

B.COM.
FOR
DISTANCE EDUCATION
KURUKSHETRA UNIVERSITY
KURUKSHETRA —136119

(Established by the State Legislature Act XII of 1956)

SYLLABUS AND SCHEME OF EXAMINATION OF

B.Com. Part-II

w.e.f. Session **2019-20**

Paper No.	Name of Paper	Internal Assessment	Theory Paper Marks	Total Marks	Time
BC-201	Business Laws	20	80	100	3 Hours
BC-202	Corporate Accounting	20	80	100	3 Hours
BC-203	Company Law & Auditing	20	80	100	3 Hours
BC-204	Business Statistics	20	80	100	3 Hours
BC-205	(i) Principles of Marketing or (ii) Human Resource Management	20 → 37	80	100	3 Hours
BC-206	(i) Indian Financial System or (ii) Fundamentals of Insurance	20 → 8	80	100	3 Hours

Handwritten signatures and notes:
18
Prakash
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Syllabus and Courses of Reading

PAPER-I BUSINESS REGULATORY FRAMEWORK

External: 80

Internal : 20

Time : 3 Hours

Note : Ten questions shall be set in the question paper at least three questions from each unit. The candidates shall be required to attempt five questions in all, selecting at least one question but not more than two from each unit.

Unit-I Law of Contract (1872) : Nature of contract; Classification; Offer and acceptance; Capacity of parties of contract; Free consent; Consideration; Legality of object; Agreement declared void; Performance of contract; Discharge of contract, Remedies for breach of contract.

Special Contracts : Indemnity; Guarantee, Bailment and pledge; Agency.

Unit-II Sale of Goods Act 1930 : Formation of contracts of sale; Goods and their classification, price; conditions, and warranties; Transfer of property in goods; Performance of the contract of sales, Unpaid seller and his rights, sale by auction; Hire purchases agreement. **Partnership Act-1932, Salient features of Right to Information Act 2005 (RTI).**

Unit-III Negotiable Instrument Act 1881; Definition of negotiable instruments; Features; Promissory note; Bill exchange & cheque; types of crossing; Dishonour and discharge of negotiable instrument.

The Consumer Protection Act 1986; Salient features; Definition of consumer; Grievance redressal machinery.

Foreign Exchange Management Act 2000 : Definitions and main provisions.

Suggested Readings:

1. Desai T.R. : Indian Contract Act, Sale of Goods Act and Partnership Act, S.C. Sarkar & Sons Pvt. Ltd., Kolkata.
2. Khergsamwala, J.S. : The Negotiable Instrument Act; N.M. Tripathi, Mumbai.
3. Singh, Avtar : The Principles of Mercantile Law , Eastern Book Company, Lucknow.
4. Kuchal, M.C. : Business Law, Vikas Publishing House, New Delhi.
5. Kapoor, N.D. : Business Law, Sultan Chand & Sons, New Delhi.
6. Chandha, P.R. : Business Law, Galgotia, New Delhi.

PAPER-II CORPORATE ACCOUNTING

External: 80
Internal : 20
Time : 3 Hours

Note : Ten questions shall be set in the question paper at least three questions from each unit. The candidates shall be required to attempt five questions in all, selecting at least one question but not more than two from each unit.

Unit-I Issue, Forfeiture and Re-issue of Shares : Redemption of Preference Shares; Issue and Redemption of Debentures.

Final accounts of Companies : Excluding Computation of Managerial Remuneration; Valuation of Goodwill and Shares.

Unit-II Accounting for Amalgamation Absorption of Companies as per Indian Accounting Standard 14; Accounting for internal reconstruction; excluding re-construction schemes consolidated Balance Sheet of Holding Companies with one Subsidiary only.

Unit-III Liquidation of companies. Accounts of Banking and Insurance Companies.
Accounts relating Insurance Claims.

