

Rajkamal Science & Management College Bahadrabad (Haridwar)

FACULTY OF COMMERCE

Sri Dev Suman Uttarakhand University

Badshahithaul, Tehri Garhwal



**Syllabus for Under Graduate Course
B.Com. Part – I**

Examination: 2019-2020 and onwards

B.Com. (Three Year Degree Course)

1. (a) The examination for the degree of Bachelor of Commerce (B.Com.) shall consist of three parts
 (i) B.Com. Part – I (ii) B.Com. Part – II (iii) B.Com. Part – III

(b) A candidate who has passed the following examinations shall be eligible for admission to B.Com. Part I:

The Intermediate Examination of Commerce of the Board of High School and Intermediate Education, Uttaranchal or the Central Board of Secondary Education or any other examination recognized by the University as equivalent there to with a minimum of 40% marks in aggregate.

2. A candidate who has passed Part I/II B.Com. Examination of another university may also be admitted to part II/III. B.Com. examination provided that he/ she has offered for his/ her part I/II examination of course of equivalent standard with almost identical syllabus as is required for part I/II examination of this University and has attended a regular course of study for an academic year in constituent/ affiliated college of the university. Prior permission is necessary from university with this regard.

3. (a) A candidate shall be examined in three groups of B.Com. Part I / II examination and total four groups in B.Com – III examination. In B.com. – III, Group – V is compulsory for students.

(b) There will be one Computerized Accounting Group i.e. Group - IV

(c) Computerized Accounting (Group - IV) can be opted by a maximum number of 30 students in B.Com. I (to continue without change to B.Com. II and III) in place of Group II

i.e. Accounting Group. This group can be run only where appropriate computers laboratory and staff is available. Practical examination will be held in group IV as under:

B.Com. I	Paper I - [50 max. marks]
	Paper II - Theory 35 marks, Practical 15 marks [50 max. marks]
B.Com. II	Paper I - Theory [50 max. marks]
	Paper II - Theory 35 marks, Practical 15 marks [50 max. marks]
B.Com. III	Paper I - Theory 35 marks, Practical 15 marks [50 max. marks]
	Paper II - Theory 35 marks, Practical 15 marks [50 max. marks]

The Following shall be the number of paper in each group:

Groups	No. of Papers			
	Part I	Part II	Part III	
I	2	2	2	
II	2	2	2	
III	2	2	2	
IV	2	2	2	
V	-	-	2 (Compulsory Papers)	

4. In B.Com. Part I, II & III examination, each group shall carry 100 marks. In order to pass B.Com. Part I, Part II and Part III examination, a candidate must obtain 33% marks in each group and also in aggregate.
5. Each candidate shall have to pass the B.Com. Part I, B.Com. Part II and B.Com. III examinations separately, but the division shall be awarded on the basis of the aggregate marks obtained by him/her in all the three examinations together.
6. A candidate who has obtained 33% marks and above but less than 45% marks in the aggregate shall be placed in III division, a candidate who has obtained 45% marks and above but less than 60% marks shall be placed in II division, a candidate who has obtained 60% marks and above shall be placed in I division.
7. In B.Com. Part III, three grace marks in any one group shall be awarded on the basis of one mark on every 10 marks, over and above the minimum pass marks.
8. The details of the courses of each group of study shall be as contained in the syllabi and the existing regulations, to the extent they are inconsistent with the new ordinances and regulations, shall stand amended or superseded, as the case may be.

SCHEME OF EXAMINATION

- (1) The examination for the degree of Bachelor of Commerce shall consist of B.Com. Part I, Part II and Part III examinations spread over three years.

B. Com. Part - I Examination, 2019 and onwards

	Management Group	Marks
Group I	Paper I - Principles of Management	50
	Paper II - Business Environment	50
	Accounting Group	
Group II	Paper I - Financial Accounting	50
	Paper II - Business Statistics	50
	Business Economics & Legal Aspects of Business	
Group III	Paper I - Business Economics	50
	Paper II - Business Laws	50
	Computerized Accounting	
Group IV	Paper I - Financial Accounting	50
	Paper II - Computerized Financial Accounting	50

Group – I: Management Group

Paper – I: Principles of Management

Objective: To develop an understanding about functions of management and importance of management principles in business decision making.

