

2010



North Maharashtra University,  
Jalgaon

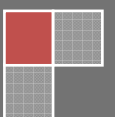
**FACULTY OF COMMERCE & MANAGEMENT**

**Syllabus of Third Year B.Com**

**T.Y.B.Com.**

*Annual 80+20 Pattern*

*(w.e.f.: June-2010 )*





# North Maharashtra University, Jalgaon

(NACC Accredited 'B' Grade University)

FACULTY OF COMMERCE & MANAGEMENT

New Syllabus: T.Y.B.COM (W.E.F. June -2010)

## Subject: 1: INDIAN ECONOMIC SCENARIO

Annual 80+20 Pattern: External Marks 80 +Internal Marks 20 = Maximum Total marks: 100

Total lectures: 48+48=96

### SECTION-I

#### 1. State Of The Indian Economy

lectures:08

- a. Features Of Indian Economy as an Underdeveloped, an Emerging and Mixed Economy
- b. Globalization Of the Indian Economy
- c. Economic Growth After 1991
- d. Global Development & the Indian Economy
- e. Some Aspects Of India's Growth Dynamics &Prospectus
- f. Capital Formation And National Income Trends In India

#### 2. Human Resources & Development

Lectures:12

- a. India's Population: Size & Growth Trends
- b. Population &Economic Development :
- c. Demographic Issues :The Sex Composition Of Indian Population-Age Structure & Its Demographic Dividends-Urbanization-Migration Of Population
- d. Human Resource Development :Indicators-Importance Of Education, Health And Nutrition-  
Education Policy
- e. Occupational Distribution Of Labor Force In India And Employment Structure
- f. Unemployment: Nature, Estimate, Causes And Policy Measures
- g. Poverty In India-Incidence Of Poverty-Poverty Alleviation Porgramme &Strategy
- h. Income Inequalities In India: Nature Causes & Policy Measures

#### 3. Scenario of Agricultural sector and Basic Issues In Agricultural

Lectures:14

- a. Indian Agriculture: Role And Nature-Agriculture Production &Productivity Trends- Measures To Increase Production &Productivity
- b. Agriculture Inputs & Green Revolution
- c. **Agricultural Finance**: Need, Sources & Problems-Role Of R.R.B.S And NABARD- Distress In Agriculture Debt Waiver And Debt Relief
- d. **Agricultural Marketing** :Organizational Set Up , Defects In It And Measures To Improve The Agricultural Marketing System-Problem Of Exporting Of Agricultural Produces
- e. **Problems Of Agricultural Subsidies** And Prices Of Agricultural Produces-The Problems Of Food Security And Public Distribution System
- f. **Agricultural Labor** : Condition &Problems Of Agricultural Labor-Measures For Improvement Of &Its Appraisal
- g. **Global warming** and global climate change impact on the Indian economy

#### **4.Scenario of Industrial and Service Sector**

**Lectures:14**

- a. Pattern, Growth and Trends Of Industrial Development In India
- b. Important major industries in India
- c. Role, Development, Performance & Problems Of Major and Small Scale Industries In India
- d. Role , Development, Performance And Problems Of Public Sector Enterprises In India-The Problem Of Disinvestment In Public Sector Enterprises
- e. Labor Relation In India- Industrial Disputes Causes and Disputes Settlement System
- f. Service Sector: Meaning Performance Development Problems and Policy
- g. Energy ,Infrastructure And Communication-Overview Of Performance-Challenges and Outlook

### **SECTION-II**

#### **5.Scenario of External Sector Of The Indian Economy**

**Lectures:14**

- a. India's foreign trade: value, composition and direction
- b. India's balance of payments since 1991 and its management
- c. Trade policy of the government : reform period
- d. Special Economic Zones (S.E.Z.s):Concept and Arguments for and Against of S.E.Z.s, S.E.Z.s in India
- e. Foreign capital, investment and aid: component, need and critical appraisal of government policy

- f. problem of foreign exchange reserves and management of India's foreign exchange rates
- g. the issue of capital account convertibility
- h. W.T.O. and Indian Economy

#### **6.Scenario of Prices, Money And Banking**

**Lectures:10**

- a. Price Trend ,Problems Of Inflation During The Planning Period And Anti Inflationary Policy Of The Government
- b. Structure And Development Of Indian Money Market And Recent Reforms In It
- c. Role And Structure Of Capital Market And Reform In It
- d. S.E.B.I. And Capital Market Development
- e. Development of banking sector and reforms in it
- f. An Appraisal Of The Monetary Policy Of The R.B.I. And Its Role In Indian Economy

#### **7.Fiscal development and public finance**

**Lectures:14**

- a. Salient features of Federal finance system in India
- b. Problems and issues in centre –state financial relation in India
- c. 12 th finance commission recommendations
- d. Indian tax structure ,problem of parallel economy and reforms in the tax system since 1991
- e. Growth, composition, role and management of public expenditure
- f. Role ,magnitudes and issues related with public debt in India
- g. Various provisions and tax proposal in Current central budget and its critical appraisal
- h. Objectives Of India's Fiscal Policy , Fiscal Responsibility and Fiscal Imbalances In India

#### **8.Economic planning and policy**

**Lectures:10**

- a. Economic planning in India: rationale, features and objectives
- b. The strategy of planning
- c. Resource allocation in plans: an overall view
- d. Financing of the plans: critical appraisal
- e. Assessment of the planning
- f. Economic reforms and liberalization: appraisal

g. Salient features of 11<sup>th</sup> five year plan

**BOOKS RECOMMENDED**

1. Indian Economy : R.Datta and K.P.M.Sunderam (61th Edition)(2010),S.Chand
2. Economic Survey :Government Of India's publication
3. Annual Report :Currency and finance : Reserve Bank Of India's publication
4. Indian Economy :Mishra & Puri, Himalaya Publication(2009)
5. Indian Economy :A.N.Agrawal ,Himalaya Publication(2009)



# North Maharashtra University, Jalgaon

(NACC Accredited 'B' Grade University)

FACULTY OF COMMERCE & MANAGEMENT

New Syllabus: T.Y.B.COM (W.E.F. June -2010)

## Subject: 2: Principles & Practice of Auditing

Annual 80+20 Pattern: External Marks 80 +Internal Marks 20 = Maximum Total marks: 100

Total lectures: 48+48=96

### Objectives

- To understand objective & concept of auditing & gain working knowledge of generally accepted auditing procedures & of techniques & skills needed to apply them in audit.

### Section: I

#### 1. Evolution of Auditing :-

- a. Meaning, Definition, nature, scope & objectives of audit. – Advantages & limitations of audit – Relationship of auditing with other subjects – Basic principles governing an audit – Planning of an audit.
- b. Auditing & Assurance standards (AAS) – meaning, scope, auditor & AAS.
- c. Elementary study of (1) AAS – 1 – on “Basic Principles governing an audit”.
- d. (2) AAS – 2 – on “Objectives & scope of the audit of financial statements”.
- e. (3) AAS – 4 – on “Auditors responsibility to consider frauds & errors in an audit of financial statements”.

#### 2. Types of Audit :-

- a. Features, principles, advantages & limitations of Internal audit, Statutory audit, Continuous audit, Annual audit, Interim audit, Balance sheet audit, Tax audit, Cost audit, Efficiency audit, Government audit & Information system audit.

#### 3. Auditing Engagement & Documentation :-

- a. Auditing engagement – Audit planning – audit programme control of quality of audit work – delegation & supervision of audit work.

- b. Documentation – Audit working papers - audit files- permanent and current audit files-ownership and custody of working paper. Elementary study of AAS-3-on “Documentation”.

#### **4.Audit Evidence :-**

- a. Need for audit evidence – audit procedures for obtaining evidence – physical verification – documentation – direct confirmation – re-computation – analytical review techniques – representation by management – obtaining
- b. Certificate. Elementary study of AAS – 5 – on “Audit Evidence”.

#### **5.Evaluation of Internal Control :-**

- a. Internal Control –Meaning & objectives of internal control – factors affecting internal control limitations of internal control – Evaluation of internal control system.
- b. Internal check system, Test checking, Routine checking –Meaning, advantages & limitations of internal check system, Test checking & Routine checking. Elementary study of AAS-6-on “Risk Assessment & Internal control”.

#### **6.Vouching , Verification and valuation :-**

- a. Vouching – Meaning advantages & objectives of vouching – Points to be taken at the time of vouching – voucher – material defects that disqualify a voucher – difference between vouching & Verification.
- b. Verification and valuation of assets & liabilities –Meaning & objects of verification and valuation – difference between verification and valuation – procedure of verification and valuation of assets & liabilities.

### **SECTION: II**

#### **7.Investigation :-**

- a. Meaning, nature and objects of Investigation.
- b. Investigation at the time of
  - i. purchase of business
  - ii. admission of a new partner
  - iii. granting loan for detecting grants
  - iv. determination of tax liability
  - v. Statutory Investigation.

## **8. Organizational based audit of different institutions :-**

- a. Introductory study of audit of bank, Insurance companies, co-operative societies and non-banking financial companies. Special features in audit of public sector companies.

## **9. Company Auditor :-**

- a. Provisions regarding qualifications, disqualifications, appointment & removal of auditor as per the companies Act, 1956 – Rights/Powers, duties and liabilities and remuneration of company auditor – professional conduct and ethics.

## **10. Auditing in Computerized Information System (CIS) Environment :-**

- a. Meaning of CIS – Approaches to computer auditing – distinction between manual accounting audit and computerized accounting audit – Characteristics of CIS Environment – Computer frauds and computer virus – Concept of audit software.

## **11. Audit Report :-**

- a. Meaning, importance and contents of audit report – types of audit report – Qualifications, disclaimers, adverse opinion - Distinction between reports and certificates – notes on accounts - distinction between notes and qualification – detailed observations by the statutory auditor to the management vis-à-vis – Obligations of reporting to the members.
- b. Elementary study of – AAS-28-on “The Auditor’s Report on financial statements”.

### **•Suggested Readings**

- 1) Tondon – Practical Auditing.
- 2) Kamal Gupta – Fundamentals of Auditing – TMH – New Delhi.
- 3) Saxena & saravaravel – Practical Auditing – Himalaya Publishing House, Mumbai.
- 4) Saxena & Reddy – Essentials of Auditing - Himalaya Publishing House, Mumbai.
- 5) Stettler Howord – Auditing Principles, PHI – New Delhi.
- 6) L.K.Shukla – Auditing – Principles & Practice – Taxmann law’s New Delhi.
- 7) Taxmann – Student guide to auditing standerds by D.S.Rawat.
- 8) Auditing by Vinod Kumar Agrawal & Abhishek Porwal – A.S.Foundation, Pune.



# North Maharashtra University, Jalgaon

(NACC Accredited 'B' Grade University)

FACULTY OF COMMERCE & MANAGEMENT

New Syllabus: T.Y.B.COM (W.E.F. June -2010)



**Subject: 3 : Income tax and Information Management (Compulsory Paper )**

**Annual 80+20 Pattern: External Marks 80 +Internal Marks 20 = Maximum Total marks: 100**

**Total lectures: 38+58=96**

## Objective

- 1.To expose the students to the various provisions relating to Income Tax.
- 2.To introduce the basic concepts of the Income Tax Act 1961 and to impart elementary knowledge of scheme of taxation to the students.
- 3.To enable them to compute Income and Tax under the Act.

**First part – INCOME TAX ACT**

**[ 40 marks 38 lectures ]**

### 1. UNIT I

- a. **Introduction** :The Income Tax Act 1961, The Finance Act
- b. **Basic concepts** : Agricultural income, Assesses, Assessment year, Average rate of tax, Income, Person, Gross total income, Previous year, Charge of income Tax; Capital and Revenue Receipts, capital or revenue expenditure, Head of Income, Exempted Incomes (concerned with salary only)
- c. **Residential Status**: Rules for determining residential status of Individual, HUF, Firm and Company, need to determine residential status, Incidence of tax and residential status, Practical problems concerning individual only.

