

B. Com. Degree Examination

SCHEME AND SYLLABUS

DISTRIBUTION OF HOURS

	I Year	II Year	III Year
1 English	5 Hrs.	3 Hrs.	...
2 Modern Language	4 Hrs.
3 Subjects	16 Hrs.	22 Hrs.	25 Hrs.
	<u>25 Hrs.</u>	<u>25 Hrs.</u>	<u>25 Hrs.</u>

Examination

1st Year	(1) English	1 Paper
	(2) Modern Language	1 Paper
	(3) Subjects	3 Papers
		<u>5 Papers</u>
2nd Year	(1) English	1 Paper
	(2) Subjects	5 Papers
		<u>6 Papers</u>
3rd Year	Subjects	<u>6 Papers</u>

All the papers are of 3 Hours duration, carrying 100 Marks

MAHAMATHMA GANDHI UNIVERSITY

FIRST YEAR B.Com

PART III - PAPER I

BUSINESS STATISTICS

(Revised Syllabus w.e.f. 1996 admissions)

1. Collection of data - Primary and Secondary data- Methods of collection of primary data.
2. Classification, Variation and Tabulation.
3. Presentation of data - Diagrammatic and graphic presentation - One dimensional-diagram - Two dimensional and Three dimensional diagrams - Pie diagrams - statistical graphs - Time series graphs - graph of frequency distribution - Histograms - Frequency polygon - frequency curves and ogives
4. Measures of central Tendency - a) Arithmetic Average (Mean) grouped data and ungrouped data, Weighted arithmetic average b) Geometric Mean c) Median - Quartiles, Deciles and Percentiles, Graphic location of Median and Quartiles d) Mode - Computation of Mode. Relation between different averages and their properties
5. Dispersion - various measures of dispersion. Range, Inter-quartile range, Semi I O R, Mean deviation, Standard deviation
6. Correlation Definition, Scatter diagram, Pearson's Correlation Coefficient, Rank Correlation Coefficient, Correlation in Bivariate Frequency Table (Two way Table).
7. Regression Analysis - Principle of least Squares, Curve fitting, Regression equation of X and Y - Regression Coefficients and their properties - properties identification Calculation of r X and Y by using regression equations.
8. Moments, Skewness and Kurtosis Moments - Row and Central Moments. Skewness Pearson's measure, Bowley's measure. Kurtosis Definition Beta Measure of Kurtosis.
9. Matrices and Determinants; Matrices - definition. Order of a matrix - different types of matrices like square matrix, row matrix, column matrix, scalar matrix, unit matrix and null matrix.
Determinants of order 2 and 3. Singular matrix. Binor and Co-factor, adjoint of a matrix.
Transpose of a Matrix- Matrix operations - Addition (subtraction)
Scalar multiplication of matrices.

10. Probability – frequency approach to probability – Classical definition of probability – Axiometric definition of probability merits and demerits of the three approaches – Conditional probability – addition and multiplication theorem (no proof) problems based on permutation and combination.
11. Linear Programming Definition – problems of formulation and graphical solution.
12. Interpolation and Extrapolation, Meaning and importance – Methods – graphic method, Interpolation by Binomical expansion method, Newton's forward formula, Newton's backward formula, Lagrange's formula.
13. Index numbers.
14. Analysis of Time series.

Books Recommended

- | | |
|---------------------------|--|
| 1. Boddington | - Statistics and their application to Commerce |
| 2. Croxton and Cowden | - Practical Business Statistics |
| 3. F.C Mills | - Statistical Methods |
| 4. D.N.Filliance | - Fundamentals of Statistics |
| 5. S.P. Gupta | - Statistical Methods |
| 6. Gupta S.C. | - Fundamentals of Statistics |
| 7. L.R. Potti | - A Text book of Statistics |
| 8. Ranganathan and others | - A Text book of Business Mathematics |
| 9. Sancketic and Kapoor | - Business Mathematics Statistics |
| 10. Gupta & Gupta | - Business Statistics |
| 11. Gupta & Gupta | - Practical Statistics |

Sd/-
Chairman
Board of Studies in Commerce (UG).

PART I — ENGLISH

The course shall comprise the study of the following and shall extend over a period of two years. There shall be two papers each of three hours duration. Each paper is to carry a maximum of 100 marks. The Examination in paper I-Modern Prose will be held at the end of the first year and the examination in Paper II-General English will be held at the end of the second year of the course.

The course in English should aim at training the commerce graduate to express himself with clarity, correctness and precision and to handle English with ease and appropriateness for the day to day purpose of Commerce. The paper of English prose Texts should open out windows on culture and thought and give a new dimension to Commerce Education. The texts to be prescribed for this will have to be fairly modern books using current idioms and style of writing rather than seventeenth or eighteenth century classics of English prose, however eminent. The authors to be studied should be thinkers and critics of society who handle the languages as a tool of thought rather than a thing of mere beauty and elegance. The texts should be more than mere books in English, they should be intellectual, stimulants and provide the students with a set of values other than those of Commerce and Economics. Under General English the student should be taught sentence structure, paragraph building comprehension and precis-writing. An attempt should be made to build up a vocabulary of expressing basic ideas of Commerce and Economics.

PART II—MODERN LANGUAGE

The course shall extend over a period of one academic year and the examination is to be taken at the end of the first year. There shall be one paper of three hours duration. The maximum marks for the paper will be hundred. The course shall comprise the study of any one of the following languages at the option of the candidate.

- 1 Hindi
- 2 Malayalam

- 3 Tamil
- 4 French or German
- 5 Bengali
- 6 Arabic

The student should be trained to express ideas of Commerce and Economics in the language selected. A text book shall be prescribed. The text should be one of Twentieth century prose dealing ideas and criticism of society or novels, biographies or dramas. There should be questions on precis writing and questions to test the students ability to argue, discuss or describe in the modern language. The course in modern language should aim at training the commerce Graduate to express himself with clarity, correctness and precision and to handle the modern language with ease and appropriateness for the day to day purposes of Commerce.

PART III-SUBJECTS

The Course shall comprise the study of subjects under fourteen papers over a period of three academic years. The first three papers shall extend over a period of one academic year, that is in the first year of the B.Com. Degree Course. Papers four to eight shall extend over a period of one academic year, that is, in the second year of the course and papers nine to fourteen shall extend over a period of one academic year, that is, in the third year of the course.

