

B.Com.: Semester II

Paper- 2.2: BUSINESS LAW

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objective: The objective of the course is to impart basic knowledge of the important business laws along with relevant case law.

Contents:

Unit I: The Indian Contract Act, 1872: General Principles of Law of Contract **13 Lectures**

- a) Contract – meaning, characteristics and kinds
- b) Essentials of valid contract - Offer and acceptance, consideration, contractual capacity, free consent, legality of objects.
- c) Void agreements
- d) Discharge of contract – modes of discharge including breach and its remedies.
- e) Contingent contracts
- f) Quasi contracts

Unit II: The Indian Contract Act, 1872: Specific Contracts **13 Lectures**

- a) Contract of Indemnity and Guarantee
- b) Contract of Bailment
- c) Contract of Agency

Unit III: The Sale of Goods Act, 1930 **13 Lectures**

- a) Contract of sale, meaning and difference between sale and agreement to sell.
- b) Conditions and warranties
- c) Transfer of ownership in goods including sale by non-owners
- d) Performance of contract of sale
- e) Unpaid seller – meaning and rights of an unpaid seller against the goods and the buyer.

Unit IV: Partnership Law **13 Lectures**

A) The Partnership Act, 1932

- a. Nature and Characteristics of Partnership
- b. Registration of Firms
- c. Types of Partners
- d. Rights and Duties of Partners
- e. Implied Authority of a Partner
- f. Incoming and outgoing Partners
- g. Mode of Dissolution of Partnership

B) The Limited Liability Partnership Act, 2008 (an overview)

- a) Salient Features of LLP
- b) Difference between LLP and Partnership, LLP and Company
- c) LLP Agreement,
- d) Partners and Designated Partners
- e) Incorporation Document
- f) Incorporation by Registration
- g) Partners and their Relations

Unit V: The Negotiable Instruments Act, 1881

13 Lectures

- a) Meaning and Characteristics of Negotiable Instruments : Promissory Note, Bill of Exchange, Cheque
- b) Holder and Holder in due Course, Privileges of Holder in Due Course.
- c) Negotiation: Types of Endorsements
- d) Crossing of Cheque
- e) Bouncing of Cheques

Suggested Readings:

1. Kuchhal, M.C. and Vivek Kuchhal, *Business Law*, Vikas Publishing House, New Delhi.
2. Singh, Avtar, *Business Law*, Eastern Book Company, Lucknow.
3. Ravinder Kumar, *Legal Aspects of Business*, Cengage Learning
4. Maheshwari & Maheshwari, *Business Law*, National Publishing House, New Delhi.
5. Chadha, P. R., *Business Law* Galgotia Publishing Company, New Delhi.
6. Aggarwal S K, *Business Law*, Galgotia Publishers Company, New Delhi.
7. Goyal Bhushan Kumar and Jain Kinneri, *Business Laws*, International Book House

Note: Latest edition of text books may be used.

B.Com.: Semester II

Paper 2.3. BUSINESS MATHEMATICS AND STATISTICS

Objective: The objective of this course is to familiarize students with the applications of Mathematics and statistical techniques in business decisions process.

Notes:

1. Use of simple calculator is allowed.
2. Proofs of theorems / formulae are not required.
3. Trigonometric functions are not to be covered.

Part – A: Business Mathematics

Lectures: 26

Unit I

Matrices: Definition of a matrix. Types of matrices. Algebra of matrices. Calculation of values of determinants up to third order. Ad joint of a matrix. Finding inverse of a matrix through ad joint. Applications of matrices for solution to simple business and economic problems.

Unit II

Differential Calculus: Mathematical functions and their types – linear, quadratic, polynomial. Concepts of limit, and continuity of a function. Concept of differentiation. Rules of differentiation – simple standard forms. Applications of differentiation – elasticity of demand and supply. Maxima and Minima of functions (involving second or third order derivatives) relating to cost, revenue and profit.

Part – B: Business Statistics Lectures: 39

Unit III: Uni-variate Analysis

Measures of Central Tendency including Arithmetic mean, geometric mean and harmonic mean: properties and applications; mode and median. Partition values - quartiles, deciles, and percentiles. Measures of Variation: absolute and relative. Range, quartile deviation and mean deviation; Variance and Standard deviation: calculation and properties.

Unit IV: Bi-variate Analysis

Simple Linear Correlation Analysis: Meaning, and measurement. Karl Pearson's co-efficient and Spearman's rank correlation

Simple Linear Regression Analysis: Regression equations and estimation. Relationship between correlation and regression coefficients

Unit V: Time-based Data: Index Numbers and Time Series Analysis

Meaning and uses of index numbers; Construction of index numbers: Aggregative and average of relatives – simple and weighted, Tests of adequacy of index numbers, Construction of consumer price indices.

Components of time series; additive and multiplicative models; Trend analysis: Finding trend by moving average method and Fitting of linear trend line using principle of least squares.

Suggested Readings:

1. N. D. Vohra, *Business Mathematics and Statistics*, McGraw Hill Education (India) Pvt Ltd
2. J. K. Sharma, *Business Mathematics*, Ane Books Pvt. Ltd., New Delhi.
3. J.K. Thukral, *Mathematics for Business Studies*, Mayur Publications
4. J. K. Singh, *Business Mathematics*, Himalaya Publishing House.
5. E.T. Dowling, *Mathematics for Economics*, Schaum's Outlines Series, McGraw Hill Publishing Co.
6. Mizrahi and John Sullivan. *Mathematics for Business and Social Sciences*. Wiley and Sons.
7. Budnick, P. *Applied Mathematics*. McGraw Hill Publishing Co.
8. J. K. Sharma, *Business Statistics*, Pearson Education.
9. S.C. Gupta, *Fundamentals of Statistics*, Himalaya Publishing House.
10. S.P. Gupta and Archana Gupta, *Elementary Statistics*, Sultan Chand and Sons, New Delhi.
11. Richard Levin and David S. Rubin, *Statistics for Management*, Prentice Hall of India, New Delhi.
12. M.R. Spiegel, *Theory and Problems of Statistics*, Schaum's Outlines Series, McGraw Hill Publishing Co.

Note: Latest edition of text books may be used.

Paper 2.4: Money and Banking system

Unit – I

Money-Definition, Function importance, classification of money, Present monetary system in India.

Unit – II

Commercial Bank-meaning, Definition,, Functions and types and organization Banks, Process of Credit Creation, Retail Banking.

