

B.COM.
FOR
DISTANCE EDUCATION & PRIVATE CANDIDATES
KURUKSHETRA UNIVERSITY
KURUKSHETRA —136119

(Established by the State Legislature Act XII of 1956)
(“A+” Grade, NAAC Accredited)

SYLLABUS AND SCHEME OF EXAMINATION OF

B.Com. Part-II

w.e.f. Session 2017-18

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	80	100	3 Hours
BC-206	(i) Indian Financial System or (ii) Fundamental of Insurance	20	80	100	3 Hours

BC-201 BUSINESS LAWS

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** The Indian Contract Act, 1872 : Nature of contract; Classification; Offer and acceptance; Capacity of parties to 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 purchase agreement.
Partnership Act, 1932, An Overview of Right to Information Act, 2005 (RTI).
- Unit-III** Negotiable Instrument Act, 1881: Definition of negotiable instruments; Features; Promissory note; Bill of 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. Chadha, P.R. : Business Law, Galgotia, New Delhi.
2. Desai T.R. : Indian Contract Act, Sale of Goods Act and Partnership Act, S.C. Sarkar & Sons Pvt. Ltd., Kolkata.
3. Khergsamwala, J.S. : The Negotiable Instrument Act; N.M. Tripathi, Mumbai.
4. Kuchhal, M.C. : Business Law, Vikas Publishing House, New Delhi.
5. Kapoor, N.D. : Business Law, Sultan Chand & Sons, New Delhi.
6. Singh, Avtar : The Principles of Mercantile Law , Eastern Book Company, Lucknow.

BC-202 CORPORATE ACCOUNTING

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

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

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 to Insurance Claims.

Suggested Readings:

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

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 - 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 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.

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

Directors-Appointment, powers and Legal position.

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

Suggested Readings:

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

BC-204 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: Regression and Correlation Analysis.

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.

Time Series: 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 of probability; addition and multiplication laws of probability; Conditional probability; Bayes' Theorem.

Probability distributions: 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. Hoel & Jassen : Basic Statistics for Business and Economics; John Wiley and Sons, New York, 1992.
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. Ya-Lin Chau : Statistical Analysis with Business and Economics : Applications, Holt, Reinhart & Winster, 1997.

BC-205 (i) PRINCIPLES OF MARKETING

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 : 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, Pricing methods.
- 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.
- Recent trends in marketing; Online marketing; Changing retailing scenario.

Suggested Readings:

1. Kotler, Phillip and Gary Armstrong: Principles of Marketing; Prentice-Hall of India, New Delhi.
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, Tata McGraw-Hill.
4. Saxena, Rajan: Marketing Management, Tata McGraw Hill.
5. Ramaswamy V.S., Namakumari S., Marketing Management: Global Perspective Indian Context, McGraw Hill, New Delhi.

BC-205 (ii) HUMAN RESOURCE MANAGEMENT

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 Human Resource Management: Concept, benefits and prerequisites. Difference between personnel management and HRM. Functions and status of human resource manager; Role of line managers in developing human resources; Personnel policies, procedures and programmes; Human resource planning; Job analysis; Job evaluation.

Unit-II Recruitment: Steps in recruitment, recruitment policy, sources and methods of recruitment.

Selection Process and Policy; Career Planning: objective and responsibilities, process, prerequisites, advantages and limitations of career planning, career problems and their solutions; Training and development: concept and importance of training, training methods/techniques; Performance appraisal: objectives, importance, process, appraisal methods.

Unit-III Wage and Salary Administration; promotion, transfer, demotion, separation; Employee absenteeism and labour turnover; HRD practices in Indian Industries;

Concept of Industrial relations in India.

Suggested Readings:

1. B.P. Singh, T.N. Chhabra and P.L. Taneja: Personnel Management and Industrial Relations, Dhanpat Rai and Co., New Delhi.
2. C.B. Mamoria: Personnel Management, Himalaya Publishing House, New Delhi.
3. K. Aswathappa: Human Resource and Personnel Management; Tata McGraw Hill; New Delhi.
4. R.S. Dwivedi: Management of Human Resources. Galgotia Publications.
5. V.S.P. Rao: Human Resource Management: Text and Cases, Excel Books.

BC-206 (i) INDIAN FINANCIAL SYSTEM

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 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.

BC-206 (ii) FUNDAMENTALS OF INSURANCE

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 to Insurance: life and general insurance; purpose, need and principles of insurance; Insurance as a social security tool; insurance and economic development. An overview of IRDA Act 1999; Regulation of Insurance Business in India.

Contract of Life Insurance: principles and practice of life assurance; Parties to the contract and their rights and duties. Conditions and terms of policy and effects of non-compliance thereof. Present structure & growth of Life insurance in India. Claims settlement procedure.

Unit-II

Fire Insurance: basic principles of Fire Insurance contracts. Fire insurance policy, conditions, assignment of policy, claims settlement procedure.

Marine Insurance – Marine insurance policy and its conditions, premium, double insurance; assignment of policy warranties, voyage; loss and abandonment; partial losses and particular

charges; salvage; total losses and measures of indemnity; claims settlement procedure.

Unit-III Accident and motor insurance: policy and claims settlement procedure.

Insurance Intermediaries – role of agents and procedure for becoming an agent; cancellation of license; revocation / suspension / termination of agent appointment; code of conduct; unfair practices.

Suggested Readings:

1. Godwin – *Principles and Practices of Fire Insurance*.
2. Gupta, O.S., *Life Insurance*, Frank Brothers, New Delhi.
3. *Insurance Regulatory Development Act*, 1999.
4. Karam Pal, Bodla B.S. & Garg M.C., *Insurance Management*, Deep & Deep Publications, New Delhi.
5. *Life Insurance Corporation Act*, 1956.
6. Mishra, M.N., *Insurance Principles and Practice*; S. Chand and Co., New Delhi.
7. Mishra, M.N., *Life Insurance Corporation of India*, Vols. I, II & III, Raj Books, Jaipur.
8. Vinayakam N. Radhaswamy and Vasudevan, S.V.: *Insurance-Principles and Practice*, S. Chand and Co., New Delhi.