### 2. UNIT - II

- a. **Income from Salary**: Salary, Allowances, perquisites and retirement benefits, deductions, computation of salary income.
- b. Allowances to be studied – HRA, Transport Allowance, Children Education Allowance, Medical allowance – Perquisite to be studied – Rent-free Accommodation, Deduction on account of Professional Tax –Deduction of tax at source - Simple Practical problems on computation of salary income,

### **3. Unit-III :**

- a. **Income from House Property:** Annual Value, let out property, self-occupied properties, deductions, computation of house property income. - Practical problems on computation of income from house property.
- b. **Income from other sources:** Specific income, deductions, computation of income from other sources, practical problems, Deduction of tax at source.

### **4. UNIT - IV**

- a. **Income from Business :** Depreciation and other permissible deductions, Disallowable expenses, income and expenses of illegal business, computation of Business income, Deduction of tax at source
- b. **Income from Profession:** Computation of incomes of Doctors, Lawyers, Chartered Accountants, Practical problems, Deduction of tax at source.

### **5. UNIT - IV**

- a. **Deductions from Gross total incomes -** Deductions available to individual under sections 80C, 80D, 80G, computation of total income. Practical problems.
- b. **Assessment of Individuals :** Procedure for computing total income, rates of tax, practical problems covering salaries, house properties, and other sources, and deductions u/s 80-C, 80-D, 80G.

**Note: The Academic Year of the examination shall be the Assessment Year for study of different provisions of the Act**

#### **Section – II**

**Paper no. 3: Second Part – Information Management USING R – SOFTWARE [60 marks 58 lectures]**

EXTERNAL MARKS		INTERNAL MARKS	TOTAL MARKS
Theory	Practical		
30	20	10	60

#### **1. Introduction**

**(10)**

- 1.1 Data Types (Modes).
- 1.2 Interacting with interpreter.
- 1.3 Arithmetic Operations.
- 1.4 Methods of Data Input.
- 1.5 Resident Data Sets.
- 1.6 Data Accessing and Indexing.
- 1.7 Subset and Transform.
- 1.8 Graphics with R.

1.9 Getting Help.

**2. Sampling (6)**

2.1 Population and Sample.

2.2 Simple Random Sampling.

2.3 Stratified Random Sampling, proportional allocation and optimum allocation.

2.4 Systematic Sampling.

**3. Diagrams and Graphs (10)**

3.1 Bar Chart (Subdivided, multiple).

3.2 Pie diagram.

3.3 Histogram (equal class intervals)

[Problems illustrating business / commercial applications are expected]

**4. Measures of Central Tendency and Dispersion (10)**

4.1 Mean, Mode, Median

4.2 Quartiles, Deciles, Percentiles.

4.3 Range, Mean Deviation, Standard Deviation and Co-efficient of Variation

[Problems illustrating business / commercial applications are expected]

**5. Correlation (6)**

5.1 Meaning of Correlation and types of Correlation

5.2 Karl Pearson's Correlation Co-efficient, and  
Spearman's Rank Correlation Co-efficient

**6. Regression Analysis**

6.1 Meaning of Regression, Linear Regression, and Non-linear Regression (6)

6.2 Linear Regression Lines

**List of Practical:**

**Practical to be conducted by using R software**

1. Drawing a Random Sample, Stratified random sample and Systematic sample
2. Computation of measures of central tendencies.
3. Computation of measures of dispersion.
4. Determination of Karl-Pearson's and Spearman's co-relation co-efficient for ungrouped data.
5. Drawing a Scatter diagram and its interpretation.
6. Drawing of Regression lines.

**Books Recommended For Income Tax**

**NOTE; LATEST EDITIONS OF THE BOOKS CONTAINING PROVISIONS RELEVANT TO THE ASSESSMENT YEAR UNDER STUDY BE REFERRED**

1. Vinod K. Singhania: Students' Guide To Income Tax, Taxmann Publications, Kapil Singhania New Delhi.
2. Mehrotra : Income Tax Law & Accounts, Sahitya Bhavan, Agra.
3. Bhagavati Prasad: Law And Practice Of Income In India, New Age International Publishers, New Delhi.
4. Dr. Girish Ahuja & Ravi Gupta : Direct Taxes Bharat Publications
5. Shri. T.N. Manoharan : Direct Taxes, Snow White Publications.

**Books Recommended For Information Management**

1. Venables, W.N., And Smith, D.M. And The R Development Core Team: An Introduction To R, Notes On R.
2. Purohit S.G., Gore S.D. And Deshmukh S.R. (2008): Statistics Using R., Narosa Pub.

# North Maharashtra University, Jalgaon



(NACC Accredited 'B' Grade University)

**FACULTY OF COMMERCE & MANAGEMENT**

New Syllabus: T.Y.B.COM (W.E.F. June -2010)

**Subject: 4: Human Resource Management**

**80+20 Pattern: External Marks 80 +Internal Marks 20 = Maximum Total marks: 100**

**Total lectures: 48+48=96**

## (Objectives)

- 1.To familiarize the students with basic concepts of Human Resource Management.
- 2.To provide recent trends in Human Resource Management.
- 3.To develop the total personality of students as future Human Resource of India.
- 4.To study the various dimensions of Human Resource Management.

## Section – I

### **1. Introduction Human Resource Management (Lectures 14)**

- a. Meaning and Nature of Human Resource.
- b. Distinguish between human resource and other factors of production.
- c. Meaning, Definition, Characteristics, Scope of H.R.M.
- d. Objectives, Functions, Importance of H.R.M.
- e. Difference between H.R.M. and Personal Management.
- f. Qualities and Role of Human Resource Manager.
- g. Challenges to H.R.M.

### **2. Evolution and Development in H.R.M. (Lectures 06)**

- a. Introduction.
- b. Ancient Views.
- c. Ancient Indian Literature.
- d. Human Resource Approach in Present Scenario.

### **3. Human Resource Planning and Job Analysis (Lectures 14)**

- a. Meaning, Definition, Objectives.
- b. Growing Importance of H.R. Planning.
- c. Types of H.R. Planning.
- d. Process of H.R. Planning.
- e. Limitations.
- f. Job Design.
- g. Job Analysis – Importance, Tools, Process of Job Analysis.

#### **4. Recruitment, Selection, Placement and Induction (Lectures 14)**

##### **a. Recruitment**

- i. Meaning, Definition, Objectives Importance.
- ii. Recruitment Policy, factors affecting recruitment, Centralized and Decentralized recruitment.
- iii. Sources of Recruitment E-recruitment, walk-In Body-shopping, outsourcing.

##### **b. Selection**

- i. Meaning, Definition, Importance.
- ii. Selection Policy and Selection Procedure.
- iii. Factors affecting on selection.
- iv. Evaluation of Selection Procedure.

##### **c. Placement and Induction**

- i. Meaning, Definition of Placement.
- ii. Problems in Placement, Tools of effective placement.
- iii. Meaning, Definition of Induction.
- iv. Objectives, Nature, Importance of Induction.

### **Section – II**

#### **5. Employee Training and Management Development (Lectures 14)**

##### **a. Training**

- i. Meaning, Definition, Difference between Training Education and Development.
- ii. Characteristics, objectives, need and Importance, Training Policy.
- iii. On the job, off the job, Training methods.
- iv. Types of Training.

##### **b. Management Development**

- i. Meaning, Definition of Management Development.
- ii. Objectives, Need of Importance.
- iii. Methods of Management Development.
- iv. Problems in Management Development Programmes.
- v. Managerial Training and Development in Indian Context.

#### **6. Employee Grievances and Discipline (Lectures 12)**

##### **a. Grievance**

- i. Meaning, Definition, Causes of Grievances.
- ii. Importance of Grievance Handling.
- iii. Principles of Grievance Handling.
- iv. Grievance Redressal Machinery.

## **b. Discipline**

- i. Meaning, Definition, Features.
- ii. Aims, Objectives and Importance.
- iii. Principles for Maintaining Discipline.
- iv. Disciplinary Procedure.
- v. Role of Human Resource Manager in Maintaining Discipline.

## **7. Employee Performance Appraisal (Lectures 10)**

- a. Meaning, Definition, Features.
- b. Objectives and Importance.
- c. Methods and Process of Performance Appraisal.
- d. Problems of Appraisal.
- e. Measures for Making Effective Appraisal.

## **8. Recent Trends in H.R.M. (Lectures 10)**

- a. Human Resource Accounting.
- b. H.R.D. Audit.
- c. Quality of Work life.
- d. Knowledge Management.
- e. Entrepreneurial Development.
- f. Developing Quality Consciousness.
- g. Human Capital.

## **BOOKS**

1. A Textbook of 'Human Resource Management', R.S. Dwivedi, Vikas Publishing House Pvt. Ltd.
2. 'Human Resource Management', Dr.Anjali Ghannekar, Everest Publishing House.
3. 'Human Resource Management' (Text and Cases) by – Appannaiah Reddy, Aparna Rao, Himalaya Publishing House.
4. 'Personal and Human Resource Management' (Text and Cases), by – P.Subba Rao, Himalaya Publishing House.
5. 'Human Resource Management and Organizational Behaviour', Dr.P.K.S. Menon.
6. 'Human Resource Management in the New Millennium', by – P.Subba Rao.
7. 'Personnel Management', by C.B.Memoria.
8. 'Management Challenges in Twenty First Century', by Vivek Deolankar.
9. 'Manavi Sansadhananche Vyavasthapan', Prof.Dr.Prabhakar Deshmukh.
10. 'Manavi Sansadhananche Vyavasthapan', Prof.B.L.Jibhkate, Dr.C.D.Pandhye, Vishwa Publishers and Distributors, Nagpur.

# North Maharashtra University, Jalgaon

(NACC Accredited 'B' Grade University)

FACULTY OF COMMERCE & MANAGEMENT

New Syllabus: T.Y.B.COM (W.E.F. June -2010)



Subject: 5a: Modern Management Techniques

**80+20 Pattern: External Marks 60 +Internal Marks 20 + External Practical 20 =**

**Maximum Total marks: 100, Total lectures: 48+48=96**

## SECTION:I

### 1. Management and Business

(15)

- a. Management, society & Business
  - i. Meaning, Concept, Scope and Aspects of Management
  - ii. Management vis-à-vis Leadership
  - iii. Social Responsibility of doing business in India
  - iv. e-commerce vis-à-vis Management – Functions & Channels of Management, Key success factors, e-governance
  - v. Building strong e-brands
- b. Management & Environment
  - i. Challenges to Management
  - ii. Impact of Government's policy
  - iii. Impact of Political system
  - iv. Status of Pollution w.r.t. Management – Introduction of Environmental Quality, Economics of Environment & Socio-economic problems.

### 2. Corporates and Corporate culture

(12)

- a. Meaning & Scope of Corporates as – Corporates & Community development
- b. Dreaming Big & Achieving Big
- c. Culture of recognition
- d. Environmental concern
- e. Technological Innovations & Office automation.

