# M.Com Semester System

<table>
<thead>
<tr>
<th>Paper No</th>
<th>Subject</th>
<th>Duration of Exam</th>
<th>Marks</th>
<th>Total Marks</th>
<th>Credits</th>
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<tr>
<td>I</td>
<td>I Management Process &amp; Organizational Behaviour</td>
<td>2 Hours</td>
<td>60</td>
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<tr>
<td>II</td>
<td>II Managerial Economics</td>
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<tr>
<td>III</td>
<td>III Statistical Analysis</td>
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<td>IV</td>
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<td>V</td>
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<td>X</td>
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<td>XI Business Legislations</td>
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<td>3. Corporate Tax Planning</td>
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<td>XIII</td>
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<td>XIV</td>
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<td>XV</td>
<td>XV Research Project</td>
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<td>XVI</td>
<td>XVI Optional – II (Any One)</td>
<td>2 Hours</td>
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<td>1. Advertising</td>
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<td>2. International Business</td>
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<td>3. Project Planning &amp; Control</td>
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<td>4. E-Business</td>
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<td>5. Working Capital Management</td>
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1. Introduction
Definition- Meaning and nature- scope- objectives of Research- Merits and Demerits.

2. Planning Research Project
Identification, selection and formulation of a problem- Research design- Types of research.

3. The process of Research
Hypothesis- objectives- Primary Synopsis- Methods of investigation- survey method, case study method, experimental method and scientific method.

4. Methods of Collecting Data
Primary Data- Observation, Interview, Telephonic, and mail survey.
Secondary Data- Tests, cumulative record cards, schedules, questionnaires and pilot study.

5. Sampling- Classification, tabulation & scaling of data, Advantages & limitations of sampling- Theoretical basis of sampling- Probability and Non- Probability sampling- Sampling errors.
Objectives & determinants of classification- Tabulation of data- Analysis & interpretation of data.

6. Report Writing
Nature, Types and contents of Reports- steps in drafting the reports.

Recommended Books:
Paper X - Human Resource Planning and Development

Theory 60  
Sessional 40  
Credit 4

1. **Fundamentals of Human Resource Planning**
   Introduction, definition, needs, objectives, scope and benefits of H.R. planning factors affecting HR planning- Tools of HR planning.

2. **Job Analysis & Description**
   Introduction, Job content factors, characteristics of job design, Methods, techniques and steps in job design-job analysis, methods of analysis-job evaluation, steps and types, limitations of analysis-concept of work measurement.

3. **Training & Development**
   Need, classification and steps for designing the training programmes, Training methods-Training evaluation models-Career development, its meaning, needs, types and issues, succession planning.

4. **Management Development Programme**
   Meaning, objectives, techniques and audit of MDP-Transfers & promotions, basic issues involved in transfer and promotions.

5. **Performance Management**

6. **Strategic Human Resource Development**
   Concept and definition of strategy, strategic HRD and strategic HRM, different levels of HRD strategy-HRD vision and mission-HRD goals & objectives.

**Recommended Books:**

Paper XI - Business Legislation

Theory  60  
Sessional  40  
Credit  4

1. The Companies Act 1956 Definition, Types of Companies, Memorandum of Association, Articles of Association, Prospectus (Relevant Provisions)

2. Share Capital, Membership, Meetings and Resolutions (Relevant Provisions)

3. Company Management, Managerial Remuneration, Winding up and Dissolution of Companies. (Relevant Provisions)


Recommended Books:


4. Pricing & Promotion Decision: Environmental influences on pricing decisions; international pricing policies and Strategies. Complexities and issues: international advertising, personal selling. Sales promotion and public relation.


Suggested Reading:
Paper XII (2) – International Accounting

Theory 60
Sessional 40
Credit 4

1. International Dimension of Accounting, Conceptual Development and Comparative Development Patterns.

Recommended Books:

1. **Introduction to Tax Management**: Concept of tax planning; Tax avoidance and evasions; Corporate taxation and dividend tax.


