



पाठ्यक्रम SYLLABUS

SCHEME OF EXAMINATION AND COURSES OF STUDY

FACULTY OF COMMERCE

**B.Com. (Hons) Part-II Examination
(10+2+3 Pattern)**

2010-11 से प्रभावी(w.e.f.)

सत्र 2013-14

महर्षि दयानन्द सरस्वती विश्वविद्यालय, अजमेर

NOTICE

1. Change in Statutes/Ordinances/Rules/Regulations/ Syllabus and Books may, from time to time, be made by amendment or remaking, and a candidate shall, except in so far as the University determines otherwise comply with any change that applies to years he has not completed at the time of change. **The decision taken by the Academic Council shall be final.**

सूचना

1. समय-समय पर संशोधन या पुनः निर्माण कर परिनियमों / अध्यादेशों / नियमों / विनियमों / पाठ्यक्रमों व पुस्तकों में परिवर्तन किया जा सकता है, तथा किसी भी परिवर्तन को छात्र को मानना होगा ब्रशर्ते कि विश्वविद्यालय ने अन्यथा प्रकार से उनको छूट न दी हो और छात्र ने उस परिवर्तन के पूर्व वर्ष पाठ्यक्रम को पूरा न किया हो। **विद्या परिषद द्वारा लिये गये निर्णय अन्तिम होंगे।**

SCHEME OF EXAMINATION

For a pass at each examination, a candidate shall be required to obtain a minimum of 36% marks in each subsidiary subject and 40% in the Honours subjects. Passing separately in the practicals wherever prescribed, shall be necessary, successful candidate will be classified as under :

First Division	60%	of the aggregate marks prescribed in honours and Subsidiary subjects at Pt. I, Pt. II and Pt. III examination taken together.
Second Division	50%	

All the rest will be declared to have passed the examination. No division shall be awarded at the Honours Pt. I and Pt. II examination.

The candidate will have to clear the combined paper of English Hindi and Book-keeping and Accountancy in three chances. The marks of combined paper and Book keeping shall not be counted towards award to Division.

DISTRIBUTION OF MARKS

S. No.	Name of the Subjects/Papers	No. of Papers	Duration	Max. Marks	Min. Pass Marks
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B.Com. Honours Pt. II :**Honours Subject (ABST)**

Paper-I Management Accountancy	3 hrs.	100	
Paper-II Strategic Cost and Portfolio Management	3 hrs.	100	
Paper-III Auditing And Assurance	3 hrs.	100	160
Paper - IV Advanced Business Statistics	3 hrs.	100	

Subsidiary Subjects :

Bus. Adm. Paper – I			
Company Law & Secretarial Practice	3 hrs.	100	36
E.A.F.M. Paper - II Money & Banking	3 hrs.	100	36

B.Com. Hons. – PART II A.B.S.T.**Honours Subject:****Compulsory Paper - I : MANAGEMENT ACCOUNTING****Scheme**

3 Hrs. Duration Min. Pass Marks- 40 Max. Marks 100

Note :

1. The paper will have at least 60% weightage (Markwise) on practical problem.
2. Question paper will be divided into 3 Parts.

Part A : This part contain 10 Question from all Three Units of 2 Marks each. Minimum 3 Questions from Each Unit. All Questions are compulsory. Answer limit maximum 20 Words Per Question.

Part B : This part contain 05 Question from all Three Units of 4 Marks each. All Questions are compulsory. Answer limit maximum 50 Words Per Question. Minimum 01 Questions from Each Unit..

Part C : This part contain 03 Question Selecting 01 Question from each Unit with Internal Choice in each Question, Having 20 Marks each. Answer limit maximum 400 Words Per Question.

Unit - I

Introduction : Meaning of management accounting, conventions, organization, limitations and functions of management accounting, Responsibilities and qualities of management accountant, accounting vs traditional accounting.

Capital structure : Determinants of capital structure, optimum capital structure, under and over capitalization and its impact. Theories of capitalization, new approaches i.e. net operating income approach. Modigliani and Miller theory (modern view), watered capital. Operating and financial leverage

Unit - II

Financial Analysis: Meaning, nature and importance of financial statement, techniques of financial analysis, Comparative statement, common size statement analysis. Trend analysis. Limitations of financial statement analysis. Ratios analysis. Cost of capital, preparation of fund flow statement.