### 3. Global Management Perspective Patterns of Management analysis

(15)

- a. TOWS matrix : A modern tool for analysis
- b. Management and Society : Operating in Pluralistic society, The Technological, Ecological environment and Social perspectives
- c. Diversity Management
  - i. Diversity and Multiculturalism : Nature, Dimensions and its Effects
  - ii. How to manage Diversity and Multiculturalism in the Organisation

#### **4. Japanese Management**

**(18)**

- a. 5-S system: Overview, Meaning, Philosophy, Micro level techniques, Advantages, Limitations and Pre-requisites
- b. Kai-Zen : Overview, Meaning, Philosophy, Micro level techniques, Advantages, Limitations and Pre-requisites
- c. Poka-Yoke: Overview, Meaning, Philosophy, Micro level techniques, Advantages, Limitations and Pre-requisites
- d. Zero Defect Program (ZDP) : Overview, Meaning, Philosophy, Micro level techniques, Advantages, Limitations and Pre-requisites
- e. Waste Reduction : Overview, Meaning, Philosophy, Micro level techniques, Advantages, Limitations and Pre-requisites

### **Section – II**

#### **5. Business Management and Risk Sensitivity Management**

**(12)**

- a. Controls, Control and Management
- b. Managing Growth -
  - i. The necessity and Need of Growth
  - ii. Objectives of Growth
- c. Introduction of Risk -
  - i. Definition, Characteristic, Nature and Types of Risk
  - ii. Different Methods for the measurement vis-à-vis Evaluation of Risk

#### **6. Service Management**

**(12)**

- a. Service Quality dimension and 5-star of service quality
- b. Quality assurance in services and Return on service quality – Cost of quality and Profit linkage
- c. Measurement of service quality : SERVQUAL
- d. Introduction to : Time Management, Event Management and Hospitality Management

#### **7. Knowledge Management**

**(12)**

- a. Knowledge Management
  - i. Introduction and Definition
  - ii. Market value proposition and Prosperity of Knowledge management
- b. The CRM Life cycle
- c. Understanding Customer Value Knowledge Chain
- d. Phases of Customer Knowledge Cycle



8. 1. **Presentation Skills** : Oral/Model Building – Using Electronic devices – Using of OHP – Using of print material (the student should made at least one presentation relating to a specific subject before class during the year and write the report based on the presentation in the Journals.)
2. **Group Discussion** : Scientific and Participative tool of decision making – collective wisdom – opinion pooling – culmination into consensus – criteria for judging the performance of participant. (The students should participate at least one Group discussion conducted in the class room. Relating to a specific topic from the subject during the year of write the report based on the participation and also write the report about the group discussion observed during the year of the other classmates in the journal, which shall form part of a practical examination.)
3. **Survey** : Field work based on a specific problem to be given by the teacher – data is to be collected – Analysed and interpreted as per the methodology for the survey. (Group of four students shall be formed by the teacher. The group shall be given a problem by teacher for the defined area under the guidance and supervision of the teacher of the subject, the group has been collect data through primary means of data; tabulate, analyse the data and prepared the report.)
4. **Report writing** : Preparing a report – following the physical of philosophical parameters of report writing – observation skill is basic any economic / social / cultural etc. activity to be observed and report be compiled on the observations.  
(The student shall write the report in the journal based on issues arising around the world including the economic activities relating to a specific subject after gathering the facts, figures, information and other relevant material, relating to the issues under study such as technical report, Management report, search report, fact finding reports etc.)

## BOOKS

1. Global Management Solutions: Demystified by Seth- Thompson Learning ISBN-981-265-142-X
2. Management: Task, Responsibilities, Practices by Peter F. Druker – Allied Publishers Pvt. Ltd
3. Management: Value-Oriented Holistic Approach by S.A. Sherlekar – Himalaya Publishing House
4. Business Organizations & Management by Vasishth, Rajput – Kitab Mahal
5. Essentials of Business Environment by K. Ashwathappa – Himalaya Publishing House
6. Total Quality Management by K. Shridhar Bhat – Himalaya Publishing House
7. The Essential Guide to Knowledge Management by Amrit Tiwana – Pearson Education Asia
8. Business Process Outsourcing – Sarika Kulkarni – Jaico Publishing House
9. Management: Principles & Applications by Ricky Griffin – Cengage Learning
10. Management (2008 Edition)– Kreitner, Mohapatra- Biztantra (Willy India Pvt. Ltd.)
11. Management by Stoner, Freeman, Gilbert – Pearson/ Prentice Hall
12. Management – Text & Cases by V.S.P.Rao & V Hari Krishna– Excel Books

13. Management: A global and Entrepreneurial Perspective by Wehrich, Cannice, Koontz – TMH
  14. Total Quality Management – by B. Senthil Arasu & J. Pravin Paul – Scitech Publications Pvt. Ltd.
  15. Management by DBN Murthy, Deep & Deep Publications, New Delhi.
  16. Principles of Management by S.K.Saranghi, Asian Books Pvt. Ltd.
  17. Professional Management in India by Pylee, Sankaranarayan, S.Chand & Co. Ltd.
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# North Maharashtra University, Jalgaon

(NACC Accredited 'B' Grade University)

FACULTY OF COMMERCE & MANAGEMENT

New Syllabus: T.Y.B.COM (W.E.F. June -2010)



Subject:5b: Investment Management

**ANNUAL 80+20 Pattern: External Marks 60 +Internal Marks 20 + External Practical Marks 20 =  
Maximum Total marks: 100**

**TOTAL LECTUIRES:48+48=96**

## Section: I

### 1. Nature & Scope Of Investment Management

**Lectures:9**

- a. Meaning of Investment, Investment & Speculation, Investment & Gambling, importance of Investment, Factors Favourable for Investment, Investment Media and Features of Investment Programme. The Investment Process, Strategies For Successful Investing, Investment Attributes.

### 2. Financial Institutions & Market In India.

**Lectures:9**

- a. Development of the Financial System in India.
- b. Structure of Financial Markets Financial Institution.
- c. A Critique of the Indian Financial System.
- d. Development in the Financial System.

### 3. The Investment Alternatives

**Lectures:8**

- a. Investment Classification - Corporate Bond - Bond Indenture - Features Of Bond - Types Classification, Convertible Bond- Evaluation - Analysis Of Preference Shares - Equity Shares Options Warrants.

### 4. Alternative Forms of Investment

**Lectures:12**

- a. Govt. Security Types Prices & Yield. Life Insurance Investment in Unit - Objectives of Investment in Unit Difference Unit Scheme New Scheme of UTI, Provident Investment in Land Gold Silver, Diamonds, Stamps, Antiques. Stock Market in India. BSE, NSE, OTCEI, Advantages of Listing Shares in Stock Exchanges, Function of Stock Exchanges.

### 5. Investor & Interest Rates.

**Lectures:10**

- a. Kinds Of Interest, Determination Of Market Rate - Interest Rate Theories Financial Intermediates & Term Structure - Interest Rate In India.
- b. Computation of Tax - Liability Other Taxes, Exemption, Deduction.

**6. Non Resident Indian (NRI) Investment.**

**Lectures:12**

- a. Why Is NRI? NRO Account - NRI Accounts FCNR (B) A/C. Encouragement to NRI Intersegment. Investment On Repatriation Basis Tax Benefit Other Benefit RBI Permission Ceiling On NRI Investment Personal Investment Avenues For NRI Investment NRIs Investment Direct Investment Without Repatriation Benefit Direct Investment With Repatriation Benefits.
- b. Foreign Financial Institution Who Are FFI's Foreign Institutional Investors Activities Allowed Portfolio Management. Preferential Allotment - FIs

**7. The Debt Market & New Financial Instruments.**

**Lectures:8**

- a. Introduction the Private Corporate Debt Market, the Public Sector Undertaking Bond Market, The Govt Securities Market.
- b. New Financial Instrument. - Introduction, New Financial Instruments, Key Terms.

**8. Disinvestment Of Public Sector Undertaking.**

- a. Introduction. Disinvestment Machinery. One PSU Self Off Methods Proceeds Realised From Disinvestment. Evaluating the Disinvestment Programme. Disinvestment of PSU In Different Country.

**9. Mutual Funds-**

**Lectures:10**

- a. Introduction, History Of Mutual Funds Types Of Mutual Funds Scheme. Risk In Mutual Funds, Net Asset Value Mutual Funds Investors & Organisation & Mutual Funds SEBI Guide Line.
- b. Return From Mutual Fund The Associate Of Mutual Funds In India.
- c. Role Of Intermediaries In The India Mutual Funds Industries Unit Trust Of India.
- d. Private Company Growth & Performance Of Mutual Funds In India.

**10. Dividend Policies & Port Folio Analysis.**

**Lectures:10**

- a. Kinds of Dividends - Dividend Policies, Factors Affecting Dividend Decisions of Firm - Limitations on Dividend Payments.
- b. Dividend Theories.
- c. Port Folio Analysis - Types Of Investors Finding Cut-Off Rate Efficient Frontier & Portfolio Sections, Borrowing & Lending Factors & Efficient Frontier Internationally Diversification.

11. 1. **Presentation Skills** : Oral/Model Building – Using Electronic devices – Using of OHP – Using of print material (the student should made at least one presentation relating to a specific subject before class during the year and write the report based on the presentation in the Journals.)

2. **Group Discussion** : Scientific and Participative tool of decision making – collective wisdom – opinion pooling – culmination into consensus – criteria for judging the performance of participant. (The students should participate at least one Group discussion conducted in the class room. Relating to a specific topic from the subject during the year of write the report based on the participation and also write the report about the group discussion observed during the year of the other classmates in the journal, which shall form part of a practical examination.)

3. **Survey** : Field work based on a specific problem to be given by the teacher – data is to be collected – Analysed and interpreted as per the methodology for the survey. (Group of four students shall be formed by the teacher. The group shall be given a problem by teacher for the defined area under the guidance and supervision of the teacher of the subject, the group has been collect data through primary means of data; tabulate, analyse the data and prepared the report.)

4. **Report writing** : Preparing a report – following the physical of philosophical parameters of report writing – observation skill is basic any economic / social / cultural etc. activity to be observed and report be compiled on the observations.

(The student shall write the report in the journal based on issues arising around the world including the economic activities relating to a specific subject after gathering the facts, figures, information and other relevant material, relating to the issues under study such as technical report, Management report, search report, fact finding reports etc.)

#### Book Recommended :

- 1) Investment Management & Stock Market - Vaishisth.  
&Gupta,D.D.Publication
- 2) Investment & Securities In India. – Avadhani Himalaya
- 3) Investment Management: Priti Singh ,Himalaya



**North Maharashtra University, Jalgaon**  
(NACC Accredited 'B' Grade University)

**FACULTY OF COMMERCE & MANAGEMENT**

New Syllabus: T.Y.B.COM (W.E.F. June -2010)

**Subject: 5 (C) Import Exprt Management**

**ANNUAL 80+20 Pattern: External Marks 60 +Internal Marks 20 + External Practical Marks 20 =  
Maximum Total marks: 100**

**Total Lectures: 48+48=96**

**Section –I**

**1**

**Import Trade**

- a. Deliration ,Meaning need & Importance of foreign Trade
- b. Need for special procedure of Import & Export Trade
- c. Import Trade Organization
- d. Procedure of Import Trade
- e. Documents required for Import
- f. Licensing
- g. Distinction between Home Trade & foreign Trade

**2**

**Export Trade**

- a. Definition meaning Need for export
- b. Export promotion Difficulties & measures to overcome
- c. Organization of export
- d. Export Trade Procedure
- e. Documents for export
- f. Export Promotion

g. Methods of financing foreign Trade

h. Institutional financing

**3**

**India's Foreign Trade policy & Regulation**

a. Foreign Trade Policy 2004-2009, salient features

b. Regulation & Development of foreign Trade

c. Foreign Trade (Development & Regulation )Act

d. Export Promotion Export Promotion measures

e. EOUS, EPZS, AND SEZS

f. International Trade financing

g. Institutional Finance for export

h. EXIM Bank

i. Export credit Risk Insurance

j. Balance of payment

**SECTION II**

**4**

**Introduction to Export marketing**

a. Definition, concept need, Elements of Export Marketing

b. International marketing –meaning ,Objectives of in transactional business, International marketing vs. domestic marketing,

c. Intonation orientations, International marketing delusions

**5**

**International Marketing Environment & marketing Strategy**

a. Political & legal environment

b. Economic environment

c. Social & cultural environment

- d. Other factors
- e. Product strategies
- f. Product market nexus & export development marketing environment & product strategies, product communication strategies, globalization Vs standardization.
- g. Promotion strategies – marketing environment & promotion , strategies, influencing factors, trade fairs & exhibition, ITPO , ITC

**6**

### **Export Pricing**

- a. Export pricing and cost factor
- b. Export pricing & market imperatives
- c. Export pricing & pricing objectives
- d. Composition of export pricing
- e. Price quotations
- f. Export assistance its Relevance in Export pricing
- g. Marginal costing & Export pricing

7. 1. **Presentation Skills** : Oral/Model Building – Using Electronic devices – Using of OHP – Using of print material (the student should made at least one presentation relating to a specific subject before class during the year and write the report based on the presentation in the Journals.)

