

GOVT. BILASA GIRLS' P.G. (Auto.) COLLEGE

Link Road, Bilaspur (C.G.)

Phone No. : 07752-224249, Website : www.bilasagrllscollege.ac.in



SYLLABUS

**B.Com. & B.Com. Computer
B.Com. Honours
Semester - V & VI**

2021-22



Rules and Regulations for the Semester System at the Graduation Level

1. These subjects are compulsory for all students:-
 - (a) Environmental Studies (I Semester)
 - (b) English Language (II and III Semester)
 - (c) Hindi Language (IV and V Semester)
 - (d) Skill Based Course (VI Semester)
2. In each semester there will be only one theory paper in each elective Subject.
3. For Honours Degree Course, there will be one additional theory paper in each semester i.e. semesters, III to VI.
For Honours Degree Course, separate practical classes will be held round the year but the examinations shall be held only in even semesters i.e. semesters II, IV and VI.
4. **Marks Pattern:-**
 - (i) For non practical subjects, each theory paper will be of 100 marks i.e. 80 External + 20 Internal.
 - (ii) For practical subjects, each theory paper will be of 75 marks i.e. 60 External + 15 Internal.
 - (iii) Practical examination will be of 50 marks. Practical Classes will be held round the year but examination shall be held only in even semesters i.e. semesters II, IV and VI.
5. **Theory Examination:-**
Duration for theory examination shall be of two and half hours.
6. **Practical Examination:-**
Duration for Practical examination shall be as suggested in the syllabi.
7. **Admission Period:-**
 - (i) Admissions in the First Semester shall be completed before 15th of July every year.
 - (ii) Admissions in Semesters i.e. II, III, IV, V and VI shall be completed within 7 days after the completion of examinations on the provisional basis.
 - (iii) The provisional admission shall be regularized within 7 days from the date of declaration of result.
 - (iv) Request for permission for late admission shall not be entertained.
8. **Schedule of Classes-**
 - (i) I Semester's classes will be commenced from 16th of July every year
 - (ii) III and V Semester's classes will be commenced from 2nd July every year.
 - (iii) II, IV and VI Semester's classes will be commenced from 2nd January every year.
 - (iv) All the classes shall be continued till seven days prior to the commencement of the examination.
9. **Examination Schedule- Tentative Schedules of examinations are as under-**
 - (i) Odd semester (I, III & V) - 20th November to 20th December.
 - (ii) Even semester (II, IV & VI) - 15th April to 14th May.
10. **Examination Pattern -**
 - (a) Questions will be asked Unit wise and Section wise. Questions will be set from all Units Covering the entire syllabi.
 - (b) For non practical subjects, maximum marks will be 80 (External).
 - (c) For the practical based subjects, maximum marks will be 60 (External).
 - (d) In each theory paper there will be three sections and the marks distributed for different sections will be in the following pattern -

Theory (Non- Practical):- There will be three sections A, B and C in the question paper.
Section - A Objective Type/ In few words (30 words)

There will be 15 questions to be set, three from each unit and 10 to be attempted. Each question will carry 2 marks.

Section - B Short Answer Type (60 words)

There will be 5 questions to be set, 1 from each unit and all five questions to be attempted. Each question will carry 6 marks.

Section - C Long Answer / Essay Type Question

There will be 5 questions to be set, 1 from each unit and 2 to be attempted. Each question will carry 15 marks.

Marks Scheme for - Non-practical subject -

Types of Questions	Question to be set from each Unit	Total No. of Questions	Questions to be solved	Marks assigned	Total Marks
Objective / In few words	03	15	10	02	20
Short Answer Type Questions	01	05	05	06	30
Long / Essay type of questions	01	05	02	15	30
					Total - 80

(i) **Theory (Practical Subject):-** There will be three sections A, B and C in the question paper.

Section - A Objective Type/ In few words (30 words)

There will be 15 questions to be set, three from each unit and 10 to be attempted. Each question will carry 2 marks.

Section - B Short Answer Type (60 words)

There will be 5 questions to be set, 1 from each unit and all five questions to be attempted. Each question will carry 4 marks.

Section - C Long Answer / Essay Type Question

There will be 5 questions to be set, 1 from each unit and 2 to be attempted. Each question will carry 10 marks.

Marks Scheme for - Practical Subject -

Types of Questions	Question to be set from each Unit	Total No. of Questions	Questions to be solved	Marks assigned	Total Marks
Objective / In few words	03	15	10	02	20
Short Answer Type Questions	01	05	05	04	20
Long / Essay type of questions	01	05	02	10	20
					Total - 60

For question papers of compulsory papers of General group subjects i.e. Environmental Studies, English Language, Hindi Language and Skill Based Course, the pattern of question shall be applicable as suggested by the concerned Board of Studies.

(ii) Practical

	Each Practical
Laboratory Note Book / Project	10
Vive voce	10
Lab work / Field work	30
Total - 50	

- (e) In odd semester examination, a candidate shall appear in papers of odd semester(s) only. Similarly in even semester examinations, a candidate shall appear in papers of even semester(s) only. Papers of odd and even semesters shall not be confined in one examination.
- (f) Minimum passing marks for external/ semester end theory and practical shall be 34%.

- (g) There shall be provision of 3 grace marks and it would be distributed in maximum two theory Papers / Practical.

Internal Assessment

- Internal Tests are compulsory for theory papers and must be held as per following calendar:-
Odd Semesters 1st Test - August, 2nd Test - October and 01 Assignment (during semester)
Even Semesters 1st Test - February, 2nd Test - March and 01 Assignment (during semester)
- Each test & Assignment will be of 20 marks for the subjects without practical & 15 marks for the subjects having practicals. Average of the marks obtained in the best of two tests & assignment shall be incorporated as the final marks. Qualifying marks is 40%.
- If a candidate failed to attend the test on bonafide grounds, one special test may be arranged on the production of relevant documents, before submission of application forms and fees to the office.
- The Unit tests/Assignment marks to be sent to the examination cell of the college as per notification to be issued by the Principal/ Controller Examination from time to time.
- If a candidate (whose status is Regular / Ex/Supplementary) failed in First Year of the current session (2013-14) of annual system will be appeared in the first semester examination as ex-student with under the rules and regulations of Semester System. Number of Internal Test of passed year (2013-14) will not be incorporated or carried forward.

	Non Practical Subject		Practical Subject	
	External	Internal	External	Internal
MAX MARKS	80	20	60	15
MIN MARKS	28	08	21	06

Eligibility criteria for appearing in the examinations

- A candidate should have 75% of attendance both in theory and practical classes. 65% attendance may be considered only on special circumstances and on certification by the Principal of the college.
- A candidate shall have to qualify in the internal tests securing at least 40% marks.
- A candidate shall be allowed to appear in those papers only in which she has secured qualifying marks in internal test.
- If a candidate after taking admission in 1st semester could not continue the classes or could not obtain eligibility cannot appear in the 1st semester examinations. In such cases the student will not be allowed to continue in second semester and she has to continue the classes and obtain eligibility in 1st semester again in next academic year as ex-student.

11. Lecture Periods /Classes

There shall be a minimum of 50-60 hours Classes for each theory papers in respective course. Minimum of 50-60 hours shall be for each practical paper. This shall be strictly adhered to.

12. Other Guidelines

- There will be no provision for Revaluation, Supplementry or Betterment (Division Improvement).
- A candidate has to clear all the papers within 12 semesters (six years) from the year of first admission in the programme.
- A candidate will choose Honours subject just before the start of third semester from any one of the three elective subjects /group selected by her in the first semester. A candidate can change the Honours subject within 15 days from the date of admission in the third semester.
- The system of credit of ten point scale examination marks in the final mark sheet shall be introduced only after its formal approval by the competent authorities.

- (v) The system of Choice based credit system and Gradation system shall be introduced only after its formal approval by the competent authorities.