Unit - III

Working capital concept, factors affecting working capital requirements, source of working capital, ascertainment of working capital requirements.

Capital expenditure decision, pay back, post pay back period, discounted pay back, average rate of return and internal rate of return methods, discounted cash flow, reporting to management with NPV and NPVI, Cash flow statement as per AS-3

Books Recommended:

1. Khan, Jain : Management Accounting (TMH)
2. S. N. Maheshwari : Management accounting, Sultan Chand & Sons.
3. M. R. Agarwal : Management accounting, Malik & Co.
4. Jain, Narang : Management accountancy, Kalyani Publishers
5. Saxena Vasishtha : Financial Management, Sultan Chand & Sons.
6. Kulkarni : Corporation Finance
7. R. P. Rastogi : Management Accountancy
8. Prasan Chandra.: Financial Management (TMH)

Paper - II : STRATEGIC COST AND PORTFOLIO MANAGEMENT**Scheme**

3 Hrs. Duration Min. Pass Marks- 40 Max. Marks 100

Note :

1. The paper will have at least 60% weightage (Markwise) on practical problem.
2. Question paper will be divided into 3 Parts.

Part A : This part contain 10 Question from all Three Units of 2 Marks each. Minimum 3 Questions from Each Unit. All Questions are compulsory. Answer limit maximum 20 Words Per Question.

Part B : This part contain 05 Question from all Three Units of 4 Marks each. All Questions are compulsory. Answer limit maximum 50 Words Per Question. Minimum 01 Questions from Each Unit..

Part C : This part contain 03 Question Selecting 01 Question from each Unit with Internal Choice in each Question, Having 20 Marks each. Answer limit maximum 400 Words Per Question.

Unit - I

Strategic cost management concept and analysis, Standard costing, meaning, advantages, Variance analysis : Material, Labour, Overhead and Sales. Activity Based Costing. Business performance measurement-Balance scorecard.

Unit - II

Budgeting for profit planning and control, meaning of budget and budgetary control, objectives, merits and limitations types of budgets, fixed & flexible budget, cash budget, control ratios, Zero Base Budgeting. Performance budgeting, Programme budgeting.

Marginal costing, Break even analysis, Absorption costing, margin of safety, profit volume graph, Break even graph. Related advance problems.

Unit - III

Value added statement, Economic Value added. Market value added, principles of transfer pricing-transfer pricing system.

Portfolio analysis effects of combining securities, makowit/risk return optimization, significance of BETA in the portfolio, traditional portfolio selection.

Technical analysis, company analysis-projecting dividends and price earning ratio.

Books Recommended:

1. V. K. Bhalla : Portfolio Management, S. Chand & Co. Delhi.
2. S.N.Maheshwari: Cost Accounting (Sultan Chand & Sons.)
3. Saxena Vashitha : Cost Accounting (Sultan Chand & Sons.)
4. Jain, Narang : Cost Accounting, Kalyani Publishers.
5. Ghose : Cost Accounting, Book Corporation.

Paper III - AUDITING AND ASSURANCE**Scheme**

3 Hrs. Duration Min. Pass Marks- 40 Max. Marks 100

Note : Question paper will be divided into 3 Parts.

Part A : This part contain 10 Question from all Three Units of 2 Marks each.
Minimum 3 Questions from Each Unit. All Questions are

compulsory. Answer limit maximum 20 Words Per Question.

Part B : This part contain 05 Question from all Three Units of 4 Marks each. All Questions are compulsory. Answer limit maximum 50 Words Per Question. Minimum 01 Questions from Each Unit..

Part C : This part contain 03 Question Selecting 01 Question from each Unit with Internal Choice in each Question, Having 20 Marks each. Answer limit maximum 400 Words Per Question.

Unit - I

Auditing Concepts : Nature and limitations of Auditing, Basic Principles governing an audit, Ethical principles and concept of Auditor's Independence, Relationship of auditing with other disciplines.