2. **Group Discussion** : Scientific and Participative tool of decision making – collective wisdom – opinion pooling – culmination into consensus – criteria for judging the performance of participant. (The students should participate at least one Group discussion conducted in the class room. Relating to a specific topic from the subject during the year of write the report based on the participation and also write the report about the group discussion observed during the year of the other classmates in the journal, which shall form part of a practical examination.)

3. **Survey** : Field work based on a specific problem to be given by the teacher – data is to be collected – Analysed and interpreted as per the methodology for the survey. (Group of four students shall be formed by the teacher. The group shall be given a problem by teacher for the defined area under the guidance and supervision of the



teacher of the subject, the group has been collect data through primary means of data; tabulate, analyse the data and prepared the report.)

4. **Report writing** : Preparing a report – following the physical of philosophical parameters of report writing – observation skill is basic any economic / social / cultural etc. activity to be observed and report be complied on the observations.

(The student shall write the report in the journal based on issues arising around the world including the economic activities relating to a specific subject after gathering the facts, figures, information and other relevant material, relating to the issues under study such as technical report, Management report, search report, fact finding reports etc.)

#### BOOK'S SUGGESTED

- 1 International Trade & Export management Francis Cherunilam  
Himalaya Publishing house (sixteenth edition 2008)
- 2 International Trade & Payments Genaro c.da costa- Himalaya  
publishing (First edition 2004)
- 3 Export Management : T.A.S Balagopal Himalaya Publishing House  
(fourteenth revised edition 1999)
- 4 Export Import Procedures and Documentation Acharya & jain  
Himalaya publishing (First edition jan. 2003)
- 5 International Trade (Policies & Prospective in developing economy )  
Dr. M.J Mathew Prateeksha Publications Jaipur (First Edition )
- 6 Business Practices Dr. P.C Pardeshi Sheth Publishers pvt ltd. Pune
- 7 A Study of world Trade Organization: K.R Gupta Atlantic Publishers &  
Distribution New Delhi



# North Maharashtra University, Jalgaon

(NACC Accredited 'B' Grade University)

FACULTY OF COMMERCE & MANAGEMENT

New Syllabus: T.Y.B.COM (W.E.F. June -2010)

**Subject: 5 d: Global Economics (Elective paper)**

**ANNUAL 80+20 Pattern: External Marks 60 +Internal Marks 20 + External Practical Marks 20 =  
Maximum Total marks: 100**

**Total lectures: 48+48=96**

## First Term

### 1) Basics Of International Trade

**Periods : 14**

- Internal trade and international trade
- Importance and Distinguish Features Of International Trade
- Gains From Trade To Importing ,Exporting Countries & Overall World
- Factors Influencing Gains from trade & Measurement Of the Gains
- Trade strategies or development :export promotion verses import substitution
- Trade pessimist and trade optimist arguments for international Trade
- Concept Of Balance Of Trade & Balance Of Payments: Favourable and Unfavourable
- Terms Of Trade & Factor Influencing Terms Of Trade
- Concepts Of Tariffs & Quotas &Its Effects

### 2) Theories Of International Trade

**Periods : 16**

- Ricardain Theory :Theory Of Comparative Cost Advantages
- Heckscher-Ohlin Theory Of International Trade
- Samuelson Theory Of Internal Trade
- The Liontif Paradox
- The Terms Of Trade And Prebisch-Singer Thesis

### 3) Globalisation Forces

**Periods : 9**

- Meaning Of Globalisation
- Steps Towards Globalisation
- Requisite For Globalisation
- Globalisation Model
- Environmental Adaptation For Globalisation

### 4) The Changing World

**Periods : 9**

- International Trade
- International Financial Flows
- International Migration

- d) Global Environmental Challenges
- e) New Political Tendencies In Developing Countries
- f) Emerging Sub National Dynamics
- g) Urban Imperatives
- h) Implication For Development Policy

## Second Term

### 5) The World Trading System

**Periods : 12**

- a) Developing Countries & Global Trading System
- b) Role & Functioning Of I.M.F. & W.B. in World Economic & Trade Development
- c) W.T.O. Mechanisms For Promoting & Maintaining Liberal Trade Regimes
- d) Sustaining The Momentum For Trade Reform
- e) International Trade & Development Policy

### 6) Developing Countries & Global Financial System

**Periods : 12**

- a) The Gathering Pace Of International Integration
- b) Toward A More Robust & Diversified Banking System
- c) The Orderly Sequencing Of Capital Account Liberalisation
- d) Attracting Foreign Investment
- e) Revitalising International Macroeconomic Cooperation

### 7) Protection Global Commons

**Periods : 12**

- a) The Link Between National & Global Environmental Issues
- b) Moving From National To International Action
- c) The Ozone Treaties
- d) Climate Change
- e) Biodiversity
- f) Exploring The Links Between Global Environmental Problems

### 8) Indian Economy In The Global Scenario

**Periods : 12**

- a) India & The Global Economy
- b) Changing Face Of International Trade Of India
- c) The Foreign Trade Policy Of India
- d) Banking Sector & Financial Sector Reforms In India
- e) Globalisation Of Monetary Policy: Indian Experience
- f) The Global Financial Crisis & Indian Economy

9. 1. **Presentation Skills** : Oral/Model Building – Using Electronic devices – Using of OHP – Using of print material (the student should made at least one presentation relating to a

specific subject before class during the year and write the report based on the presentation in the Journals.)

2. **Group Discussion** : Scientific and Participative tool of decision making – collective wisdom – opinion pooling – culmination into consensus – criteria for judging the performance of participant. (The students should participate at least one Group discussion conducted in the class room. Relating to a specific topic from the subject during the year of write the report based on the participation and also write the report about the group discussion observed during the year of the other classmates in the journal, which shall form part of a practical examination.)

3. **Survey** : Field work based on a specific problem to be given by the teacher – data is to be collected – Analysed and interpreted as per the methodology for the survey. (Group of four students shall be formed by the teacher. The group shall be given a problem by teacher for the defined area under the guidance and supervision of the teacher of the subject, the group has been collect data through primary means of data; tabulate, analyse the data and prepared the report.)

4. **Report writing** : Preparing a report – following the physical of philosophical parameters of report writing – observation skill is basic any economic / social / cultural etc. activity to be observed and report be compiled on the observations.

(The student shall write the report in the journal based on issues arising around the world including the economic activities relating to a specific subject after gathering the facts, figures, information and other relevant material, relating to the issues under study such as technical report, Management report, search report, fact finding reports etc.)

#### Recommended Books & Periodicals

1. World Development Report:1999-2000,Oxford University Press,2000
2. International Economics: Dr S.S.M.Desai & Dr.Mirmala Bhlerao Himalaya Publishing House:2008
3. International Economics :Paul R.Krugman & Marice Obstfeld, Person Education (latest edition)
4. International Finance:V.A. Vadhani; Himalaya Publishing House:14<sup>th</sup> Edition:2000
5. India &The Global Financial Crisis : Y.V.Reddy,Orient Blackswan Private Limited,2009
6. Principles Of Economics: Lipsey+Chystal (Latest Edition),Oxford
7. Indian Economy : R.Datta and K.P.M.Sunderam (61th Edition)(2010),S.Chand
8. Indain Economy : Mishra &Puri , Himalaya Publishing House:2010
9. [www.Rbi.Org.In](http://www.Rbi.Org.In)
10. R.B.I. Bulletin & Annual Reports
11. Economic & Political Weekly
- 12.Southern Economists

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# North Maharashtra University, Jalgaon

(NACC Accredited 'B' Grade University)

FACULTY OF COMMERCE & MANAGEMENT

New Syllabus: T.Y.B.COM (W.E.F. June -2010)



**Subject: -6 a: Advanced Accounting - I (Special Elective Paper)**

**Annual 80+20 Pattern: External Marks 80 +Internal Marks 20 = Maximum Total marks: 100**

**Total Lectures: 48+48=96**

## Objective

1. To impart the students, knowledge about accounting treatment of functional aspects of Corporate and Non-corporate undertakings.
2. To appraise the students about need and importance of Accounting Standards concerning the functional aspects in accounting.
3. To appraise the students about the application of accounting knowledge in preparation of financial statements of Farm Activities, and Service Sector units

## Advanced Accounting - I

### 1. Accounting for Branches (Independent Branches only)

- a. – Accounting at Head office - Incorporation of branch Trial balance in the books of the Head office – Incorporation entries for preparing branch Trading and Profit & Loss account, branch Assets and Liabilities. Accounting at the Branch , Inter-branch transactions

### 2. Valuation of Goodwill and Valuation of Shares

- a. Valuation of Goodwill – Need for valuation – Methods of valuing Goodwill – Number of Years purchase of average profits method, Capitalization method – Annuity method – Super profits method. Refer Accounting Standard (AS) 26 on Intangible Assets;
- b. Valuation of Shares – Need for valuation – Methods of valuation of shares – Net Assets method, Dividend yield method, Earning yield method, Return on Capital method, Price / Earning method and Fair value method.

### 3. Accounting for lease

- a. Concept of Leasing: Important Steps in Leasing. Advantages and disadvantages of Leasing. Types of Leasing- Finance Lease- Operating Lease.
- b. Accounting treatment of Finance Lease and of Operating Lease. Sale and Leaseback - Refer AS 19 on ACCOUNTING FOR LEASES

### 4. Insolvency of Individual and Partnership Firm

a. Insolvency of Sole Trader and Partnership firm - Accounting Procedure.

#### **5. Liquidation of companies**

a. Accounting involved in liquidation of companies: Preparation of liquidator's statement of account of the winding up.

#### **6. Holding company accounts**

a. Meaning of Holding Company and Subsidiary Company – Preparation of the consolidated balance sheet of the Holding company along with its subsidiary company – analysis of profit of subsidiary company on consolidation, cost of control or goodwill on consolidation. Inter-company debts, unrealized profit, inter-company holding- (one subsidiary only) [Refer to the relevant provisions of the Companies Act, 1956, and AS-13 on ACCOUNTING FOR INVESTMENT, paragraph relevant to cost of Investment, AS-21 on Consolidated Financial Statements]

**7. Farm Accounting** - Refer to AS-1, AS-2, AS-6 AS-10 & AS-29.

#### **8. Introduction to Government accounts**

#### **9. Underwriters accounts**

**10. Service Sector Accounting** - Refer to AS-1, AS-2, AS-6 AS-10 & AS-29.

A. Hotel accounting – introduction - visitors' ledger.

B. Hospital accounting – Introduction– capital and revenue expenditure, OPD & IPD Register.

### **Books Recommended**

1. Advanced Accountancy – Vol. I , R. L. Gupta & M. Radhaswamy, Sultan Chand & Sons
2. Fundamentals of Accounting, Dr. T.P. Ghosh, Sultan Chand & Sons
3. Accountancy for C.A. Foundation Course , P.C. Tulsian, Tata McGraw Hill
4. Advanced Accounts, M.C. Shukla, T.S. Grewal & S.C. Gupta, S. Chand & Co Ltd.
5. Fundamentals of Accounting, Dr. S.N. Maheshwari & Dr. S.K. Maheshwari, Vikas Publishing House, New Delhi
6. Advanced Accounts - Jain and Narang - Kalyani Publishers, Ludhiana
7. Accountancy, Volume-I and II, Sr. K. Paul , New Central Book Agency, Kolkata
8. Accounting Theory, R. K. Lele and Jawaharlal, Himalaya Publishers
9. Accounting Text & Cases, Robert Anthony, D. F. Hawkins & K. A. Merchant- Tata McGraw Hill
10. Corporate Accounting, Dr. S. N. Maheshwari, Viakas Publishing House Pvt. Ltd. New Delhi
11. Advanced Accounting, Dr. Ashok Sehgal & Dr. Deepak Sehgal: Taxmann, New Delhi.