Paper pattern: This question paper consists of three sections, 'A', 'B' & 'C'. Section 'A' consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section 'A' are compulsory.** Section 'B' consists of seven short-answer type questions, out of which students have to attempt **any five** questions. Each question of section 'B' is of 2 marks. Section 'C' consists of eight long answer type questions, students have to attempt **any four** questions. Each question of section 'C' is of 7.5 marks.

1. Management – Meaning, nature and importance, Different Schools of management thought. Contribution of Taylor, Henri Fayol and Elton Mayo.
2. Planning. Concepts, Types of plans, Process and limitations of planning.
3. Organisation – Departmentation, types of organisation, line, staff and functional organisation.
4. Staffing – Recruitment, selection procedure, training methods, performance appraisal.
5. Motivation – Meaning and importance, Financial and non-financial incentives.
6. Leadership ;styles, traits, theories,
7. Coordination - Meaning, importance and methods.
8. Decision making – Meaning process and importance.
9. Control – Meaning and importance, relationship with planning, Process & techniques of control.
10. Functional Areas of Management - Marketing Management: Marketing Concept; Marketing Mix; Product Life Cycle; Pricing Policies and Practices Financial Management: Concept and Objectives; Sources of Funds – Equity Shares, Debentures, Venture Capital and Lease Finance. Securities Market, Role of SEBI. Human Resource Management: Concept and Functions.

Suggested Reading:

1. Koontz and Wehrich, *Essentials of Management*, McGraw Hill Education.
2. B.P. Singh and A.K.Singh, *Essentials of Management*, Excel Books.
3. R.H. Buskirk, *Concepts of Business: An Introduction to Business System*, Dryden Press, New York.
4. Burton Gene and Manab Thakur; *Management Today: Principles and Practice*, Tata McGraw Hill, New Delhi.
5. Griffin, *Management Principles and Application*, Cengage Learning
6. R.S.N Pillai and S. Kala *Principles and Practice of Management*, S Chand

Paper – II: Business Environment

Objective: To familiarize the students with the basic business environment and social orientation of business.

Paper pattern: This question paper consists of three sections, 'A', 'B' & 'C'. Section 'A' consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section 'A' are compulsory.** Section 'B' consists of seven short-answer type questions, out of which students have to attempt **any five** questions. Each question of section 'B' is of 2 marks. Section 'C' consists of eight long answer type questions, students have to attempt **any four** Questions. Each question of section 'C' is of 7.5 marks.

1. Business Environment: Concept, importance, components, micro and macro environment, internal environment.
2. Economic Trends (overview): Income; Savings and investment; industry; Trade and balance of payments, Money; Finance; Prices.
3. Problems of Growth: Unemployment; Poverty; Regional imbalances; Social injustices; Inflation; Parallel economy; Industrial sickness.
4. Role of Government: Monetary and fiscal policy; Industrial policy; Industrial licensing, Privatization, Liberalization and Globalization; Devaluation; Export- Import Policy; Regulation of foreign investment; Collaborations in the light of recent changes.
5. The Current Five Year Plan: Major policies; Resource allocation.
6. The Consumer Protection Act 1986: Basic Concepts: Consumer, goods, service, defects in goods, deficiency in service, Grievance redressal machinery.
7. Introduction to FDI, FII and their role in Indian Economy, Role and Relevance of Public, Private, Joint and Small Scale Sector in India.
8. International Environment: trends in world trade and problems faced by developing countries; trends in foreign trade and economic growth.
9. International economic grouping: GATT,WTO,UNCTAD,WORLD BANK, IMF ,counter trade

Suggested Reading:

1. M. Adhikary, *Economic Environment of Business*, Sultan Chand & sons New Delhi.
2. K. Ashwathappa, *Legal Environment of Business*, Himalaya Publication New Delhi.
3. Francis Cherunilam, *Business Environment*, Himalaya Publishing House New Delhi.
4. Rajvaid: *Business Environment*.
5. I.C. Dhingra, *Indian Economy: Environmental and Policy*, Sultan Chand & sons New Delhi.
6. S.K. Mishra and V.K. Puri, *Economic Environment of Business*.
7. Joshi.R and Kapoor.S, *Business Environment*, Kalyani Publishers.

Group – II: Accounting Group

Paper – I: Financial Accounting

Objective: The objective of this paper is to help students to acquire conceptual knowledge of the financial accounting and to impart skills for recording various kinds of business transactions.

