

FACULTY OF COMMERCE
LCUKNOW UNIVERSITY
B.COM. COURSE STRUCTURE (SEMESTER-WISE)

I Year

SEMESTER -I		SEMESTER -II	
1	Financial Accounting	1	Company Accounts
2	Business Organisation	2	Business Laws
3	Micro Economics-Concept, Consumption & Production	3	Micro Economics-Exchange and Distribution
4	Currency, Banking and Exchange	4	Banking Operations
5	Essential of Management	5	Human Behaviour at Work
6	Business Communication	6	Concepts in Valuation
II Year			
SEMESTER -III		SEMESTER -IV	
1	Business Finance	1	Cost Accounting
2	Principles and Practice of Marketing	2	Contemporary Audit
3	Statistical Methods	3	Foreign Trade of India
4	Public Finance	4	Export-Import Procedures and Documentation
5	Selling and Advertising	5	Managing Human Resources
6	Introduction of International Business	6	Information Systems and E-Commerce
III year			
SEMESTER -V		SEMESTER -VI	
1	Income Tax Law and Accounts	1	Goods and Services Tax (GST)
2	Principles and Practice of Insurance	2	Labour Welfare Laws
3	Macro Economics	3	Applied and Business Statistics
4	Indian Economy	4	Economics of Public Enterprises
5	Institutional Framework for Business	5	Company Law and Secretarial Practice
6	Business Operations	6	Fundamentals of Entrepreneurship & Project Planning
		7	Comprehensive Viva-voce

NOTE : (1) Each Semester will be six months duration.

(2) Each paper will carry 100 marks including Comprehensive viva-voce

Total marks = 3700

FACULTY OF COMMERCE, LUCKNOW UNIVERSITY
SYLLABUS
B.Com. – Semester I

1th SEMESTER SYLLABUS

Paper I : Financial Accounting

Unit I : Definition, Nature and Scope of Accounting, Concepts and Conventions, Introduction to Financial Statements, Capital and Revenue Items, Indian Accounting Standards & IFRS.

Unit II : Partnership Accounts - advanced problems and detailed study. Admission, Retirement and Death of partners, Dissolution of Partnership Firm.

Unit III : Hire Purchase and Instalment Accounts, Royalty Accounts, Insolvency Accounts.

Unit IV : Insurance Claim for loss of Stock and Loss of Profit, Branch Accounts, Voyage Accounts.

Books Recommended:

1. Kumar, Arvind & Saxena, Vishal – Financial and Advanced Accounting
2. Shukla, S.M. – Financial Accounting
3. Kumar, Audhesh - Financial Accounting (वित्तीय लेखांकन)
4. Anthony, R.N. and Reece, J.S. : Accounting Principles
5. Gupta, R.L. and Radhawamy, M. : Financial Accounting
6. Shukla, M.C., Grewal, T.S. and Gupta, S.C. – Advance Accounting
7. Compendium of Statement Sledners of Accounting- The Institute of Chartered Accountants of India, New Delhi
8. Mishra, A.K. : Financial Accounting
9. Gupta, S.P. Financial Accounting

1th SEMESTER SYLLABUS

Paper –II : Business Organisation

Unit-I : Nature and scope of business, Social Responsibility of Business, Size of business units, Stock Market, Commodity Market, E-business, Business Environment.

Unit-II : Forms of business organizations and comparative study - Sole Proprietorship, Partnership, Joint stock company, co-operative organisation, One Man company.

Unit –III : Business combination and its types, Rationalisation and automation, Government and Business, Methods of Remunerating Labour.

Unit-IV : Organization process – Importance, Principles, Types of organization structure, Centralisation and Decentralisation, Committees, Departmentation, Delegation of authority.

Books Recommended:

1. Padmakar Asthana – Business Organisation
2. Maheshwari, K.L., Maheshwari, R.K. & Ram Milan - Business Organisation
3. Maheshwari, K.L., Maheshwari, R.K. & Madhu Bhatia – Vyavsayik Sanghtan
4. Y.K. Bhushan - Business Organisation
5. Companies Act, 2013.

1th SEMESTER SYLLABUS

Paper –III : Micro Economics – Concept, Consumption and Production

Unit – I

Definition and Concepts of Economics: Wealth, Welfare, Scarcity and Growth Oriented definitions, Concept of Scarcity, Optimum Utilization and Equilibrium, Various Forms of Equilibrium. **Nature and Scope:** Economics as a Science and Art, Normative and Positive Science, Relation with other subjects. Micro and Macro Economics. Inductive and Deductive methods of Economic Analysis.

Unit – II

Consumer Behaviour: – Theory of Demand and its Elasticity; Definition, Types and Measurement of Elasticity. Concept and Types of Utility. **Cardinal Approach;** Law of Diminishing Marginal Utility, Law of Equi-diminishing Marginal Utility. Consumer Surplus. **Ordinal Approach;** Indifference Curves: Meaning, Assumptions, Indifference Map and Properties. Consumer Equilibrium, Price, Income and Substitution Effects-Hicks' Approach. Practical Problems.

Unit – III

Producer's Behavior: – Production and Factors of Production. **Laws of Production;** Law of Variable Proportions and Return to Scale. **Isoquant:** Meaning, Assumptions and Properties. Isoquant Map. Producer's Equilibrium through Isoquants. Practical Problems.

Unit – IV

Cost of Production: – Meaning of Cost: Long-Run and Short-Run Cost. Implicit and Explicit Cost, Accounting and Economic Cost, Total Cost, Fixed Cost, Variable Cost, Average Cost, Average Fixed Cost, Average Variable Cost and Marginal Cost. Opportunity Cost. L-Shaped Cost Curve. Practical Problems.

RECOMMENDED BOOKS:

Samuelson, P. A. - Economics

Varian, H. - Intermediate Micro Economics

Stonier & Hague- A Textbook of Economic Theory

Jhingan, M.L.- Micro-Economic Theory

Vaishampayan, J.V.- Micro Economic Theory

Maheshwari K.L., Maheshwari R.K. & Singh, A.K. - Micro Economics

Lall M. - Micro Economics

Maheshwari K.L., Maheshwari R.K. & Madhu Bhatia- Micro Economics (Hindi)

Vaishampayan, J.V.- Micro Economic Theory (Hindi)

Pant J.C.- Micro Economics (Hindi)

1th SEMESTER SYLLABUS

Paper –IV : CURRENCY, BANKING AND EXCHANGE

Unit –I

Functions, Significance & Various Forms of Money, E- Money. Quantity Theory of money (Fisher's): Assumptions and Criticism, Monetary Standard – Gold Standard, Bi-metallism and Managed Currency Standard. Principles & Methods of Note issues, Indian Money Market.

Unit –II

Meaning and Significance of credit, Factors Influencing the Volume of Credit in the Country, Credit Creation by Bank, Credit Control by RBI. Inflation: Causes & Remedies.

Unit –III

Types of Banks, Central Bank and Commercial Banks: Meaning and Functions, Regional Rural Banks. E- Banking & Postal Banking.