# North Maharashtra University, Jalgaon

(NACC Accredited 'B' Grade University)

FACULTY OF COMMERCE & MANAGEMENT

New Syllabus: T.Y.B.COM (W.E.F. June -2010)



**Subject: 6 b: Advanced Cost and Management Accounting-L**

**80+20 Pattern: External Marks 80 +Internal Marks 20 = Maximum Total marks: 100**

**Total Lectures: 48+48=96**

## Objectives

1. To acknowledge the students with the management accounting concepts and techniques.
2. To enable the students to apply analytical tools & techniques of cost & Management accounting.
3. To develop competence among the students.

## Section: I

### 1. Management Accounting

**lectures : 10**

- a. Emergence of management accounting, meaning & definition, characteristics, objectives, functions of management Accounting
- b. Advantages & limitations of management Accounting
- c. Functions duties & responsibilities of management accountant
- d. cost accounting & management accounting.

### 2. Analysis of Financial Statements :I

**lectures : 8**

- a. Objectives of financial statement
- b. Analysis Nature & limitations of financial statements
- c. Common size statement trend analysis.

### 3. Analysis of financial Statement: I

**lectures :22**

- a. Ratio Analysis
- b. **Fund Flow Analysis:** - Meaning of Fund Flow statement, Uses of Fund flow statement , Preparation of Fund flow statement
- c. **Cash Flow Statement:-** Meaning of Cash Flow statement , Difference between cash flow analysis & fund flow analysis.

### 4. Working capital Management :-

**lectures :8**

- a. Concept & definition of Working capita

- b. Determination of working capital.

Section: II

**5. Methods of Cost Accounting**

**lectures :12**

- a. Need of different methods of Cost Accounting
- b. Job Costing – meaning, suitability of job costing
- c. Preparation of job cost sheet and quotations.

**6. Contract Costing**

**lectures :12**

- a. Meaning, profit on incomplete contracts
- b. work certified, work uncertified
- c. retention money
- d. escalation clause
- e. Preparation of contract account.

**7. Process Costing**

**lectures : 12**

- a. Meaning , normal – abnormal loss, abnormal gain WIP
- b. Preparation of process Account
- c. Equivalent units FIFO methods.

**8. Joint Products & Byproducts**

**lectures : 12**

- a. Meaning, Objectives of joint cost Analysis
- b. Byproduct Accounting Treatment.

**Recommended Books**

1. **Cost Accounting - B K Bhar**
2. **Principles of Management Accounting - S N Maheswari**
3. **Management Accounting - Manmohan Goyal**
4. **Cost Accounting - Nigam Sharma**
5. **Management Accounting - J Bethi**
6. **Management Accounting J Made, Gowder Himalaya Publishing**





# North Maharashtra University, Jalgaon

(NACC Accredited 'B' Grade University)

FACULTY OF COMMERCE & MANAGEMENT

New Syllabus: T.Y.B.COM (W.E.F. June -2010)

**Subject: 6 c: Advanced Banking –I (Elective paper)**

**Annual 80+20 Pattern: External Marks 80 +Internal Marks 20 = Maximum Total marks: 100**

**Total lectures: 48+48=96**

## First Section: Practical Banking

### 1. Money laundering

lectures: 12

- a. Definition and meaning
- b. Money laundering and its impacts on banks and on then economy
- c. Money laundering :a global problems
- d. Steps in Money laundering and difficulties in regulation
- e. Methods for Money laundering
- f. Common source of money laundering
- g. Alternative remittance systems
- h. sources of Money laundering involvement of markets, institutions and individuals

### 2. Money Laundering : Legislation And International Co-Operation lectures: 12

- a. Legislation in the United Kingdom
- b. Legislation in the United States
- c. Recommendations of The financial action task force on anti Money laundering and anti terrorist financing
- d. anti Money laundering measures in India
- e. RBI's guidelines
- f. Money laundering and correspondent banking

### 3. Know Your Customer: K.Y.C.

lectures: 12

- a. Introduction
- b. Customer profile
- c. Some basic definition
  - i. banking
  - ii. customer
  - iii. banker –customer relationship
- d. Initiatives By The R.B.I.
- e. R.B.I.'s approaches and objectives
- f. K.Y.C. policies
- g. Transaction profile
- h. Organizational structure
- i. Threats in the new technology products

### 4. K.Y.C.: Operating Guidelines

lectures: 12

- a. Guidelines For Operating Accounts Of Companies , Trust, Firms, and Intermediaries
- b. Fiduciary Accounts
- c. K.Y.C. For Low Income Group Customers
- d. Monitoring Of Accounts
  - i. Customer Research
  - ii. Compendium Of Guidelines
  - iii. N.R.I. Account Monitoring
  - iv. Suspicious Transactions

**Second Section : Financial Services**

**1. Financial Services**

**lectures: 14**

- a. Meaning Of Financial Services
- b. Constituents Of Financial Markets
- c. Evolution Of Financial Services In India
- d. Financial Services And Problems
- e. Management F Risks In Financial Services
  - i. Internal Risks
  - ii. External Risks
  - iii. Types Of Risks
  - iv. Regulatory Framework For Financial Services

**2. Mutual funds**

**lectures: 14**

- a. Definition and Meaning
- b. Importance of mutual funds
- c. Mutual funds in India
- d. Types of mutual funds
  - i. Mutual funds by category
  - ii. Mutual funds by schemes
  - iii. Organizational structure of Mutual funds
- e. Regulatory framework of Mutual funds
- f. R.B.I.Guidelines
- g. Performance valuation of Mutual funds

**3. Housing Finance**

**lectures: 12**

- a. Definition of dwelling in Indian context
- b. Housing and development
- c. Functioning of the housing market
- d. Institutions in housing finance
  - i. Public sector banks
  - ii. Private sector banks
  - iii. Specialized financial institution
    - 1. H.D.F.C &Housing Finance
    - 2. National Housing Bank
- e. Regulation of H.F.C.s
- f. Problems & Prospectus

**4. Venture capital**

**lectures: 8**

- a. Origin of Venture capital
- b. Meaning and importance of Venture capital
- c. Forms and functions of Venture capital
- d. Venture capital industry in India

**Books**

- 1. Anti Money Laundering & Know Your Customer ;Indian Institute Of Banking And Finance, Macmillan,2008
- 2. The Indian Financial System And Development :Vasant Desai,Himalaya,2009
- 3. The Indian Financial System :Dr.G.Ramesh Babu , Hamalaya Publishing House,2005
- 4. The Indian Financial System: Bharati V. Pathak Person Education,2008

5. Indian Economy : R.Datta and K.P.M.Sunderam (61th Edition)(2010),S.Chand


6. Indain Economy : Mishra &Puri , Himalaya Publishing House:2010

7. [Www.Rbi.Org.In](http://www.Rbi.Org.In)

8. R.B.I. Bulletin & Annual Reports

9. Economic & Political Weekly

10. Southern Economists



# North Maharashtra University, Jalgaon

(NACC Accredited 'B' Grade University)

FACULTY OF COMMERCE & MANAGEMENT

New Syllabus: T.Y.B.COM (W.E.F. June -2010)

**Subject: 6 d: Business Administration -I**



**Annual 80+20 Pattern: External Marks 80 +Internal Marks 20 = Maximum Total marks: 100**

**Total Lecturers :48+48 = 96**

## **Objectives:-**

- 1-To acquaint the students with the concepts & issues in Business Administration.
- 2- To enable the students to understand the nature & scope of Business Administration

## **Section-I**

### **1. Concepts and Nature**

**Lectures:12**

- a. Business- Definition, Characteristics, Scope
- b. Commerce- Meaning, Concept, Trade & Aids to Trade- Meaning &
  - i. Definition, Administration, Management and Organization.
- c. Functions of Administration

### **2. Business Unit- Promotion**

**Lectures:12**

- a. Concept of Promotion, Stages of business Promotion, Factors affecting, Business Promotion
- b. Location, Present trends in location, Size of business unit, factors affecting the size
- c. Role of Government.

### **3. Forms of Business Organization**

**Lectures:12**

- a. Sole Proprietorship, Partnership Firm, Joint Ventures, Joint Stock Company.
- b. Cooperative Society- Characteristics, Features, Merits, Limitations.
- c. Suitability of a form of Organization- factors determination the suitability.

### **4. Business and Environment**

**Lectures:12**

- a. Meaning, Constituents of business environment
- b. Economic, International, Social, Legal, Cultural, Educational, Political, Technological & Natural.

- c. Interaction of Business & Environmental Factors
- d. Objectives of Business- Economic, Human & Social objectives-Social Responsibilities.

## Section-II

### 5. Employee Morale

**Lectures:12**

- a. Employee Morale- Definition, Importance of Morale,
- b. Appraisal of Morale
- c. Improvement of Morale

### 6. Working Conditions and Employee Relationship

**Lectures:12**

- a. Working Conditions
- b. Employee Relationship

### 7. Business and Government

**Lectures: 12**

- a. Business & Government- Meaning, Scope
- b. Government Policy & Business
  - i. Industrial Policy 1948,
  - ii. Industrial Policy 1977,
  - iii. Industrial Policy 1991.
- c. Industrial Licensing Policy- Taxation Policy, Banking & Credit Policy
- d. Governmental Business Policy & Facilities
- e. Governmental Interference in Business
- f. Government's Control Over Indian economy & Business
- g. Monopolies & Restrictive Trade Practices in India

### 8. Job Analysis

**Lectures:12**

- a. Merit Rating-Difference between Merit Rating & Performance Appraisal, Importance of Merit Rating.
- b. Promotion- Nature & Significance of Promotion, Promotion Systems.
- c. Transfers – Types
- d. Job Enlargement
- e. Job Description
- f. Job Analysis

- g. Job Rotation
- h. Job Enrichment

### **Recommended Books**

- 1-Moderns Business Organization- N. Mishra Allied Publishers-Bombay
- 2-Essenials of Business Administration - K. Aswathappa-Himalaya Publications
- 3- Business Administration - S.C.Saxena- Sahitya Bhavan Agra
- 4-The Administrative Process - Stephen Robbins
- 5- Business Organization & Management- Sinha A Mugali
- 6- Industrial Administration & Management - J. Batty McDonald
- 7-Business Administration - M.D. Lawrence - Sheth Publisher
- 8-Business Administration & Management - Chandurkar & Pundlik - Himalaya Publications
- 9- Business Administration - Dr.Kadweker – Gaj Publication

# North Maharashtra University, Jalgaon

(NACC Accredited 'B' Grade University)

FACULTY OF COMMERCE & MANAGEMENT

New Syllabus: T.Y.B.COM (W.E.F. June -2010)



**Subject: 6 e: Direct and Indirect Tax Laws- I (Special Elective Paper)**

**(Direct Tax Laws)**

**Annual 80+20 Pattern: External Marks 80 +Internal Marks 20 = Maximum Total marks: 100**

**Total lectures:48+48 =96**

## Objective

1. To expose the students to the various provisions relating to Income Tax.
2. To introduce the basic concepts of the Income Tax Act 1961 and to impart working knowledge of scheme of taxation to the students.
3. To enable them to compute Income and Tax under the Act.
4. To enable students to comply with the legal obligations under the Act

**Paper - I - Direct Tax Laws: Income Tax Act and Wealth Tax Act**

**Max. Marks: 100**

### 1. Unit-I

- a. **Introduction** : The Income Tax Act 1961, The Finance Act
- b. **Basic concepts** : Agricultural income, Assesses, Assessment year, Average rate of tax, Income, Person, Gross total income, Previous year, Charge of income Tax; Capital and Revenue Receipts, capital or revenue expenditure, Head of Income, Exempted Incomes (concerned with salary only)
- c. **Residential Status**: Rules for determining residential status of Individual, HUF, Firm and Company, need to determine residential status, Incidence of tax and residential status, Practical problems concerning individual only.
- d. **Income from Salary** : Salary, Allowances, perquisites and retirement benefits, deductions, computation of salary income, Practical problems on computation of salary income, Deduction of tax at source

### 2. Unit-II

- a. **Income from House Property**: Annual Value, let out property, self-occupied properties, deductions, computation of house property income.- Practical problems on computation of income from house property.
- b. **Income from Business** : Depreciation and other permissible deductions, Disallowable expenses, income and expenses of illegal business, computation of Business income, Deduction of tax at source

- c. **Income from Profession:** Computation of incomes of Doctors, Lawyers, Chartered Accountants, Practical problems, Deduction of tax at source.