Unit : III

Banking Regulation Act. 1949. Cooperative Banking State Bank of India objectives, & working Plastic money.

Unit : IV

Development Banks and other non-Banking Financial institution, IDBI, ICICI, , Reserve Bank of India organization, function and working.

Unit : V

Development Banks and Other Non Banking Financial Institutions, IDBI, ICICI, IFCI, SFCS, SIDBI, Interest Rates in India-Administered rates and market determined rates, their trends since 1951

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bdkbl 1

मुद्रा-परिभाषा, कार्य महत्व (भूमिका), वर्गीकरण भारत में वर्तमान मौद्रिक प्रणाली ।

bdkbl 2

व्यापारिक बैंक-अर्थ, परिभाषा, कार्य बैंकों के प्रकार एवं संगठन साख निर्माण की प्रक्रिया खुदरा बैंकिंग ।

bdkbl 3

बैंकिंग (नियमन) अधिनियम 1949,सहकारी बैंक, भारतीय स्टेट बैंक – उद्दे य एवं कार्य प्रणाली, प्लास्टिक मुद्रा ।

bdkbl 4

विकास बैंक और अन्य गैर बैंकिंग वित्तीय संस्थाये, भारतीय औद्योगिक विकास बैंक, भारतीय औद्योगिक निवेश एवं विनियोग निगम, भारतीय रिजर्व बैंक संगठन एवं कार्य प्रणाली ।

विकास बैंक और अन्य गैर बैंकिंग वित्तीय संस्थायें, भारतीय औद्योगिक विकास बैंक ;ष्वठप्डए भारतीय औद्योगिक निवेश एवं विनियोग निगम (ICICI), भारतीय औद्योगिक वित्त निगम (IFCI), भारतीय लघु उद्योग विकास बैंक (SIDBI), भारत में ब्याज दरे – प्रशासकीय दरें और बाजार निर्धारित दरे, सन् 1951 से उनकी प्रवृत्तियां।

B.Com.: Semester III

Paper 3.1: Company Law

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objective: The objective of the course is to impart basic knowledge of the provisions of the Companies Act 2013. Case studies involving issues in Company law are required to be discussed.

UNIT I

15 Lectures

Introduction – Administration of Company Law [including National Company Law Tribunal (NCLT), National Company Law Appellate Tribunal (NCLAT), Special Courts]; Characteristics of a company; lifting of corporate veil; types of companies including one person company, small company, dormant company and producer company; association not for profit; illegal association; formation of company, on-line filing of documents, promoters, their legal position, pre-incorporation contract and provisional contracts; on-line registration of a company.

UNIT II

15 Lectures

Documents – Memorandum of association, articles of association, doctrine of constructive notice and indoor management prospectus-shelf and red herring prospectus, misstatement in prospectus, GDR; book building; issue, allotment and forfeiture of share, transmission of shares, buyback and provisions regarding buyback; issue of bonus shares.

UNIT III

15 Lectures

Management – classification of directors, women directors, independent director, small shareholder's director; disqualifications, director identity number (DIN); appointment; Legal positions, powers and duties; removal of directors; Key managerial personnel, managing director, manager; meetings of shareholders and board; types of meeting, convening and conduct of meetings, postal ballot, meeting through video conferencing, e-voting. Committees of Board of Directors - Audit Committee, Nomination and Remuneration Committee, Stakeholders Relationship Committee, Corporate Social Responsibility Committee.

UNIT IV

10 Lectures

Dividends, Accounts, Audit– Provisions relating to payment of Dividend, Provisions relating to Books of Account, Provisions relating to Audit, Auditors' Appointment, Rotation of Auditors, Auditors' Report, Secretarial Audit.

UNIT V

10 Lectures

Winding Up - Concept and modes of Winding Up.

Insider Trading, Whistle Blowing – Insider Trading; meaning & legal provisions; Whistle-blowing : Concept and Mechanism.

Suggested Readings:

1. MC Kuchhal *Corporate Laws*, Shri Mahaveer Book Depot. (Publishers).
2. GK Kapoor & Sanjay Dhamija, *Company Law*, Bharat Law House.

3. Reena Chadha and Sumant Chadha, *Corporate Laws*, Scholar Tech Press.
4. Gowar, LCB, *Principles of Modern company Law*, Stevens & Sons, London.
5. Ramaiya, *A Guide to Companies Act*, LexisNexis, Wadhwa and Buttersworth.
6. *A Compendium of Companies Act 2013, along with Rules*, by Taxmann Publications.
7. Avtar Singh, *Introduction to company Law*, Eastern Book Company

Note: Latest edition of text books may be used.

Paper 3.2: COST ACCOUNTING

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objective: To acquaint the students with basic concepts used in cost accounting and various methods involved in cost ascertainment systems.

Contents:

Unit I:

(9 Lectures)

Introduction: Meaning, objectives and advantages of cost accounting, Difference between financial, cost, and management accounting and. Cost concepts and classifications, Role of a cost accountant in an organization.

Unit II:

(14 Lectures)

- a) Materials: Material/inventory control- concept and techniques, Accounting and control of purchases, storage and issue of materials. Methods of pricing of materials issues – FIFO, LIFO, Simple Average, Weighted Average, Replacement, Standard, Treatment of Material Losses.
- b) Labour: Accounting and Control of labour cost, time keeping and time booking, concept and treatment of idle time, over time, labour turnover and fringe benefits.

Unit III:

(14 Lectures)

Overhead: Classification, allocation, apportionment and absorption of overhead. Under- and over-absorption. Capacity costs. Treatments of certain items in costing, like interest on capital, packing expenses, debts, research and development expenses, Bad Activity – based cost allocation.

Unit IV:

(14 Lectures)

Methods of Costing: Unit costing, Job costing. Contract Costing. Process costing (process losses, valuation of work in progress, joint and by-products)

Unit V:

(14 Lectures)

Service costing (only transport). Accounting Systems: Integral and non-integral systems, Reconciliation of cost and financial accounts.