PART III	year			Total Hrs.
	I	II	III	
First Year				
Paper I Business Statistics	6	6
Paper II Business Organisation & Management	5	5
Paper III Company Administration	5	5
Second Year				
Paper IV Accountancy	...	5	..	5
Paper V Banking Theory and Practice	...	4	...	4

	Year			Total Hrs.
	I	II	III	
Paper VI Business Laws	...	5	...	5
Paper VII Principles of Business Decisions	...	4	...	4
Paper VIII Export Management	...	4	...	4
Third Year				
Paper IX Corporate Accounting	5	5
Paper X Auditing	4	4
Paper XI Marketing Management	4	4
Paper XII Entrepreneurship Development	4	4
Optional Subject:				
Paper XIII Optional Subject	Paper I			4
	4	4
Paper XIV Optional Subject	Paper II			4
	4	4
Total	16	22	25	63

* Anyone of the following subjects:

- 1 Co-operation (Paper XIII and XIV)
- 2 Cost Accounting (Paper XIII and XIV)
- 3 Income Tax Law and Practice (Paper XIII and XIV)
- 4 Modern Quantitative Techniques, Systems, Analysis and Data Processing (Paper XIII and XIV)

PASSING MINIMUM

A candidate shall be declared to have passed in each paper, if he secures not less than 40% of the marks prescribed for the examination. He/She shall be declared to have passed the whole examination, if he/she passed all the papers as per the scheme of examination.

A candidate failing to secure the minimum marks prescribed shall be required to reappear for the examination in that paper and obtain not less than the minimum marks required for passing the paper.

BUSINESS STATISTICS

Paper I

PAPER — I

*Changed
wef 1996*

BUSINESS MATHEMATICS [Derivations of formulae not required]

A ANALYTIC GEOMETRY

General equation of a straight line $ax + by + c = 0$

Angle between two straight line - Perpendicular - distance from a point to a straight line - Conditions for parallelism and perpendicularity of two straight lines.

Point of intersection of two lines (Break even chart)

Concurrent lines

Bisector of the angle between two straight lines

B MATRICES & DETERMINANTS

Matrices-definition-order of a matrix-different types of matrices like square matrix, row Matrix, column matrix, scalar matrix, unit matrix and null matrix. Transpose of a matrix. Matrix Operations-Addition (subtraction) - scalar multiplication multiplication of matrices.

Determinants of order 2 and 3-singular matrix-minor and co-factor-adjoint of a matrix - inverse of a matrix.

Solution of linear simultaneous equations by (i) crammer's rule (ii) using the inverse of a matrix.

C CALCULUS

Limits and continuity-

Differentiation: from first principles x^n , e^x and $\log x$
Standard results (no trigonometric functions)

Differentiation of a sum, product, quotient & chain rule

Second order differentiation - applications of differentiation -
Maxima & Minima.

Integration-standard results-integration by substitution-partial fractions and integration by parts definite integrals.

Applications - Area under a curve.

D LINEAR PROGRAMMING

Definition-graphical solution-formulation & Solution-Product mix problem with two products.

BUSINESS STATISTICS

- 1 Interpolation and Extrapolation: Operators Δ and E -interpolation by Binomial expansion - Newton's forward formula-Newton's backward formula - Lagrange's formula.
- 2 Moments, Skewness & Kurtosis: Moments-Raw & Central moments-relation between raw & central moments. Skewness-definition-Pearson's measure-Bowley's measure-Beta measure & Gamma measure.
Kurtosis-definition-Beta measure of kurtosis
- 3 Correlation: Definition-Scatter diagram-Pearson's Correlation Coefficient and Rank Correlation Coefficient.
- 4 Regression Analysis: Principle of least squares - curve fitting straight line and parabolic equations reducible to straight lines regression-equation of Y on X and X on Y -regression coefficients and their properties-problems-identification, calculation of r , \bar{x} and \bar{y} by using regression equations.
- 5 Time Series
- 6 Index Numbers
- 7 Sets & Set operations-definition-union-intersection and complement of a set-Venn diagrams
- 8 Probability: Frequency approach to probability-classical definition of probability-Axiomatic definition of Probability-merits and demerits of the three approaches-conditional probability-addition & multiplication theorem (no proof) problems based on permutation and combinations.

- 9 Random variables & expectations
- 10 Binomial distribution
- 11 Poisson distribution
- 12 Normal distribution

Problems using Normal tables

BOOKS RECOMMENDED

- 1 Boddington — Statistics and their Application to Commerce
- 2 Croxton & Cowden — Practical Business Statistics
- 3 F. C. Mills — Statistical Methods
- 4 D. N. Elhance — Fundamentals of Statistics
- 5 S. P. Gupta — Statistical Methods
- 6 Gupta S. C. — Fundamentals of Statistics
- 7 L. R. Pottier — A Text Book of Statistics
- 8 Rangnath and others — A Text Book of Business Mathematics
- 9 Ancheti & Kapoor — Business Mathematics
- 10 Zameeruddin & others — Business Mathematics
- 11 Gupta & Gupta — Business Statistics
- 12 Gupta & Gupta — Practical Statistics

BUSINESS ORGANISATION AND MANAGEMENT

PAPER - II

- 1 Business Organisation nature, scope, definition - social responsibilities of business-size of business units scale of operation-Location of business units-evils of centralization-capital requirement-fixed and working capital. Office organisation and management-Office accommodation and lay out-centralization and decetralization of Office service
- 2 Scientific Management and rationalization

- 3 Business combinations-causes types of combinations-forms-merits and evils. Combination movement in India
- 4 Functions and process of management (brief outline only) PODSCORB-functional areas of management
- 5 Management of Human Resources-planing of human resources-functions of personnel department-recruitment-training-promotion demotion-retirement-job evaluation-merit rating work measurement.
- 6 Stock market in India - organisation and management-services trading procedure.
- 7 Concept of investment forms and objectives of financial investment significance of NRI investment in relation to Indian economy-an overview of impact of direct taxes no investment and investment income.