Auditing and Assurance Standards and Guidance Notes : Overview, Standard-setting process, Role of International Auditing and Assurance Standard Board, Auditing and Assurance Standards issued by the ICAI-Audit of Fixed Assets, Audit of Inventories, Audit of investments, Audit of Debtors, Loans and Advances, Audit of Cash and Bank Balances, Audit of Miscellaneous Expenditure, Audit of Revenue, Audit of Expenses.

Auditing engagement - Audit planning, Audit programme, Control of quality of audit work Delegation.

Documentation : Audit working papers, Audit files, Permanent and current audit files, Ownership and custody of working papers.

Unit - II

Audit Evidence : Audit procedures for obtaining evidence, Sources of evidence. Reliability of audit evidence, Method of obtaining audit evidence-Physical verification, Documentation, Direct confirmation.

Internal Control - Elements of internal control, Review and documentation, Evaluation of internal control materiality and audit risk, Concept of internal audit.

Audit of Payments - General Considerations, Wages, Capital expenditure, Other payments and expenses, Petty cash payments, Bank payments, Bank reconciliation.

Audit of receipts - General Considerations Cash Sales, Receipts from debtors, other Receipts.

Audit of Purchases - Vouching cash and credit purchases, Forward purchases, Purchases returns, Allowance received from suppliers.

Audit of Sales - Vouching of cash and credit sales, Goods on consignment, Sales on approval basis, Sales under hire-purchases agreement, Returnable containers, Various types or allowances given to customers, Sales Returns.

Audit of Suppliers ledger and the debtors ledger, Self-balancing and the sectional balancing system, and doubtful debts, Writing off of bad debts.

Audit of impersonal ledger, Capital expenditure, deferred revenue expenditure and revenue expenditure, outstanding expenses and income, Repairs and renewals, Distinction between reserves and provision, Implications of changes in the basis of accounting.

Audit of assets and liabilities.

Unit-III

Company Audit, Audit of Shares and debentures, Qualifications and Disqualifications of Auditors, Appointment and remuneration of auditors, Removal of auditors, Powers, Liabilities and duties of auditors.

Audit Report - Qualifications, Disclaimers, Adverse opinion, Disclosures, Reports and certificates. Special points in audit of different types of undertakings, i.e. Educational institutions, Hotels, Clubs, Hospitals.

Books Recommended:

1. Kamal Gupta, Auditing, Tata Magraw Hill.
2. T. G. Rose - Auditing.
3. T. R. Sharma - Auditing, Sahitya Bhawan
4. Jain, Khandelwal : Auditing.

Paper - IV - ADVANCE BUSINESS STATISTICS

Scheme

3 Hrs. Duration Min. Pass Marks - 40 Max. Marks 100

Note : 1. The paper will have at least 60% weightage (Markwise) on practical problem.

2. Question paper will be divided into 3 Parts.

Part A : This part contain 10 Question from all Three Units of 2 Marks each. Minimum 3 Questions from Each Unit. All Questions are compulsory. Answer limit maximum 20 Words Per Question.

Part B : This part contain 05 Question from all Three Units of 4 Marks each. All Questions are compulsory. Answer limit maximum 50 Words Per Question. Minimum 01 Questions from Each Unit..

Part C : This part contain 03 Question Selecting 01 Question from each Unit with Internal Choice in each Question, Having 20 Marks each. Answer limit maximum 400 Words Per Question.

Unit - I

Sampling Theory. Basic ideas statistics and parameters, sampling and non sampling errors, sampling Distribution. Large and small sample analysis, sampling of attributes and variables. Theoretical frequency Distribution. Elementary Knowledge of normal, Binomial and poisson distribution and application to business problems.

Unit - II

Analysis of variance and Design of experiment. Association of Attributes, meaning classification, methods, calculation of Association of attributes, partial association, consistence of data, chi-square test. Element of Probability-Theorems of simple, total, compound probabilities.

Unit - III

Arithmetic progression, geometric progression, Harmonic progression, logarithm, quadratic equation, Matrix and determinants. Statistical quality Control, Introduction of Research, objects and utilities. Types of Research, Process of research - hypothesis, formulation, Research design, Analysis of Research data. Preparation of Report.