Suggested Readings:

1. Horngren, Charles T., George Foster and Srikant M. Dattar. *Cost Accounting: A Managerial Emphasis*. Pearson Education.
2. S.P. Jain and K.L. Narang. *Cost Accounting: Principles and Methods*. Kalyani Publishers, Jalandhar.
3. Jawahar Lal, *Cost Accounting*. McGraw Hill.
4. Rajiv Goel, *Cost Accounting*, International Book House
5. B.M. Lall Nigam and I.C. Jain. *Cost Accounting: Principles and Practice*. Prentice Hall of India, New Delhi.
6. M.N. Arora, *Cost Accounting – Principles and Practice*. Vikas Publishing House, New Delhi.
7. Maheshwari, S.N. and S.N. Mittal. *Cost Accounting: Theory and Problems*. Shri Mahabir Book Depot, New Delhi.

8. Milton E. Usry and Lawrence H. Hammer. *Cost Accounting: Planning and Control*. South Western Publishing Co.
9. Barfield, Jesset T., Cecily A. Raibarn and Michael R. Kinney. *Cost Accounting: Traditions and Innovations*. Cengage Learning.
10. T.Lucey, *Costing*. ELST, London.

Note: Latest edition of text books may be used.

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B.Com.: Semester III
Paper 3.3: Indian Economy

Duration: 3 hrs.

Marks: 100

Lectures: 65

Unit 1:

10 Lectures

Basic Issues in Economic Development: Concept and Measures of Development and Underdevelopment; Human Development.

Unit 2:

10 Lectures

Basic Features of the Indian Economy at Independence: Composition of national income and occupational structure, the agrarian scene and industrial structure.

Unit 3: Policy Regimes:

15 Lectures

- a) The evolution of planning and import substituting industrialization.
- b) Economic reform and liberalization.

Unit 4 :

Industrial Development & Industrial Policy, Industrial Sickness; Small Scale, Cottage and Village Industries.

Unit 5 :

International Environment : India and the World Economy, Problems of Developing countries; Foreign Investment in India; International Economic Institutions; WTO, IMF, World Bank ADB

Suggested readings:

1. Mishra and Puri, *Indian Economics*, Himalaya Publishing House
2. Gaurav Dutt and KPM Sundarum and Ashwani Mahajan, *Indian Economy*, S. Chand & Company.
3. Uma Kapila (ed), "*Indian Economy since Independence*", Relevant articles.
4. Deepashree, "*Indian Economy, Performance and Policies*", Scholar Tech. New Delhi
5. Bettelheim. Charles *India Independent*. Chapters 1, 2 and 3.
6. Bhagwati, J. and Desai, P. *India: Planning for industrialization*, OUP, Ch 2.
7. Patnaik, Prabhat. *Some Indian Debates on Planning*. T. J. Byres (ed.). *The Indian Economy: Major Debates since Independence*, OUP.
8. Ahluwalia, Montek S. *State-level Performance under Economic Reforms in India* in A. O. Krueger. (ed.). *Economic Policy Reforms and the Indian Economy*, The University of Chicago Press.
9. Dreze, Jean and Amartya Sen. *Economic Development and Social Opportunity*. Ch. 2. OUP.
10. Rangarajan, C. and N. Jadhav. *Issues in Financial Sector Reform*. Bimal Jalan. (ed). *The Indian Economy*. Oxford University Press, New Delhi.
11. Chakravarty, Sukhamoy. *Development Planning – The Indian Experience*. Oxford University Press, Delhi.

Note: Latest edition of text books may be used.

Paper 3.4: Banking and Insurance

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objective: To impart knowledge about the basic principles of the banking and insurance

Contents

Unit I

10 Lectures

Introduction: Origin of banking: definition, banker and customer relationship, General and special types of customers, Types of deposits, Origin and growth of commercial banks in India.

Unit II

15 Lectures

Cheques: Crossing and endorsement - meaning, definitions, types and rules of crossing.

Paying Banker: Duties, Statutory protection in due course, collecting bankers: duties, statutory protection for holder in due course, Concept of negligence.

Unit III

10 Lectures

Banking Lending: Principles of sound lending, Secured vs. unsecured advances, Types of advances, Advances against various securities.

Unit IV

15 Lectures

E- Banking: Meaning, Benefits, Internet Banking, Home banking, Mobile banking, Virtual banking, E-payments, ATM Card/ Biometric card, Debit/Credit card, Smart card, EFT, ECS (credit/debit) E-money, Electronic purse, Digital cash.

Unit V

15 Lectures

Insurance: Basic concept of risk, Types of business risk, Assessment and transfer, Basic principles of utmost good faith, Indemnity, Economic function, Proximate cause, Subrogation and contribution, Types of insurance: Life and Non-life, Re-insurance, Risk and return relationship, Need for coordination.

Suggested readings:

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

Note: Latest edition of text books may be used.

B.Com.: Semester IV
Paper 4.1 : MANAGEMENT ACCOUNTING

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objective: To provide the students knowledge about use of costing data for planning, control and decision making.

Unit I:

Nature and Scope, Difference between cost accounting and management accounting, cost control, cost reduction, cost management. Responsibility Accounting, Divisional Performance Measurement. **(10 Lectures)**

Unit II:

Budgeting and budgetary control: Concept of budget and budgetary control, objectives, merits, and limitations, Budget administration, Functional budgets, Fixed and flexible budgets, Zero base budget, Programme and performance budgets. **(14 Lectures)**

Unit III:

Standard costing and variance analysis: Meaning of standard cost and standard costing: advantages, limitations and applications, Variance analysis – material, labour, overhead and sales variances, Disposition of variances, Control ratios. **(14 Lectures)**

Unit IV:

Absorption versus variable costing: Distinctive features and income determination. Cost-Volume-Profit Analysis: Break-even analysis-algebraic and graphic methods. Contribution / sales ratio, key factor. Margin of safety. Angle of incidence. Determination of cost indifference point. **(14 Lectures)**

Unit V:

Decision making: Costs for decision making, variable costing and differential analysis as aids in making decisions – fixation of selling price, exploring new market, make or buy, product mix, operate or shut down, seller process further.