Unit –IV

Concept of Foreign Exchange and Exchange Rate, Factors Causing Fluctuations in Exchange Rate, Exchange Control: Meaning, Objective and Methods.

Books Recommended:

1. Maheshwari R.K. & Chaturvedi Kavita– Currency, Banking and Exchange
2. Singh Archana- Currency, Banking and Exchange
3. Jaiswal Bimal – Currency, Banking and Exchange
4. Seth M.L. - Banking and International Trade
5. Maheshwari R.K. & Bhatia Madhu– Currency, Banking and Exchange (Hindi)

1th SEMESTER SYLLABUS

Paper –V : ESSENTIAL OF MANAGEMENT

Unit I: Introduction, Nature of Management, Evolution of Management Thought – various theories and approaches, Contribution of Peter Drucker to Value creation, Management Process,

Unit II: Planning: Objectives, Policy & Strategy,

Forecasting, Decision Making, Organizing: Organization Theory, Design of organization structure, Authority & Responsibility, Line and Staff Relationships, Departmentation, Delegation, Centralization and Decentralization.
Unit III: Staffing, Fundamentals of staffing, Recruitment & Selection, Training & Development, Performance Appraisal. Directing, Fundamentals of Directing, Fundamentals of motivation, Leadership
Unit IV: Co-ordination, Controlling: Nature and Scope of Control, Types of Control, Control Process, Management by Exception (MBE), Effective Control System, Control Techniques - Traditional and Modern.

Suggested Readings:

Koontz, Essentials of Management, Tata Mc Graw Hill
P.C. Tripathi, P.N. Pandey, Principles of Management, Tata McGraw Hill
V.S.P. Rao, Management Txt and Cases: Excel Publication,

1th SEMESTER SYLLABUS

Paper –VI : BUSINESS COMMUNICATION

Unit I : Introduction to Business Communication, Characteristics of Effective Organizational Communication, Basic Forms of Communication, Process of Communication, Principles of Effective Business Communication, 7 C's.

Unit II : Barriers to Communication, Facilitators to Communication, Effective Listening, Perception & Reality, Role of Opinion, Attitudes & Beliefs, Mal-functions of communication, Business Communication Etiquettes,

Unit III: Forms of Business Communication, Written Communication, Oral Communication, Non verbal Communication, Technology of Business Communication, Peculiarities of Communication in Indian Organizations

Unit IV: Conduct of Meeting- Agenda, Notice, Notes, Minutes, Office Memorandum, Office Orders, Press Release, Business Letter Writing-Need, functions & Kinds, Layout of letter writing, Types of letter writing, Report writing- Problems, Organization and techniques of writing business Correspondence: Letter Writing, inviting tenders and quotations, designing quotations, Placing orders, Sales letters, Claim & Adjustment Letters and Social correspondence. Time management in meetings. Modern communication forms: e-mail, video conferencing, social media communication.

Suggested Readings:

Business Communication : Lesikar
Business Communication- Sinha K.K.
Business Communication- T.N. Chabbra
Business Communication- Asha Kaul
Partri VR : Essentials of Communication
Senguin J: Business Communication: the Real World And Your Career ; Allied Publishers

FACULTY OF COMMERCE, LUCKNOW UNIVERSITY
SYLLABUS

B.Com. – Semester- II

2ND SEMESTER SYLLABUS

Paper I : Company Accounts

Unit I :

Meaning and kinds of shares. Issue, forfeiture and re-issue of forfeited shares. Redemption of Preference shares, Bonus shares. Meaning and kinds of Debentures – their issue and redemption.

Unit II :

Concept of amalgamation and absorption; AS 14 and Types of Amalgamation; Purchase Consideration; Accounting in the Books of Transferor of Company; Accounting in the Books of Transferee Company.

Unit III :

Concept of Reconstruction; Need of Reconstruction; Types of Reconstruction- Internal Reconstruction and External reconstruction; Alteration in Share capital; Reduction in share capital; Scheme of Accounting for Internal Reconstruction.

Unit IV :

Concept of Winding up of Companies; Preparation of Statement of Affairs and Deficiency Account; Preparation of Liquidator's Final Statement of Account.

Books Recommended:

1. Groves, R.E.V., Pendlebury, M. – Company Accounts : Analysis, Interpretation and Understanding
2. Roth, Martin : Analysing Company Accounts
3. Bloomfield, Stephen : Understanding and Interpreting Company Accounts : A Practical guide
4. Gupta, R.L., Radhaswamy, M. : Sultan Chand & Sons, New Delhi
5. Maheshwari, S.N. : Corporate Accounting, Vikas Publishing House, New Delhi
6. Shukla, M.C., Grewal, T.S. and Gupta, S.C. : Advanced Accounts : S. Chand & Co., New Delhi
7. Moore, C.L. and Jaedicke, R : K.K. Managerial Accounting
8. Jha, B.K. and Shah, M.S. : Corporate Accounting.

B.Com. – Semester II

Paper II : Business Laws

Unit –I : The Contract Act, 1872. Meaning, characteristics and kinds, essentials of valid contract : offer and acceptance, consideration, contractual capacity, free consent, legality of objects – void agreements.

Unit –II : Contract of Indemnity and Guarantee; Contract of Bailment and Pledge; Discharge of contract – modes, breach, remedies; quasi contract.

Unit –III : Contract of Agency, Sales of Goods Act, 1930 - Contract of Sale, meaning, difference between sale and agreement to sell, Conditions and warranties, Transfer of ownership in goods including sale by non agreement, Performance of contract of sale, Unpaid seller.

Unit –IV : The Negotiable Instrument Act, 1881 – Definition, features, types of negotiable instruments, promissory note, bill of exchange, cheque, Endorsement and its types, Holder and Holder in due course. Consumer Protection Act, 1986 : Objectives and its salient provisions.

Books and Acts recommended:

1. Pullock and Mulla – Indian Contract Act (Student's Edition)
2. Basnerjee, A.K. – Indian Mercantile Law
3. Venkatesham, E –A Handbook of Mercantile Law
4. Pandia –Mercantile Law
5. Indian Contract Act No. IX 1872
6. Indian Sale Goods Act 1930
7. Indian Partnership Act. 1932
8. Negotiable Instruments Act, 1881
9. Maheshwari K.L. and Ram Milan – Business Law

10. Dr. G.K. Varshney – Business Laws
11. D. Chandra Bose – Business Laws
12. Consumer Protection Act, 1986

2ND SEMESTER SYLLABUS

PAPER – III : Micro Economics- Exchange and Distribution

Unit – I

Market;- Concept, Classification of Market. Supply: Meaning and Change in Supply. Factors Affecting the Supply; Supply Elasticity.**Perfect Competition;-** Firm and Industry, Assumptions, Equilibrium and Price Determination. Practical Problems.

Unit – II

Monopoly;- Assumptions, Equilibrium and Price Determination, Price Discrimination, Degree of Monopoly Power and its Regulation.