Books Recommended:

- 1- संख्यिकी के मूल सिद्धान्त - के. एन. नागर
2. व्यवसायिक संख्यिकी के मूल सिद्धान्त - शर्मा, जैन, पारीक
3. व्यवसायिक संख्यिकी - माथुर, खण्डेलवाल

- 4- Fundamentals of statistics - D. N. Elhance.
- 5- Practical Business statistics - Croxton & Cowdon
- 6- Modern Business statistics - Fried and Williams
- 7- Business statistics - Sancheti & Kapoor
- 8- Research Methodology - C. R. Kothari.

(Subsidiary Subject)

BUSINESS ADMINISTRATION

Paper I – COMPANY LAW

3hrs. Duration

Max. Marks : 100

Note : Question Paper will be divided into 3 parts.

Part A : This part contain 10 Questions from all Three Units of 2 Marks each. All Questions are compulsory. Answer limit maximum 20 Words per Question.

Part B : This part contain 05 Questions from all Three Units of 4 Marks each. All Questions are compulsory. Answer limit maximum 50 Words per Question

Part C : This part will have 03 Questions. Select 01 question from each unit. Question will be of 20 marks each. Answer limit-maximum 400 words per question.

UNIT – I

Corporate personality - Kinds of companies. Promotion and incorporation of company.

Memorandum of Association. Articles of Association. Prospectus

UNIT - II

Shares-Share capital, members, transfer and transmission. debentures and borrowing powers.

Director, Managing director, whole time director, appointment, rights, Duties, liabilities & remuneration of Directors. Company investigation, prevention of oppression and mismanagement.

UNIT - III

Company meetings : kinds, quorum, notice, agenda, motion & resolution, minutes, methods of voting. Winding-up: kinds & legal provisions.

Books Recommended:

1. Jain and Sharma - Company Law & sec. Practice (Hindi)
2. अग्रवाल-कोठारी . भारतीय कम्पनी अधिनियम साहित्य भवन, आगरा
3. Mathur, Nolakha - Company Law & sec. Practice(Hindi)
4. Avtar Singh - Secretarial practice.
5. Sherlkar - Secretarial practice.
6. उपाध्याय चतुर्वेदी एवं शर्मा . कम्पनी अधिनियम और सचिवीय पद्धति

EAFM Paper – II – MONEY AND BANKING

Time 3 hrs.

Max. Marks 100

3hrs. Duration

Max. Marks : 100

Note : Question Paper will be divided into 3 parts.

Part A : This part contain 10 Questions from all Three Units of 2 Marks each. All Questions are compulsory. Answer limit maximum 20 Words per Question.

Part B : This part contain 05 Questions from all Three Units of 4 Marks each. All Questions are compulsory. Answer limit maximum 50 Words per Question

Part C : This part will have 03 Questions. Select 01 question from each unit. Question will be of 20 marks each. Answer limit-maximum 400 words per question.

Unit - I

Meaning and functions of Money, The role of money in various Economic systems. Classification of money. Principles and methods of note issue. Theories of value of money : the quantity theory, fisher Cambridge and Keynesian Equations.

Unit - II

Inflation, deflations, stagflation and devaluation. Their impact on economic growth, monetary standards – Evolution Growth, downfall and present position of gold standard.

Bank : Definitions, function and opposition. Credit creation Types of Banks, Central Banking, Role and Functions in a developing economy. A brief study

of R.B.I., N.A.B.A.R.D., S.B.I. and E.X.I.M. Bank of India.

Unit - III

Development of Indian currency and the present currency system of India.

Deficit financing and inflation in India devaluation of Indian rupees.

Indian money market, commercial banks in India, Social Control,

Nationalization and recent trends. Role of banks in financing priority sector.

Books Recommended :

1. ~~Mudra~~ and Banking : Dr. M. C. VAISHA
2. ~~Mudra~~ Evam Banking : Dr. M. L. Seth.
3. Maudrik Arthshastra : Dr. T. T. Sethi.
4. Mudra Banking Avam Rajasva : Dr. H. C. Sharma
5. Monetary Economic : Dr. M. L. Seth.
6. Indian Banking, Nature & Problems : Basant Desai (Himalayas Publishing House, Mumbai).

