Market Analysis

Paper No. XIX-A: Stock Market Operation

1. Indian Securities Market – Brief History, Origin, Structure, Size, Popular Indexes – Sensex, Nifty.
2. Stock Exchange in India – Introduction, and functions, Listing Guidelines. Bombay Stock Exchange (BSE), National Stock Exchange (NSE), Over The Counter Exchange of India (OTCEI).
3. Investor Protection and Regulation: Role of SEBI in Indian Securities Market – Origin, Function & Development
4. Depositories – Basics, Benefits, Number of Depositories, How to Operate Depositories and Services Provided.
5. Role of Mutual Fund in Capital Market – Concept, Mutual Fund Industries in India, Types of Scheme, Advantages and Drawback, Organisation, Important Term in Mutual Fund.
6. Portfolio Management Services – Meaning, Portfolio Manager, Working of Portfolio Management.
7. Primary Market – Overview, Types of Issues – IPO and FPO, Benefits and Drawback.
8. Investment Guidelines for Capital Market, Credit Rating in India.
9. Factors Affecting Share Prices
10. De-mat Account.

Suggested Readings:

1. G. Ramesh Babu: Indian Financial System; HPH, New Delhi
2. Vasant Desai: The Indian Financial System and Development; HPH, New Delhi
3. V. A. Avadhani: Investment and Securities Market in India; HPH, New Delhi
4. H. R. Machirajn: Indian Financial System; Vikas Publications

B. Com. – III

Group ‘K’ Financial Market Analysis

Paper No. XIX-B: Security Analysis and Portfolio Management

1. **Security Analysis:** Basic Ingredients – Investment Styles, Speculation, Short Selling, Trading, Hedging, Arbitrage, Leveraging, Margin Trading, Record Dates and Book Closures, Circuit Band Hitters; ADR and GDR.
2. **Derivatives Trading: (i) Options Trading:** Meaning, Rationale, Calls and Puts, Option Price, Price Changes, Risks of Buying and Selling Options, Benefits of Options for Investments. **(ii) Futures Trading:** Meaning, Rationale, Difference between Futures and Options, Index Futures, Stock Futures, Advantages of Future Index; Swap Deals.
3. **Basis for Company Analysis:** Types of Shares in the Market-Growth Shares, Cyclical Shares, Defensive Shares, Discount Shares, Established and Emerging Blue Chip Shares, Net Financial Results and Profitability; Factors Influencing Earnings (EBIT), Return on Investment, Earnings Per Share, Price-Earning Multiple.
4. **Portfolio Management:** Meaning, Method of Operation, Investment Strategy, Diversification, Risk and Beta Return on Portfolio.
5. **Security Pricing:** Security Valuation, Factors Influencing Valuation, Types of Valuation Models – Book Value, Liquidating Value, Intrinsic Value, Replacement-Value, Constant Growth Model, Single Period Equity Valuation Model.
6. **Disinvestment Management:** Meaning, Rationale, Market Conditions, Factors Influencing Disinvestment, Disinvestment Decision; Stock Market Disinvestment; Fundamental Analysis; Timing of Disinvestment.

Suggested Readings:

1. Preeti Singh: Investment Management Security Analysis & Portfolio Management, HPH, New Delhi
2. M. Ranganathan & R. Madhumathi: Investment Analysis and Portfolio Management; Pearson Education, New Delhi
3. V. Gangadhar & G. Ramesh Babu: Investment Management; Anmol Publication Pvt. Ltd. New Delhi

B. Com. – III

Group ‘L’ Corporate and Industrial Laws

Paper No. XX – A: Company Law and Secretarial Practice

1. **Introduction:** Characteristics of Companies; Lifting of Corporate Veil; Types of Companies including one person Company, small company and producer company; Association not for Profit; Illegal Association; Formation of Company; Promoters, their legal position, pre-incorporation Contract and Provisional Contracts; Registration Procedure, Memorandum of Association, Articles of Association; Doctrine of Constructive Notice and Indoor Management, Prospectus-shelf and red herring prospectus, Misstatement in Prospectus
2. **Share and Debentures:** Allotment and forfeiture of Share, Transmission of Shares, Buyback and Provisions regarding buyback; Issue of Bonus Shares. Issue and Redemption of Debentures.
3. **Management:** Classification of Directors, Women Directors, Independent Director, Small Shareholder’s Director; Disqualifications, Director Identity Number (DIN); Appointment; Legal Positions, Power and Duties; removal of Directors; Key Managerial Personnel, Managing Director, Manager; Meeting of Shareholders and Board; types of Meeting, Convening and Conduct of Meetings, Postal Ballot, Meeting through Video Conferencing, e-Voting, Quorum, Proxy.
4. **Miscellaneous Provisions:** Books of Accounts, Registers; Online Filing of Documents; Dividend Provisions; Secretarial Audit: Appointment, Rotation, and Report. Concept and Modes of Winding Up; National Company Law Tribunal (NCLT); Special Courts.
5. **Company Secretary:** Definition, Qualification, Position, Rights and Duties, Statement on Corporate Governance, Chairman’s Speech, Director’s Report, Maintaining and Monitoring of Statutory Books / Registers Prescribed under various Provisions of the Companies Act, 2013.