For Honours Degree Course (Total Marks: 2800).

13. Admission -

The process of admission in Honours Degree Course will be as follows -

- (i) Student shall select course (Pass Course / Honours Degree Course) at the time of first admission in the college.
- (ii) Admission shall be on merit basis after receiving the application from students.
- (iii) Number of seats for Honours Degree Course will be decided as per the Govt. Rules.

(A) Each theory Paper (Non Practical Subject)

<i>Each Theory Paper</i>		<i>Internal Assessment</i>	
Full Marks	Minimum Passing 34%	Full Marks	Minimum Marks 40%
80	28	20	08

(B) Each theory Paper (Practical Subject)

<i>Each Theory Paper</i>		<i>Internal Assessment</i>	
Full Marks	Minimum Passing 34%	Full Marks	Minimum Marks 40%
60	21	15	06

(C) Each Practical Paper

<i>Minimum Passing Percentage</i>	<i>Full Marks</i>	<i>Minimum Passing Marks</i>
34%	50	17

(D) Grace Marks

Total/Maximum 03 in two theory paper/practical.

Amendments in Promotion Rules for Semester System at the Graduation Level

- (a) A Candidate is eligible to continue the second semester classes immediately after the 1st Semester examinations and can appear in the 2nd semester examinations notwithstanding the number of arrear papers in 1st semester provided she must have appeared in the 1st semester examination.
- (b) A candidate will be promoted to 3rd semester with not more than two papers of 1st semester and she will continue to attend classes of 3rd semester provisionally. She will be allowed to get final admission in the 3rd semester with maximum of four back papers in all 1st semester and 2nd semester.
- (c) A Candidate is eligible to continue the 4th semester classes immediately after 3rd semester examination and can appear in the 4th semester examination with maximum 2 back papers in 1st semester and/or any numbers of back papers in 2nd and 3rd semester.
- (d) A candidate will be promoted in 5th semester with not more than 2 back papers in 3rd semester and not more than 4 back papers in all 3rd and 4th semester provided she has cleared 1st and 2nd semester examination.
- (e) A candidate is eligible to continue the 6th semester immediately after the 5th semester examination and can appear in 6th semester examination with maximum of 2 back papers in 3rd semester and/or any number of back papers in 4th and 5th semester examination.
- (f) If a Candidate of 6th Semester is passed in all the semesters except the 5th Semester with back in only one subject, she is allowed to appear in the back paper of the 5th Semester with the examination of 6th Semester.

- (g) The students at the UG Level can view their valued answer copies and apply for the **Challenged Valuation** within 03 days from the date of the declaration of the result.
- (h) A candidate will be eligible to get Graduation and Graduation Honours degree after passing all the six semester examination. For clearing all semester papers a candidate will be given a period 6 years (12 semesters) from the year of first admission.

सेमेस्टर स्नातक स्तर प्रमोशन नियम

प्रथम सेमेस्टर में प्रवेश की पात्रता:-

- प्रथम सेमेस्टर में छात्राओं का प्रवेश छ.ग. शासन के प्रवेश नियम के आधार पर किया जावेगा।

द्वितीय सेमेस्टर में प्रवेश की पात्रता:-

- विद्यार्थी को प्रथम सेमेस्टर की परीक्षा के तत्काल बाद कितने भी विषयों में बैक के साथ द्वितीय सेमेस्टर में अध्ययन की पात्रता होगी, बशर्ते वह प्रथम सेमेस्टर की परीक्षा में शामिल हुआ हो।

तृतीय सेमेस्टर में प्रवेश की पात्रता:-

- प्रथम सेमेस्टर में 02 से अधिक विषयों में बैक नहीं होना चाहिए।
- प्रथम एवं द्वितीय सेमेस्टर में सम्मिलित रूप से 04 विषयों से अधिक में बैक न हो।

चतुर्थ सेमेस्टर में प्रवेश की पात्रता:-

- प्रथम सेमेस्टर में 02 से अधिक विषयों में बैक नहीं होना चाहिए।
- द्वितीय एवं तृतीय सेमेस्टर में कितने भी विषयों में बैक हो।

पंचम सेमेस्टर में प्रवेश की पात्रता:-

- प्रथम सेमेस्टर उत्तीर्ण होना चाहिए।
- द्वितीय सेमेस्टर उत्तीर्ण होना चाहिए।
- तृतीय सेमेस्टर में 02 से अधिक विषयों में बैक न हो।
- तृतीय एवं चतुर्थ सेमेस्टर में सम्मिलित रूप से 04 विषयों से अधिक में बैक न हो।

षष्ठम् सेमेस्टर में प्रवेश की पात्रता:-

- प्रथम सेमेस्टर उत्तीर्ण होना चाहिए।
- द्वितीय सेमेस्टर उत्तीर्ण होना चाहिए।
- तृतीय सेमेस्टर में 02 से अधिक विषयों में बैक न हो।
- चतुर्थ एवं पंचम सेमेस्टर में कितने भी विषयों में बैक हो।
- यदि कोई छात्र सभी सेमेस्टर में उत्तीर्ण है एवं केवल पंचम सेमेस्टर में 01 (एक) विषय में बैक है, ऐसी छात्रा को षष्ठम् सेमेस्टर की परीक्षा के साथ परीक्षा देने का अवसर दिया जावेगा।
- विशेष -
 - ✓ मूल्यांकित उत्तर-पुस्तिकाओं के अवलोकन व Challenged Valuation की प्रक्रिया इस स्नातक स्तर सेमेस्टर परीक्षा अप्रैल-मई से लागू है। छात्राएं परीक्षा परिणाम घोषित होने की तिथि से 3 दिन के भीतर इस हेतु आवेदन प्राचार्य को दे सकती हैं।
 - ✓ विद्यार्थी को स्नातक एवं स्नातक आर्नस की उपाधि तभी प्राप्त होगी जबकि उसने सभी 06 सेमेस्टर की परीक्षाएँ उत्तीर्ण कर ली हों एवं 06 सेमेस्टर की परीक्षाएँ उत्तीर्ण करने हेतु उसे प्रथम प्रवेश की तिथि से लेकर 06 वर्षों की अवधि प्राप्त होगी।
 - ✓ छात्रा जिस सत्र बैक की परीक्षा में सम्मिलित होगी उसी सत्र का पाठ्यक्रम एवं परीक्षा संबंधी नियम लागू होगा।

Department of Commerce

PROGRAMME OUTCOMES

NAME OF THE PROGRAM: BACHALOR OF COMMERCE (B.COM) PLAIN

1. After completion of three years for bachelors in commerce program students would gain a thorough grounding in the fundamentals of commerce and finance.
2. Learners will gain thorough systematic and subject skills within various disciplines of commerce, business, accounting, economics, finance, auditing and marketing.
3. The commerce and finance focused curriculum offer a number of specializations and practical exposures which would equip the students to face the modern-day challenges in commerce and business.
4. The all-inclusive outlook of the course offers a number of values based and job-oriented courses ensures that students are trained into up-to-date.
5. Students will learn relevant managerial accounting career skills, applying both quantitative and qualitative knowledge to their future careers in business.
6. Learners will acquire the skills like effective communication, decision making, problem solving in Day to day business affairs.

PROGRAMME OUTCOMES

NAME OF THE PROGRAM: BACHALOR OF COMMERCE (B.COM) COMPUTERS

1. Commerce with computer Application gives a deeper understanding of both Information Technology and Commerce, thereby enabling the budding graduates to pursue careers in either of the two fast-growing areas, viz. IT Industry, Commerce, and financial sector.