### 3. UNIT – III

- a. **Capital gains:** Meaning of Capital assets, types of capital assets, transfer, cost of acquisition, cost of improvement, selling expenses, treatment of advance money received, exemptions, computation of capital gains.
- b. **Income from other sources:** Specific income, deductions, grossing-up, computation of income from other sources, practical problems, Deduction of tax at source.

### 4. UNIT IV

- a. **Clubbing, aggregation and set off:** Clubbing of Income Transfers Income of individual to include income of spouse etc. Liability of person in respect of income included in the income of another person aggregation of income set off losses;
- b. **Set off and carry forward of losses and unabsorbed expenses:** Inter source adjustment and inter head adjustment of losses. Carry forward and set off of losses of house property, business, speculation loss, losses of partnership firms, practical problems.

### 5. Unit V

- a. **Deductions from Gross total incomes** - Deductions available to individual under sections 80C, 80CCC, 80CCE, 80D, 80DD, 80E, 80G, 80GG, computation of total income. Practical problems
- b. **Assessment of Individuals:** Procedure for computing total income, rates of tax, practical problems.
- c. **Assessment of Partnership firm and partners** : Assessment of firms, provision of sections 184 and 40(b), computation of book profit set off and carry forwards, computation of total income of firm, Computation of taxable income of partners. Practical problems.

### 6. Unit VI : Return of Income and Assessment–

- a. Filing of Return of Income – Voluntary return, Return of Loss, Extension of time, Belated return, Revised Return, Defective Return
- b. Submission of return through Tax Return Prepares, Filing of Return in Electronic form, PAN
- c. Self-assessment, Summary Assessment, Assessment in response to notice u/s 143(2), Best Judgment Assessment, Reassessment, Time limit

### 7. UNIT VII

- a. **Tax Deducted at Source** – Introduction,
- b. Provisions pertaining to TDS from Salaries, Interest on Securities, Interest other than Interest on Securities, Payment to Contractors and Sub-contractors, Commission and brokerage, Rent and Fees for Professional and Technical Services.
- c. Duty of a person deducting tax, consequences of failure to deduct tax, TDS certificate, Furnishing statement of tax deducted and return. Tax Deduction Account Number
- d. **Advance Payment of tax:** Introduction, Liability for payment of Advance tax, computation, installments of advance tax and due dates, Interest for default.



## **8. UNIT VIII : Wealth Tax Laws : Wealth Tax Act, 1957 :**

- a. Wealth Tax Act 1957 – Charge of Wealth Tax – Valuation Date – Location of Assets -Assets – Meaning – Deemed Assets – Exempted Assets – Net Wealth – Computation of Net Wealth – Valuation of Assets - Return of Wealth and Procedure of Assessment – Time Limit for Completion of Assessment. (Including Problems)

**(Note – The Academic Year of the examination shall be the Assessment Year for study of different provisions of the Act)**

### **Suggested Readings**

1. Vinod K. Singhania :Students' Guide to Income Tax, Taxmann Publications, Kapil Singhania New Delhi.
2. Mehrotra : Income Tax Law & Accounts, Sahitya Bhavan, Agra.
3. Bhagavati Prasad : Law and Practice of Income in India, New Age International Publishers, New Delhi.
4. Government of India- Income Tax Manual
5. Income Tax Act and Latest Finance Act
6. Dr. Girish Ahuja & Ravi Gupta : Direct Taxes Bharat Publications
7. Shri. T.N. Manoharan : Direct Taxes, Snow White Publications.

**Note – Latest editions of the books containing provisions relevant to the Assessment Year under study be referred.**

# North Maharashtra University, Jalgaon

(NACC Accredited 'B' Grade University)

FACULTY OF COMMERCE & MANAGEMENT

New Syllabus: T.Y.B.COM (W.E.F. June -2010)



**Subject: 6f: Systems Analysis And ERP: I (Computer Application for Business)**

**80+20 Pattern: External Marks 80 +Internal Marks 20 = Maximum Total marks: 100**

**Total Lectures: 48+48 =96**

## Section: I

- 1. Introduction to Systems** **Lectures: 15**  
Definition of a System, Components of System, Sub System Concepts, Feedback control loops, Characteristics of a System, the Modern Systems Analyst
- 2. Information Systems** **Lectures: 02**  
Classification, Types of Information Systems, Integrating Technologies for Information Systems
- 3. Information Systems Development Life Cycle and Methodologies** **Lectures: 15**  
Description and Phases, Spiral Life Cycle, Prototyping, Joint Application Design, Rapid Application Development, Other Alternatives
- 4. Systems Development Project Fundamentals** **Lectures: 16**  
Project Initiation, Determining Project Feasibility, Activity Planning and Control, Project Scheduling, Managing Systems Analysis Team Members

## Section: II

- 5. Requirements Gathering and Analysis** **Lectures: 15**  
Sampling and Investigating Hard Data, Interviewing, Using Questionnaires, Observing Decision-Maker Behavior and the Office Environment, Cause and Effect Analysis, Tools for Analysis and Requirements Documentation, Considering Alternative Tools
- 6. ERP Introduction** **Lectures: 15**  
Evolution, Meaning, Reasons for the growth of ERP, Scenario and Justification of ERP in India, Evaluation Of ERP, Various Modules Of ERP, Advantage of ERP.
- 7. An overview of Enterprise** **Lectures: 18**  
Integrated Management Information, Business Modeling, ERP for Small Business, ERP for make to order companies, Business Process Mapping for ERP Module Design, Hardware Environment and its Selection for ERP Implementation.

## REFERENCE BOOKS

1. Kendall, K., Kendall J. Systems Analysis and Design, 5th edition. Prentice Hall, 2002.
  2. Hoffer, J., George, J., Valacich, J. Modern Systems Analysis and Design, 3rd edition. Prentice Hall, 2002
  3. Enterprise Resource Planning – Alexis Leon
  4. ERP – TATA McGraw Publication
  5. ERP Ware: ERP implementation Framework – V.K.Garg & N.K. Venkitakrishnan
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# North Maharashtra University, Jalgaon

(NACC Accredited 'B' Grade University)

FACULTY OF COMMERCE & MANAGEMENT

New Syllabus: T.Y.B.COM (W.E.F. June -2010)



**Subject: 6 g: Financial Management-I**

**80+20 Pattern: External Marks 80 +Internal Marks 20 = Maximum Total marks: 100**

Total Lectures: 96

12 Lectures for each

## Section: I

### 1. Financial Management: Introduction

- a. Meaning ,Evolution, Scope and Goals & Objectives
- b. Functions Of Financial Management
- c. Financial Manager: Role Of Financial Manager

### 2. Financial Decisions

- a. Concept Of Financial Decisions
- b. Kinds Of Financial Decisions
  - i. Investment Decision
  - ii. Financing Decision
  - iii. Dividend Decision
- c. Factors Influencing On Financial Decision (A) Internal Factors (B) External Factors

### 3. Financial System

- a. Need Of Functions Of Financial Systems
- b. Nature Of Assets
- c. Return On Financial Assets
- d. Financial Markets: Functions Of Financial Markets
  - i. Money Market Capital Market
  - ii. Structure Of Indian Financial Intermediaries

#### **4. Financial Statements And Financial Analysis**

- a. Concept Of Financial Statement
  - i. Balance Sheet
  - ii. Income Statement
- b. Financial Analysis : Concept – Types Of Financial Analysis – Utility Of Financial Analysis

#### **Section: II**

#### **5. Ratio Analysis**

- a. Meaning, Significance Of Ratios As Tools Of Financial Analysis
- b. Limitations Of Ratio Analysis
- c. Types Of Ratios: Liquidity Ratio – Profitability Ratio – Leverage Ratio – Coverage Ratio – Activity Ratio – Turn Over Ratio – Problems.

#### **6. Fund Flow Statement**

- a. Concept of Funds Flow, Cash Flow
- b. Significance Of Fund Flow Statement
- c. Preparation Of Fund Flow Statement
- d. Cash Flow Statement
- e. Simple Problems.

#### **7. Break – Even Analysis**

- a. Concept Of Break – Even Analysis
- b. Calculation Of B.Ep : Margin Of Safety Contribution and Profit Volume Ratio
- c. Graphic Representation Of Break – Even Analysis
- d. Significance Of Break – Even Analysis As A Tool Of Financial Decision Making
- e. Limitations Of Break Even Analysis
- f. Problems.

## 8. Fundamental Concepts

- a. Time Value Of Money
- b. Rationale Of Time Preference Of Money
- c. Simple Interest – Compound Interest – Doubling Period
- d. Effective Rate Of Interest
- e. Sinking Fund Factor
- f. Present Value
- g. Loan Amortization – Problems.

### Books

# North Maharashtra University, Jalgaon

(NACC Accredited 'B' Grade University)

FACULTY OF COMMERCE & MANAGEMENT

New Syllabus: T.Y.B.COM (W.E.F. June -2010)



**Subject: -7 a: Advanced Accounting - II (Special Elective Paper)**

**Annual 80+20 Pattern: External Marks 80 +Internal Marks 20 = Maximum Total marks: 100**

## Objective

1. To impart the students, knowledge about accounting treatment of corporate undertakings restructuring.
2. To apprise the students about the application of accounting knowledge in preparation of financial statements of and Bank Accounts.
3. To appraise the students about application of the AS concerning the aspects in accounting.
4. To appraise the students about the application of accounting knowledge in reading and interpreting the financial statements of corporate entities.

**Advanced Accounting - II**

**100 marks**

**96 lectures**

### 1. Amalgamation of companies

- a. Concepts of Amalgamation, Absorption, and Reconstruction of companies – Types of Amalgamation, Amalgamation in the nature of Merger and Amalgamation in the nature of Purchase - Accounting for Amalgamation – Pooling of interest method and Purchase method- Purchase consideration - Closing the books of the vendor company and opening the books of the purchasing company and preparation of balance sheet of the new company – Inter-company owing and unrealized profit [Refer AS 14 on ACCOUNTING FOR AMALGAMATION]

### 2. Absorption of companies

- a. Concept of Absorption – Accounting for Absorption –Purchase consideration - Closing the books of the vendor company and recording the transaction in the books of the purchasing company and preparation of balance sheet after the absorption of the company – Inter-company owing and unrealized profit, Inter-company holding [Refer AS-14 on ACCOUNTING FOR AMALGAMATION]

### 3. External Reconstruction

- a. Concepts of External reconstruction and Internal reconstruction of companies – Accounting for External reconstruction – Purchase consideration - Closing the books of the vendor company and opening the books of the purchasing company and preparation of balance sheet of the new company –[Refer AS 14]

### 4. Internal reconstruction

- a. Forms of Internal reconstruction – (a) Re-organization or Alteration of Share Capital, (b) Reduction of Share Capital & other liabilities. Accounting for internal reconstruction and preparation of balance sheet of the company after the internal reconstruction. Subdivision of shares, surrender of shares.