Suggested Readings:

1. Gupta, R.L. Radhaswamy, M : Company Accounts; Sultan Chand and Sons, New Delhi, 2000.
2. Maheshwari, S.N. : Corporate Accounting; Vikas Publishing House, New Delhi, 2000.
3. Monga, J.R. : Ahuja, Girish, and Sehgal, Ashok; Financial Accounting; Mayur Paper Back. Noida, 2000.
4. Shukla, M.C., Grewal, T.S., and Gupta, S.C. : Advanced Accounts; S. Chand & Co., New Delhi, 2000.
5. Moora, C.L., and Jaedick, R.K. : Managerial Accounting; South Western Publishing Co., Cincinnati, Ohio, 1997.
6. Agarwala, A.N., Agarwala K.N. : Higher Science of Accountancy : Kitab Mahal, 2001.

PAPER-III COMPANY LAW AND AUDITING

External: 80

Internal : 20

Time : 3 Hours

Note : Ten questions shall be set in the question paper at least three questions from each unit. The candidates shall be required to attempt five questions in all, selecting at least one question but not more than two from each unit.

Unit-I Introduction - Meaning, characteristics & Types of companies, Promotion and incorporation of companies; Memorandum of association, Articles of Association, Prospectus; **Share Capital, Membership** Borrowing powers, mortgages and charges.

Unit-II Directors-Appointment, powers and Legal position.

Company meetings-kinds, quorum, voting, resolutions, minutes

Audit of Limited companies-Company auditor-appointment, powers, duties and liabilities, auditor report; Investigation-meaning, nature and importance.

Unit-III Introduction: Meaning and Objectives of auditing; Types of audit; Internal audit.

Audit process : audit programme; Working papers and evidences;

Routine checking and test checking

Internal Check System

Vouching; Verification of assets and liabilities.

Suggested Readings:

- 1, Gower, L.C.B. : Principles of Modern Company Law : Stevens & Sons, London, 2000.
2. Ramaiya, A. : Guide to the Companies Act; Wadhwa & Co., Nagpur, 2000.
3. Singh, Avtar : Company Law : Eastern Book Co., Lucknow, 2000.
4. Kuchal, M.C. : Modern India Company Law, Shri Mahavir Books, Noida, 2000.
5. Kapoor, N.D. : Company Law- Incorporating the Provision of the Companies Amendment Act, 2000; Sultan Chand & Sons New Delhi, 2000.
6. Gupta, Kamal : Contemporary Auditing; Tata McGraw Hill, New Delhi.
7. Tandon B.N. : Principles of Auditing; S. Chand and Co., New Delhi.

PAPER-IV BUSINESS STATISTICS

External: 80
Internal : 20
Time : 3 Hours

Note : Ten questions shall be set in the question paper with at least three questions from each unit. The candidates shall be required to attempt five questions in all, selecting at least one question but not more than two from each unit.

Unit-I Introduction : Statistics as a subject; Statistical Data meaning and types, Collection and Rounding of data Classification and Presentation of data.

Analysis of Univariate Data : Construction of a frequency distribution; concept of central tendency and dispersion-and their measures; Skewness and measures; Kurtosis and measures.

Analysis of Bivariate Data : Linear regression and correlation.

Unit-II Index Numbers : Meaning, types and uses : Methods of constructing price and quantity indices (simple and aggregate); Tests of adequacy; chain-base index numbers; Base shifting, splicing, and deflating; Problems in constructing index numbers; Consumer price index.

Uses of time series; Analysis of Times Series ;s causes of Variations in time series data;

Components of a time series; Decomposition-additive and multiplicative models; determination of trend-Moving averages method and method of least squares (including linear second degree, parabolic, and exponential trend); Computation of seasonal-indices by sample averages, ratio-to-trend, ratio-to-moving average and link relative methods.

Unit-III Theory of Probability : Probability as a concept; approaches to defining probability; addition and multiplication laws of probability; Conditional probability; Bayes' Theorem.

Probability distributions : Probability distribution as a concept; Binomial, Poisson, and Normal distributions-their properties and parameters.

Suggested Readings:

1. Hooda, R.P. : Introduction to Statistics, Macmillan, New Delhi, 2002.
2. Hooda, R.P. : Statistics for Business and Economics, Macmillan, New Delhi, 1999.