Cash Flow Statement

Concepts of funds. Preparation of cash flow statement as per Accounting Standard (AS): 3 (Revised) (ICAI): Indirect method only. **(14 Lectures)**

Suggested Reading:

1. Nigam, B.M. Lall. and I.C. Jain. *Cost Accounting, Principles and Practice*, Prentice. Hall of India, New Delhi.
2. Mittal, D.K. and Luv Mittal. *Cost Accounting*. Galgotia Publishing Co., New Delhi.
3. Rajiv Goel, *Management Accounting*, International Book House
4. Arora, M.N. *Cost Accounting – Principles and Practice*. Vikas Publishing House, New Delhi.
5. Shukla, M.C., T.S. Grewal and M.P. Gupta. *Cost Accounting, Text and Problems*. S. Chand & Co. Ltd., New Delhi.
6. H.V. Jhamb, “*Management Accounting*”, ANE Books Pvt. Ltd. New Delhi
7. Maheshwari, S.N. and S.N. Mittal. *Cost Accounting, Theory and Problems*. Shri Mahabir Book Depot, New Delhi.
8. Jain, S.P. and K.L. Narang. *Cost Accounting, Principles and Methods*. Kalyani Publishers, Jalandhar.
9. Iyengar, S.P. *Cost Accounting*. Sultan Chand & Sons, New Delhi.

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10. Singh, S. K. and Gupta Lovleen. *Management Accounting – theory and Practice*. Pinnacle Publishing House.
11. Horngren, Charles T., Gary L. Sundem. *Introduction to Management Accounting*. Prentice Hall.
12. Garrison H., Ray and Eric W. Noreen. *Managerial Accounting*. McGraw Hill.
13. Drury, Colin. *Management and Cost Accounting*. Thomson Learning.
14. Lal, Jawahar. *Advanced Management Accounting Text and Cases*. S. Chand & Co., New Delhi.
15. Khan, M.Y. and P.K. Jain. *Management Accounting*. Tata McGraw Hill, Publishing Co., New Delhi.

Note: Latest edition of text book may be used.

B.Com.: Semester IV
Paper 4.2: CORPORATE ACCOUNTING

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objectives: To help the students to acquire the conceptual knowledge of the corporate accounting and to learn the techniques of preparing the financial statements.

Contents

Unit 1. Accounting for Share Capital & Debentures **15 Lectures**

Issue, forfeiture and reissue of forfeited shares- concept & process of book building. Issue of rights and bonus shares. Buy back of shares. Redemption of preference shares. Issue and Redemption of Debentures.

Unit 2. Final Accounts **6 Lectures**

Preparation of profit and loss account and balance sheet of corporate entities, excluding calculation of managerial remuneration. Disposal of company profits.

Unit 3. Valuation of Goodwill and Valuation of Shares **6 Lectures**

Concepts and calculation - simple problem only.

Amalgamation of Companies **12 Lectures**

Concepts and accounting treatment as per Accounting Standard: 14 (ICAI) (excluding inter company holdings). Internal reconstruction: concepts and accounting treatment excluding scheme of reconstruction.

Unit 4. Accounts of Holding Companies/Parent Companies **12 Lectures**

Preparation of consolidated balance sheet with one subsidiary company. Relevant provisions of Accounting Standard: 21 (ICAI).

Unit 5. Banking Companies **7 Lectures**

Difference between balance sheet of banking and non banking company; prudential norms. Asset structure of a commercial bank. Non-performing assets (NPA).

Insurance Company **7 Lectures**

Suggested Readings:

1. Monga, J.R. *Fundamentals of Corporate Accounting*. Mayur Paper Backs, New Delhi.
2. Shukla, M.C., T.S. Grewal, and S.C. Gupta. *Advanced Accounts*. Vol.-II. S. Chand & Co., New Delhi.
3. Maheshwari, S.N. and S. K. Maheshwari. *Corporate Accounting*. Vikas Publishing House, New Delhi.
4. Sehgal, Ashok and Deepak Sehgal. *Corporate Accounting*. Taxman Publication, New Delhi.
5. Gupta, Nirmal. *Corporate Accounting*. Sahitya Bhawan, Agra.
6. Jain, S.P. and K.L. Narang. *Corporate Accounting*. Kalyani Publishers, New Delhi.
7. *Compendium of Statements and Standards of Accounting*, The Institute of Chartered Accountants of India, New Delhi.
8. Bhushan Kumar Goyal, *Fundamentals of Corporate Accounting*, International Book House

Note: Latest edition of text books may be used.

B.Com.: Semester IV

Paper 4.3: HUMAN RESOURCE MANAGEMENT

Duration: 3 hrs.

Marks: 100 (70+30)

Lectures: 65

Unit I:

13 Lectures

Human Resource Management: Concept and Functions, Role, Status and competencies of HR Manager, HR Policies, Evolution of HRM. Emerging Challenges of Human Resource Management; workforce diversity, empowerment, Downsizing; VRS; Human Resource Information System;

Unit II

13 Lectures

Acquisition of Human Resource: Human Resource Planning- Quantitative and Qualitative dimensions; job analysis – job description and job specification; Recruitment – Concept and sources; Selection – Concept and process; test and interview; placement induction.

Unit III

13 Lectures

Training and Development; Concept and Importance; Identifying Training and Development Needs; Designing Training Programmes; Role Specific and Competency Based Training; Evaluating Training Effectiveness; Training Process Outsourcing; Management Development; Career Development.

Unit V

13 Lectures

Performance appraisal; nature and objectives; Modern Techniques of performance appraisal; potential appraisal and employee counseling; job changes - transfers and promotions. Compensation: concept and policies; job evaluation; methods of wage payments and incentive plans; fringe benefits; performance linked compensation.

Unit V

13 Lectures

Maintenance: employee health and safety; employee welfare; social security; Employer Employee relations- an overview. grievance handling and redressal Industrial Disputes causes and settlement machinery.

Suggested Readings:

1. Gary Dessler. A Framework for *Human Resource Management*. Pearson.
2. DeCenzo, D.A. and S.P. Robbins, “*Personnel/Human Resource Management*”, Prentice Hall of India, New Delhi.
3. Bohlendar and Snell, *Principles of Human Resource Management*, Cengage Learning
4. Chhabra, T.N. *Essentials of Human Resource Management*. Sun India Publication New Delhi.
5. Ivancevich, John M. *Human Resource Management*. McGraw Hill.
6. Wreather and Davis. *Human Resource Management*. Pearson Education.
7. Robert L. Mathis and John H. Jackson. *Human Resource Management*. Cengage Learning.

Note: Latest edition of text books may be used.

B.Com.: Semester IV
Paper 4.4: E-Commerce

Marks: 100

Duration: 3 hrs.

(70+30) Lectures: 65 (45 +20 Practical)

Objectives: A student should become familiar with mechanism for conducting business transactions through electronic means

Contents

Unit I: Introduction: Meaning, nature, concepts, advantages, disadvantages and reasons for transacting online, types of E-Commerce, e-commerce business models (introduction, key elements of a business model and categorizing major E-commerce business models), forces behind e-commerce.