3. **Tax Planning and Financial Management Decisions**: Tax planning relating to capital structure decision, dividend policy, inter-corporate dividends and bonus shares.

4. **Special Tax Provisions**: Tax provision relating to free trade zones, Infrastructure sector and backward areas; Tax incentives of exporters.

5. **Tax Payment**: Tax deductions and collection at source; Advance payment of tax.

**Recommended Books:**

Circulars issued by C.B.D.T
Singhania, V.K: Direct Taxes: Law and Practice, Taxman’s Publication, Delhi.
Sighania Vinod K: Direct Tax Planning and Management, Taxmann Publication, Delhi.
Unit I: Introduction

Unit II: Commercial Banks
Meaning, functions, assets and liabilities of scheduled banks in India, sources of funds, application of funds, e-banking, banking law and regulations.

Unit III: Development Banks
Concept, objectives, functions of development banks, role of development banking in Industrial financing, risk management, capital adequacy norm.

Unit IV: Regional Rural Banks
Need, importance, capital, management, of RR banks.

Unit V: Insurance
Definition, principles of insurance, kinds of insurance- life insurance, general insurance, malhotra committee recommendations, LIC-objectives, functions, financial assistance, investments of LIC-IRDA, 1999.

Unit VI
Project may be assigned on the working and organization of any of the following financial institution in India.
IFCI, ICICI, IDBI, UTI, Mutual Funds, SFCS.

Recommended Books:
I. Introduction:
Meaning, features, role of computers in accounting, need of accounting software, computer based financial accounting system, accounting cycle and computerized accounting, books of accounts, MIS and accounting information system-AR cycle, AP cycle, inventory cycle, revenue cycle.

II. Financial Accounting Basics in Tally
Company Creation-Information menu, accounts configuration, voucher types, creation of vouchers, voucher entry, invoice entry, payroll configuration, data configuration financial statements & reports.

III. Tax Based Accounting
TDS computation, Excise, VAT, Service Tax
Accounting treatment of inputs in TDS, VAT, Excise & service tax.

IV. Concept in ERP

V. Data Management in Tally, Backup & Restore, Security Control, Types of Security in Tally

VI. Audit features in Tally, System Audit & Audit trail.

Practicals:
1. Payroll Accounting
2. Computation of TDS
3. Computation of Excise
4. Computation of VAT
5. Computation of Service Tax
M.Com IV Semester

Paper XIII - Quantitative Techniques

Theory 60
Sessional 40
Credit 4

2. Transportation Problems, Methods of solving Transportation Problem, Assignment Problems, Methods of Solving Assignment Problem.
3. Inventory Management Techniques.
4. Decision Analysis & Decision Tree.
5. Sequencing /Scheduling Methods, PERT /CPM Techniques - concepts.
(Note:- Numerical Problems on Simplex Method, Transportation, Assignment, Inventory Management Techniques).

Recommended Books:

Paper – XIV - Securities Analysis


Futures Trading – Futures and options, Index Futures, valuation of Index futures, Arbitrage Trading & Hedging – Derivative trading in securities.

IV. Analysis of securities : -Fundamental Analysis, Technical analysis and Efficient Market theory.


Recommended Books:


Paper XV - Research Project

Marks: 100

The candidate must undertake a project work, based on practical training/exposure in a business firm for a period not less than 6 weeks. The topic will be assigned to the student by the guide. The student has to prepare a report on the project work in consultation with the guide at the end of the semester the Research Project shall be submitted to the Head of the Dept. before the commencement of theory examination.