2. Students will demonstrate that they can present the results of their observations and research in a way that is objective, technically accurate, and legally acceptable. Students will use effective technology appropriately, such as PowerPoint, slides, posters, handouts, and transparencies in oral presentation.
3. The ability to understand, analyze and develop software programs in the areas related to system software, multimedia, web design, application program, database, graphics and networking for efficient design of technology of varying complexity

PROGRAMME OUTCOMES

NAME OF THE PROGRAM: BACHALOR OF COMMERCE (B.COM) HONOURS

1. After completion of the program students will gain an in-depth knowledge on the core subjects like cost and management accounting, finance etc. Programme will expose students to advanced accounting issues.
2. Enables students for positions of leadership and take decisions at all levels of management.
3. Students gain knowledge and analytical skills in the contemporary issues of Accounting and Finance.
4. Builds professional competence in students by imparting knowledge as per industry requirement.
5. Gain conceptual knowledge in various disciplines of Commerce, Finance.
6. Develop an understanding of various commerce functions such as finance, accounting, financial analysis, project evaluation, and cost accounting.
7. Develop self-confidence and awareness of general issues prevailing in the society.

PROGRAMME OUTCOMES

NAME OF THE PROGRAM: TALLY & E-COMMERCE

1. Student will learn meaning and concept of internet and E-commerce system and also create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software.
2. E-Commerce with Tally certificate course is not just theoretical program, but it also includes continuous practice, to make students ready with required skill for employability in the job market.
3. E-Commerce and Tally designed to impart knowledge regarding concepts of Financial Accounting; Tally is an accounting package which is used for learning to maintain accounts. As this course is useful for Commerce students to get placements in different offices as well as companies in Accounts departments.

COURSE OUTCOMES

B.COM PLAIN SEMESTER FIFTH

PAPER II: INCOME TAX

1. To enable the students to know the basics of Income tax and its applications.
2. This course aims to provide an in-depth knowledge on the provisions of Income Tax.
3. To familiarize the students with recent amendments in Income-tax.

PAPER III: AUDITING

1. To impart the knowledge about the principle and methods of auditing and their applications.

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2. On successful completion of this course, the student should be well versed in the fundamental concepts of Auditing.

PAPER IV: FUNDAMENTAL OF INSURANCE

1. To enable the students to know the fundamentals of insurance.
2. To impart theoretical base on fundamentals principles of insurance business

B.COM PLAIN SEMESTER SIXTH

PAPER II INDIRECT TAX

1. Aims at imparting basic knowledge about major indirect taxes levied by central and state government.
2. To understand the basic concepts and to acquire knowledge about computation of indirect taxes.
3. Enable the student to understand the Principles of Indirect Taxes Calculation of Tax, Tax Authorities, Procedures

PAPER III MANAGEMENT ACCOUNTING

1. To develop the understanding of accounting tools and information and their uses in Decision making.
2. To introduce students to the various tools and techniques of management Accounting.
3. To enlighten students on Financial Statement Analysis with the emphasis on the preparation of fund flow and cash flow statement.

PAPER IV INDIAN BANKING SYSTEM

1. To enable the students to know the working of the Indian Money & banking system.
2. To understand the legal aspects of Banking transactions and its implications as Banker and Customer.

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3. To make the students aware of the Banking Law and Practice in India

B.COM COMPUTER SEMESTER V

PAPER IV PROGRAMMING IN VISUAL BASICS

1. To introduce the concepts of visual programming. To introduce GUI programming using Microsoft foundation classes.
2. To enable the students to develop programs and simple application using Visual C++.
3. To enable students to create a software package using VB

B.COM COMPUTER SEMESTER VI

PAPER IV SYSTEM ANALYSIS & DESIGN MIS

1. To inculcate knowledge on Computer based information system MIS support for the functions of management.
2. To appreciate the role and importance of information systems in an organization and at the various levels of decision making. To understand the elements, functional relationships between the hardware, software and other elements comprising the information system.
3. To make students aware about information system concepts and features.

B.COM HONOURS SEMESTER FIFTH

PAPER V FINANCIAL MANAGEMENT & CONTROL

1. This course enables the students with the knowledge about the Capital budgeting, Working capital, cash management, and better financial management techniques.

B.COM HONOURS SEMESTER SIXTH

PAPER V FINANCIAL MARKET & SERVICES

1. To acquaint the students with the working of financial markets in India.
2. This course aims at providing students with an understanding of the structure organization and working financial market and institution in India.

TALLY & E-COMMERCE

1. To gain a broad understanding on the internal & external factors which have an impact in the E-commerce environment, institutions & the application of suitable strategies in modern business.
2. Students learn the basics of tally and significance of tally in today's computerized environment.
3. Acquire knowledge in identifying the main business and marketplace models for electronic Communications and Trading.
4. Analyze the steps, tools, and security considerations needed to create an E-commerce website.
5. Students learn how to create company accounts using tally and about function keys and shortcut keys.
6. To know about voucher entry, payment voucher, receipt voucher, credit and debit note.
7. Students get to know how to create group creation, budget, single and multiple ledgers, inventory groups and other functions.
8. Students acquire to prepare final accounts in tally along with cash flow statements and inventory analysis reports.
9. To develop the skills of recording financial transactions and preparation of reports for ascertaining the financial position of the various firms.

हिन्दी साहित्य (सामान्य हिन्दी)

सत्र : 2021-22

पंचम सत्र (सेमेस्टर)

अनिवार्य प्रश्न पत्र

बी.ए. / बी.एस.सी. / बी.कॉम. / बी.एच.एस.सी.

PAPER - I

अंक योजना पूर्णांक : 100

मुख्य परीक्षा : 80

आंतरिक मूल्यांकन : 20

- इकाई - 1 (क) चोरी और प्रायश्चित (निबंध) - महात्मा गांधी
(ख) 1. कार्यालयीन भाषा 2. मीडिया की भाषा

- इकाई - 2 (क) युवकों का समाज में स्थान - आचार्य नरेन्द्र देव
(ख) 1. वित्त और वाणिज्य की भाषा
2. मशीनी भाषा

- इकाई - 3 (क) मातृभूमि - वायुदेवशरण अग्रवाल
(ख) 1. संज्ञा 2. सर्वनाम 3. विशेषण
(ग) समाचार लेखन (रिपोर्टिंग) समाचार के प्रकार, समाचार लेखन के महत्वपूर्ण अंग।

- इकाई - 4 (क) डॉ. खूबचंद बघेल - हरि ठाकुर
(ख) 1. समास 2. संधि

- इकाई - 5 (क) संभाषण कुशलता - माधवराव सप्रे
(ख) 1. अंग्रेजी से हिन्दी अनुवाद 2. संक्षिप्तियां

पाठ्यक्रम का औचित्य - विद्यार्थी चर्चित एवं प्रसिद्ध व्यक्तियों के लेखों के माध्यम से समाज एवं राष्ट्रहित के साथ-साथ व्यक्तित्व का विकास विषयक मुद्दों से परिचित हों सके तथा व्याकरणिक एवं भाषा विषयक प्रस्तावित पाठ्यक्रम के माध्यम से हिन्दी भाषा संबंधी प्रयोग पक्ष से परिचित होते हुए प्रतियोगी परीक्षाओं की दृष्टि से ज्ञानार्जन कर सकें।

Abhuking
2010-21

2010
2010

P L P L

BCMP - 502
SEMESTER - V
PAPER - II
INCOME TAX

M.M. 80

OBJECTIVE

It enables the students to know the basics of Income Tax Act and its implications.

COURSE INPUTS

UNIT-1

Basic Concepts : Income, agricultural Income, casual income, assessment year, previous year, gross total income, total income, person. Basis of charge : Scope of total income, residence and tax liability, income which does not form part of total income.

UNIT-11

Heads of Income : Salaries; Income from house property.

UNIT-111

Profit and gains of business or profession, including provisions relating to specific business; Capital gains. Income from other sources.

UNIT-IV

Computation of Tax Liability : Set-off and carry forward of losses; Deduction from gross total income. Aggregation of income; Computation of total income and tax liability of and individual, H.U.F., and firm.