(5 Lectures)

Unit 2: Technology: technologies used in E-commerce, The dynamics of world wide web and internet(meaning, evolution and features) ; Designing, building and launching E-commerce website (A systematic approach involving decisions regarding selection of hardware, software, outsourcing vs. in-house development of a website)

(5 Lectures)

Unit 3: Security and encryption: Need and concepts, The E commerce security environment: (dimension, definition and scope of E-security), security threats in the E-commerce environment (security intrusions and breaches, attacking methods like hacking, sniffing, cybervandalism etc.), technology solutions (Encryption, security channels of communication, protecting networks and protecting servers and clients), IT Act 2000 (meaning and provisions)

(15 Lectures)

Unit 4: E- payments system: Models and methods of E – payments (Debit Card, Credit Card, smart cards, e-money), digital signatures (procedure, working and legal position), payment gateways, online banking (meaning, concepts, importance, electronic fund transfer, automated clearing house, automated ledger posting etc.), risks involved in E-payments.

(10 Lectures)

Unit 5: Online business transactions: meaning, purpose, advantages and disadvantages of transacting online, E-commerce applications in various industries like {banking, insurance, payment of utility bills, online marketing, E-tailing (popularity, benefits, problems and features), online services (financial, travel and career), auctions, online portal, online learning, publishing and entertainment }

(10 Lectures)

Suggested Readings:

E-Commerce.A Manager's Guide to E-business, Parrey Diwan, Sunil Sharma, Excel Books ISBN:81-7446-203-1.

E-Business Models.

MP Jaiswal, V Ganesh Kumar, Excel books ISBN : 81-7446-281-3. Fundamentals of INFO Tech.Deepak Bharihoke, Excel Book 81-7446-481-6

B. Com.: Semester V
Paper 5.1: AUDITING AND CORPORATE GOVERNANCE

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objective: To provide knowledge of auditing principles, procedures and techniques in accordance with current legal requirements and professional standards.

Contents:

Unit I: (13 Lectures)

Auditing: Introduction, Meaning, Objects, Basic Principles and Techniques; Classification of Audit, Audit Planning, Internal Control – Internal Check and Internal Audit; Audit Procedure – Vouching and verification of Assets & Liabilities.

Unit II: (13 Lectures)

Audit of Limited Companies: Company Auditor- Qualifications and disqualifications, Appointment, Rotation, Removal, Remuneration, Rights and Duties Auditor's Report- Contents and Types. Liabilities of Statutory Auditors under the Companies Act 2013

Unit III: (13 Lectures)

Special Areas of Audit: Special features of Cost audit, Tax audit, and Management audit; Recent Trends in Auditing: Basic considerations of audit in EDP Environment; Standard on Auditing(SA); Relevant Case Studies/Problems;

Unit IV: (13 Lectures)

Corporate Governance: Conceptual framework of Corporate Governance, Corporate Governance Reforms. Major Corporate Scandals in India and Abroad: Common Governance Problems Noticed in various Corporate Failures. Codes & Standards on Corporate Governance.

Unit V: (13 Lectures)

Corporate Social Responsibility (CSR): Strategic Planning and Corporate Social Responsibility; Corporate Philanthropy, Meaning of CSR, CSR and CR, CSR and Corporate Sustainability, CSR and Business Ethics, CSR and Corporate Governance, Environmental Aspect of CSR, CSR provision under the Companies Act 2013, CSR Committees

Suggested Readings:

1. Ravinder Kumar and Virender Sharma, *Auditing Principles and Practice*, PHI Learning
- Christine A Mallin, *Corporate Governance (Indian Edition)*, Oxford University Press, New Delhi.
2. Jha, Aruna. *Auditing*. Taxmann.
3. Gupta, Kamal and Ashok Arora. *Fundamentals of Auditing*. Tata Mc-Graw Hill Publishing Co. Ltd., New Delhi.

4. Tandon, B. N., S. Sudharsanam and S. Sundharabahu. *A Handbook of Practical Auditing*. S. Chand and Co. Ltd., New Delhi.
5. Ghatalia, S.V. *Practical Auditing*. Allied Publishers Private Ltd., New Delhi.
6. Singh, A. K. and Gupta Lovleen. *Auditing Theory and Practice*. Galgotia Publishing Company.
7. Alvin Arens and James Loebbecke, *Auditing: an Integrated Approach*
8. Bob Tricker, *Corporate Governance-Principles, Policies, and Practice* (Indian Edition), Oxford University Press, New Delhi.
9. The Companies Act 2013 (Relevant Sections)
10. MC Kuchhal *Corporate Laws*, Shri Mahaveer Book Depot. (Publishers). (Relevant Chapters)
11. Relevant Publications of ICAI on *Auditing*

Note: Latest edition of text books may be used.

Paper 5.2: INCOME TAX LAW AND PRACTICE

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objective: To provide basic knowledge and equip students with application of principles and provisions of Income-tax Act, 1961.

Unit	Contents	lectures
I	Basic concept: Income, agricultural income, person, assessee, assessment year, previous year, gross total income, total income, maximum marginal rate of tax. Permanent Account Number (PAN) Residential status; Scope of total income on the basis of residential status Exempted income under section 10	13
II	Computation of income under different heads - Salaries - Income from house property	20
III	Computation of income under different heads - Profits and gains of business or profession - Capital gains - Income from other sources	12
IV	Total income and tax computation - Income of other persons included in assessee's total income - Aggregation of income and set-off and carry forward of losses - Deductions from gross total income - Rebates and reliefs - Computation of total income of individuals and firms - Tax liability of an individual and firm - Five leading cases of Supreme Court	17
V	Preparation of return of income: - Manually - On-line filing of Returns of Income & TDS.	13

Suggested readings:

1. Singhanian, Vinod K. and Monica Singhanian. *Students' Guide to Income Tax, University Edition*. Taxmann Publications Pvt. Ltd., New Delhi.
2. Ahuja, Girish and Ravi Gupta. *Systematic Approach to Income Tax*. Bharat Law House, Delhi.
3. Pagare, Dinkar. *Law and Practice of Income Tax*. Sultan Chand and Sons, New Delhi.
4. Lal, B.B. *Income Tax Law and Practice*. Konark Publications, New Delhi.