3. Ya-Lin Chau : Statistical Analysis with Business and Economics : Applications. Holt, Reinhart & Winster, 1997.
4. Lewin and Rubin : Statistics for Management; Prentice-Hall of India, New Delhi, 2000.
5. Sancheti, D.C. and Kapoor, V.K. : Statistics (Theory, Methods & Application); Sultan Chand 86 Sons, Delhi, 2000.
6. Hoel & Jassen : Basic Statistics for Business and Economics;
7. John Wiley and Sons, New York, 1992.

PAPER-V PRINCIPLES OF MARKETING

External: 80

Internal : 20

Time : 3 Hours

Note : Ten questions shall be set in the question paper at least three questions from each unit. The candidates shall be required to attempt five questions in all, selecting at least one question but not more than two from each unit.

Unit-I Introduction : Nature and scope of marketing, Importance of marketing as a business function, and in the economy; Marketing concepts-traditional and modern; Selling vs. Marketing, marketing mix; Marketing environment.

Consumer Behaviour and Market Segmentation : Nature, scope, and significance of consumer behaviour; Market segmentation-concept and Importance; Bases for market segmentation.

Unit-II Product : Concept of product, consumer and industrial goods; Product planning and development; Packaging-role and functions; Brand name and trade mark; after-sales service; Product life cycle concept.

Price : Importance of price in the marketing mix. Factors affecting price of a product/service; Discounts and rebates.

Unit-III Distributions Channels and Physical Distribution : Distribution channels-concept and role; Types of distribution channels; Factors affecting choice of a distribution channel; Retailer and wholesaler; Physical distribution of goods; transportation; Warehousing. Inventory control; Order processing.

Promotion : Methods of promotion; Optimum Promotion Mix; Advertising Media, Their relative merits and limitations, characteristics of an effective advertisement, Personal selling, publicity; Sales promotion and public relations.

Suggested Readings:

1. Kotler Phillip : Marketing Management; Prentice-Hall of India, New Delhi, 1986.
2. Pride, William M. and Ferrel, O.C. : Marketing; Houghton, Mifflin, Boston.
3. Stanton, W.J., Etzel Michael J. and Walker Bruce J., : Fundamentals of Marketing, McGraw-Hill, New York.

PAPER-VI (ii) INDIAN FINANCIAL SYSTEM

External: 80

Internal : 20

Time : 3 Hours

Note : Ten questions shall be set in the question paper at least three questions from each unit. The candidates shall be required to attempt five questions in all, selecting at least one question but not more than two from each unit.

Unit-I Money : Functions theories and money supply in India. Finance : sources and role of finance in Economic development, Indian Financial system : Components, financial intermediaries, capital and money markets and their instruments. Methods for Note issues in India.

Unit-II Indian Banking System : Definition of bank, commercial banks-importance, functions and problems of Non-performing assets, structure of commercial banking system in India. Regional Rural Banks, cooperative banking in India.

Credit Creation : Process of Credit creation functions and its limitations.

Development Banks-their features and functions. State Level Development Banks : Objectives, functions and their role. Non Banking Financial Institutions.

Unit-III Reserve Bank of India : Functions, regulation and Control of credit, monetary policy.

Determination and regulation and Interest rates in India.

Venture capital, credit rating. Merchant Banking.

Institutional financing in India : UTI, LIC and GIC; Objectives, functions investment policies, and role in Industrial financing.

Mutual Fund : Meaning, Role, Importance, Types, SEBI Guidelines.

Suggested Readings:

1. Chandle, L.V. and Goldfeld, S.M. : The Economic of Money and Banking, Harper and Row, New York.
2. Gupta, S.B. : Monetary Planning of India; S. Chand, New Delhi.
3. Khan, M.Y. : India Financial System-Theory and Practice; Tata McGraw Hill, New Delhi.
4. Report on Currency and Finance.
5. Sengupta, A.K. and Agarwal, M.K. : Money Market Operations in India; Skylark Publication, New Delhi.