UNIT-V

Tax Management : Tax deduction at source; Advance payment of tax; Assessment procedures; Tax planning for individuals. Tax evasion, Tax Avoidance and Tax planning. Tax Administration : Authorities, appeals, penalties.

Suggested Reading :

1. Sirighania V.K. : Students Guide to Income Tax; Taxmann, Delhi.
2. Prasad, Bhagwati : Income Tax Law & Prectice; Wily Publication, New Delhi.
3. Mehrotra H.C. : Income Tax Law & Accounts : Sahitya Bhawan, Agra.
4. Girish Ahuja and Ravr Gupta : Systematic approach to income tax : Sahitya Bhawan Publications, New Delhi.
5. Chandra Mahesh and Shukla D.C. : Income Tax Law and Practice; Pragati Publications, New Delhi.
6. R.K. Jain : Income Tax & Law (Hindi & English) Shahitya Bhavan, Publication, Agra.



9

**BCMP - 503
SEMESTER - V
PAPER - III
AUDITING**

MM. 80

OBJECTIVE

This course aims at imparting knowledge about the principles and methods of auditing and their applications.

COURSE INPUTS

UNIT-I

Introduction : Meaning and objectives of auditing; Types of audit; Internal audit. Audit Process : Audit programme; Audit note books; Working papers and evidences.

UNIT-II

Internal Check System : Internal control. Audit Procedure : Vouching : Verification of assets and liabilities.

UNIT-III

Audit of Limited Companies :

- a. Company auditor - Appointment, powers, duties, and liabilities.
- b. Divisible profits and dividend.
- c. Auditor's report - standard report and qualified report.
- d. Special audit of banking companies.
- e. Audit of educational institutions.
- f. Audit of Insurance companies.

UNIT-IV

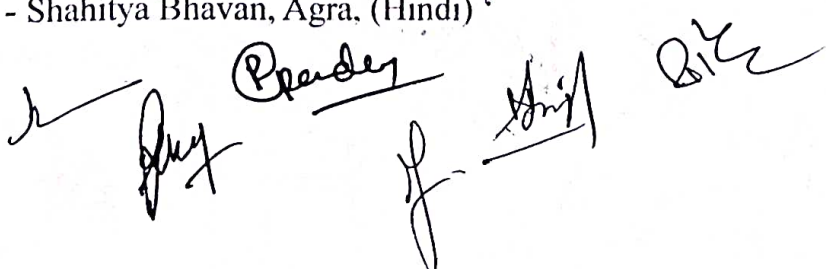
Investigation : Investigation; Audit of non profit companies,

- a. Where fraud is suspected, and
- b. When a running a business is proposed.
- c. Verifications & Valuation of assets.

UNIT-V

Recent Trends in Auditing : Nature and significance of cost audit; Tax audit; Management audit. Company auditing - Qualification, Appointment, Resignation and liabilities.

Suggested Reading :

1. Gupta KaPal : Contemporary Auditing : Tata Mcgraw Hill, New Delhi.
 2. Tandon B.N. : Principles of Auditing ; S. Chand & Co., New Delhi.
 3. Pagare Dinkar : Principles and Practice of Auditing : Sultan Chand, New Delhi.
 4. Sharma T.R. : Auditing Principles and Problems, Sahitya Bhawan, Agra.
 5. Shukla S.M. : Auditing - Shahitya Bhavan, Agra, (Hindi)
 6. Batliboy : Auditing.
- 

BCMP - 504
SEMESTER - V
PAPER - IV
FUNDAMENTAL OF INSURANCE

M.M. 80

OBJECTIVE

This course enables the students to know the fundamentals of insurance.

COURSE INPUTS

UNIT-I

Introduction to Insurance : Purpose and need of insurance; Insurance as a social security tool; Insurance and economic development.

UNIT-II

Fundamentals of Agency Law : Definition of an agent; Agents regulations; Insurance intermediaries; Agents Compensation.

UNIT-III

Procedure for Becoming an Agent: Prerequisite for obtaining a license; Duration of license; Cancellation of license; Revocation or suspension/termination of agent appointment; Code of conduct; Unfair practices. Functions of the Agent : Proposal form and other forms for grant of cover; Financial and medical underwriting; Material information; Nomination and assignment; Procedure regarding settlement of policy • claims.

UNIT-IV

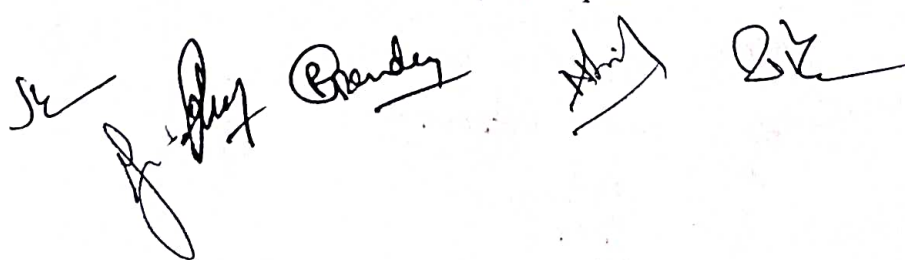
Company Profile : Organizational set-up of the company; Promotion strategy; Market share; Important activities; Structure; Product; Actuarial profession; Product pricing actuarial aspects; Distribution channels.

UNIT-V

Fundamentals/Principles of Life Insurance/Marine/Fire/Medical/General Insurance; Contracts of various kinds; Insurable Interest.

Suggested Reading : •

1. Mishra M.N. : Insurance Principle and Practice; S. Chand and Co., New Delhi.
2. Insurance Regulatory Development Act. 1999,
3. Life Insurance Corporation Act. 1956.
4. Gupta OS : Life Insurance; Frank brothers, New. Delhi.
5. Vinayakam N., Radhaswamy and Vasudevan SV : Insurance - Principles and Practice. S. Chand and Co. New Delhi.
6. Mishra MN : Life Insurance Corporation of India, Vols I, II & III; Raj Books, Jaipur.
7. Balchand Shrivastava, Agra.
8. Dr. M.L. Singhai, RAmesh Book Depot, Jaipur.



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BCMC - 504
COMPUTER APPLICATION (PAPER-01)
SEMESTER - V
PAPER - IV
PROGRAMMING IN VISUAL BASIC

MM. 60

UNIT-I Introduction to Visual Basic, Programs, Variables

‘Editions of Visual Basic, Event Driven Programming. Terminology, Working environment, project and executable files, Understanding modules, Using the code editor window, Other code navigation features, Code documentation and formatting, environment options, code formatting option automatic code completion features. Introduction to objects, Controlling objects, Properties, methods and events, Working with forms, interacting with the user: MsgBox function, InputBox function, Code statements, Managing forms, Creating a program in Visual Basic. Printing, Overview of variables, User-defined data types, constants working with procedures, Working with dates and times, Using the Format Function, Manipulating text string.

UNIT-II Controlling Program Execution, Working with Control

Comparison and logical operators. If....Then statements, Select Case Statements looping structures. Using Do....Loop structures, For....Next statement. Exiting a loop. Types of controls. Overview of standard -controls,. ComboBox and ListBox. OptionButton and Frame controls Menu. Status bars. Toolbars. Advanced standard controls, ActiveX controls. Insertable objects, Arrays. Dynamic Arrays.

UNIT-III Procedure, Function Error Trapping & Debugging

Procedure. Function. call by value. call by reference. Type definition. with object. Validation. Overview of run-time errors. error handling process. The Err object. Errors and calling chain. Errors in an error-handling routine. Inline error handling. Error handling styles. General error-trapping options Type of errors, Break mode Debug toolbar, Watch window, Immediate window, Local window, Tracing Program flow with the Call Stack.