Paper pattern: This question paper consists of three sections, 'A', 'B' & 'C'. Section 'A' consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section 'A' are compulsory.** Section 'B' consists of seven short-answer type questions, out of which students have to attempt **any five** questions. Each question of section 'B' is of 2 marks. Section 'C' consists of eight long answer type questions, **out of which at least five questions will be numerical**, students have to attempt **any four** questions. Each question of section 'C' is of 7.5 marks.

1. Nature of financial statements, Accounting concepts and Principles.
2. Accounting Process - From recording of a business transaction to preparation of trial balance including adjustments.
3. The nature of Depreciation. The accounting concept of depreciation. Factors in the measurement of depreciation. Methods of computing depreciation: straight line method and diminishing balance method.
4. Accounts of Banking Companies – Accounting requirements of banking companies. The classification of Book Debts, Profit & Loss Account and Balance Sheet of Banking companies.
5. Departmental and Branch Accounts – Preparation of departmental accounts-allocation of expenses. Preparation of Accounts of branches keeping incomplete records, Account of independent branches maintaining complete records, stock and debtors method; Foreign branches; Inter-branches transactions.
6. Insolvency accounts of sole trader and partnership firms-statements of affairs and deficiency

account.

7. Hire purchase account(including problems of default in hire purchase, H P trading A/c, goods of small value, stock and debtors method of branch), Installment payment system.
8. Royalty accounts.
9. Partnership Accounts: Fundamentals (including treatment of goodwill as per AS10 revised), Admission of a Partner, Retirement and Death of a Partner, Dissolution of Partnership including Insolvency.

Suggested Readings:

1. N Robert Anthony, David Hawkins, A. Kenneth Merchant, *Accounting: Text and Cases*, McGraw-Hill Education, 13th Ed. 2013.
2. T. Charles Horngren and Donna Philbrick, *Introduction to Financial Accounting*, Pearson Education.
3. J.R. Monga, *Financial Accounting: Concepts and Applications*, Mayur Paper Backs, New Delhi.
4. M.C.Shukla, T.S. Grewal and S.C.Gupta. *Advanced Accounts. Vol.-I. S*, Chand & Co., New Delhi.
5. S.N. Maheshwari, and. S. K. Maheshwari. *Financial Accounting*, Vikas Publishing House, New Delhi.
6. Deepak Sehgal. *Financial Accounting*, Vikas Publishing H House, New Delhi.
7. Bhushan Kumar Goyal and HN Tiwari, *Financial Accounting*, International Book House
8. Goldwin, Alderman and Sanyal, *Financial Accounting*, Cengage Learning.
9. P.C. Tulsian, *Financial Accounting*, Pearson Education.
10. *Compendium of Statements and Standards of Accounting*. The Institute of Chartered Accountants of India, NewDelhi

Paper – II: Business Statistics

Objective: To familiarize students with the applications of Statistical techniques in business and to find solution of the business problem.

Paper pattern: This question paper consists of three sections, 'A', 'B' & 'C'. Section 'A' consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section 'A' are compulsory.** Section 'B' consists of seven short-answer type questions, out of which students have to attempt **any five** questions. Each question of section 'B' is of 2 marks. Section 'C' consists of eight long answer type questions, **out of which at least five questions will be numerical**, students have to attempt **any four** questions. Each question of section 'C' is of 7.5 marks.

1. Introduction: Nature, scope, importance and limitations of statistics, Misuse of statistics.
2. Statistical Investigation: Collection and classification of data, planning a statistical investigation, questionnaire, methods of collecting primary and secondary data, Methods and principle of sampling. Methods of classification and tabulation.
3. Diagrammatic and Graphic Presentation: Location of median, quartiles and mode graphically; one and two dimensional diagrams.
4. Statistical Average: Uses, limitation and calculations of various averages, Mean, Mode, Median, Partition Values, Geometrical and Harmonic Mean.
5. Dispersion and Skewness: Various measures.
6. Correlation and Regression analysis: Simple correlation, scatter diagram, methods of computing correlation, Karl Pearson and rank correlation, Standard error and probable error. Regression analysis ,Regression coefficients,
7. Index Number: Fixed base and chain base, base shifting, weighted index numbers, consumer price Index no., Fisher's Index, tests of reversibility.
8. Analysis of time series: Meaning, components of time series, measurements of trend. Indian Statistics: National income, population census, statistics relating to agriculture, statistical

organisations at the centre and in Uttarakhand.