Unit – III

Monopolistic Competition;- Assumptions/Characteristics, Product Differentiation, Selling Cast. Equilibrium and Price Determination.**Oligopoly market;** Concept and Characteristics, Practical Problems.

Unit – IV

Factor Pricing: Rent- Ricardian Theory, Modern Theory, Quasi Rent. **Wages-** Subsistence Theory of Wages, Wage Fund Theory, Residual Claimant Theory and Marginal Productivity Theory. **Interest-** Classical Theory of Interest, Loanable Funds Theory, Liquidity Preference Theory. Concept of Liquidity Trap. **Profit-** Accounting and Economic Profit. Dynamic Theory of Profit. Risk-bearing Theory, Uncertainty Bearing Theory and Innovation Theory. Functions of Profit.

RECOMMENDED BOOKS:

- Samuelson, P. A. - Economics
Varian, H. - Intermediate Micro Economics
Stonier & Hague- A Textbook of Economic Theory
Jhingan, M.L.- Micro-Economic Theory
Vaishampayan, J.V.- Micro Economic Theory
Maheshwari K.L, Maheshwari R.K. & Singh, A.K. - Micro Economics
Lall M. - Micro Economics
Maheshwari K.L, Maheshwari R.K. & Madhu Bhatia- Micro Economics (Hindi)
Vaishampayan, J.V.- Micro Economic Theory (Hindi)
Pant J.C.- Micro Economics (Hindi)

2ND SEMESTER SYLLABUS

PAPER – IV : BANKING OPERATIONS

Unit- I

Banking System in India, Monetary Policy: Concepts & Objectives, Basic concepts of Regulatory Environment for commercial bank in India and their provisions : RBI Act-Chapter I, II, III ; Banking Regulation Act- General Provisions, Management Control, Loan & Advances; Deposit and Insurance Act- Objectives, SARFAESI Act- Methods of recovery of NPA's and Money Laundering- Procedure, Laws and Guidelines for anti-money laundering.

Unit- II

Operational Aspect of commercial banks in India, Relationship between Banker and customers, Types of customer account, Cheque & its types, Endorsement, Dishonour, Rights and liabilities

of Paying and collecting Banker, Time Value of money –calculation of interest on loan & deposits, EMIs.

Unit- III

Negotiable Instruments, Bills of Exchange and Promissory notes, Rights and liabilities of parties, Bills discounting and purchasing, Ancillary Services of the Bankers. E-Banking.

Unit-IV

Employment of funds by Commercial Banks, Types of securities, mode of creating charge, Bank guarantees, Basel norms, Financial sector reforms in India.

Recommended Books:

Jaiswal Bimal : Banking Operations Management

Bhole L.M: Financial Institution & Markets

2ND SEMESTER SYLLABUS

PAPER – V : HUMAN BEHAVIOUR AT WORK

Unit I: Meaning and development of Organizational Behaviour, Need for Organizational Behaviour, Organizational Behaviour Model.

Unit II: Perception: Meaning, Significance of Perception for understanding Human Behaviour, Perception Process and Factors Influencing Perception; Personality: Concept, Factors influencing Personality, Theories of Personality **Unit III:** Learning: Concept, Process, Learning Theory and OB, OB Modification, **Motivation:** Motivation and Goal Directed Nature of Human Behaviour, Process, Theories of Motivation: Maslow's need hierarchy, Herzberg's two factor theory, Theory X,Y and Z, Conflict Management.

Unit IV: Group Dynamics: Meaning Functions, Types, Reasons for joining Group, Stages of Group Development, Characteristics, Advantages and Disadvantages of Informal Groups, Group Norms, Group Cohesiveness, Leadership: Meaning, style, approaches of leadership (Trait and Behaviour approach).

SUGGESTED READINGS

Robins, Stephen P. – Organizational Behaviour

Ashwathappa .K.-Organizational Behavior

Kavita Singh- Organisational Behavior

Davis, K & Newstrom - Human Behaviour at Work

Prasad, L.M. – Organisational Behaviour

2ND SEMESTER SYLLABUS

PAPER – VI : CONCEPTS IN VALUATION

Unit -I: Calculation of Simple Interest, Compound Interest, Present value and future values.

Unit – II: Annuity: ordinary annuity, annuity due, future value of annuity, determining present value and future value of annuity, Compounding frequency, present value of perpetuities, present value of uneven cash flow streams, present value of deferred annuities, Net present value.

Unit-III: The characteristics of fixed-income (debt and preferred stock), interpreting financial market data, including stock and bond price quotations, capitalization of cash flows from the asset and the risk-free rate. The value of a bond with a finite maturity date, the yield to maturity of a bond, the value of a perpetual bond / perpetuity, Preferred stocks.

Unit-IV: The characteristics of variable income (common stock) securities – Stockholder rights, Features, Advantages and disadvantages, Methods of selling securities in the primary capital markets – public, cash offering, Direct placement, Rights offering to shareholders. The general dividend valuation model, constant growth dividend valuation model, Zero growth dividend valuation, non-constant growth dividend valuation model.

References:

Financial Management & Policy, Van Horne

Financial Management: I.M Pandey

Financial Mathematics, Suresh Chandra

Financial Management, Ravi M Kishore, Taxman

Business Maths, Bajpai and Bajpai

FACULTY OF COMMERCE, LUCKNOW UNIVERSITY
SYLLABUS
B.Com. – Semester III

Paper I : Business Finance ^{3RD} SEMESTER SYLLABUS

Unit I :

Nature, Scope, Significance of Business Finance, Financial Goals, Finance Function, Duties, Responsibilities of a Finance Manager, Capital market : functions, types & significance.

Unit II :

Capitalisation : Concept, Over and Under-capitalisation : causes and remedies. Capital structure : Concept, Cost of Capital, Capital Budgeting.

Unit III :

Long term and short term, sources of capital – Owned and borrowed, Trade Credit, Bank credit, commercial papers etc., Analysis of Profitability, Activity, Liquidity, Solvency and Performance.

Unit IV :

Concept, Determinants and Sources of Working Capital, Fixed and Variable working capital, Estimation of working capital requirements, Financing Approaches to working capital.

Books recommended :

1. Kumar, A., Misra, P & Singh, D. – Financial Management
2. Kulshreshtha, R.S. – Financial Management (Hindi)
3. Srivastava, R.M. – Financial Management
4. Pandey, I.M. - Financial Management
5. Khan and Jain - Financial Management
6. Rastogi - Financial Management
- 7.

^{3RD} SEMESTER SYLLABUS

Paper II : Principles and Practice of Marketing

Unit I : Introduction: Nature and scope of marketing: Importance of marketing, functions, Marketing concepts- traditional and modern; Selling Vs. Marketing; Marketing mix; Marketing environment, E-marketing.

Unit-II : Consumer Behaviour, Nature, scope and significance of consumer behaviour; Bases of Consumer Behaviour, Market segmentation- Concept and importance; basis for market segmentation, Promotion; Methods of promotion; promotion mix; Personal selling.