The project shall be assessed by the External Examiner appointed by the University and the internal examiner jointly. The assessment shall be made as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Marks</th>
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<tbody>
<tr>
<td>Project Content</td>
<td>50</td>
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<tr>
<td>Project Presentation</td>
<td>30</td>
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<tr>
<td>Project Based Viva</td>
<td>20</td>
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<td>Total</td>
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**Recommended Books:**


5. Gupta, Vaswer Das: Sales Management, In The Indian Perspective, Prentice Hall, New Delhi.


Paper XVI (2) – International Business


2. International Business Decision: Mode of Entry, Marketing Mix, Factors Affecting in International Business-The legal, Technological, political, Socio-cultural environment.

3. Role of International institutions-GATT, WTO, ECM, IME, IDRD, IFC, UNCTAD, Recent trends in world trade Multinational Corporation.


5. Ethics & Social Responsibility in International Business Nature of ethics and social responsibility in International Business-ethics in cross channel and distribution context. Social responsibility in cross cultural and international context.- regulation in international ethics and social responsibility.

Recommended Books:


1. **Meaning and concept of Project –**

2. **Estimation of cost of Project-**
   Components of cost- basics of estimation- activity wise and unit wise- Project financing and its importance, sources of finance.

3. **Financial & Economic Analysis of the Project-**
   Objectives, capital employed- Main profitability indices, pay back period, return on investment (ROI), Internal Rate of Return (IRR), Net Present Value Method (NPV), cash flow statement, profit & loss statement, break even analysis, make or buy decision- special consideration in financial and economic analysis- Importance of inflation- concepts of cost over run and time over run.

4. **Acceptance of the Project-**
   Organising Human and Material resources of the project- Preparation of Technical Specifications- Implementation and monitoring of the project- Management and control of finance.

5. **Completion of the Project and closure of Contracts-**
   Compilation of cost of the project- evaluation and audit of the project- capitalisation of assets of project.

**Recommended Books:**

Paper XVI (4) - E-Business

Theory  60
Sessional  40
Credit  4


E-Banking, E-Delivery Channel, ATM, Phone Banking, Net Banking, Core Banking, EFT, E-Cheque, MICR, Security of Internet Banking, Steps, Advantages and limitations of Internet Banking, E-Commerce Security Need, Precautions, Cryptography, Digital Signature, Process and concept – Cyber Crime.

Recommended Books :

1. Introduction
Meaning, Definition, Components, Characteristics, Types- Determination of Working Capital- Percentage of sale method, estimation of components method, and operating cycle approach.

2. Short Term Financing
Estimation of cost of short term credit – sources of short term credit- unsecured sources and secured sources.

Unsecured Sources
Trade Credit, Bank Credit, Transaction Loan, Commercial Papers.

Secured Sources
Accounts Receivable loans, Inventory loans, Lease financing- New System of Assessment of Working Capital (Kannan Committee)

3. Management of Cash

4. Management of Receivable
Meaning and Definition- Cost of maintaining accounts receivables- Types of credit standards- Analysis of customers credit worthiness- Credit decision & Line of credit- steps in debt collection- Control of Account Receivable- Calculation of average collection period- Factoring- Meaning, functions & types of factoring.

5. Inventory Management
Meaning, Definition, types and functions of inventories- advantages and disadvantages of inadequate inventories- Inventory control- Inventory costs- Inventory control techniques- Economics order quantity, Determination of stock levels, ABC analysis, classification and coding of materials- perpetual inventory system- Inventory turnover Ratio.

6. Dividend Policies & Working Capital
Note: For sessional marks numerical problems should be given as assignment as a mini project works. The assignment should be based on the following:

1. **Estimation of Capital Requirement**
   I. Ascertainment of duration of operating cycle and cash cycle.
   II. Analysis of efficiency in working capital management through ratios.
   III. Working Capital investment and financing policies.
   IV. Establishment work working Capital under operating cycle Model.
   V. Establishment of w.cap on cash cost basis.
   VI. Baremol’s Model of cash Management.

2. **Receivable Management**
   I. Determination of credit period.
   II. Cost benefit analysis of cash discount.
   III. Establishment of credit limits.

3. **Inventory Management**
   I. EOQ
   II. EOQ with discounts

**Recommended Books:**