Suggested Readings:

1. Richard Levin and S. David Rubin, *Statistics for Management*, Pearson Education.
2. N.D. Vohra, *Business Statistics*, McGraw Hill Education.
3. Berenson and Levine, *Basic Business Statistics: Concepts and Applications*, Pearson Education.
4. M.D Spiegel, *Theory and Problems of Statistics*, Schaum Outlines Series, McGraw-Hill.
5. G.C. Beri, *Business Statistics*, McGraw-Hill.
6. J. K. Sharma, *Business Statistics*, Pearson Education.
7. S.C. Gupta, *Fundamentals of Statistics*, Himalaya Publishing House.

Group – III: Business Economics and Legal Aspects of Business

Paper – I: Business Economics

Objective: To introduce students with broad range of economic concepts, theories and analytical techniques which help the management in decision making.

Paper pattern: This question paper consists of three sections, 'A', 'B' & 'C'. Section 'A' consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section 'A' are compulsory.** Section 'B' consists of seven short-answer type questions, out of which students have to attempt **any five** questions. Each question of section 'B' is of 2 marks. Section 'C' consists of eight long answer type questions, students have to attempt **any four** questions. Each question of section 'C' is of 7.5 marks.

1. Introduction: Definition and nature of economics, Scope and methodology of economics, Micro and macroeconomics.
2. Consumption: Measurements of Utility, Law of Diminishing Marginal Utility, Law of Equi-marginal Utility.
3. Law of Demand: Demand Schedules and Curves, Elasticity of Demand, methods of measurement of elasticity of demand, measurement of cross elasticity, Law of Supply, Measurement of Elasticity of Supply, ,
4. Consumer's surplus, Study of Consumer Behavior through indifference curve technique.
5. Production: The Factors of Production and their characteristics, Factors affecting productivity of labour and capital, Theories of Population. Law of variable proportion, the laws of return, economy of scale, law of return to scale, different concepts of cost of production. SAC curve, LAC curve.
6. Exchange: The theory of exchange, Definition and extent of market, Determination of price under conditions of perfect competition, imperfect competition and monopoly. Effect of monopoly in economic life, monopolistic competition, oligopoly,
7. Theories of distribution, marginal productivity theory of distribution
8. Concept and theories of profit and wages

Suggested Readings:

1. D.N. Dwivedi, *Managerial Economics*, 7th Edition, Vikas Publishing House.
2. D. Salvatore, *Managerial Economics in a Global Economy*, 6th Edition, Oxford University Press.
3. L. Peterson and Jain *Managerial Eco.*, 4th Edition, Pearson Education.
4. Kontsoyianis, *Modern Micro-Economics*.
5. M. Adhikary, *Business Economics*.

Paper – II: Business Laws

Objective: To impart basic knowledge of the important business laws relevant to conduct general business

activities in physical and virtual spaces along with relevant case laws.

Paper pattern: This question paper consists of three sections, 'A', 'B' & 'C'. Section 'A' consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section 'A' are compulsory.** Section 'B' consists of seven short-answer type questions, out of which students have to attempt **any five** questions. Each question of section 'B' is of 2 marks. Section 'C' consists of eight long answer type questions, students have to attempt **any four** questions. Each question of section 'C' is of 7.5 marks.

1. The Indian Contract Act, 1872: Nature of contract: Classification; Offer and acceptance; Capacity of parties to contract; Free consent; Consideration Legality of object; Agreement declared void; Performance of contract; Discharge of contract; Remedies for breach of contract. Special Contracts; Indemnity; Guarantee; Bailment and pledge; Agency.
2. The Sale of Goods Act, 1930. Formation of contracts of sale; Goods and their classification, price; Conditions and warranties; Transfer of property in goods; Performance of the contract of sale; Unpaid seller and his rights, sale by auction; Hire - purchase agreement.
3. The Partnership Act, 1932 and Limited Liability Partnership Rules.
4. The Negotiable Instrument Act, 1881: Definition of negotiable instruments; Features; Promissory note; Bill of Exchange, Cheque holder and holder in due course; Crossing of a cheque, Types of crossing, Negotiation, Dishonor and discharge of negotiable instruments.
5. The Information Technology Act, 2000: Meaning and Scope of the Act, Digital Signature, Electronic Governance, Regulation of Certifying Authority, Digital Signature, Penalties and Adjudication, Offences.