Unit-III : Product: Concept of product, consumer and industrial goods; Product planning and development; Product life cycle, Packaging – role and functions; Brand name and trade mark. Price: Importance of price in the marketing; Factors affecting price of a product, kinds and method of pricing.

Unit-IV : Distribution Channels – concept and roles; Types of distribution channels; factors affecting choice of a distribution channel; Retailer and wholesaler; physical distribution of goods; Transportation; warehousing; inventory control; order processing.

Books Recommended:

1. Maheshwari K.L., Maheshwari R.K. & Ram Milan – Marketing Management
2. Prof. A. Chatterjee & Dr. R.K. Chaturvedi – Marketing Fundamentals – A Contemporary Insight
3. Agarwal, R.L. & Agarwal, D.P. – Viparan Ke Sidhant Tatha Neetiyan
4. Gupta, A.P. – Bharat Mein Viparan Ke Sidhant Thata Vyohar
5. Gupta, A.P. – Marketing of Agricultural Produce in India
6. Varshney, R.L. & Gupta, S.P. – International Marketing Management
7. Kotler, Phillip – Marketing Management Analysis Planning and Control
8. S.P. Bansal – Marketing Management
9. R.S.N. Pillai & Bagarathi – Modern Market
10. C.B. Gupta & Dr. N. Rajan Nair – Marketing Management
11. Debray Dutta & Mahua Dutta - Marketing Management
12. Dr. Ajit Kumar Shukla - Marketing Management

3rd SEMESTER SYLLABUS

Paper III : STATISTICAL METHODS

Notes:

1. Use of Simple/Scientific calculator is allowed.

Unit –I

Introduction: The Nature and scope of statistics, Definition of statistics. Law of Statistical Regularity: Law of Inertia of Large Numbers. Census and Sampling, Methods of Sampling, Types and Characteristics of Statistical Unit. Methods and instruments of data collection.

Unit –II

Classification and Tabulation – Objects, general rules for the construction of tables.

Measures of Central Tendency: Mean – Simple and Weighted, Mode, Harmonic and Geometric Mean; Positional Averages- Median, Quartile and Percentiles.

Unit –III

Measures of Dispersion, Skewness and Kurtosis – Range, Quartile Deviation, Mean Deviation, Standard Deviation and their coefficients; Measures of Skewness and Kurtosis.

Correlation Analysis – Scatter diagram, Karl Pearson’s coefficient of correlation, Spearman’s ranking method.

Unit –IV

Regression Analysis – Linear regression, regression lines, regression equations.

Interpolation – Assumptions, Binomial, Newton’s advancing differences, Larganges’ methods.

Suggested Readings:

1. J. K. Sharma, *Business Statistics*
2. S.C. Gupta, *Fundamentals of Statistics*
3. S.P. Gupta and Archana Gupta, *Elementary Statistics*
4. Richard Levin and David S. Rubin, *Statistics for Management*
5. M.R. Spiegel, *Theory and Problems of Statistics*, Schaum’s Outlines Series
6. Anoop Kumar Singh, *Statistical Methods (English)*
7. Anoop Kumar Singh, *Statistical Methods (Hindi)*

3rd SEMESTER SYLLABUS

Paper IV : PUBLIC FINANCE

UNIT I

Introduction: Meaning & Scope of Public Finance; Public goods vs. Private goods; Principle of Maximum Social Advantage; Public Budget , Techniques of Budgeting (ZBB, PBB).

UNIT II

Public Expenditure: Meaning & Nature, Wagner's views on increasing state activities Wiseman-peacock hypothesis, Canons and classification of public expenditure; effects on production, distribution and economic stability.

UNIT III

Public Revenue: Main sources of revenue, Tax revenue, Direct and Indirect Taxes, Progressive, proportional & Regressive Taxes, Value added tax and GST, The Division of tax burden- Impact and Incidence of a tax, effects on production & distribution.

Public Debt: Role and classification of Public debt and methods of their redemption. Deficit Financing.

UNIT IV

Indian Public Finance: Different types of Budgetary Deficits; Financial Federalism under constitution, Finance Commission- meaning and current Finance Commission, Budgetary Procedure and Financial Control in India. Fiscal Consolidation and FRBM Act.

Suggested Readings

1. Joseph E. Stiglitz, Economics of the Public Sector
2. R.A. Musgrave and P.B. Musgrave, Public Finance in Theory & Practice
3. Maheshwari K L, R K Maheshwari, Public Finance
4. Kaushik Basu and A. Maertens (ed.),
5. Lekhi ,R K- Public Finance
6. Bhatia, H L- Public Finance
7. Maheshwari K L, R K Maheshwari, Rajasva
8. Maheshwari K L, R K Maheshwari, Lok Vitt
9. Recent Budget Documents.

3rd SEMESTER SYLLABUS

Paper V : SELLING AND ADVERTISING

Unit –I: Selling: Concept, Nature and Role in Marketing. Personal Selling: Evolving face of Personal Selling, Nature and importance of Personal Selling, Characteristics of a successful salesperson, Sales as a career option, Sales training, Consumer psychology and buying motives, difference between selling of consumer and Industrial Products

Unit –II: Selling process: Prospecting, Pre-approach, Approach, Sales presentation and demonstration, Handling objections, Closing the sale, After sale service. Effective selling techniques, role of relationship marketing in personal selling, tools of selling, motivating and Remunerating Salespersons.

Unit –III: Advertising: Concept, role, functions, scope and types, Economic, Social, Legal and Ethical aspects of Advertising. Advertising Appeals: Meaning, types and methods, advertising as a persuasive communication process. Advertising Design: Characteristics and basic elements of Advertising copy. Creation, Production and Planning of Advertisements. Advertising Budget: Types, components and process of preparing. Advertising Agency: Functions and selection of agency.

Unit –IV: Advertising as a component of Integrated Marketing Communication, AIDA and DAGMAR model. Advertising Media: Types (Print, Outdoor, Electronic and other), Characteristics, merits and limitations of each media type. Media planning: Selection of media category; their reach, frequency,

impact, cost and other factors influencing media choice. Problems in reaching rural and remote audience. Evaluation of Advertising effectiveness: Importance, difficulties and methods of measuring advertising effectiveness.

Suggested Readings:

Sales Management by Candiff & Still, Pearson

Advertising Management by Batra, Aaker, Pearson

Advertising, Sales and Promotion Management by S.A. Chunawala, Himalaya Publication

Sales Management by Pradip Malik, Oxford Publication

3rd SEMESTER SYLLABUS

Paper VI : INTRODUCTION TO INTERNATIONAL BUSINESS

Unit I: Introduction and concepts of the international business, Domestic and international business comparison, advantages and disadvantages of domestic business and International Business respectively, Reasons for entering into International Business, modes of entry, Concept of MNC, TNC.

Unit II: WTO - structure, functions and roles in the current international business scenario, an overview of WTO agreements, concept of Trade Creation, trade Diversion, Concept and Various levels of International Economic Integration, PTA, FTA, Custom Union, Common Market, Economic Union, Political Union.