Suggested Readings:

1. G. K. Kapoor: Corporate Laws & Secretarial Practice; Premier Book Company, New Delhi
2. Avtar Singh: Company Law; Eastern Book Company, Lucknow
3. Garg, Chawla & Gupta: Company Law; Kalyani Publishers, Ludhiana (Hindi & English)
4. M. C. Kuchhal: Modern Company Law; Shree Mahavir Book Depot, New Delhi

B. Com. – III

Group ‘L’: Corporate and Industrial Law

Paper No. XX-B: Industrial and Labour Laws

1. The Factories Act, 1948
2. The Industrial Disputes Act, 1947
3. The Trade Unions Act, 1926
4. The Payment of Wages Act, 1936
5. The Minimum Wages Act, 1948
6. The Workmen’s Compensation Act, 1923
7. The Contract Labour (Regulation and Abolition) Act, 1970
8. The Equal Remuneration Act, 1976
9. The Industrial Employment (Standing Order) Act, 1946

Suggested Readings:

1. Taxmann’s: Labour Laws; Tanmann Allied Services (P) Ltd.
2. S. N. Mishra: Labour Laws; Central Book Agency, Allahabad

B. Com. – III

Group ‘M’: Mathematics & Computer

Paper No. XXI-A: Mathematics for Business

1. Functions, Limit, Continuity and Discontinuity, Differentiation of Algebraic and Transcendental Functions. Differentiation from First Principle, Successive Differentiation, Leibnitz's Theorem, Expansion of Functions, Maclaurin's and Taylor's Theorem, Partial Differentiation, Euler's Theorem, Maxima and Minima, Indeterminate Forms.
2. Integral, Reduction Formulae, Integration of Rational, Irrational and Transcendental Functions. Definite Integral. Business Functions Including Cost, Revenue, Demand, Supply and Production Functions. Elasticity of Demand and Supply. Consumer's and Producer's Surplus.
3. Probability and Expected Value. Theorem, Binomial, Poisson and Normal Distribution.
4. Matrices, Inverse and Rank of a Matrix. Determinants, Solution of Linear Equations by Matrix and Determinant Method. Input and Output Analysis.
5. Linear Programming: Graphic and Simplex Methods.

Suggested Readings:

1. D. C. Sancheti & V. K. Kapoor: Business Mathematics, Sultan Chand & Sons, New Delhi
2. J. D. Gupta, P. K. Gupta & Man Mohan: Mathematics for Business Economics, TMH, New Delhi
3. B. C. Mehta & G. M. K. Madnani: Mathematics for Economists, Sultan Chand & Sons, New Delhi

B. Com. – III

Group ‘M’: Mathematics & Computer

Paper No. XXI-B: Computer Applications

- 1. Computer Networks & Network Security:** (a) Networking Concepts – Need and Scope, Benefits, Classification: LAN, MAN, WAN, VPN; Peer-to-Peer, Client Server, Components – NIC, Router, Switch, Hub, Repeater, Bridge, Gateway, Modem, Network Topologies – Bus, Star, Ring, Mesh, Hybrid, Architecture: Token Ring, Ethernet Transmission Technologies and Protocols – OSI, TCP/IP, ISDN etc., Network Operating System; (b) Local Area Networks – Components of a LAN, Advantages of LAN; (c) Client Server Technology, Limitation of Single user systems and need for Client Server Technology, Server – Database, Application, Print Server Servers, Transaction servers, Internet servers, Mail, Servers, Chat servers, IDS, Introduction to 3-tier and “n” tier architecture (COM, COM+); (d) Data centres: Features and functions, Primary delivery centre and disaster recovery site; (e) Network Security, Need; Treats and Vulnerabilities; Security Levels; techniques.
- 2. Computer Software:** Application Software – Financial Accounting, Payroll, Inventory; Specialized Systems – Enterprise Resource Panning (ERP), Artificial Intelligence, Expert Systems, Decision Support Systems – An Overview.
- 3. Data Base Management Systems:** (a) DBMS Models and Classification: Need for Database, Administration, Models, DML and DDL (Query and Reporting); Data Dictionaries, Distributed Databases, Object Oriented Databases, Client Server Databases, Knowledge Databases, (b) Backup and Recovery – Backup policy, Backup schedules, Offsite Backups. Recycling of Backups, Frequent Checking of recovery of Backup; (c) Usage of systems Software like program library management systems and tape and disk management systems – features, functionalities, advantages; (d) Data Mining and Data Warehousing – An Overview.
- 4. Internet and other Technologies:** (a) Internet and World-Wide-Web, Intranets, Extranets, Applications of Internet, Internet Protocols, (b) E-commerce – Nature, Types (B2B, B2C, C2C), Supply Chain Management, CRM, Electronic Data Interchange (EDI), Electronic Fund Transfers (EFT), Payment Portal, E-commerce Security; (c) Mobile Commerce, Bluetooth and Wi-Fi.
- 5. Flowcharts and Decision Table:** (a) Programming process, Program Analysis, Flowcharts, Program flowcharts, (b) Types of Decision Tables, Steps in preparing a limited entry decision table, Flowchart for a decision table, Advantages and disadvantages of decision tables.

Suggested Readings:

1. Computer Science and Information Technology – S.S. Khandare, S. Chand & Company.
2. Business Information Systems - Muneesh Kumar, Vikas Publishing House.
3. Information Technology and Computer Applications – Prabir Chakravarty, New Central Book Agency (P) Ltd.