BOOKS RECOMMENDED

- 1 M. C. Shukla — Business Organisation and Management
- 2 Y. K. Bhushan — Business Organisation and Management
- 3 S. R. Davar — Business Organisation and Management
- 4 Srivastava — Industrial Management and Business Administration
- 5 B. K. Acharya and Goveker — Principles of Business Organisation
- 6 Preeti Singh — Investment Management
- 7 Avadhani V. A. — Investment and Securities Markets in India-Investment Management
- 8 M. G. Netto — Business Organisation and Management
- 9 Aswathappa — Essentials of Business Administration
- 10 S. A. Sherlekar — Essentials of Business Organisation & Management

- 11 Littlefield, Rachael and Others — Office Organisation and Management
- 12 Reddy & Appanniah — Office Organisation and Management

COMPANY ADMINISTRATION

PAPER - III

- 1 Definition of company-chief characteristics - administration of Companies Act Ministry of Company Affairs, Company Law Board, Registrar and Courts of Law. Different types of companies. Formation - Important documents: Memorandum-Articles-Prospectus alteration of Memorandum and Articles
- 2 Shares and debentures-different kinds-different types of issue-underwriting - legal provisions affecting all transactions of shares-dividend-principles and legal provisions.
- 3 Membership in a company definition of a member-modes of acquiring and terminating membership-rights and liabilities of members.
- 4 Statutory Books-annual return-other important records
- 5 Management and administration-different managerial Personnel their duties, responsibilities and liabilities.
- 6 Meetings-general principles of conduct of meetings-notice-chairman-powers and duties-quorum-agenda-debates motions amendments - resolution - voting - proxy - minutes - types of company meetings-board, statutory, annual & extra-ordinary-preparation of relevant documents convening of meeting adjournment and postponement of meetings-drafting of resolutions and reports.
- 7 Investigation - Prevention of oppression and mismanagement-compromise-arrangement-amalgamation and reconstruction.
- 8 Winding up

- 9 Company Secretary - Legal and actual position-qualification appointment rights, duties as a statutory officer-as a co-ordinator-as a chief administrator.
- 10 Secretarial work in connection with the following only:-
 (a) formation of a company (b) issue allotment, calls, surrender and forfeiture of shares (c) issue of share certificates and share warrants (d) alteration of Memorandum and Articles (e) transfer and transmission of shares (f) duties before, during and after various types of company meetings (g) declaration and payment of dividend (h) maintenance of accounts, books and records.

BOOKS RECOMMENDED

- 1 Indian Companies Act 1956 (with amendments)
- 2 R. R. Gupta — Indian Company Law
- 3 M. P. Tandon — Text Book of Company Law
- 4 Acharya & Govekar — Secretarial Practice
- 5 Sherlekar — Secretarial Practice
- 6 J. C. Bahl — Secretarial Practice in India
- 7 S. B. Chandan Singh — Indian Company Law & Secretarial Practice
- 8 S. M. Shah — Lectures on Company Law
- 9 K. P. Madon — Company Law
- 10 Eugene Joseph — Company Law and Secretarial Practice
- 11 Reddy & Appannaiah — Essentials of Company Law & Secretarial Practice
- 12 Bhandari M. C. — Guide to Company Meetings & Resolutions

ACCOUNTANCY

PAPER-IV

- 1 Final Accounts-Sole trader and Partnership
- 2 Branch (excluding foreign branches) and Departments Accounts
- 3 Partnership Accounts-admission-retirement and death of a partner (Garmer Vs. Murray not required) - amalgamation dissolution-joint life survivorship policy.
- 4 Self balancing ledgers-sectional balancing total Accounts
- 5 Sale or returns
- 6 Hire purchase and instalment
- 7 Royalty accounts-individuals and partnership concerns
- 8 Insolvency Accounts-individuals and partnership concerns
- 9 Lease financing (Theory only)

BOOKS RECOMMENDED

- | | |
|-----------------------|--|
| 1 R. L. Gupta | — Principles of Accountancy |
| 2 Jain & Narang | — Accountancy |
| 3 Shukla & Grewal | — Advanced Accounts |
| 4 Batliboi | — Advanced Accountancy |
| 5 Arulanandam & Raman | — Advanced Accountancy |
| 6 Xavier | — Fundamentals of Advanced Accountancy |
| 7 H. Chakraborty | — Advanced Accountancy |
| 8 William Pickles | — Accountancy |
| 9 A. N. Agarwala | — The Higher Science of Accountancy |

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| 10 B. D. Agarwal | — Financial Accounting, Advanced |
| 11 B. L. Mathur | — Readings in Lease Financing |
| 12 Vinod Kothari | — Lease Financing and Hire purchase |

BANKING THEORY AND PRACTICE

PAPER-V

Section-A

- 1 Brief history of Banking with particular reference to Indian Banking systems
- 2 Legislative Development: Brief history Banking Regulation Act, 1949 - Capital requirements-branch licencing - restriction on advances-control over banks control over non-banking institutions-relation to non financial institutions-Reserve Bank of India Act.
- 3 Commercial Banks: Balance Sheet analysis-assets-distribution Credit Creation-its limitations-Deposit Insurance Corporation Bank nationalisation-Merchant banking
- 4 Money Market-feature-special reference to India-constituents
- 5 Central Banking-Special reference to India. Reserve Bank of India-Role functions: Money supply, credit control, selective credit control, control over banks, control over economy, Bill market scheme reasons for failure.
- 6 State Bank Group: Their features-constitution-Special functions role as quasi central banks-service to priority sector.
- 7 Development Banking-IDBI, IFC, SFCS, UTI, EXIM Bank Agricultural Re-finance Development Corporation - RRBS NABARD
- 8 Foreign Exchange-rate of exchange-Purchasing power parity theory-exchange control-RBI's role-FERA-Exchange arithmetic calculation of Exchange rate
- 9 International Monetary Fund

Section-B

- 1 Banker and customer-relationship-general and special
- 2 Opening and operation of accounts for different types of customers-minors-lunatics-insolvents-married women-agents joint accounts partnership firms-joint stock companies-Trustees and executors-Administrators Clubs.
- 3 Opening and closing of different types of accounts-current accounts savings deposits-time deposits.
- 4 Bank Pass Book-effects of entries in the Pass Book.
- 5 Cheques - definition - requisites - crossing - endorsements payment of cheques precautions-statutory protection-collection of cheques payment of domiciled bills-collection of customer's bills precautions recovery of money paid by mistake.
- 6 Loans and advances-against securities-procedure-precautions modes of securing advances: over drafts, cash credits, Pledges mortgages-margins-rating of securities-liquidity of securities Forms of securities: goods and documents of title of goods-land and buildings-life policies-shares debentures.
- 7 Modern services: Travellers cheques-credit cards-teiler system