Unit III: Major Regional Trade Agreements, features of European Union, SAARC, NAFTA, ASEAN, SAFTA, Limitations of Regional Economic Integration, BRICS

Unit IV: International financial institutions – structure, roles, functions of World Bank/ IMF, ADB. Financial support available in India – EPZs, SEZs, Future trends in international business, concepts of FDI and Portfolio investments .

SUGGESTED READINGS

Justin Paul, International Business, Prentice Hall of India

Alan M. Rugman and Richard M. Hodgetts, International Business by Pearson Education.

Joshi, R.M , International Business, Oxford

International Business, K. Ashwathappa

International Business, F. Cherunilam, Prentice Hall of India-fifth edition

International Business, P. Subbarao

Global Business Management, Manab, Adhikari

FACULTY OF COMMERCE, LUCKNOW UNIVERSITY
SYLLABUS

B.Com. – Semester IV
4th SEMESTER SYLLABUS

Paper I : Cost Accounting

Unit –I : Definition, Nature, Scope, Significance and function of Cost Accounting, Cost Centre, Costs and its elements, System of ascertainment of cost, Control of Materials, Labour and Overhead, Allocation, Apportionment and Absorption of Overheads.

Unit –II : Output or Unit Costing, (Calculation of Tender, quotation and estimated price), Contract and Job Costing, Process Cost Accounting.

Unit –III : Reconciliation of Cost and Financial Accounts, Service costing, Budgetary Control.

Unit –IV : Marginal Costing, Standard Costing.

Books Recommended:

1. M.L. Agarwal – Cost Accounting (Hindi & English)
2. S.P. Gupta– Cost Accounting (Hindi & English)
3. Khan & Jain – Cost Accounting
4. Audhesh Tripathi & Varshney - Cost Accounting
5. Bigg – Cost Accounts
6. Lunt – Manual of Cost Account
7. Ridgeway – Cost Account
8. Whelden – Principles and Methods of Costing
9. Gupta, MP – Costing
10. Lucey. T. – Costing
11. Bharr – Cost Accounting
12. Blocker & Weltmer – Cost Accounting
13. Horngrance, Charles T. –Cost Accounting : A Managerial Emphasis

B.Com. – Semester IV

Paper II : Contemporary Audit

Unit –I : Nature & Objectives of Auditing; Types of Audit, Auditing Techniques; Internal Control & Internal Check, Audit Programme, Routine checking, Test checking.

Unit –II : Audit Procedure, Vouching, Verification of Assets & Liabilities, Investigation, Divisible Profit and Dividend, Internal Audit.

Unit –III : Government Audit, Audit of Limited Companies, Company Auditor: Appointment, Remuneration, Powers, Duties and Liabilities, Audit report.

Unit –IV : Standards on Auditing, Audit of Special entities : Non Profit Organisations, Educational Institutions, Clubs, Cost Audit, Tax Audit and Management Audit.

Books Recommended:

1. Maheshwari K.L. and Maheshwari R.K. – Contemporary Audit
2. Spicer and Peglar – Practical Auditing
3. Batliboi – Principles and Practice of Auditing
4. T.R. Sharma - Contemporary Audit (Hindi & English)

5. Kamal Gupta - Contemporary Auditing
6. Pankaj Garg – Auditing and Assurance
7. B.N. Tandon – A Handbook of Practical Auditing

4th SEMESTER SYLLABUS

Paper III : FOREIGN TRADE OF INDIA

Unit –I

Introduction – Trade its meaning and types. Difference between internal and international trade. Concept, Assumptions and Criticism of International Trade Theories. India's Internal Trade- Characteristics and Problems. Coastal trade .Terms of Trade.

Unit-II

Foreign Trade of India – Before independence, During Planning Period, Recent trends in India's Foreign Trade. Major Items of Exports: Composition, Direction and Future Prospects, Major Items of Imports: Composition, Direction and Future Prospects.

Unit –III

Free Trade and Protective trade policies, India's Major trading partners: USA, UK, China and Japan. National Level Financing Institutions: EXIM Bank, ECGC and other institutions in financing of foreign trade, STC, MMTC, SEZ and EPZ. Export promotions.

Unit –IV

Recent World trade Scenario, Recent changes in Foreign trade policy, Trade agreements – Bilateral and Multilateral Trade Agreements. GATT & UNCTAD, WTO. India's Balance of Trade and Balance of Payments: Concept, Problems, Reasons for disequilibrium and Corrective Measures.

Recommended book(s)

- 1) Jaiswal Bimal & A.K.Singh – Foreign Trade of India
- 2) Goswami V.K. – International Trade
- 3) Mishra N.K. & Abrar Anjum- Trade of India
- 4) Plaekar – Trade of India
- 5) Salvi P.G. – New Directions on India's Trade policy.
- 6) Cherrunilam F. – International Trade Export Management
- 7) Singh, M – India's Export trends
- 8) Bhagwati J. Srinivasan – Foreign Trade regimes and Economics development

4th SEMESTER SYLLABUS

PAPER – IV : EXPORT IMPORT PROCEDURES & DOCUMENTATION

Unit I

Exports-planning: Adaption, Standardisation and Packaging. Getting ready for Exports. Procurement and processing of an export order and Export Contract. Export Costing & Pricing, Export Documentation: Concept & Types. Steps in Export Procedure.

Unit II

Methods/Terms of payments for Exports, Export Financing: Pre Shipment and Post Shipment Financing. Export Credit Guarantee Corporation of India (ECGC of India). Quality control and inspection in Exports. Type of risks, Cargo insurance: Contract, procedures and documentation for cargo loss claims, INCO Terms.

Unit- III:

Central Excise and custom clearance regulations- Procedures and Documentation.Export / trading / star trading / superstar trading houses; Objective criteria and benefits, procedures and documentation; Policy for EOU / FTZ/ EPZ units, Objectives, criteria and benefits.

Unit- IV

Institutional Support for India's Foreign Trade, Export Incentives (Financial & Non-Financial Incentives). Schemes for import of capital goods, Procedures and documentation for new / second hand capital goods. International Logistics.

BOOKS RECOMMENDED:

1. Maheshwari R.K. & Ekta Rastogi- Export-Import Procedure & Documentation
2. Jaiswal Bimal & Yusuf Kamal - Export-Import Procedure & Documentation
3. Exporters Manual- Nabhi Publication

4th SEMESTER SYLLABUS

PAPER – V : MANAGING HUMAN RESOURCES

Unit I: Nature and concept of HRM, importance, present day challenges. Human Resource Planning concept and process

Unit II: Job Analysis: Job Description and job Specification. Recruitment & Selection: difference between them, Process of Selection- Stages; Socialization and Induction

Unit III: Training & Development: Difference between the two, Process and methods of training and development, Performance Appraisal: Methods of Performance Appraisal

Unit IV: Compensation Planning: Meaning and objectives, Developing Pay Structures, Principles of Wage and Salary Administration, Promotions, Demotions, Transfers and Separations.