UNIT-IV Sequential and Random Files :

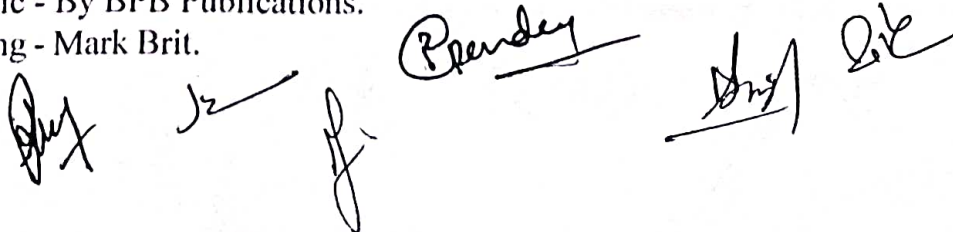
Saving data to file, basic filling, data analysis and file, the extended text editor. File organization Random access file, The design and coding. File Dialog Box, Picture Box. Image box. Dialog Box, using clipboard. Copy, Cut, Paste of Text & Picture in Clipboard. Use of Grid Control Multiple document interface, Single document interface.”

UNIT-V Data Access Using the ADO Data Control •& Report Generation

Overview of ActiveX data Objects, Visual Basic data access features, Relational database concepts Using the ADO Data control to access data, Overview of DAO, RDO, Data Control, structured query language (SQL), Manipulating data Using Data Form Wizard. Overview of Report, Data Report, Add groups, Data Environment, Connection to database Introduction to Crystal Report Generator.

BOOK REFERENCE :

1. Visual Basic Programming - Reeta Sahu, B.P.B. Publication.
2. Mastering in Visual Basic - By BPB Publications.
3. Visual Basic Programming - Mark Brit.



BCMH - 505
B.Com. Honours (PAPER -III)
SEMESTER - V
PAPER - V
FINANCIAL MANAGEMENT AND CONTROL

M.M. 80

OBJECTIVE

The objective of this course is to help students understand the conceptual framework of financial management.

COURSE INPUTS**UNIT-I**

Financial Management : Financial goals; Profit vs wealth maximization; Financial functions- investment, financing, and dividend decisions; Financial planning.

UNIT-II

Capital Budgeting : Nature of investment decisions, Investment evaluation criteria, payback period, accounting rate of return, net present value, internal rate of return profitability index NPV and IRR comparison.

UNIT-III

Cost of Capital : Significance of cost of capital; Calculating cost of debt; Preference shares equity capital. and retained earnings; Combined (weighted) cost of capital. Operating and financial Leverage : Their measure; Effects on profit, analyzing alternate financial plans combined financial and operating leverage.

UNIT-IV

Capital Structure : Theories and determinates. Dividend Policies : Issues in dividend policies Walter's model; Gordon's model; *M.M.* Hypothesis, forms of dividends and stability of dividends, determinants.

UNIT-V

Management of Working Capital : Nature of working capital, significance of working capital operating cycle and factors determining of working capital requirements. Management of working capital - cash, receivables, and inventories.

Suggested Reading :

1. Van Home J.C. : Financial Management and Policy; Prentice Hall of India, New Delhi
2. Khan M.Y. and Jain P.K. : Financial Management, Text and Problems; Tata McGraw Hi New Delhi.
3. Prasanna Chandra L Financial Management Theory and practice; Tata McGraw Hi New Delhi.
4. Pandey I.M. : Financial Management Vikas Publishing Hous, New Delhi.
- 5 Brigharn E.F. Gapenski L.C., and Ehrhardt M.C. : Financial Management - Theory and Practice; Harcourf College Publishers, Singapore.
6. Bhalla V.K.. : Modern Working Capital Management, Anmoi Pub. Delhi.
7. M.D. Agrawal - Hindi & English, Ramesh Book Depot Jiapur
8. Dr. Kulshrishth - Sahitya Bhawan Publication, Agara

SKILLD BASED COURSE

B.COM/B.Sc/B.A/B.Sc. Home Sc./BCA VI SEM

Paper I

MM- 60

E-COMMERCE AND TALLY

OBJECTIVE

This course is meant to acquaint the students with the principles of Business Economics as are applicable in business.

UNIT-I

Meaning and concept of Internet and E-Commerce: A brief history of the internet, Meaning and concepts, No Middleman, Networking, Accessibility, Timesaving, Player Synergy, High Transitional costs, Meaning of E-commerce, Cost of E-Commerce, Media Convergence. E-commerce and related services, techniques of E-Commerce System, Types of E-Commerce, Applications of E-Commerce, Advantages and Disadvantages of E-Commerce.

UNIT-II

Channel of E-Commerce and Electronic Trading System : E-commerce and e-business, E-Market Basics, Different Types of E-marketplaces, Advantages of E-marketplaces, Benefits as a seller, Benefits as a buyer, E-Business Issues, E-marketplace Development, The Difference Between E-business, E-commerce, and E-marketplaces, Channels of E-commerce, The Web as an Advertising Channel, The Web as an Ordering Channel, Web as a customer Support Channel, Need for E-Commerce, Improved Productivity, Cost saving, Streamlined, Business Process, Better Consumer Service, Opportunities for new Business, E-commerce as an electronic trading system, The Role of a Specialist, The Role of a Market Maker, Electronic communication Network

ECNs).

UNIT-III

E-Payment, E-Payment Risk and Component: Customer communication, Special features required in Payment system, Banking and security markets, E-Payment systems, Checks and bank Transfers, EDI, Credit card Payment System, E-Cash and ATMs, Banks and the Internet, Development of Payment systems, digitized "e-cash" system, Credit card based systems, Business Issues and Economic Implications, A Classification of Credit Cards Based Payment. Benefits of using e-payment, Improvement in sales, increased Profits, Reduced Expenses, The Customer Perspective, Risks in E-Commerce, Risk management options, An Industry value chain.

Security Risk, Threats, Tool and Policy: Security risk of e-commerce, Public and Private keys, One-way functions, Types of Threats Associated with Information Technology,

Sources of security threats Security Tool and risk Management approach ,E-Commerce and security policy for e-commerce, Corporate Digital Library.

UNIT-IV

Introduction of Accounting Software- TALLY: Introduction, Creation of Company, Group and Ledger Creation, Display of Voucher, Creating Voucher, voucher Entry, Financial Statement, Display of Balance Sheet and P&L A/c, Other Report.

UNIT-V

Inventory Control : Introduction of Inventory, Creating Unit of measure, Stock Group, Godown, Category, and Stock Item, Creating Inventory Vouchers, Sale Order and Purchase Order, Preparing Debit and Credit Notes, Methods of Depreciation, Depreciation of Assets, Advance entries and Report.

PRACTICAL EXAMINATION & VIVA - VOCE

MM – 25

(Based on Syllabus Mentioned Above)

References;

Henry Chan, Raymond Lee, Tharam Dillon : E-Commerce Fundamental & Applications.

Wiley Publishers.

Subrata Bhaumick

: A Guide Book on E-Commerce.

Notion Press.

Gaurav Agarwal

: Learn Tally Prime With GST Book.

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BCMP - 602
SEMESTER - VI
PAPER - II
INDIRECT TAXES

M.M. 80

This course aims at imparting basic knowlege about major indirect taxes.

UNIT-I Customs : Role of customs in international trade; Important terms and definitions goods; Duty; Exporter; Foreign going vessel; Aircraft goods; Import; Import Manifest; Importer; Prohibited goods; Shipping bill; Store; Bill of lading; Export manifest; Letter of credit; Kinds of duties - basic, auxillary, additional or coutervailing; Basics of levy advalorem, specific duties; Prohibition of export and import of goods, and provisions regarding notified & specified goods; Import of goods - Free import and restricted import; Type of import - import of cargo, import of personal baggage, import of stores. Clearance Procedure - For home consumption, for warehousing for re-export; Clearance procedure for import by post; Prohibited exports; Canalised exports; Export against licensing; Type of exports export of cargo, export of baggage; Export of cargo by land, sea, and air routes.