BOOKS RECOMMENDED

- | | |
|------------------------|-------------------------------|
| 1 R. S. Sayers | — Modern Banking |
| 2 S. K. Basu | — Recent Banking Development |
| 3 M. L. Varshney | — Banking Law & practice |
| 4 M. L. Tannan | — Law and practice of Banking |
| 5 Clifford Gomez | — Banking Theory & Practice |
| 6 K. C. Sekhar | — Banking Theory & Practice |
| 7 M. Radhaswamy | — Practical Banking |
| 8 Reddy and Appannaiah | — Banking Theory Practice |

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|----|---------------------------------|--|
| 9 | Srivastava P. K. | — Banking Theory & Practice |
| 10 | Vasant Desai | — Development Banking |
| 11 | K. K. Andley | — Foreign Exchange-
Principles & Practice |
| 12 | Panandikar & Mithani | — Banking in India |
| 13 | Bedi & Hardikar | — Practical Banking Advances |
| 14 | Mehta RRS | — A story of Cheques |
| | The Indian Institute of Bankers | — Commercial Banking |
| 16 | Decock | — Central Banking |
| 17 | Banking Regulation Act. | |

BUSINESS LAWS

PAPER- VI

(A general study of Mercantile Law and Industrial Law enunciating the fundamental principles with reference to the following topics required)

Law of Contracts

- (a) Contracts: Essentials of a valid contract proposal acceptance-communication - revocation consideration - capacity of parties-consent-misrepresentation-fraud-undue influence-coercion-mistake-void agreements contract-performance of contract-discharge of contract-breach of contract remedies for breach
- (b) Indemnity and Guarantee: Rights & Liabilities of surety-discharge of surety.
- (c) Bailment and Pledges: Duties of Bailor and Bailee-Bailee's lien-pledges.
- (d) Agency: Contract of agency-Mercantile agents-Extent of Agents authority-Delegation of authority-Ratification termi-

nation of agency-Rights and duties of agent, liability of principal and agent to third parties.

2 Law of Partnership:

Test of partnership - kinds of partners-relation of partners interest and to third parties-incoming and outgoing partners-Dissolution of firm-Registration of firm

3 Law of Sale of Goods:

Contract of sale-Conditions and warranties-transfer of property and title to goods-Rights and duties of seller and buyer-Rights of un-paid seller

4 Law of Negotiable Instruments:

General Characteristics-Promisory Notes-Bill of Exchange Cheque - Acceptance - Holder in due course - Negotiation. Endorsement-Capacity and Liability of parties-Presentment-Dishonour-Noting and Protest - Discharge of parties from liability

5 Law of Insurance:

Contract of Insurance General principles-good faith-insurable Interest-idemnity - Mitigation of loss-Attachment of risk, Causa-Proxima-Policy-premium - reinsurance - Double insurance subrogation-contribution-Life Assurance-Fire Insurance Marine Insurance-Motor Vehicles Insurance (third party risk)

6 The Indian Trade Unions Act:

Definition-Registration of trade unions-rights and liabilities of registered trade unions-General Funds-Separate fund for political purpose - Immunity from civil and criminal liability Dissolution

7 The Industrial Disputes Act:

Definitions - Authorities under the Act procedure-powers and duties of authorities-strike and lock-out - Lay off and retrenchment.

8 The Factories Act:

Definition-Health-safety and welfare of workers-working hours of adults-Employment of women and young persons Leave with wages

9 Minimum wages Act.

Interpretation-Minimum rates of wages-Advisory Committee-Advisory Board - payment of minimum wages

Employee's State Insurance Act:

Administration of insurance scheme - Standing Committee Medical benefit Employees state Insurance Fund Contribution Benefits - Sickness-Benefits-Maternity Benefits-Disablement Benefits-Dependents-Benefits-Medical Benefits-Liability of the employers.

BOOKS RECOMMENDED

- 1 Bare Acts issued officially with amendments
- 2 M. C. Shukla — A manual of Mercantile Law
- 3 E. Venkatesam — Hand book on Mercantile Law
- 4 S. R. Davar — Mercantile Law including Industrial Law
- 5 A. Aloysius Cardoz — Mercantile Law & Industrial Law
- 6 L. R. Potti — A Text Book of Mercantile Law & Industrial Law
- 7 N. D. Kapoor — Mercantile Law
- 8 Aswathappa K. — Principles of Business Law
- 9 Balchandani — Business Law

PRINCIPLES OF BUSINESS DECISIONS

PAPER - VII

1. Definition-Functions and scope-Decision making in business
Types of management decisions-Fundamental concepts that aid decisions-Incremental concept-the concept of time perspective-Discounting principles-the equi-marginal principle.
2. Demand analysis-meaning-Types of demand-Individual demand for a commodity-Market demand for a commodity-Demand for firm's a product and Industry's product-Derived demand-Determinants of demand-the law of demand-Forecasting demand-Techniques for short term forecasting long term forecasting Survey method-Delphi method Collective opinion - Analysis of timeseries and trend projections economic Indicators. Controlled experiments-judgmental approach-Approach to forecasting-Forecasting demand for new products-Criteria of a good forecasting - Presentation of a forecast to the Management.
3. Production decision-Laws of production-Laws of returns-Demand returns and business decisions-Marginal revenue-Marginal product-Marginal cost-Optimal input combination
4. Cost consideration-Cost concepts-Opportunity Vs. Outlay costs-Past Vs. Future costs-Shortrun Vs. Longrun costs-Traceable Vs. Common costs-Out of pocket Vs. Book costs-Incremental Vs. Sunk costs-Escapable Vs. unavoidable costs-Controllable Vs. Non-controllable costs-Replacement Vs. Historical costs-Accounting concept of costs-comparisons with economic concepts of costs. cost-output relationship-short-run and long-run cost-output relationship-optimum Output.
5. Pricing decisions-Monopoly-Price determination under-monopoly-Price discrimination-Necessary condition for price discrimination-price determination under price discrimination-Monopolistic competition-Price output determination under monopolistic competition-Oligopoly-Kinked demand curve-price leadership-pricing under collusion-Other Market models.