### 5. Accounts of Banking companies

- a. Some relevant provisions of Banking Regulation Act, 1949 - Meaning of banking (Sec. 5(b)), Capital & Reserve (Sec. 11), Reserve Funds (Sec. 17), Accounts and Audit (Sec. 29 to 34-A)
- b. Main characteristics of a bank's book-keeping, slip system and new revised form of Balance Sheet and Profit and Loss Account.
- c. Income recognition; Classification of Bank Advances on the basis of asset-performance for determining loss provisions;
- d. Statutory liquidity ratio and cash reserve ratio for scheduled commercial bank.

Simple problems on preparation of Bank's Final Accounts.

### 6. Analysis and interpretation of Financial statements

- a. Financial Statement Analysis: Meaning Analysis and Interpretation, advantages, limitations
- b. different types of financial statements – Preparation and presentation of financial statements, Comparative Statements and Common-size Statements and Trend Analysis.

### 7. Ratio Analysis

- a. Meaning of ratio analysis – Classification of ratios – Advantages and limitations of ratio analysis
- b. Computation and interpretation of different accounting ratios - Liquidity, Profitability, Turnover ratios and Solvency ratios.



## 8. Fund Flow Analysis

- a. Concept of fund and Funds flow statement, Uses and significance of funds flow statement procedure for preparing FFS schedule of changes in working capital statement of sources and application of funds

## 9. Cash Flow Analysis

- a. Concept of Cash Flow statements, comparison between Funds Flow and Cash Flow statements, uses and significance of CFS, Preparation of Cash Flow statement as per Accounting Standards AS -3 ON CASH FLOW STATEMENT Cash flow statement.

## 10. Developments in Accounting

- a. Elementary study of - Human Resources Accounting, Inflation Accounting, Value Added Statement, Corporate social reporting, Interim reporting – Refer Accounting Standard (AS) 25 on Interim Financial Reporting

### Books Recommended:

1. Advanced Accountancy – Vol. II , R. L. Gupta & M. Radhaswamy, Sultan Chand & Sons
2. Advanced Accounts, M. C. Shukla, T. S. Grewal & S.C. Gupta, S. Chand & Co Ltd.
3. Advanced Accounting – II, Dr. S. N. Maheshwari & Dr. S. K. Maheshwari, Vikas Publishing House, New Delhi
4. Advanced Accounts - Jain and Narang - Kalyani Publishers, Ludhiana
5. Accountancy, Volume-I and II, Sr. K. Paul , New Central Book Agency, Kolkata
6. Accounting Theory, R. K. Lele and Jawaharlal, Himalaya Publishers
7. Accounting Theory, Dr. L. S. Porwal, Tata McGraw Hill.
8. Accounting Text & Cases, Robert Anthony, D. F. Hawkins & K. A. Merchant- Tata McGraw Hill
9. Corporate Accounting, Dr. S. N. Maheshwari, Viakas Publishing House Pvt. Ltd. New Delhi
10. Advanced Accounting, Dr. Ashok Sehgal & Dr. Deepak Sehgal: Taxmann, New Delhi.



# North Maharashtra University, Jalgaon

(NACC Accredited 'B' Grade University)

**FACULTY OF COMMERCE & MANAGEMENT**

New Syllabus: T.Y.B.COM (W.E.F. June -2010)

**Subject: 7 b: Advanced Cost and Management Accounting –II (Elective paper)**

**Annual 80+20 Pattern: External Marks 80 +Internal Marks 20 = Maximum Total Marks: 100**

**Total lectures: 48+48=96**

Objectives :- 1) To understand cost and management accounting tools & Technique.

2) To know the analytical skills.

3) To know application of cost and management accounting Tool  
technique.

Level of knowledge Working knowledge

## **Techniques of management accounting**

**1) Marginal Costing** – Meaning, utility, limitations, concept in marginal costing, Break even analysis meaning and application of marginal costing, marginal cost, p/v ratio, contribution, assumption, computation of application of BEP.

**16**

**2) Standard Costing** – Meaning objectives, advantages and limitations. Setting of standards, Types of Standards.

**6**

**3) Variance Analysis** – Material Variances Labour variances and overhead variance with simple example.

**6**

**4) Budgetary control** – Meaning objectives advantages and limitations budget manual preparation of cash and flexible budget.

**12**

**5) Responsibility Accounting** – Meaning, objectives and structure of responsibility accounting as divisional performance measurement. Types of responsibility centers ( cost / Expense centers, profit centers, investment centers)

**10**

**6) Cost Control and Cost Reduction** – Meaning, areas covered by cost reduction, tools essential for successful cost control, distinction between cost control and cost reduction.

**8**

**7) Reconciliation of Cost and financial accounts :-** Need for reconciliation, reasons for difference between cost and financial profit, preparation of reconciliation statement. **12**

**8) Productivity –** Meaning measurement of productivity, improving productivity, benefits from increase the productivity. **10**

**9) Uniform – Costing and interfirm comparison –** Nature and scope factures requiring consideration under uniform, costing uniform cost manual. Advantages and Disadvantages interfirm comparison. **8**

**10) Cost Audit –** Nature and scope internal and external or statutory cost audit, programme and procedure for cost audit, functions and Areas of cost Audit. **8**

**Reference Book :-**

- |  |                     |
|--|---------------------|
| 1) Cost Accounting                     | B. K. Bhar          |
| 2) Principals of management Accounting | S.N. Maheshwari     |
| 3) Management Accounting               | Manmohan singh      |
| 4) Cost Accounting                     | Nigam Shrama        |
| 5) Cost Accounting                     | R .R. Gupta         |
| 6) Management Accounting               | J. Made Gowde       |
|  | Himalaya Publishers |

# North Maharashtra University, Jalgaon



(NACC Accredited 'B' Grade University)

FACULTY OF COMMERCE & MANAGEMENT

New Syllabus: T.Y.B.COM (W.E.F. June -2010)

**Subject: 7 c: Advanced Banking –II (Elective paper)**

**Policies and Practice in Banking**

**80+20 Pattern: External Marks 80 +Internal Marks 20 = Maximum Total marks: 100**

**Total lectures: 48+48=96**

## Section: I

### 1. Organizational And Management Set-Up Of The Indian Banks

lectures:13

- a. An Overview Of The Structure Of Banking In India
- b. Organizational Set-Up In
  - i. Private And Public Sector Commercial Banks
  - ii. Co-Operative Banks
  - iii. Other Banks
- c. Reorganization Of The Public Sect Banks
  - i. Need
  - ii. Suggestions
  - iii. Problems &Progress Towards
- d. Management And Internal Organization Of
  - i. Statutory Provision Of The Board Of Directors
  - ii. Responsibilities And Liabilities Of The Board Of Directors
  - iii. Management Responsibility To The Board

### 2. The Liquidity Management Of Commercial Banks

lectures:10

- a. Meaning, Importance Of Liquidity
- b. Measurement And Determination Of Liquidity Needs
- c. Theories Of Bank Liquidity Management
- d. Sources Of Bank Liquidity
- e. Priorities And Restrictions On Employment Of Bank Funds

### 3. The Asset Management Policy Of Commercial Banks :I

lectures:13

- a. Meaning And Importance Of Asset Management
- b. Commercial Bank Asset: Types
  - i. The Pool Of Funds Approach
  - ii. The Asset Allocation Approach

- iii. The Management Science Approach
- c. Non Performing Assets : Meaning, Types And Causes Of N.P.A.S
- d. Cash Assets Reserve
  - i. Nature ,Type And Function Of Various Reserves
  - ii. Factors Influencing The Level Of Reserve
  - iii. Reserve Requirement Position In India

#### **4. The Asset Management Policy Of Commercial Banks: Loan Policy: I**

##### **lectures:12**

- a. Bank Loans
- b. Commercial Loans In India
- c. Cardinal Principles Of Sound Loaning
- d. Formulation On Bank Loan Policies
- e. Factors Influencing Bank Loan Policies
- f. Contents Of Bank Loaning
- g. Regulation On Bank Lending In India

#### **Section: II**

#### **5. Analysis Of Credit And Financial Statements:**

**lectures:12**

- a. Credit Analysis: Objective And Needs
- b. Factors Considered In Credit Analysis
- c. Source S Of Credit Information
- d. Analysis Of Financial Statements
- e. The Credit Analysis Techniques
  - i. Financial structure analysis
  - ii. Return a analysis and income statement
  - iii. The cash flow analysis
  - iv. Co-ordination of financial statement
  - v. Credit decision
  - vi. Supervision of loans :tendon committee's recommendations

#### **6. Deposits and Funds Of Commercial Banks**

**lectures:12**

- a. Deposits mobilization: types of deposits
- b. Strategy of deposits mobilization
- c. Regulation of interest paid on deposits

#### **7. Capital Funds Management**

**lectures:12**

- a. Necessity Of Adequate Capital Funds
- b. Functions and Sources Of Bank Capital
- c. Standard To Measures Capital Adequacy

- d. Capital Adequacy Norms In India
- e. Basel Norms

#### 8. Information System In Commercial Banks

Lectures:12

- a. Importance Of Information and Communication System in a Bank
- b. Features and Nature Of Information System in a Bank
- c. Information Technology and Commercial Banking System In India

#### Books and Periodicals

1. Banking: Various Aspects: Indian Institute Of Banking And Finance, Taxmann
2. Banking Theory And Practice: Shekhar K.C., Vikas
3. Banking Law And Practice: Tanna
4. Management Of Indian Financial Institutions :R.M.Shrivastavas, Himalayas Publishing House
5. Economics Of The Business Firm :J.D.Coppode
6. Banking Management: James B.Bexley, Gulf Publishing Company
7. Innovation In Banking Services :H.R.Suneja, Himalayas Publishing House

# North Maharashtra University, Jalgaon



(NACC Accredited 'B' Grade University)

**FACULTY OF COMMERCE & MANAGEMENT**

New Syllabus: T.Y.B.COM (W.E.F. June -2010)

**Subject: 7 d: Business Administration -II**

**80+20 Pattern: External Marks 80 +Internal Marks 20 = Maximum Total marks: 100**

**Total Lecturers:48+48=96**

## **Objectives:-**

- 1-To acquaint the students with the concepts & issues in Business Administration.
- 2- To enable the students to understand the nature & scope of Business Administration

## **Section-I**

### **2. Scientific Management**

**Lectures:12**

- a. Nature of Scientific Management, Principals
- b. Rationalization- Meaning, Theory, Benefits,
- c. Automation- Definition, Benefits, Problems
- d. Computerization.

### **3. Decision Making and Operation Research**

**Lectures:12**

- a. Decisions Making- Meaning , Objectives ( Nature of Decision Making)
- b. Types of Decisions Making, Method of Decision Making,
- c. Operation Research-Meaning, Characteristics of Operation Research
- d. Principles, Techniques Or Tools of Operation Research

### **4. Capitalization**

**Lectures:12**

- a. Under & Over Capitalization
- b. Capital Structure- Capital Gearing, Important element of
- c. Capital Structure, Types of Capital & Way of capital build
- d. Control Over Capital Issues-Scope & Objectives

### **5. Fixed and Working Capital**

**Lectures:12**

- a. Fixed Capital – Nature, Importance, Factors determining
- b. Working Capital - Nature, Importance, Factors determining
- c. Other Way of capital build

## Section-II

### **6. Legal Environment of Business**

**Lectures:12**

- a. Compliance of legal requirements in Promoting business under Licenses,
- b. Registration, Filing returns and other documents, Importance,
- c. legal provision governing the Promotion and establishment of unit.

### **7. New Trends in Business**

**Lectures:12**

- a. Globalization- Meaning, Concept, Implications & Consequences,
- b. Privatization- Meaning, Concept, Implications & Consequences,
- c. Liberalization- Meaning, Concept, Implications & Consequences
- d. SEZ (Special Economic Zone), BPO (Business Process
- e. Outsourcing), KPO (Know Process Outsourcing)

### **8. Industrial Sickness**

**Lectures:12**

- a. Meaning, definition & Symptoms of Industrial sickness, causes of I.S
- b. Consequences of Industrial sickness.
- c. Role of Government prevention of Industrial sickness.