UNIT-II State Excise, CENVAT. Detail study of State Excise during calculation of Tax.

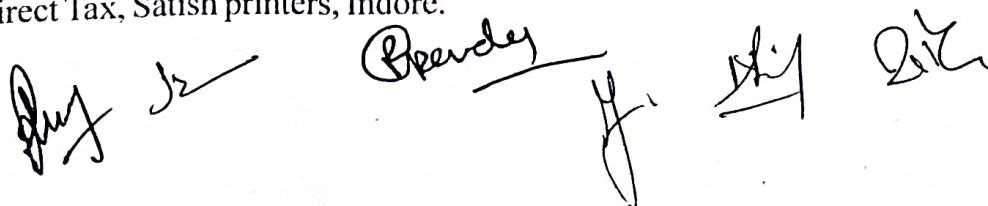
UNIT-III INTRODUCTION TO GOODS AND SERVICES TAX (GST) -Objectives and basic scheme of GST. Meaning – Salient features of GST – Subsuming of taxes –Benefits of implementing GST . Structure of GST (Dual Model) – Central GST – State / Union Territory GST – Integrated GST GST Council: Structures Power and Functions. Provisions fro amendments.

UNIT-IV Registration under GST: Procedure for registration, Persons liable for registration, Persons not liable for registration, Compulsory registration. Exempted goods and services - Rates of GST. Procedure relating to Levy: (CGST & SGST): Scope of supply, Tax liability on Mixed and Composite supply. Time of supply of goods and services, Value of taxable supply. Eway-Billing

UNIT-V ASSESSMENT AND RETURNS - Input text Credit: Eligibility, Apportionment, Inputs on capital goods, Distribution of credit by Input Service Distributor (ISD) Furnishing details of outward supplies and inward supplies, First return, Annual return and Final return.

Suggested Reading :

1. Deloitte: GST Era Beckons, Wolters Kluwer.
2. Madhukar N Hiregange: Goods and Services Tax, Wolters Kluwer.
3. All About GST: V.S Datey - Taxman's.
4. Goods & Services Tax – CA. Rajat Mohan.
5. Mehrotra H. C., Indirect Tax, Sahitya Bhavan, Agra.
6. Saklecha Sripal, Indirect Tax, Satish printers, Indore.



BCMP - 603
SEMESTER - VI
PAPER - III
MANAGEMENT ACCOUNTING

M.M. 80

This course provides the students an understanding of the application of accounting techniques for management.

COURSE INPUTS

UNIT-I

Management Accounting : Meaning, nature, scope, and functions of management accounting; Role of management accounting in decision making; Management accounting vs financial accounting; Tools and techniques of management accounting; Financial statement; Objectives and methods of financial statements analysis; Ratio analysis; Classification of ratios - Profitability ratios, turnover ratios, liquidity ratios, turnover ratios; Advantages of ratio analysis; Limitations of accounting ratios.

UNIT-II

Funds Flow Statement as per Indian Accounting Standard 3, cash flow statement.

UNIT-III

Absorption and Marginal Costing ; Marginal and differential costing as a tool for decision making - make or buy; Change of product mix; Pricing, Break-even analysis; Exploring new markets. Shutdown decisions.

UNIT-IV

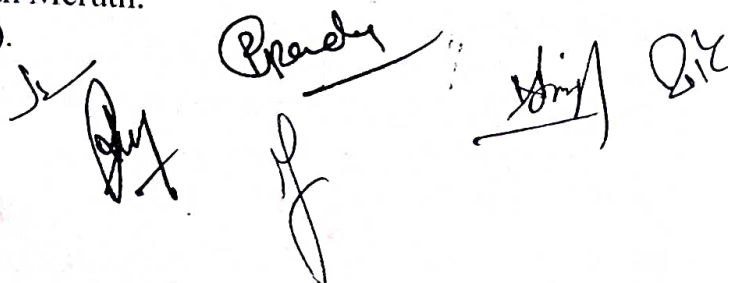
Budgeting for profit Planning and control: Meaning of budget and budgetary control; Objectives; Merits and limitations; Types of budgets; Fixed and flexible budgeting; Control ratios; Zero base budgeting; Responsibility accounting; Performance budgeting.

Unit - V

Standard Costing and Variance Analysis : Meaning of standard cost and standard costing; Advantages and application; Variance analysis - material; Labour and overhead (Two-way analysis); Variances.

Suggested Reading :

1. Jain S.P. & Narang K.L. : Cost Accounting; Kalyani, New Delhi.
2. Anthony, Rogert & Reece, at al: Principles of Management Accounting; Richard Irwin Inc.
3. Khan M.Y. and Jain P.K. : Management Accounting ; Tata McGraw Hill, New Delhi.
4. Kaplan R.S. and Atkonson A.A. ; Advanced Management Accounting; Printice Hall India. New Delhi.
5. J.K. Agrawal & R.K. Agrawal : Jaipur'(English & Hindi).
6. Dr. M:R. Agrawa! : Minakshi Prakashan Meruth.
7. Dr. S.P. Gupta - Agra (Hindi & English).



78

BCMP - 604
SEMESTER - VI
PAPER - IV
INDIAN BANKING SYSTEM

M.M. 80

OBJECTIVE

This course enables the students to know the working of the Indian Money & banking system.

UNIT-I

Money : Function, Alternative Measures to money supply in India - their different components. Meaning and changing relative importance of each.

UNIT-II

Indian Banking System : Structure and organization of banks; Reserve Bank-of-India; Apex banking Institutions; Commercial banks; Regional rural banks; Cooperative banks; Development banks.

UNIT-III

Banking Regulation Act, 1947 : History; Social control; Banking Regulation Act as applicable to banking companies and public sector banks; Banking Regulation Act as applicable to Cooperative banks.

UNIT-IV

Regional Rural and Cooperative Banks in India : Functions; Role of regional rural and cooperative banks in rural India; Progress and performance.

UNIT-V

Reserve Bank of India : Objectives; Organization; Functions and working; Monetary policy; Credit control measures and their effectiveness. State Bank of India. Project History, Objectives, Functions & Organization working & progress.

Suggested Reading :

1. Basu A.K.: Fundamentals of Banking-Theory and Practice; A Mukherjee and Co., Calcutta.
 2. Sayers R.S. : Modern Banking : Oxford University Press.
 3. Panandikar S.G. And Mithani D.M. : Banking in India: Orient Longman.
 4. Reserve Bank of India ; Functions and Working,
 5. Dekock : Central Banking; Crosby Lockwood Staples, London.
 6. Tanna M.L. : Banking - Law and Practice in India : India Law House, New Delhi.
 7. Knubchandani B.S. : Practice and Law of Banking; Macmillan, New Delhi.
 8. Shekhar and Shekhar: Banking Theory and Practice; Vikas Publishing House, New Delhi.
 9. Harishchandra Sharma.
 10. M.L. Singhai.
- [Handwritten signatures and initials are present below the list of suggested readings.]*

BCMC - 604
COMPUTER APPLICATION (PAPER-02)
SEMESTER - VI
PAPER - IV
SYSTEM ANALYSIS, DESIGN & MIS

MM - 60

UNIT-I Introduction -

Systems Concepts and the information systems environment : Definition of system, Characteristics of system, elements of system, types of system, The system Development life cycle : consideration of candidate system. The Role of system Analyst: Introduction, the multiphase role of the analyst, the analyst / user interface, the place of the analyst in the MIS Organization.

UNIT-II System Analysis, Tools of Structured Analysis, Feasibility Study-System

Planning and initial investigation : Basis for planning in systems analysis, initial investigation, fact finding, fact analysis, determination of feasibility. Information Gathering : Kind of information, Information gathering tools. Structured Analysis, Flow chart, DFD, Data Dictionary. Decision Tree, Structured English, Decision Table. System Performance. Feasibility Study. Data Analysis.