SUGGESTED READINGS

- Human Resource Management Text & Cases - VSP Rao*
- Human Resource Management Text & Cases - K. Ashwathappa*
- Human Resource Management - Gary Dessler*
- Personnel Management- C.B. Mamoria*
- Personal Management and HR- C.S. Venkatartnam*
- HRM by P.K. Gupta*

4th SEMESTER SYLLABUS

PAPER – VI : INFORMATION SYSTEMS AND E-COMMERCE

Objective: The course aims to develop basic understanding of the Information Systems and E-commerce and their role in Business Organizations.

Unit I: Introduction to Computer systems, elements of a Computer System, types of Computers and their features, input, output and storage devices, types of software, networking and Internet, types of networks and networking devices, methods of Internet access, services available through Internet, business applications and benefits of computerization and Internet.

Unit II: Introduction to Information Systems, business applications and its benefits, functional and cross functional Information Systems: Transaction Processing Systems, Electronic Data Interchange, On Line Analytical Processing, Management Information Systems, Decision Support Systems, Executive Information Systems, Executive Support Systems, Enterprise applications, Supply Chain Management Systems, Customer Relationship Management Systems.

Unit III: Concept of Database and Database Management System centralized and distributed Database Systems, Planning and designing of Information Systems: System Flow Charts, traditional System Development Life Cycle, modern System Development Methods, Implementing Information Systems as planned organizational change.

Unit IV: Concept of E-commerce, Digital Markets and Digital Goods, advantages and disadvantages of transacting online, types of E-commerce and M-commerce, E-commerce business models, e-payment systems, digital signatures.

Suggested readings:

- Peter Norton – Introduction to Computers: McGraw Hill*
- Leon - Introduction to Computers: Vikas Publications*
- Satish Jain – Computers in Business Management: BPB Publications*
- Kenneth C. Laudon – Management Information Systems: Pearson*
- James A. O'Brien - Management Information Systems: McGraw Hill*
- Girdhar Joshi - Management Information Systems: Oxford*
- Waman S. Jawadekar - Management Information Systems: McGraw Hill*
- S. A. Kelkar - Management Information Systems: PHI*

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Paper I : Income Tax Law and Accounts ^{5th} SEMESTER SYLLABUS

Unit-I : Basic Concepts : Income, agricultural income, casual income, assessment year, previous year, gross total income, total income, Person. Tax evasion, avoidance and tax planning. Basic of Charge; Scope of total income, residence and tax liability, income which does not form part of total income, deduction from Gross total income.

Unit-II : Head of the Income: Salaries; Income from house property; Profit and gains of business and profession. Capital gains; Income from other sources.

Unit-III : Deemed income: Aggregation of Income, Set-off and carry forward of losses; Tax Authorities; Assessment procedures.

Unit-IV : Computations of total income of an individual, H.UF

Books Recommended:

1. Shukla S.K. – Income Tax : Laws and Accounts (Hindi & English)
2. Singhanai V.K. – Students, Guide of Income Tax, Taxman, Delhi
3. Prasad, Bhagwati: Income Tax Law & Practice; Wiley Publication, New Delhi
4. Mehrotra, H.C. – Income Tax Law & Accounts;
5. Dinker Pagare: Income Tax Law and Practice; Sultan Chand & Sons, New Delhi
6. Grish Ahuja & Ravi Gupta, Systematic approach to income tax, Sahitya Bhawan publication, New Delhi.

^{5th} SEMESTER SYLLABUS

Paper II : Principles and Practice of Insurance

Unit –I : Introduction, Purpose and Need of Insurance, Insurance as a social security tool; Insurance and economic development, Theories of Insurance, Principles of Insurance Contract, Risk, Double insurance, Over insurance, Under insurance, Re-insurance.

Unit –II : Life Insurance – Principles and Practice; Life insurance contracts; nature and characteristics, Types of life insurance policies, Terms & Conditions of the policy, Nomination and Assignment of policies, Computation of premium, Annuity payments, Mortality Table.

Unit –III : Fire Insurance – The basic principles of Fire Insurance contracts, Fire Policy; Conditions, Assignment, Claims.

Unit –IV : Marine Insurance – General Principles, Conditions and Warranties in marine insurance policy, Types of Marine insurance policies; Assignment of policy, Loss and abandonment, Marine losses.

Books Recommended:

1. Young – Insurance
2. S.K. Shukla – Insurance Law & Accounts (Hindi & English)
3. S.N. Mishra – Insurance
4. Arif Khan - Insurance
5. Huebner – Life Insurance
6. Leigh – A Guide of Life Insurance
7. Maclean – Life Insurance
8. Godwin – Principles and Practices of Fire Insurance
9. Bal Chand – Bima Ke Prambhik Prakaran
10. Insurance Act 1938
11. M.N. Mishra - Insurance

5th SEMESTER SYLLABUS

Paper III : MACRO ECONOMICS

Unit- I

Concept and scope of Macro-Economics; Macro-economic Paradoxes: wage-employment paradox and paradox of thrift, The Circular flow of Income and expenditure.

The Analysis and Measurement of Economic Activity - National Income Accounting: Concept and Definitions of National Income. Various components of National Income, Methods of Measurement of National Income and Welfare.

Unit – II

Classical Macroeconomic Models – Say’s Law, Quantity Theory of Money, Wage-Price Flexibility and Full employment.

Aggregate Expenditure – Consumption Function: Concepts of propensities of consumption and saving. Absolute Income Hypothesis, Relative Income Hypothesis; Consumption Puzzle and Permanent Consumption Hypothesis. Investment Function: Types, Marginal Efficiency of Capital (MEC) and Marginal Efficiency of Investment (MEI).

Unit –III

The Concept of Multiplier; National Income Determination in an Open Economy

IS-LM Analysis - Derivation of IS and LM Functions; Joint determination of National Income and rate of Interest and Shift and IS and LM Curves.

Unit-IV

Theory of Inflation – Meaning, types and measurement, Demand Pull and Cost Push Inflation.

The Philips Curve, Effects of Inflation, Anti-Inflation Policies – Monetary and Fiscal Policies.

Business Cycles – concept, types and phases; Keynes, Hawtrey, Hicks Models.

Suggested Readings:

1. Dornbusch, Fischer and Startz, Macroeconomics, McGraw Hill.
2. N. Gregory Mankiw. Macroeconomics, Worth Publishers.
3. Richard T. Froyen, Macroeconomics, Pearson Education Asia.
4. Errol D’Souza, Macroeconomics, Pearson Education.
5. J V Vaishampayan, Macroeconomic Theory and Policy, New Royal Book Publication (Hindi & English).
6. Maheshwari K.L. & Maheshwari R.K. – Macro Economics
7. H L Ahuja, Macroeconomic Theory, S Chand Publication.
8. D N Dwivedi, Macroeconomic Theory.