- 6 Profits—nature of profit accounting profit and economic profit profit policies profit maximisation aims of profit policy
- 7 Capital budgeting—Need Demand for capital resource allocation Investment criteria and decisions—Pay back period method | Average rate of return method—Discounted cash flow Net present value method, Profitability index method—Internal rate of return. Cost of capital—Concept—determination—cost of debt Cost of preference capital—cost of equity—cost of retained earnings—Average cost of capital—weighted average cost of capital.
- 8 International trade Theory of comparative costs Criticisms of the theory—Gains from international trade Terms of trade Balance of trade and Balance of payments Methods of correcting an adverse balance of payments
- 9 Business cycle—Causes and indicators—Business forecasting

BOOKS RECOMMENDED

- 1 Joel Dean ... Managerial Economics
- 2 Hague ... Managerial Economics
- Havners and Hentry ... Managerial Economics
- 4 Newbery ... Business forecasting
- 5 J. Stocks ... Economics for Managers
- 6 M. Backer ... Importance of cost in pricing decisions
- 7 Taylor and Mills ... Pricing strategy
- 8 R. A. Lynen ... Price policies and Marketing Management
- 9 V. L. Mote. ... Managerial Economic
Samuel Paul & G.S. Guydi Concepts and Cases
- 10 E. T. Newin ... A Text Book of Economic Analysis

- 11 Brown and Howard — Management Accounting
- 12 A. K. Saen — Choice of techniques
- 13 De-K. Shulka — Business Cycle Analysis
- 14 Rocky — Capital Investment Decisions
- 15 Colin Gilligan — Business Decision Making
- 16 K. P. M. Sundharam &
E. N. Sundharam — Business Economics
- 17 M. V. Pylee and others — Managerial Economics
- 18 R. L. Varshney &
K. L. Maheswari — Managerial Economics
- 19 P. C. Thomas — Managerial Economics

EXPORT MANAGEMENT

PAPER-VIII

(Special reference to India)

- 1 Definition-nature-scope and objectives of export management
A brief sketch of world economy-international market and international monetary system
- 2 Export opportunity analysis: export market research-legal environment for export business-aspects of foreign exchange and foreign trade.
- 3 Export financing: sources of funds for export—international commercial payments—terms of credit in export trade— instruments used in financing export trade-ECGC-EXIM Bank
- 4 Pricing for exports: essential matters of export price— price policy—price strategies—export price in relation to domestic price establishing the export price, various approaches
- 5 Export assistance: import licencing-allocation of raw material cash assistance—drawback of duties transport assistance credit facilities-export promotion measures-various incentives

- 6 Pattern and infrastructure of India's export trade—composition of export trade—trade pattern—trends in India's foreign trade analysing trend—Import—Export—Trade Control Organisation—advisory and policy making organisation—service institutions—department of commercial intelligence and statistics state trading organisation—other committees and agencies—Export Authority of India

BOOKS RECOMMENDED

- | | |
|----------------------|---|
| 1 Francis Cherunilam | ... International Trade & Export Management |
| 2 Balagopal T. A. S. | ... Export Management |
| 3 Chaudhuri B. K. | ... Finance of Foreign Trade & Foreign Exchange |
| 4 Rathor B. S. | ... Export Marketing |
| 5 Saravanavel | ... International Marketing |
| 6 Krishna | ... Export Marketing & International Business |
| 7 V. H. Kirpalani | ... International Marketing |
| 8 I. | ... Export Marketing Management |
| 9 Kindleberger | ... Foreign Trade & the National Economy |
| 10 Sampangi | ... A. B. C. of Export Marketing |
| 11 Verma M. L. | ... Foreign Trade Management in India |

CORPORATE ACCOUNTING

PAPER — IX ↗

- 1 Issue of shares and debentures—forfeiture and re-issue of shares and debentures—underwriting—redemption of preference shares and debentures

- 2 Preparation of final accounts of company
- 3 Amalgamation absorption (excluding inter company owings and holdings and external reconstruction)
- 4 Internal reconstruction and reorganisation
- 5 Liquidator's final statement of accounts
- 6 Accounts of banking companies
- 7 Accounts of life insurance and general insurance
- 8 Accounts of holding companies-basic principles of consolidation only problems involving minority interest, pre and post acquisition profit, revaluation of assets and liabilities, elimination of common transactions, unrealised profit, cost of control over capital reserve.
- 9 Double-account system complete
- 10 Accounting ratios: EPS, price-earning ratio, dividend-yield ratio, profitability ratios, liquidity ratios
- 11 Human Resources Accounting (Theory only)

BOOKS RECOMMENDED

- | | |
|-----------------------|--|
| 1 R. L. Gupta | — Principles of Accountancy |
| 2 Jain & Narang | — Accountancy |
| 3 Shukla & Grewal | — Advanced Accountancy |
| 4 Batliboi | — Advanced Accountancy |
| 5 H. Chakraborty | — Advanced Accountancy |
| 6 William Puckles | — Accountancy |
| 7 Gupta & Agarwal | — A Treatise on Company Accounts |
| 8 Arulanandam & Raman | — Advanced Accountancy |
| 9 Xavier | — Fundamentals of Advanced Accountancy |

- 10 Arulanandam & Raman — Corporate Accounting
- 11 N. Das Gupta — Human Resource Accounting
- 12 S. P. Iyengar — Advanced Accountancy
- 13 R. L. Gupta & Radhaswamy ... Corporate Accounting
- 14 Besant Raj ... Corporate Financial Management

AUDITING

PAPER — X

- 1 Auditing, Definition, Objects, Accountancy, Auditing and Investigation, Qualities of an Auditor, Classification of audit, Preparation before audit, Division of work, Audit Programme, Procedure of audit, Audit of sole trader, Partnership and joint Stock Companies.
- 2 Internal Check, Meaning and Definition, objects, internal check and internal audit, procedure of internal check, Advantages, duties of an auditor, internal check as regarding different items
- 3 Vouching, Meaning and Definition, Importance, Duties of an auditor-vouching of different items.
- Verification and Valuation of assets and liabilities- Classification of assets- Duties of an auditor-Verification and valuation of different items-contingent assets and liabilities.
- 5 Auditors duties in connection with depreciation, reserves and provisions, capital, revenue and deferred revenue expenditure and divisible profits.
- 6 Audit of limited companies: Appointment, remuneration, qualifications, removal, rights, duties and liabilities of an auditor, status of an auditor, preliminaries before beginning auditing, auditors share capital Duties of an auditor, Profit prior to incorporation, audit of the statutory report, Directors, Managing Director Statutory Books, Annual Accounts, Auditors Report.
- 7 Divisible Profits, Principles legal decision, duties an auditor.