Suggested Readings:

1. M.C. Kuchhal, and Vivek Kuchhal, *Business Law*, Vikas Publishing House, New Delhi.
2. Avtar Singh, *Business Law*, Eastern Book Company, Lucknow.
3. Ravinder Kumar, *Legal Aspects of Business*, Cengage Learning
4. S.N. Maheshwari and S.K. Maheshwari, *Business Law*, National Publishing House, New Delhi. Sushma Arora, *Business Laws*, Taxmann Publications. Akhileshwar Pathak, *Legal Aspects of Business*, McGraw Hill Education, 6th ed.
5. P C Tulsian and Bharat Tulsian, *Business Law*, McGraw Hill Education
6. S. K. Aggarwal, *Business Law*, Galgotia Publishers Company, New Delhi.
7. J.P. Sharma and Sunaina Kanojia, *Business Laws*, Ane Books Pvt. Ltd., New Delhi.
8. Bhushan Kumar Goyal and Jain Kinneri, *Business Laws*, International Book House

Group IV – Computerized Accounting

Paper – I: Financial Accounting

Objective: The objective of this paper is to help students to acquire conceptual knowledge of the financial accounting and to impart skills for recording various kinds of business transactions

Paper pattern: This question paper consists of three sections, 'A', 'B' & 'C'. Section 'A' consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section 'A' are compulsory.** Section 'B' consists of seven short-answer type questions, out of which students have to attempt **any five** questions. Each question of section 'B' is of 2 marks. Section 'C' consists of eight long answer type questions, students have to attempt **any four** questions. Each question of section 'C' is of 7.5 marks.

1. Nature of financial statements, Accounting concepts and Principles.
2. Accounting Process - From recording of a business transaction to preparation of trial balance including adjustments.
3. The nature of Depreciation. The accounting concept of depreciation. Factors in the measurement of depreciation. Methods of computing depreciation: straight line method and diminishing balance method.
4. Accounts of Banking Companies – Accounting requirements of banking companies. The classification of Book Debts, Profit & Loss Account and Balance Sheet of Banking companies.

5. Departmental and Branch Accounts – Preparation of departmental accounts-allocation of expenses. Preparation of Accounts of branches keeping incomplete records, Account of independent branches maintaining complete records, stock and debtors method; Foreign branches; Inter-branches transactions.
6. Insolvency accounts of sole trader and partnership firms-statements of affairs and deficiency account.
7. Hire purchase account(including problems of default in hire purchase, H P trading A/c, goods of small value, stock and debtors method of branch), Installment payment system.
8. Royalty accounts.
9. Partnership Accounts: Fundamentals (including treatment of goodwill as per AS10 revised), Admission of a Partner, Retirement and Death of a Partner, Dissolution of Partnership including Insolvency.

Suggested Reading:

1. P.C. Gupta and S.K.Gupta, Financial Accounting, Jawahar Publication
2. Anthony R.N., Hawkins, D.R., Merchant,K. A., Accounting: Text and Cases, McGraw- Hill Education, 13th Edition.
3. J.R Monga, Financial Accounting: Concepts and Applicatons, Mayur Paper Backs, New Delhi
4. M.C. Shukla, T.S Grewal and Gupta S.C., Advanced Accounts. Vol. I, S Chand and Co., New Delhi.

Paper – II: Computerized Financial Accounting

Objective: To gain the knowledge of fundamentals of computer, basic electronic, database system and use of computer in a secure manner and to impart computer skills for recording various kind of business transactions by using accounting software.

Paper pattern: This question paper consists of three sections, 'A', 'B' & 'C'. Section 'A' consists of ten objective/very short answer type questions of 1 mark each. **All the questions of section 'A' are compulsory.** Section 'B' consists of seven short-answer type questions, out of which students have to attempt **any five** questions. Each question of section 'B' is of 2 marks. Section 'C' consists of six long answer type questions, students have to attempt **any three** questions. Each question of section 'C' is of 5 marks.

1. Computer Fundamentals Brief History, Hardware and Software, Classification of Computer introduction to different computer languages, Memory Concepts, Operating System and its types, Elementary idea of MS-DOS and Window operating system.
2. Treatment of Data and Basic Statistical Analysis: Mean mode median and hypothesis testing (t test and x^2 test) on Computer.
3. Tally and its basics.
4. Basic rules of journal entries, ledgers, trial balance and final accounts.
5. Use of Tally to obtain financial accounting output for the following:
 - i. Day books
 - ii. Journals
 - iii. Journal Ledger
 - iv. Subsidiary Ledger
 - v. Trial Balance
 - vi. Balance Sheet
 - vii. Profit and Loss Account
 - viii. Other Statement

Note: separate practical will be held for 15 marks in computerized accounting.