### **9. Productivity**

**Lectures:12**

- a. Meaning, Importance & measurement of Productivity.
- b. Factor affecting productivity, Measures to boost productivity, Role.
- c. National Productivity Council-
- d. Product Quality Control ISO-9000:14000, Quality Circles QCFI.



### **Recommended Books**

1. Moderns Business Organization & Management - N. Mishra Allied Publishers Bombay
2. Essentials of Business Administration - K. Aswathappa- Himalaya Publications
3. Business Administration - S.C.Saxena- Sahitya Bhavan Agra
4. The Administrative Process - Stephen Robbins
5. Business Organization & Management - Sinha A Mugali
6. Industrial Administration & Management - J. Batty McDonald
7. Business Administration - M.D. Lawrence - Sheth Publisher
8. Business Administration & Management - Chandurkar & Pundlik - Himalaya Publications
9. Business Administration - Dr.Kadweker – Gaj Publication

# North Maharashtra University, Jalgaon



(NACC Accredited 'B' Grade University)

**FACULTY OF COMMERCE & MANAGEMENT**

New Syllabus: T.Y.B.COM (W.E.F. June -2010)

**Subject: 7 e: Direct and Indirect Tax Laws –II**

**(Indirect Tax Laws)**

**80+20 Pattern: External Marks 80 +Internal Marks 20 = Maximum Total marks: 100**

**Total Lectures: 48 +48 =96**

## Objective

- To expose the students to the various provisions relating to Indirect tax laws.
- To introduce the basic concepts relating to indirect tax laws, and to impart elementary working knowledge of the Indirect tax laws and to the students.
- To enable them to compute Tax liabilities under the concerned Act.
- To enable students to comply with the legal obligations under the concerned Act

## Section: I Indirect Tax Laws

### 1. CUSTOMS DUTY : Customs Act, 1962, and Customs Tariff Act, 1975

**lectures:16**

- a. Chargeability - Important Terms and Definitions – Assessment, Coastal Goods, Customs Area, Dutiable Goods, Entry, Export, Foreign going Vessel or Aircraft, Goods, Imported Goods, Anti-Dumping Duty, Safeguard Duty, Importer, Indian Customs Waters, Person In-charge, Prohibited Goods, Smuggling, Tourist.
- b. Procedure for Imports - Procedure for Exports – Customs valuation, Customs Tariff Act - Warehousing - Baggage - Stores – Postal Imports – Duty Drawback on Re-Export, Penalties and Offences under the customs law - Theory and Problems.

### 2. CENTRAL EXCISE :Central Excise Act, 1944 and the related Rules, Central Excise Tariff Act, 1985

**lectures:16**

- a. Nature of Excise duty, Basic concepts – Assesses, Goods and Excisable Goods, Classification of Goods, Factory, Manufacture & Production, Deemed Manufacture, Manufacturer, Sale & Purchase, Wholesale Dealer- Central Excise Tariff - Principles of Classification - Valuation of Excisable goods
- b. Specific duty vs. *Ad valorem* duty - Maximum Retail Sale Price - CENVAT Credit - Registration Procedure, Penalties and Prosecution - Appeals - Computation of Duty

payable, Payment of Duty, Interest on delayed payment of duty, Refund of duty, remission of duty, Returns under Central Excise Rules, 2002 - Theory and Problems.

### 3. SERVICE TAX

lectures:16

- a. Service Tax: Basic concepts, Exemptions and threshold limits, Valuation of Taxable Services, Payment of Service tax, Registration - Valuation – Furnishing of Return - Offences - Penalties and Prosecution.
- b. An overview of taxable services with specific detailed study of following services -
- c. Architect's Services, Beauty Treatment Services, Business Auxiliary Services, Chartered Accountants' Services, Commercial Training or Coaching Services, Mandap Keeper's Services, Photography Services, Tour Operator's Services, Transport of Goods by Road Services

## Section: II Indirect Tax Laws

### 4. SALES TAX : Central Sales Tax Act 1956

lectures:24

- a. Important Terms and Definitions - Inter State Sale, Inter State Sale by Transfer of Documents, – Sale outside the State, Goods, Dealer, Sale, Sale in the course of Import, Sale in the course of Export, State relevant to Dealer, Determination of Taxable Turnover - Registration - Declared Goods - Rates of Central Sales Tax, and Various forms used - On-line application for these CST forms. Assessment and Returns under CST Act Including Problems, Offences and Penalties

### 5. VAT :Maharashtra Value Added Tax (MVAT) ACT, 2002

lectures:24

- a. Important Definitions – Business, Dealer, Goods, Importer, Manufacture, Person, place of business, Purchase price, Registered Dealer, Resale, Sale, Sale Price, Turnover of Purchases, Turnover of Sales- Incidence & Levy of Tax, Sales & Purchases not liable to tax,
- b. Registration, Returns and Self-Assessment, Assessment, Composition of Tax, Set off provisions, Tax rates and schedules, Composition Schemes, e-filing of returns. Concept of business audit, refund of tax, Tax Audit provisions, Determination of tax liability - Theory and Problems

**(Note – The Academic Year of the examination shall be the Assessment Year for study of different provisions of the Act )**

### Suggested Readings

1. Indirect Taxes: V. K. SAREEN and MAYA SHARMA, Kalyani Publishers.
2. Indirect Taxes: V. S. DATEY – Taxmann Publications.
3. Central Sales Tax, Law and Practice – V. S. Datey - Taxmann Publications.

4. Students' Guide to Indirect Taxes : Yogendra Bangar, Vandana Bangar, and Vineet Sodhani – Aadhya Prakashan Pvt Ltd., Jaipur
5. Systematic Approach to Indirect Taxes – Dr Sanjiv Kumar – Bharat Law House Pvt. Ltd., New Delhi.
6. Compilation of the Maharashtra Value Added Tax Act, 2002, Rate Schedules, Rules, Forms and Notificatons – M. S. Mathuria, N. V. Tapare, Prof. Dilip Phadke – Maharashtra Sales Tax VAT News – Mumbai.
7. Service Tax : Law, Practice & Procedure – C. Parthasarathy, Sanjiv Agrawal – Snow White Publications Pvt. Ltd., Mumbai

**Note – Latest editions of the books containing provisions relevant to the Assessment Year under study be referred.**





# North Maharashtra University, Jalgaon

(NACC Accredited 'B' Grade University)

FACULTY OF COMMERCE & MANAGEMENT

New Syllabus: T.Y.B.COM (W.E.F. June -2010)



## Subject: 7f: Systems Analysis And ERP: II

80+20 Pattern: External Marks 80 +Internal Marks 20 = Maximum Total marks: 100

Total Lectures: 48+48= 96

### SECTION: I

#### 1. Systems Implementation

Lectures: 15

Coding, Testing, Installation and Configuration, Documenting the System, Training, and Supporting Users, Strategies aimed at making computer installation more profitable (Outsourcing, In sourcing, Downsizing), Strategies when deciding what to do with inefficient old systems

#### 2. Maintaining Information Systems

Lectures: 02

Cost-Benefit Analysis

#### 3. ERP and Related Technologies

Lectures: 15

Business Process Reengineering (BPR), Management Information System (MIS), Executive Information System (EIS), Decision support System (DSS), Supply Chain Management (SCM), Data Warehousing, Data Mining, On- line Analytical Processing System(OLAP)

#### 4. ERP Modules

Lectures: 16

Introduction, Finance, Plant Maintenance, Quality Management, Materials Management

### SECTION: II

#### 5. ERP Market

Lectures: 15

Introduction, SAP AG, Baan Company, Oracle Corporation, People Soft, JD Edwards World Solutions Company, System Software Associates, Inc. (SSA), QAD, A Comparative Assessment and Selection of ERP Packages and Modules.

#### 6. ERP implementation lifecycle

Lectures: 15

issues in implementing ERP packages, pre-evaluation screening, package evaluation, project planning phase, gap analysis, reengineering,

configuration, implementation, team training, testing, going live, end-user training, post implementation (Maintenance mode).

#### 7. Evolution of an Information system

**Lectures: 18**

Decision making and MIS, MIS as a technique for making programmed decisions, Navigation Database System Architecture Overview, Data Mining-Concept and Application, Data warehouse-Concept and Application, Types of transaction processing system OLAP, OLTP, DSS

### REFERENCE BOOKS

1. Kendall, K., Kendall J. Systems Analysis and Design, 5th edition. Prentice Hall, 2002.
2. Hoffer, J., George, J., Valacich, J. Modern Systems Analysis and Design, 3rd edition. Prentice Hall, 2002
3. Enterprise Resource Planning – Alexis Leon
4. ERP – TATA McGraw Publication
5. ERP Ware: ERP implementation Framework – V. K. Garg & N.K. Venkitakrishnan

# North Maharashtra University, Jalgaon



**(NACC Accredited 'B' Grade University)**

**FACULTY OF COMMERCE & MANAGEMENT**

New Syllabus: T.Y.B.COM (W.E.F. June -2010)

**Subject: 7 g: Financial Management-II**

**80+20 Pattern: External Marks 80 +Internal Marks 20 = Maximum Total marks: 100**

**Total Lectures: 48+48 =96**

## SECTION: I

### 1. Financial Planning

- a. Meaning Of Financial Plan – Broader Concept Of Financial Plan – Objectives Of Financial Plan
- b. Characteristics Of Sound Financial Plan – Process Of Financial Planning
- c. Long Term Financial Plan – Short Term Financial Plan
- d. Factors Affecting Financial Plan
- e. Limitations Of Financial Planning

### 2. Capitalization

- a. Meaning Of Capitalization – Narrower And Broader Interpretation Of Capitalization
- b. Cost Theory And Earning Theory Of Capitalization
- c. Over Capitalization : Meaning – Cause Of Over Capitalization – Consequences Of Over Capitalization – Remedies Of Over Capitalization
- d. Under Capitalization – Meaning – Causes Of Under Capitalization – Consequences Of Under Capitalization – Remedies For Under Capitalization

### 3. Capital Structure And Leverages

- a. Optimum Capital Structure: Meaning – Features- Factors And Determinant Of Capital Structure



- b. Patterns Of Capital Structure
- c. Approaches To Determine Capital Structure
- d. Financial Leverage : Types Of Leverages

#### **4. Cost Of Capital**

- a. Cost Of Capital : Concept and Significance Of Cost Of Capital In Capital Expenditure Decisions
- b. Determination Of Cost Of Capital
- c. Computation Of Cost Of Individual Capital Components
- d. Weighted Average Cost Of Capital.

### **SECTION: II**

#### **5. Budgeting As A Tool Of Planning**

- a. Concept Of Budget
- b. Object Of Budgeting – Merits And Limitations Of Budgeting
- c. Classification Of Budgets
- d. Cash Budget: Meaning – Principal Objects – Preparation Of Cash Budgets
- e. Capital Budget: Meaning Of Capital Budgeting And Cash Budget
- f. Significance Of Capital Budget And Preparation Of Capital Budget
- g. Zero Base Budget

#### **6. Working Capital**

- a. Meaning – Significance – Sources
- b. Cost Of Working Capital
- c. Preparation And Ascertainment of Working Capital Statement.

#### **7. Economic Evaluation Of Investment Projects**

- a. Components Of Investment Analysis Estimating Net Investment Outlay

- b. Estimating Net Cash Benefit After Taxes And Evaluation Of Cash Flows In Terms Of Their Time Value
- c. Methods Of Evaluating Economic Viability Of Investment Proposals Average Rate Of Return Method
- d. Payback Method – Internal Rate Of Return Method
- e. Present Value Method
- f. Capital Rationing
- g. Capital Budgeting Under Risk And Uncertainty

**8. Rising Of Funds**

- a. Financial Instruments Shares
- b. Debentures – Venture Capital – Commercial Paper
- c. Factoring – Regulatory Authorities
- d. Guidelines In Relation Above Financial Instruments.

**BOOKS**