5th SEMESTER SYLLABUS

Paper IV : INDIAN ECONOMY

UNIT-1

Concept and Features of Developing and Developed economy, Nature and structure of Indian Economy, Characteristics and problems of Indian Economy, Planning in India: Five year plans – Achievements and failures, NITI Aayog.

Unit –II

Indian Agriculture –Its features and problems. Agricultural development in planned era. Green revolution, Agricultural marketing. Problem of unemployment, Forms of Unemployment, Employment Generation and Poverty Alleviation Programmes in India.

Unit –III

Indian Industry: Large scale, small scale and cottage industries, MSME, MUDRA Scheme Industrial development during five year plans, Industrial policy-Make in India, Industrial Sickness, Industrial finance: Sources and Institutions.

UNIT-IV

Infrastructure in the Indian Economy, Energy Sector: Sources, Energy crisis and measures to tackle. Population growth and Population explosion, Population Policy and programmes.

Books Recommended:

1. Datta and Sundaram – Indian Economy (English & Hindi)
2. Misra S.K. and Puri V.K. – Indian Economy (English & Hindi)

5th SEMESTER SYLLABUS

Paper V : INSTITUTIONAL FRAMEWORK FOR BUSINESS

Objective:- The intent of the course is to introduce the students to Indian regulatory as well as supportive framework of business in India

UNIT I - Introduction to Indian regulatory environment for business, Role and Functions of RBI, Structure of commercial banking in India, mandatory provisions regarding SLR and CRR, NABARD: Role and functions, EXIM Bank and its facilitative role, SIDBI and its various schemes for promotion of small business, Microfinance Institutions and Regional Rural Banks, Scope and functions of IRDA

UNIT II - Regulatory body for financial and Investment market in India :SEBI- roles and functions, Important guidelines for Issue of capital Intermediaries /market infrastructure institutions: Role and functions of Bankers to issue, Registrar to the issue, Credit rating agencies, Merchant banks, Mutual funds, Portfolio managers., Underwriters

UNIT III- Role and functions of Stock exchanges in India, Prominent stock exchanges in India - BSE and NSE, Different types of instruments and brokers: equity and equity derivatives, corporate debt market segment, commodities derivatives market segment, interest and currency market segments, role of depositories

UNIT IV- Overview of functions of: Competitive Commission of India, National Company Law Tribunal towards Insolvency and Bankruptcy code, Department of Industrial Policy and Promotion for FDI in India and its guidelines

References:

Indian Financial System, Pathak Bahrti, Pearson
Business Environment, Francis Cherunilam
Web- sites of RBI, SEBI, IRDA, BSE, NSE, IBEF etc.

Paper VI : BUSINESS OPERATIONS

Unit I: Introduction: Meaning, Nature and Scope of Production and Operation Management. Objectives of Operations Management, Duties and Responsibilities of Operations Management. Manufacturing Vs Service Operations. Systems approach to Operations Management.

Unit II: Facility Location: Nature, Factors considered in location and Methods. Facility Layout: Objective of good layout, Factors influencing layout and Types of layout. Material Handling Equipment: Importance, Objective, Principles, Factors affecting selection of equipment and types of handling equipment.

Unit III: Production Planning and Control: Role, Scope and Benefits. Inventory Management: Objectives of Inventory management, Techniques of inventory management.

Unit IV: Service Operations: Types of Service Operations. Scheduling for Services. Scheduling Strategies for Services. Introduction to Quality Management in Manufacturing and Services.

SUGGESTED READINGS:

Production & Operations Management, by Upendra Kachru, Excel Books.

Operations Now, by Byron J Finch, Tata McGraw-Hill

Operations Management, by Gaither & Fraizer, Thomson South Western.

Production & Operations Management: Ashwathappa and Bhat, Himalaya Publications.

Productions and Operations Management: Kaniksha Bedi, Oxford

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6th SEMESTER SYLLABUS

Paper I : Goods And Services Tax (GST)

Unit-I : Concept and types of Indirect Tax; Right to impose indirect tax by Centre (Union)/State and Union Territory Governments before and after 101st Amendment of the Constitution o

f India; Introduction of GST in India; Definition - Supply, Aggregate Turnover, Person, Business , Appropriate Government, Mixed Supply, Composite Supply, GSTN, GSTIN, E-Commerce Input Tax Credit etc. GST Models : Single GST & Dual GST; Types of GST:- CGST,SGST/UTGST,IGST ; Levy and Collection of GST.

Unit –II : Registration under GST : Persons liable to get registered, Compulsory Registration, Registration Procedure, Reverse Charge Mechanism, Composition Scheme and assessment under composition scheme; Zero rated supply; Exemption from GST, GST tax rate.

Unit-III : Input Tax Credit (ITC), Eligibility and conditions for taking Input Tax Credit, Apportionment of ITC and Blocked Credit ; Various Documents under GST- Tax Invoice, Bill for Supply, Debit Note, Credit Note, Payment Voucher, Receipt Voucher, E-way bill, HSN Code and SAC Code.

Unit-IV : Assessment and Administration of GST - Types of GST Returns, Types of Assessment & Assessment Procedures, Role and Functions of GST Council, Tax Authorities and their powers; Tax deduction at Source & Tax Collection at Source, Refund of Tax.

Suggested Readings :

1. S.K. Shukla : GST in India (Hindi & English)
2. Bare Act
3. Taxman : Goods and Service Tax (Hindi & English)

Paper II : Labour Welfare Laws

Unit I : Employees State Insurance Act, 1948 – Definition, Scope of the Act, Corporation, Standing committee, Medical Benefit council, Finance and Audit, Employees' State Insurance fund, Combination, Benefits, Adjudication of Disputes and Claims, Penalties.

Unit-II : Payment of Gratuity Act, 1952 – Scope and application, definition, continuous service, controlling authority, payment of gratuity, power to exempt, nomination, determination of the amount fo gratuity, inspectors, recovery of gratuity, penalties.

Payment of Bonus Act, 1965 – Introduction, definition, determination of bonus, eligibility and payment of bonus. Offences and penalties.

Unit-III : Employees' Provident Funds and Miscellaneous Provisions Act, 1952 – Definition, scope of the act, Employees Provident fund, scheme and authorities. Determination of money due from Employers, Appellate Tribunal, Inspectors, offences and penalties.

Maternity Benefit Act, 1961- Introduction, definitions, prohibition of employment, maternity benefit, leave nursing breaks, inspectors, offences and penalties.

Unit-IV : Workmen's Compensation Act, 1923 – Intoduction, definitions, employer's liability for compensation, rules as to compensation, commission and procedure before them, offences and penalties.

Trade Union Act, 1926 – Definitions, scope of the act, Objectives and its provisions.