UNIT - III System Design & System Implementation -

The process of Design Methodologies. Input Design. Output Design, Form Design, File Structure. File organization, data base design, System Testing, the test plan, quality assurance, data processing auditor. Conversion, Post implementation review, Software Maintenance.

UNIT-IV Introduction to MIS & Other Subsystem-

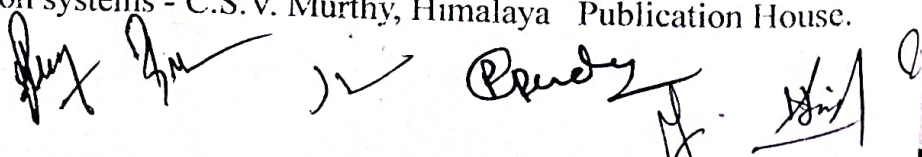
Evolution of MIS, Need of MIS, Definition & Benefits of MIS, Characteristic, Role component of Information system, data base as a future of MIS. Decision making, logic of Management Information system. Structure of MIS.

UNIT-V Information System Concept -

Difference between Transaction Processing. System (TPS) and Management Information System, How MIS works, MIS and Information Resource Management, Quality information Building Blocks for the information system, information system "concept; Other-system-characteristic (Open ? Closed System), difference between MIS & Strategic System, Adaptive system, Business function information system.

BOOK REFERENCE :

1. System Analysis and Design - Elias M. Awad.
- 2.. System. Analysis and Design - Alan Dennis & Barbara Haley Wixom.
3. Management Information systems - C.S.V. Murthy, Himalaya Publication House.



SEMESTER - VI
PAPER - V
FINANCIAL MARKET AND SERVICES

M.M. 80

OBJECTIVE

This course aims at acquainting the students with the working of financial markets in India.

COURSE INPUTS

UNIT-I

Money Market : Indian money market's composition and structure; (a) Acceptance houses, (b) Discount houses and (c) Call money market; Recent trends in Indian money market.

UNIT-II

Capital Market : Security market - (a) New issue market, (b) Secondary market; Functions and role of stock exchange; listing procedure and legal requirements; Public issue - pricing and marketing; Stock exchanges - National Stock Exchange and over the counter exchanges.

UNIT-III

Securities contract and Regulations Act : Main provisions.

Investors Protection : Grievances concerning stock exchange dealings and their removal; Grievance cells in stock exchanges; SEBI; Company Law Board; Press; Remedy through courts.

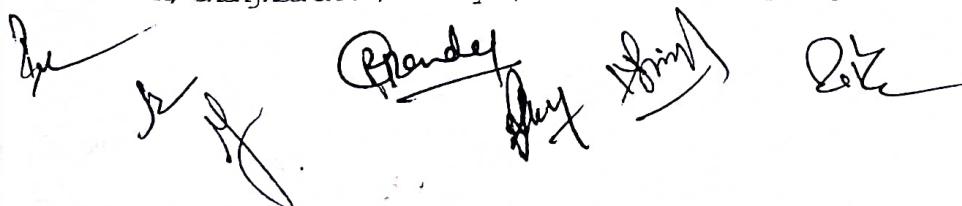
UNIT-IV

Functionaries on Stock Exchanges : Brokers, sub brokers, market makers, jobbers, portfolio consultants, institutional investors, and NRIs.

UNIT-V Financial Services : Merchant banking,- Functions and roles; SEBI guide-lines; Credit rating - concept, functions, and types.

Suggested Reading :

1. Chandler M.V. and Goldfeld S.M. : Economics of money and Banking, Harper and Row, New Delhi.
2. Gupta Suraj B. Monetary Economics; s. chand and Co. New Delhi.
3. Gupta Suraj B. Monetary Planning in India; Oxford, Delhi.
4. Bhole L.M. : Financial Markets and Institutions : Tata McGraw Hill, New Delhi.
5. Hooda R.P. : Indian Securities Market - Investors view point; Excell Books, New Delhi.
6. R.B.I. : Functions and Working.
7. R.B.I. : Report in Currency and Finance.
8. R.B.I. : Report of the Committee to Review the working of the Monetary system : Chakravarty committee.
9. R.B.I. ; Report of the Committee on the Financial System, Narsimham Committee.
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B.Com.(Computer Application)
SEMESTER - VI
PRACTICAL
(BASED ON SEMESTER V & VI)

MM. - 50

Practicals to be done -

1. At least 20 practical - exercises covering the contents of paper - I (e.g. Designing calculator, sorting of elements, Generating Fibonacci series)
2. Design the Project on one of the following - Application Software / Website Design/ Accounting software / Inventory control System / System Software & other (e.g. Library Management System, Medical management, Stock Management, Hotel Management, Website for your institute / Website of any Organization)
3. The Project Report cover the following topic - Objective, Hardware & Software Requirements, Analysis, Design, Coding, input forms, testing, Reports, Future enhancement of s/w.
4. Practical exam is based on the Project Demonstration & report.

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BCMh - 505
B.Com. Honours (PAPER -III)
SEMESTER - V
PAPER - V
FINANCIAL MANAGEMENT AND CONTROL

M.M. 80

OBJECTIVE

The objective of this course is to help students understand the conceptual framework of financial management.

COURSE INPUTS

UNIT-I

Financial Management : Financial goals; Profit vs wealth maximization; Financial functions- investment, financing, and dividend decisions; Financial planning.

UNIT-II

Capital Budgeting : Nature of investment decisions, Investment evaluation criteria, payback period, accounting rate of return, net present value, internal rate of return profitability index; NPV and IRR comparison.

UNIT-III

Cost of Capital : Significance of cost of capital; Calculating cost of debt; Preference shares, equity capital, and retained earnings; Combined (weighted) cost of capital. Operating and financial Leverage : Their measure; Effects on profit, analyzing alternate financial plans. combined financial and operating leverage.

UNIT-IV

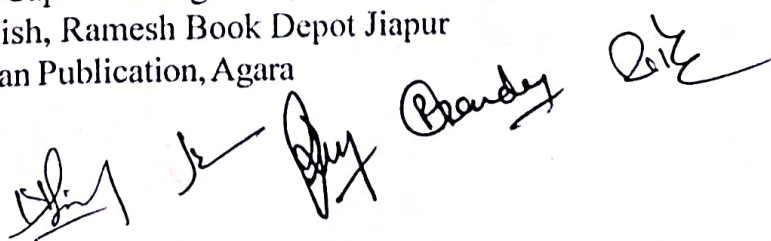
Capital Structure : Theories and determinates. Dividend Policies : Issues in dividend policies: Walter's model; Gordon's model; M.M. Hypothesis, forms of dividends and stability in dividends, determinants.

UNIT-V

Management of Working Capital : Nature of working capital, significance of working capital, operating cycle and factors determining of working capital requirements, Management of working capital - cash, receivables, and inventories.

Suggested Reading :

1. Van Home J.C. : Financial Management and Policy; Prentice Hall of India, New Delhi.
2. Khan M.Y. and Jain P.K. : Financial Management, Text and Problems; Tata McGraw Hill, New Delhi.
3. Prasanna Chandra L Financial Management Theory and practice; Tata McGraw Hill, New Delhi.
4. Pandey I.M. : Financial Management Vikas Publishing Hous, New Delhi.
- 5 Brigharn E.F. Gapenski L.C., and Ehrhardt M.C. : Financial Management - Theory and Practice; Harcourt College Publishers, Singapore.
6. Bhalla V.K.. : Modern Working Capital Management, Anmoi Pub. Delhi.
7. M.D. Agrawal - Hindi & English, Ramesh Book Depot Jiapur
8. Dr. Kulshrishth - Sahitya Bhawan Publication, Agara



SEMESTER - VI
PAPER - V
FINANCIAL MARKET AND SERVICES

M.M. 80

OBJECTIVE

This course aims at acquainting the students with the working of financial markets in India.