- 8 Liabilities of an auditor: Liability for negligence-Liability for misfeasance-Criminal liability to third parties-Legal position
- 9 Investigation: Definition and objects-different classes on behalf of a purchaser to ascertain the earning capacity-on behalf of an incoming partner-on behalf of a lender-on behalf of a proposed purchaser of shares to ascertain the amount of compensation payable on the compulsory removal of business-Report of the Investigator

MARKETING MANAGEMENT

PAPER — XI

- 1 Marketing Definition-meaning-marketing concepts-marketing objectives and importance-marketing and selling-marketing functions.
- 2 Buyer Behaviour-buying motives-market segmentations geographic demographic psychographic benefits-targeting.
- 3 Marketing mix meaning and composition-formulation of new product strategy idea generation-screening-product mix-brand strategy-product development - packaging - test marketing-demarketing-remarketing product-life cycle.

- | | | |
|----|---|---|
| 8 | Aker & Hyes | — Advertising Management |
| 9 | Wright & Zeighler | — Advertising |
| 10 | Neelamegham S. | — Marketing Management and the Indian Economy |
| 11 | Amarchand | — An introduction to Marketing |
| 12 | Acharya & Govekar | — Marketing & Sales Management |
| 13 | Sherlek S. A. | — Marketing Management |
| 14 | K. C. Nair, Jose Paul
C J George & J. John | — Modern Marketing Management |
| 15 | Rajan Nair | — Marketing |
| 16 | Latif | — Practice of Marketing |
| 17 | H M Saxena | — Rural Markets & Development |
| 18 | D N Saraf | — Consumer Protection in India |

ENTREPRENEURSHIP DEVELOPMENT AND SALES TAX

PAPER — XII

50 Marks

A. Entrepreneurship Development

- 1 Importance of Entrepreneur in Economic Development-Factors affecting entrepreneurial growth-cultural, social, economic and personality factors-common entrepreneurial traits-The Innovative Adoptive types-entrepreneurial Development Programmes Women entrepreneur-need-prospects and problems
- 2 Search for a business idea-sources of ideas-observing markets, prospective consumers, development in other nations-trade fairs-preliminary evaluation and testing the ideas

- 4 Incentives and subsidies (with special reference to Kerala)-- Capital investment subsidy-incentives to SSI-Excise duty, Sales Tax and Income Tax concessions-need for SSI registration-preferential purchases-Role of K F C, SIDCO KITCO etc.
- 5 Training facilities for small scale units.

B. Sales Tax (Theory only)

50 Marks

- 1 The Kerala General Sales Tax Act. 1963 with special reference to the following:
 - (a) Definitions-Sale-Turnover - Taxable Turnover Dealer-Single point-Multipoint
 - b) Registration of a dealer: Cancellation of registration-Procedure for registration
 - c) Filing of periodical returns: Payment of tax at regular intervals and on demand
 - d) Assessment procedures: Appeals Revisions and references
 - e) Keeping of accounts for purpose of Sales Tax
- 2 The Central Sales Tax Act. 1956
A study of the Central Sales Tax Act. 1956 with special reference to the following:
 - a) Concept of Sale and Purchase: When is a sale or purchase of goods said to take place in the course of intra-state, interstate, import and export trade or commerce
 - b) Registration of dealers: Rates of tax: Determination of turnover. Levy and collection of tax. Penalties and cognizance of offences,
 - c) Goods of special importance: Liability in special cases

BOOKS RECOMMENDED

- 1 Vasant Desai — Entrepreneurial Development
Vol. I, II & III
- 2 Bhanushali — Entrepreneurship Development

- 3 C. B. Gupta & N. P. Srinivasan — Entrepreneurial Development
- 4 S. B. Srinivastava — A practical guide to Industrial Entrepreneurs
- 5 S. Shiva Raman — Entrepreneurship and Enterprise Growth
- 6 S. B. Singh — Entrepreneurship and Social Change
- 7 Bisht & Sharma — Entrepreneurship Expectation & Experience
- 8 Rick Molz — Steps to Strategy Management
A Guide for Entrepreneurs
- 9 D. E. N. Dickson — Improve your Business
- 10 S. S. Khanna — Entrepreneurship in Small Scale Industries
- 11 Vasant Desai — Management of Small Scale Industries
- 12 Sathayanarayana T. — Financing of Small Scale Industries
- 13 S. B. P. Board of Consultants & Engineers — Handbook of Reserved Small, Cottage & Tiny Industries
- 14 Presanna Chandra — Projects, Preparation, Appraisal, Budgeting & Implementation
- 15 Saju K. Abraham — Guide to Sales Tax Laws in Kerala
- 16 Saju K. Abraham — Guide to Sales Tax Laws on works contract in Kerala
- 17 Sarin — Sales Tax Treatise on Works Contract
- 18 Suresh G. — Law of Sales Tax in Kerala

- 19 Vasant Desai — Dynamic Entrepreneurial Development & Management
- 20 State Bank of Travancore,
H. O. Poojapura,
Thiruvananthapuram
695 012 — Entrepreneur's Guide
- 21 The Kerala General Sales Tax Act. 1963
- 22 The Central Sales Tax Act. 1956

Sources of Information:

- 1 Industries Dept. Govt. of Kerala
- 2 Small Industries Service Institute, Trichur
- 3 Dist. Industries Centres

CO-OPERATION - I

PAPER - XIII

INDIAN CO-OPERATION

- 1 Historical Introduction - meaning and scope-its relation to capitalism, socialism and communism
- 2 Definition of Co-operation - Fundamental principles Evolution of Co-operative Principles-Reformulation of Co-operative Principles by the I. C. A.
- 3 History of Co-operative movement in India Early Experiments- Frederic Nicholsons report Growth and development-various stages in Co-operative legislation-Maclagen Committee-on Co-operation-post Independence period development-Rural Credit Survey Committee-other important committees Co-operation and five year plans with reference to the current plan.
- 4 Different types of Co-operative Societies:- Credit and Non-credit. Division of Co-operative credit, agricultural credit and Non-agricultural credit.