Journals

1. *Income Tax Reports*. Company Law Institute of India Pvt. Ltd., Chennai.
2. *Taxman*. Taxman Allied Services Pvt. Ltd., New Delhi.
Current Tax Reporter. Current Tax Reporter, Jodhpur.

Software

1. Dr. Vinod Kumar Singhanian, *e-filing of Income Tax Returns and Computation of Tax*, Taxmann Publication Pvt. Ltd, New Delhi. Latest version
3. Excel Utility available at incometaxindiaefiling.gov.in

Note: Latest edition of text books and Software may be used.

B. Com.: Semester V
Paper 5.3: PRINCIPLES OF MARKETING

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objective: The objective of this course is to provide basic knowledge of concepts, principles, tools and techniques of marketing.

Contents:

Unit I **Introduction:** Nature, scope and importance of marketing; Evolution of marketing concepts; Selling Vs. Marketing, Marketing mix, Marketing environment.

Unit II

13 Lectures

Consumer Behavior – An Overview: Consumer buying process; Factors influencing consumer buying decisions.

Market Segmentation: – concept, importance and bases; Target market selection; Positioning concept, importance and bases; Product differentiation vs. market segmentation.

Unit III

13 Lectures

Product: Concept and importance. Product classifications; Concept of product mix; Branding, packaging and labeling; Product-Support; Product life-cycle (An Overview); New Product Development(An Overview).

Unit IV

13 Lectures

- a) **Pricing:** Significance, Factors affecting price of a product. Pricing policies and strategies.
- b) **Distribution:** Channels of distribution - meaning and importance; Types of distribution channels; Wholesaling and retailing; Factors affecting choice of distribution channel; Physical Distribution

Unit V

13 Lectures

- a) **Promotion:** Nature and importance of promotion; Communication process; Types of promotion: advertising, personal selling, public relations & sales promotion, and their distinctive characteristics; Promotion mix and factors affecting promotion mix decisions;
- b) **Recent developments in marketing:** An Overview of Social marketing, online marketing, direct marketing, services marketing, green marketing,

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Suggested Readings:

1. Kotler, Philip, Gary Armstrong, Prafulla Agnihotri and Ehsanul Haque. *Principles of Marketing*. 13th edition. Pearson Education.
2. Michael, J. Etzel, Bruce J. Walker, William J Stanton and Ajay Pandit. *Marketing: Concepts and Cases*. (Special Indian Edition), McGraw Hill
3. McCarthy, E. Jerome., and William D. Perreault. *Basic Marketing*. Pearson Education.
4. Lamb, Charles W., Joseph F. Hair, Dheeraj Sharma and Carl McDaniel. *Marketing: A South Asian Perspective*. Cengage Learning.
5. Pride, William M., and D.C. Ferell. *Marketing: Planning, Implementation & Control*. Cengage Learning.
6. Majaro, Simon. *The Essence of Marketing*. Prentice Hall, New Delhi.
7. Zikmund William G. and Michael D'Amico. *Marketing; Creating and Keeping Customers in an E-Commerce World*. Cengage Learning.
8. Chhabra, T.N., and S. K. Grover. *Marketing Management*. Fourth Edition. Dhanpat Rai & Company.
9. The Consumer Protection Act 1986.
10. Iacobucci and Kapoor, *Marketing Management: A South Asian Perspective*. Cengage Learning.

Note: Latest edition of text books may be used

Duration: 3 hrs.

Marks: 50

Lectures: 35

Objectives: To provide basic computer skills for commerce students and to enhance their understanding of usefulness of information technology tools for business operations.

Unit 1 Fundamental of Computer : Introduction of Computer Generation, Hardware, Software, CPU, Printer

Unit 2. Word Processing

4 Lectures

Introduction to word Processing, Word processing concepts, Use of Templates, Working with word document: (Opening an existing document/creating a new document, Saving, Selecting text, Editing text, Finding and replacing text, Closing, Formatting, Checking and correcting spellings)

Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, Header and footer, Mail Merge including linking with Database, Tables: Formatting the table, Inserting filling and formatting a table

Creating Documents in the areas: Mail Merge, Handling Tables, Inserting Pictures and Video,

Unit 3. Preparing Presentations:

3 Lectures

Basics of presentations: Slides, Fonts, Drawing, Editing; Inserting: Tables, Images, texts, Symbols, Media; Design; Transition; Animation; and Slideshow.

Unit 4. Spreadsheet and its Business Applications

11 Lectures

Spreadsheet concepts, Creating a work book, Saving a work book, Editing a work book, Inserting, deleting work sheets, Entering data in a cell, Formula Copying, Moving data from selected cells, Handling operators in formula, Rearranging Worksheet, Project involving multiple spreadsheets, Organizing Charts and graphs, Printing worksheet.

Generally used Spread sheet functions: Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and reference, Text functions.

Unit 5. Creating spreadsheet in the following areas:

12 Lectures

Loan & Lease statement, Payroll statements, Depreciation Accounting, Graphical representation of data, Frequency distribution and its statistical parameters, Correlation and Regression

Notes:

1. The General Purpose Software referred in this course will be notified by the University Departments every three years. If the specific features, referred in the detailed course above, is not available in that software, to that extent it will be deemed to have been modified.
2. There shall be a practical examination of 50 Marks (Practical-35 Marks, Viva-5 Marks and Work Book- 10 Marks) and duration of Examination shall be 3 Hrs.
3. Teaching arrangements need to be made in the computer lab only.

Suggested Readings:

The suggested readings and guidelines shall be notified by the University at least once in three years.

B. Com.: Semester VI

Paper 6.1: FUNDAMENTALS OF FINANCIAL MANAGEMENT

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objective: To familiarize the students with the principles and practices of financial management.