Books Recommended:

1. S.K. Shukla & K.P. Tewari – Labour & Welfare Law (Hindi & English)
2. S.N. Mishra – Industrial Law
3. V.K. Goswami - Industrial Law
4. P.K. Jain - Industrial Law
5. Kumavat - Industrial Law (Hindi)
6. Mangal Singhai - Industrial Law (Hindi)
7. Badri Prasad – Udyogik Sanniyam (Hindi)

6th SEMESTER SYLLABUS

PAPER – III : APPLIED AND BUSINESS STATISTICS

Unit-II

Statistical System in India – Indian Statistical Machinery – Organisation at Central and State level, National Sample Survey Organisation – Organisation, Functions, Design and Technique. National Income Statistics: Methods of measuring National Income and related aggregates

Unit - I

Population Statistics – Nature, Importance and Methods of Population Census. Population Census in India. Vital Statistics- Computation of birth, death, Fertility and Reproduction rates.

Unit- III

Analysis of Time Series – Meaning, Importance and Purposes, Components of Time Series Analysis. Long Term Trend and Seasonal Variation measurement – Different methods.Statistical Quality control: Concept, Utility and Techniques. Construction of control charts for Variables and Attributes

Unit- IV

Index numbers and their uses: Definition, Importance and Limitations. Price, Quantity and value index numbers, Methods of constructing index numbers, Tests of reversibility, WPI and CPI, Deflating Index Numbers. Business Forecasting:Concept and Methods

Books Recommended:

1. Anoop Kumar Singh- Applied and Business Statistics (Hindi)

2. Abrar Anjum – Applied and Business Statistics
3. Gupta S.P. – Statistical Methods

6th SEMESTER SYLLABUS

PAPER – IV : Economics of Public Enterprises

Unit-1

Concept of public enterprises, Role in national economy, Growth of public enterprise in India.

Unit-2

Organisational Patterns- Departmental Undertaking, Statutory Corporations, Companies, Holding Companies, Other Forms. Management- Public Enterprises Board, Functions Responsibilities, Duties of Board of Directors, Delegation of Authority.

Unit-3

Pricing in Public Enterprises, Efficiency and Performance Evaluation, Financing of Public Enterprises, Performance Budgeting, Financial Advisor, Disinvestment in PSUs.

Unit-4

Accountability and Control – Public Accountability and Autonomy, Accountability to Parliament, Control, Audit, Annual Reports, Consumer Organisation.

Books Recommended:

1. Barnes, I.R. – Economics of Public Utility Regulation
2. Clemens E.W. – Economics and Public Utilities
3. Sleeman, J.F. – British Public Utilities
4. LaxmiNarain – Principles Practice of Public Enterprise
5. Maheshwari, R.K. – Public Enterprise Management

6^प माहेश्वरी, आर- के. – लोकउपक्रम

6th SEMESTER SYLLABUS

PAPER – V : COMPANY LAW AND SECRETARIAL PRACTICE

Objective: The objective of the course is to impart basic knowledge of the provisions of the Companies Act 2013 and introduction to secretarial practices.

UNIT I: Characteristics of a company; lifting of corporate veil; types of companies including one person company, small company, associate company, dormant company, producer company; association not for profit; illegal association; formation of company, promoters and their legal position, pre incorporation contract and provisional contracts; on-line registration of a company. Secretarial Duties and responsibilities of Company Secretary secretarial duties relating to issue and allotment of shares, Calls, forfeiture, Lien and transfer of shares. Provisions relating to company and Board meetings.

UNIT II: Memorandum of association and its alteration, articles of association and its alteration, doctrines of constructive notice and indoor management, prospectus, shelf prospectus and red herring prospectus, misstatement in prospectus; issue, allotment and forfeiture of share, calls on shares; issue of sweat capital; employee stock option; issue of bonus shares; transfer and transmission of shares, buyback; share certificate; Demat system. Secretarial duties relating to meetings, Notice, Agenda, Proxy, Motion, Resolution, Minutes and Reports.

UNIT III: Classification of directors, director identity number (DIN); appointment, removal of directors; legal positions, powers and duties; key managerial personnel, managing director, manager; committees of board of directors – audit committee, nomination and remuneration committee, stakeholders relationship committee, corporate social responsibility committee; prohibition of insider trading. Meetings of shareholders and board; types of meeting, convening and conduct of meetings, requisites of a valid meeting- notice, agenda, chairman, quorum, proxy, resolutions, minutes; postal ballot, meeting through video conferencing, e-voting.

UNIT IV: Provisions relating to payment of dividend, provisions relating to books of account, provisions relating to audit, auditors' appointment, rotation of auditors, auditors' report, secretarial standards and secretarial audit; on-line filing of documents. Concept and modes of winding up, **Insolvency and**

Bankruptcy Code 2016, Liquidator, National Company Law Tribunal (NCLT), Appellate tribunal (NCLAT), Special Courts.

Suggested Readings:

Company law and Secretarial Practice by S.M. Shukla and P. Mahajan

Corporate Law by Kuchal M.C

Kuchhal M C, Corporate Laws, Shri Mahaveer Book Depot, New Delhi.

Sharma, J.P., An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi

Ramaiya, A Guide to Companies Act, LexisNexis, Wadhwa and Buttersworth.

Kannal, S., & V.S. Sowrirajan, Company Law Procedure, Taxman's Allied Services (P)Ltd., New Delhi.

Singh, Harpal, Indian Company Law, Galgotia Publishing, Delhi.

Companies Act and Corporate Laws, Bharat Law House Pvt. Ltd, New Delhi.

6th SEMESTER SYLLABUS

PAPER – VI: FUNDAMENTALS OF ENTERPRENEURSHIP AND PROJECT PLANNING

Objective: This course provides inputs for students interested in starting their own business, working for an entrepreneurial firm, or intending to work in small businesses.

Unit I: Entrepreneurship: Concept and objective. Entrepreneurial Traits and Mindset. Misconceptions and Myths about Entrepreneurship. Motivation for becoming an Entrepreneur. Entrepreneurship as a Career Option.

Unit II: Creativity, Innovation and Entrepreneurship. bottlenecks to Creativity, sources of New Ideas, techniques for generating ideas, accessing Business Potential of an Idea, Idea to Opportunity: Opportunity recognition. Types of New Ventures, Tax implications of various forms of Ventures. Intellectual Property Rights (IPR): Patents, Trademarks and Copyrights.

Unit III: Business Plan: Purpose and Contents of a Business Plan as follows: Marketing Plan, Operations Plan, Organizational Plan and Financial Plan with projections

Unit IV: Financing of New Ventures: Stages of Financing, Sources of Finance – Seed Funding, Venture Capital Funding, Bank Funding, Lease Financing. Funding opportunities and Institutional Support in India. Key Financial Indicators.

Reference Books:

Arya Kumar, Entrepreneurship, Pearson, Delhi.

Poornima M.CH., Entrepreneurship Development –Small Business Enterprises, Pearson, Delhi.

Anil Kumar, S., ET.al., Entrepreneurship Development, New Age International Publishers, New Delhi.

A.Sahay, M. S. Chhikara, New Vistas of Entrepreneurship: Challenges &Opportunities, Rajeev Roy, Entrepreneurship, Oxford, New Delhi.

6th SEMESTER SYLLABUS

PAPER- VII : COMPREHENSIVE VIVA-VOCE (100 MARKS)