- 5 Service Co-operative Society-Functions-Source of Funds-Different types of loans-issue-procedure for sanctioning loans-Constitution and working-Farmer Service Societies-Function.
- 6 District Co-operative Banks-objects-Source of funds-procedure for sanctioning loans crop loan and credit Card system.
- 7 Kerala State Co-operative Bank-Objects, Source of funds. Constitution and working-Agricultural Credit-Stabilisation Fund.
- 8 Land Mortgage Banks-its objectives and functions.
- 9 Reserve Bank of India and Co-operative Movement-Constitution and working of the Agricultural Credit Department-its role in the Sphere of agricultural credit All India Rural Credit Survey-State Bank of India-Finance for marketing and processing.
- 10 Recent trends in Co-operative movement with special reference to Kerala - Deposit Mobilisation. Set up of Co-operative Department-its functions.
- 11 Co-operative education and training- Evolution of the movements in India-its achievements, handicaps and weaknesses.

BOOKS RECOMMENDED

- | | |
|-------------------------|--|
| 1 J. Banerjee | — Co-operative Movement in India |
| 2 T. S. Balan | — Co-operative principles and Practice |
| 3 R. D. Bedi | — Theory and Practice of Co-operation |
| 4 K. Janardhanan Pillai | — History, Principles & Practice of Co-operation |
| 5 Sarada V. | — The Theory of Co-operation |
| 6 Kamath G. S. | — New Dimensions in Co-operative Management |
| 7 Sinha B. P. | — Glimpses of Co-operation in Indian Context |

CO-OPERATION — II

PAPER - XIV

A. CO-OPERATIVE LAW AND PRACTICE:

Formation, Registration and organization of Co-operative Societies-Membership-General Body-Managing Committee-Model byelaws-Amendment Audit, Inspection and supervision Distinguishing features. Scope of Audit-Audit Report Scope of Inspection-Inspection note-Supervision-Enquiry into the Constitution working and financial conditions of the Society-Arbitration-Arbitration proceeding-Award - Liquidation-Liquidation proceedings.

B. FOREIGN CO-OPERATION

- 1 Origin and development of Co-operative movement in Europe-Various forms of Co-operative activity-Consumer movement in Great Britain.
- 2 Germany-work of Reiffeisen and schu lze-principles involved by them-development of the movement in G. D. R. - West Germany after war-Rural and Urban Societies-Housing and Consumer Societies.
Ireland-work of Horace Plunkett-Agricultural Co-operatives-difference with C. W. S. - I. A. O. S. - Progress of Creameries role of the State-latest position.
- 4 Denmark Growth of the movement dairy co-operation-Bacon Societies - egg exports association - Urban Societies - Co-operation and the State.
- 5 U. S. A.-Producers Societies-Marketing Societies-Purchasing associations - latest trends.
- 6 Canada-General assessment-Co-operative marketing Wheat-pools and their working-Purchasing association. Whole sale Societies-the Federated Co-operative limited. Fishermen's Societies-trends in the developments.
- 7 U. S. S. R. - Labour Crtels Consumer Co-operative Stores-Collective Farms.

- 10 China - general back ground - working and organisation of industrial and agricultural co-operatives.
- 9 Japan - History and progress - working of Fisheries Co-operatives - Consumer Co-operative - Agricultural Co-operative and Multi purpose societies.
- 13 Italy-early history and position-popular banks-rural credit-Labour Societies Consortium - latest trends.
- 11 Israel - general back ground - consumer Co-operatives - Agricultural Co-operatives - Co-operative housing works, producers transportation and service societies.

BOOKS RECOMMENDED

- 1 Principles, Problems and Practice of Co-operation - T. N. Hajela
- 2 Theory, history and practice of Co-operation - R. D. Bedi
- 3 Co-operation in India and abroad - H. R. Mukherjee
- 4 Kerala Co-operative Societies Act & Rules 1969
- 5 K. Janardhanan Pillai - Laws relating to Co-operatives

INCOME - TAX LAW AND PRACTICE - I

PAPER - XIII

- 1 Brief history of Income tax in India-Income Tax Act 1961 with amendments.
- 2 Definitions - Agricultural income - previous year - assessment year - Capital and revenue - Tax liability resident - Not ordinarily resident - Non resident.
- 3 Heads of income
 - (a) Salary
 - (b) Interest on securities

- (c) Income from house property
 - (d) Business, profession or vocation - Depreciation and development rebate.
 - (e) Income from other sources
- 4 Computation of total income - Total income and total world income - inclusion of income of others - exemptions from tax Deductions to be made in computing income - set off and carry forward of losses.
 - 5 Procedure for assessment: Return of income-General notice special notice - self assessment-provisional assessment-Assessment on the basis of return and on the basis of evidence - Best Judgement assessment - Assessment of escaped income - procedure for re-opening assessments - Rectification of mistake -Notice of demand - appearance by authorised representative - Exparte assessment.
 - 6 Deduction at source - advance payment of Tax - Recovery of tax - Tax clearance certificate - Refund of tax - tax credit certificate - Annuity deposit - Double taxation relief

INCOME - TAX LAW & PRACTICE - II

PAPER - XIV

A

- 1 Classes of assessments
 - (a) Individual
 - (b) Hindu undivided Family - Assessment - after partition
 - (c) Company - Public Company - Private Company and Company in which public are substantially interested, Dividends and Right shares - Super tax-tax on undistributed profits.
 - (d) Local authorities-Income when assessable or exempt
 - (e) Partnership firm - registered and unregistered firms

- (f) Association of persons - charge of tax on members individually
 - (g) Artificial judicial person
 - (h) Charitable and Religious Trusts and Institutions
 - (i) Co-operative Societies
- 2 Assessment in special cases: Assessment on representatives of minors or idiots or agents. Non residents—Receiver and Managers. Assessment of deceased persons—Assessment of discontinued firms—Assessment of persons leaving India—Persons trying to alienate their assets.