CONTENTS

Unit I:

1. Scope and objective, Time value of money, Risk and return, Valuation of securities – Bonds and Equities. **(8 Lectures)**

Unit II:

2. Long Term Investment Decisions: The Capital Budgeting Process, Cash flow Estimation, Payback Period Method, Accounting Rate of Return, Net Present Value (NPV), Net Terminal Value, Internal Rate of Return (IRR), Profitability Index **(17 Lectures)**

Unit III:

3. Financing Decisions: Sources of long-term financing Estimation of components of cost of capital. Methods for Calculating cost of equity capital, Cost of Retained Earnings, Cost of Debt and Cost of Preference Capital, Weighted Average cost of capital (WACC) and Marginal cost of capital. Capital structure –Theories of Capital Structure (Net Income, Net Operating Income, MM Hypothesis, Traditional Approach). Operating and financial leverage. Determinants of capital structure. **(17 Lectures)**

Unit IV:

4. Dividend Decisions – Theories for Relevance and irrelevance of dividend decision for corporate valuation. Cash and stock dividends. Dividend policies in practice. **(10 Lectures)**

Unit V:

5. Working Capital Decisions: Concepts of working capital, the risk-return trade off, sources of short-term finance, working capital estimation, cash management, receivables management, inventory management and payables management. **(13 Lectures)**

Suggested Readings

1. Horne, J.C. Van and Wackowich. *Fundamentals of Financial Management*. 9th ed. New Delhi Prentice Hall of India.
2. Johnson, R.W. *Financial Management*. Boston Allyn and Bacon.
3. Jey, O.M. *Introduction to Financial Management*. Homewood: Irwin.
4. Khan and Jain. *Financial Management text and problems*. 2nd ed. Tata Mc Graw Hill New Delhi.
5. Pandey, I.M. *Financial Management*. Vikas Publications.
6. Chandra, P. *Financial Management- Theory and Practice*. (Tata Mc Graw Hill).
7. Rustagi, R.P. *Fundamentals of Financial Management*. Taxmann Publication Pvt. Ltd.

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8. Singh, J.K. *Financial Management- text and Problems*. 2nd Ed. Dhanpat Rai and Company, Delhi.
 9. Singh, Surender and Kaur, Rajeev. *Fundamentals of Financial Management*. Book Bank International.
 10. Brigham and Houston, *Fundamentals of Financial Management*, 13th Ed., Cengage Learning
- Note: Latest edition of text books may be used.**

B. Com.: Semester VI
Paper 6.2: BUSINESS COMMUNICATION

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objective: To equip students of the B.Com course effectively to acquire skills in reading, writing, comprehension and communication, as also to use electronic media for business communication.

Content:

Unit I

Nature of Communication Process of Communication, Types of Communication (verbal & Non Verbal), Importance of Communication, Different forms of Communication Barriers to Communication Causes, Linguistic Barriers, Psychological Barriers, Interpersonal Barriers, Cultural Barriers, Physical Barriers, Organizational Barriers

Unit 2

Business Correspondence: Letter Writing, presentation, Inviting quotations, Sending quotations, Placing orders, Inviting tenders, Sales letters, claim & adjustment letters and social correspondence, Memorandum, Inter -office Memo, Notices, Agenda, Minutes, Job application letter, preparing the Resume.

Unit 3

Report Writing Business reports, Types, Characteristics, Importance, Elements of structure, Process of writing, Order of writing, the final draft, check lists for reports.

Unit 4 Vocabulary Words often confused, Words often misspelt, Common errors in English.

Unit 5 Oral Presentation Importance, Characteristics, Presentation Plan, Power point presentation, Visual aids.

Suggested Readings:

1. Lesikar, R.V. & Flatley, M.E.; *Basic Business Communication Skills for Empowering the Internet Generation*, Tata McGraw Hill Publishing Company Ltd. New Delhi.
2. Bovee, and Thill, *Business Communication Today*, Pearson Education
3. Shirley Taylor, *Communication for Business*, Pearson Education
4. Locker and Kaczmarek, *Business Communication: Building Critical Skills*, TMH

Note: Latest edition of text books may be used.

B. Com.: Semester VI
Paper No. : 6.3: Personal Selling and Salesmanship

Duration: 3 hrs.

Marks: 50

Lectures: 30

Objective: The purpose of this course is to familiarize the students with the fundamentals of personal selling and the selling process. They will be able to understand selling as a career and what it takes to be a successful salesman.

Unit I

Introduction to Personal Selling: Nature and importance of personal selling, myths of selling, Difference between Personal Selling, Salesmanship and Sales Management. **(3 Lectures)**

Unit

Introduction to Personal Selling: Characteristics of a good salesman, types of selling situations, types of salespersons, Career opportunities in selling, Measures for making selling an attractive career. **(3 Lectures)**

Unit- III

Buying Motives: Concept of motivation, Maslow's theory of need hierarchy; Dynamic nature of motivation; Buying motives and their uses in personal selling **(6 lectures)**

Unit- IV

Selling Process: Prospecting and qualifying; Pre-approach; Approach; Presentation and demonstration; handling of objections; Closing the sale; Post sales activities. **(6 lectures)**

Unit- V

Sales Reports: reports and documents; sales manual, Order Book, Cash Memo; Tour Diary, Daily and Periodical Reports; Ethical aspects of Selling **(6 lectures)**

Suggested Readings:

1. *Spiro, Stanton, and Rich, Management of the Sales force*, McGraw Hill.
2. *Rusell, F. A. Beach and Richard H. Buskirk, Selling: Principles and Practices*, McGraw Hill
3. *Futrell, Charles, Sales Management: Behaviour, Practices and Cases*, The Dryden Press.
4. *Still, Richard R., Edward W. Cundiff and Norman A. P. Govoni, Sales Management: Decision Strategies and Cases*, Prentice Hall of India Ltd., New Delhi,
5. *Johnson, Kurtz and Schueing, Sales Management*, McGraw Hill
6. *Pedesson, Charles A. Wright, Milburn d. And Weitz, Barton A., Selling: Principles and Methods*, Richard, Irvin
7. *Kapoor Neeru, Advertising and personal Selling*, Pinnacle, New Delhi.

B. Com.: Semester VI

Paper 6.4 (a): INTERNATIONAL BUSINESS

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objective: The objective of the course is to expose students to the concept, importance and dynamics of international business and India's involvement with global business operations. The course also discusses theoretical foundations of international business to the extent these are relevant to understand the mechanics of global business operations and development.