B

- 1 Income tax Administration: Machinery of taxation—Central Board of Direct Taxes—Directors of Inspection—Commissioner of Income-Tax Assistant Commissioner—Income—Tax Officer—Inspector of Income—Tax—The Appellate Tribunal.
- 2 Penalties and Prosecutions
- 3 Appeals and Revisions—First Appeal—Procedure—Second Appeal—Procedure—Revision by Commissioner—Procedure before Appellate Tribunal—reference to High Court—Procedure—Appeal to Supreme Court—Procedure.

BOOKS RECOMMENDED (FOR I & II)

- 1 Rup Ram Gupta — Income-Tax Law and Practice
- 2 H. G. Mehrotra — Income-Tax and Accounts
- 3 A. N. Sagar — Indian Income-Tax Act
- 4 Sampath Ayyankar — Income-Tax Act
- 5 Government of India — Income-Tax Manual

MODERN QUANTITATIVE TECHNIQUE

PAPER — XIII

SYSTEMS ANALYSIS AND DATA PROCESSING — I

- 1 Operation research in Management: Nature of operation Research — Problems formulation — model construction deriving solution from models.

- 2 Quantitative techniques: Linear Programmings — simplex Method— Distribution Method, PERT and CPM—PERT cost—system—Inventory control—value analysis—value Engineering
- 3 Organisation and Methods (O and M): Work measurement job evaluation Office mechanisation.
- 4 System Analysis: Origin of system analysis—basic concepts — Review and criticisms of existing system—visa—vis suitability with computers—How to organise for automation—integrated data processing.

MODERN QUANTITATIVE TECHNIQUE

PAPER — XIV

SYSTEMS ANALYSIS AND DATA PROCESSING — II

- 1 Management information service — Meaning and role of Management information service in managing—Development of management information service—Management information service and system Analysis Management information for decision making.
- 2 Principles of programming: Programming Language—Nature of business requirements — Data Management Function—Computer based data processing systems—FORTRAN AND COBOL LANGUAGES.
- 3 Introduction to computers: Functional units of a computer—Input—Output and pack store device — Flow Charting—operating systems.
- 4 COBOL—The language structure—Word types and constants in COBOL—COBOL Coding form—Arithmetic statement and Arithmetic expressions—Programme flow and Control—Data division — Structure of COBOL — Preliminary features of COBOL—layout of COBOL.
- 5 Procedure Division-Data description-data manipulation & data transfer—File characteristics—File processing—sub routines.

identification division-Environment division-Writing simple
COBOL programmes

BOOKS RECOMMENDED (I and II)

- 1 Johndalar — Computer in Business Management
- 2 Robert Murdich & Jesel — Information structure for
Modern Management
- 3 Stanford Ophner — Systems Analysis for Business
Management
- 4 R. Achefts R.M.Sasessi — Fundamental of Operations
Research
- 5 E. W. Dijksha — A Discipline in programming
- 6 Elias M Award — Introduction to Computers in
Business application
- 7 N. L. Sarda — COBOL-Programming with
Business application
- 8 Thomas Worth — COBOL-For Beginners
- 9 Roger Hand&John Shelly — Computer and Commerce

COST ACCOUNTING

PAPER - XIII

- 1 Evolution, objective, importance and advantages of Cost Accounting. Definitions and Cost Concepts, Types of Costing Installation of Costing System. Essentials of a good Cost Accounting System. Difference between Cost Accounting and Financial Accounting. Elements of Cost, Cost unit and cost centre.
- 2 Direct materials-Material purchase-procedure, receiving and inspection-Material Control, objectives of material control; classification of materials.Inventory control methods-Fixation of stock level, maximum level, minimum level, re-order level re-order quantity, A.B.C. analysis, Two bin system, perpetual

- inventory system, physical verification of inventory-Material issue, procedure-bill of materials, transfer of material, stores records-bin cards, stores ledger, pricing of material issues including materials returned to vendors and stores. Control over wastage, Scrap, Spoilage, defectives and obsolete materials.
- 3 Labour - Labour cost control - its importance - time keeping time booking and their objectives; methods of time keeping and time booking. Time and motion study, Control of idle time, over time and their treatment in cost - accounting. Labour turnover, its causes, methods of measuring, effects of labour, turnover, how to minimise labour turnover, treatment of cost of labour turnover. Control of out workers and casual workers-systems of wages payment including bonus and incentive schemes.
 - 4 Direct expenses - its treatment
 - 5 Overhead-Accounting and Control of overhead, classification of overhead, grouping and codification, collection and departmentalisation of manufacturing overhead - reapportionment various methods-overhead absorption-methods treatment of under or over absorption of overhead. Accounting and control of administrative, Selling and distribution overhead. Treatment of certain items in costing eg, depreciation, interest on capital, research and development expense, packing expense fringe benefits etc.

COST ACCOUNTING - II

PAPER - XIV

- 1 Unit or output costing-Collection of Cost. Cost sheet Treatment of Stock, Tenders or Quotations
- 2 Operating Costing - nature and problem-operating costing different undertakings.
- 3 Job Costing - features - Procedure for Job Costing

- 4 Batch Costing - nature and use of batch costing - determination of economic batch quantity.
- 5 Contract Costing - recording of costs of contracts, recording of value and Profit of Contracts, Cost plus contract - valuation of work - in - progress.
- 6 Process Costing—Features - recording of costs under process costing - process costing having process losses inter process profits - process having work - in - progress - Costing of by - products - and joint products Accounting of joint products and by-products-equivalent production.
- 7 Non-integrated accounting systems - integral accounting - Reconciliation of cost and financial accounts. Need for reconciliation. Reasons for disagreement in profit, procedure for reconciliation.

Marginal Costing - nature and scope, Marginal cost determination, Application of marginal cost equations Construction of break-even chart-Fixation of selling prices below the marginal cost. Make or buy decisions, key factor or limiting factor-Advantages and disadvantages of marginal costing.
- 9 Budgetary Control - nature and scope, Establishment of budgets-Different types of budgets - Functional and master budget-Flexible budget, Advantages and limitations of budgetary control (Theory only.)
- 10 Standard Costing - Standard cost and estimated cost standard costing and budgetary control-analysis of variance: material and labour variances only
11. Cost audit: nature and scope-difference between financial audit and cost audit-programme and procedure for cost audit. Functions and areas of cost audit - cost audit in India.
- 12 Reporting to management-levels of management and reporting-general principles of reporting forms of reporting.

BOOKS RECOMMENDED

H. J. Wheldon

— Cost Accounting and Costing
Methods