Unit I

1. Introduction to International Business: Globalisation and its growing importance in world economy; Impact of globalization; International business contrasted with domestic business - complexities of international business; Modes of entry into international business. **5**
2. International Business Environment: National and foreign environments and their components - economic, cultural and political-legal environments; Global trading environment - recent trends in world trade in goods and services; Trends in India's foreign trade. **7**

Unit –II

3. Theories of International Trade – an overview; Commercial Policy Instruments - tariff and non-tariff measures; Balance of payment account and its components. **6**
4. International Organizations and Arrangements: WTO – Its objectives, principles, organizational structure and functioning; An overview of other organizations – UNCTAD, World Bank and IMF; Commodity and other trading agreements. **7**

Unit –III

5. Regional Economic Co-operation: Forms of regional groupings; Integration efforts among countries in Europe, North America and Asia. **6**
6. International Financial Environment: International financial system and institutions; Foreign exchange markets and risk management; Foreign investments - types and flows; Foreign investment in Indian perspective. **8**

Unit –IV

7. Organisational structure for international business operations; Key issues involved in making international production, finance, marketing and human resource decisions; International business negotiations. **8**
8. Developments and Issues in International Business: Outsourcing and its potentials for India; Strategic alliances, mergers and acquisitions; Role of IT in international business; International business and ecological considerations. **6**

Unit –V

9. Foreign Trade promotion measures and organizations in India; Special economic zones (SEZs) and 100% export oriented units (EOUs); Measures for promoting **7**

foreign investments into and from India; Indian joint ventures and acquisitions abroad.

10. Financing of foreign trade and payment terms.

5

Suggested Readings:

1. Charles W.L. Hill and Arun Kumar Jain, *International Business*. New Delhi: Tata McGraw-Hill.
2. Johnson, Derbe., and Colin Turner. *International Business - Themes & Issues in the Modern Global Economy*. London: Roulledge.
3. Cherunilam, Francis. *International Business: Text and Cases*. Prentice Hall of India Ltd.
4. Daniels John, D. Lee H. Radenbaugh and David P. Sullivan. *International Business*. Pearson Education
5. Justin, Paul. *International Business*. Prentice Hall of India Ltd.
6. Michael R. Czinkota. et al. *International Business*. Fortforth: The Dryden Press.
7. Bennett, Roger. *International Business*. Delhi: Pearson.
8. Sumati Verma, *International Business*, Pearson Education.
9. V Sharan, *International Business*, Pearson Education.
10. Peng and Srivastav, *Global Business*, Cengage Learning

Note: Latest edition of text books may be used.

B. Com.: Semester VI
Paper 6.4 (b): ORGANISATIONAL BEHAVIOUR

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objective: The objective of the course is to develop a theoretical understanding among students about the structure and behaviour of organization as it develops over time. The course will also make them capable of realizing the competitiveness for firms.

Unit: 1. Organizational Theories and Behaviour: Classical, Neo-classical and Contemporary. Authority, power, status, formal and informal structure; Flat and tall structures; Bureaucratisation of organisations; Organisational Behaviour: concepts, determinants, challenges and opportunities of OB. Contributing disciplines of OB. Individual Behaviour: Foundations of individual behaviour, values, attitudes, personality and emotions. Theory X and Theory Y, Chris Argyris behaviour patterns, Perceptual process. **13 Lectures**

Unit: 2. Group Decision making and Communication: Concept and nature of decision making process, Individual versus group decision making, Nominal group technique and Delphi technique, models of communication, communication effectiveness in organizations. Feedback, TA, Jo Hari Window.

13 Lectures

Unit: 3. Motivation: Need hierarchy, Maslow's Need Hierarchy, Two factor theory, Contemporary theories of motivation (ERG, Cognitive evaluation, goal setting, equity) expectancy model. Behavior modification, Motivation and organisational effectiveness. **13 Lectures**

Unit: 4. Leadership, Power and Conflict: Concept and theories, Behavioral approach, Situational approach, Leadership effectiveness, Contemporary issues in leadership. Power and conflict. Bases of power, power tactics; Sources of conflict, Conflict Resolution Strategies. **13 Lectures**

Unit: 5. Organisational Culture, Organisational Development and Stress Management: Concept and determinants of organisational culture, Organisational Development: concept and intervention techniques. Individual and organisational factors to stress; Consequences of stress on individual and organization; Management of stress. **13 Lectures**

Suggested Readings:

1. Robbins; S.P., *Essentials of Organisational Behaviour*, Pearson Education
2. Luthans, Fred, *Organisational Behaviour*, McGraw Hill
3. Robins S.P., *Organisational Theory: Structure Design and Application*, Pearson Education
4. Newstrom, *Organisational Behaviour*, McGraw Hill
5. Nelson, quick and Preetam Khandewal, *Organisational Behaviour*, Cengage Learning.
6. Griffin and Moorhead, *Organisational Behaviour*, Cengage Learning.

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Paper 6.4(c) : INDIRECT TAXES

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objective: To provide basic knowledge and equip students with application of principles and provisions of Service Tax, VAT, Central Excise, and Customs Laws.

Contents:

Unit 1: Service tax (40 Lectures)

Service tax – concepts and general principles, Charge of service tax and taxable services, Valuation of taxable services, Payment of service tax and filing of returns, Penalties, CENVAT Credit.

Unit 2: VAT (5 Lectures)

VAT – concepts and general principles, Calculation of VAT Liability including input Tax Credits, Small Dealers and Composition Scheme, VAT Procedures

Unit 3: Central Excise (10 Lectures)

Central Excise Law in brief – Goods, Excisable goods, Manufacture and Manufacturer, Valuation, CENVAT, Basic procedures, Export, SSI, Job Work

Unit 4: Customs laws (10 Lectures)

Basic concepts of customs law, Territorial waters, high seas, Types of custom duties – Basic, Countervailing & Anti- Dumping Duty, Safeguard Duty, Valuation, Customs Procedures, Import and Export Procedures, Baggage, Exemptions

Unit 5:

Common Topics under Excise & Customs: Exemptions, Recoveries, Demands and Refunds, Appeals and Revision, Advance Rulings and Settlement of Cases, Offences & Prosecution.

Suggested Readings:

1. Singhania Vinod K. and Monica Singhania, *Students' Guide to Indirect Taxes*, Taxmann Publications Pvt. Ltd., Delhi.
2. V.S. Datey. *Indirect Tax Law and practice*, Taxmann Publications Pvt. Ltd., Delhi, Latest

edition.

2. Sanjeev Kumar. *Systematic Approach to Indirect Taxes*, Latest edition.
3. S. S. Gupta. *Service Tax -How to meet your obligation* Taxmann Publications Pvt. Ltd., Delhi, Latest edition.
4. Grish Ahuja & Dr. Ravi Gupta, *Indirect Taxes*, Flair Publication Pvt. Ltd.

Note: Latest edition of text books may be used.