COURSE INPUTS

UNIT-I

Money Market : Indian money market's composition and structure; (a) Acceptance houses, (b) Discount houses and (c) Call money market; Recent trends in Indian money market.

UNIT-II

Capital Market : Security market - (a) New issue market, (b) Secondary market; Functions and role of stock exchange; listing procedure and legal requirements; Public issue - pricing and marketing; Stock exchanges - National Stock Exchange and over the counter exchanges.

UNIT-III

Securities contract and Regulations Act : Main provisions.

Investors Protection : Grievances concerning stock exchange dealings and their removal; Grievance cells in stock exchanges; SEBI; Company Law Board; Press; Remedy through courts.

UNIT-IV

Functionaries on Stock Exchanges : Brokers, sub brokers, market makers, jobbers, portfolio consultants, institutional investors, and NRIs.

UNIT-V Financial Services : Merchant banking,- Functions and roles; SEBI guide-lines; Credit rating - concept, functions, and types.

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1. Chandler M.V. and Goldfeld S.M. : Economics of money and Banking, Harper and Row, New Delhi.
2. Gupta Suraj B. Monetary Economics; s. chand and Co. New Delhi.
3. Gupta Suraj B. Monetary Planning in India; Oxford, Delhi.
4. Bhole L.M. : Financial Markets and Institutions : Tata McGraw Hill, New Delhi.
5. Hooda R.P. : Indian Securities Market - Investors view point; Excell Books, New Delhi.
6. R.B.I. : Functions and Working.
7. R.B.I. : Report in Currency and Finance.
8. R.B.I. : Report of the Committee to Review the working of the Monetary system : Chakravarty committee.
9. R.B.I. ; Report of the Committee on the Financial System, Narsimham Committee.
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CBCS

DSE -02(A)

Industrial Organization**Unit- I Industrial Organization –**

Meaning, importance and scope of industry organization, stage of industrial development and evolution of factory system.

Forms of organization

Size of industrial unit.

Unit- II Industrial Location –

Meaning, importance and various theories of industry location.

Industrial layout, industrial co-ordination, industrial control, industrial combination.

Unit- III Factory Act 1948, workmen's compensation Act, Scientific management, Industrial development and regarding Act-1951**Unit- IV Rationalization-**

Rationalization of Indian Industries, Automation and renovation.

Method of ways payment.

Unit- V Worker's participate in management

Industrial productivity

Industrial finance

Industrial Policy 1991.

 20/3 Prandey

CBCS
DSE - 02 (B)
INTERNATIONAL MARKETING

M.M. 80

OBJECTIVE

This course aims at acquainting student with the operations of marketing in international environment.

COURSE CONTENTS**UNIT-I**

International Marketing : Nature, definition, and scope of international marketing; Domestic marketing vs. International marketing; International environment external and internal.

UNIT-II

Identifying and Selecting Foreign Market : Foreign market entry mode decisions. Product Planning for international Market : Product designing; Standardization vs. adaptation; Branding and packaging; Labeling and quality issues; After sales service. International Pricing : Factors Influencing International price; Pricing process-process and methods; International price quotation and payment terms.

UNIT-III

Promotion of Product/Services Abroad : Methods of international promotion; Direct mail and sales literature; Advertising; Personal selling; Trade fairs and exhibitions.

UNIT-IV

International-Distribution ; Distribution channels and logistics decisions; Selection and appointment of foreign sales agents.

UNIT-V

Export Policy and Practices in India : Exim policy - an overview; Trends in India's foreign trade; Steps in starting an export business; Product selection; Market selection; Export pricing; Export finance; Documentation; Export procedures; Export assistance and incentives.

Suggested Reading :

1. Bhattacharya R.L. and Varshney B. : International Marketing Management; Sultan Chand, New Delhi.
2. Bhattacharya B. : Export Marketing Strategies for Success; Global Press, New Delhi.
3. Keegan W.J. : Multinational Marketing Management; Prentice Hall, New Delhi.
4. Kriplani V. : International marketing; Prentice Hall New Delhi.
5. Taggart J.H. and Moder Mott. M.C.: The Essence of International Business; Prentice Hall New Delhi.
6. Kotler Phillip : Principles of Marketing; Prentice Hall New Delhi.
7. Fayer Weather John : International Marketing; Prentice Hall N.J.
8. Caterora P.M. and Keavenay S.M. : Marketing an international Perspective; Erwin Homewood, Illinois.
9. Paliwala, Stanely J. The Essence of International marketing; Prentice Hall, New Delhi.

26

CBCS
DSE - 02 (C)
Strategic Management

MM.- 80

Objective

The objective of this course is to help students understand various issues in Strategic Management.

Course Input

- 1. Strategic Management-** Concept, policy, nature, level, process, merits and demerits.
mission objective and goal of strategic management.
Strategic business unit.
- 2. Environmental analysis and appraisal -**
Concept, component, techniques of analysis- SWOT, ETOP.
internal environmental analysis- concept, factors, value chain method, evaluation ,
corporate capability.
Organisational appraisal - nature and role, dynamics, techniques of organaisational
appraisal
- 3.Strategy Fomulation** - Nature, approaches. major strategies.
External Growth Strategy : Merger, Acquisition and joint venture
Choice of Strategy - concept, criteria, strategic decision, gap analysis.
Strategy Implementation- concept, major issues
- 4. Strategy and Structure** - Relationaship, machanism
Strategy and Leadership Style- concept, leadership development, leadership style.
values and ethics, corporate governance.
Functional Strategies : Production Policies, key issues in production policy, Quality
circle, total quality management
- 5. Policies** - Marketing Policies, Financial Policy, Personnel Policy
Organisational Change and Innovation
Strategic Evaluation and Control

References

- 1- L.M. Prasad - Business Policy : Strategic management, S.Chand & Co, New Delhi.
- 2- Dr. P.C. Jain - Strategic Management, Ramesh Book Depo Jaipur.
- 3- P.K. Ghosh - Startegic Planning and Management, Sultan Chand , New Delhi.



CBCS

DSE - 03(A)

Office Management

MM - 80

Unit -I Office Management –

Introduction, Meaning, importance and principles of the office organization
Office layout, Management of office record, filing indexing, Electronic Data Processing.

Unit II Official Correspondence –

Meaning, importance routine and characteristics, kinds, parts and drafting rules of an official letter, Example of official and semi-official letters, Example of memorandum, circular endorsement and reminder, notification, resolution, proclamation, press-note, ordinance, erratum, corrigendum, office-order, tender, addendum, and other.

Unit-III Commercial Correspondence –

Meaning, importance and quality of commercial correspondence main parts and kinds of Business letter.

Letter regarding quotation and order

Letter regarding confirmation execution refusal and cancellation of orders

Letters regarding trade reference and station industries.

Unit- IV Commercial Correspondence –II

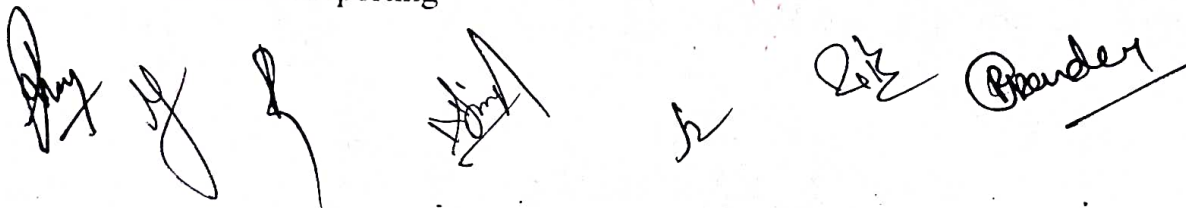
Circular, letters of recommendation and following

Agency letters, correspondence relating to Banks, correspondence relating to insurance with public authorities, job advertisement, letter of application, Interview calls and applications.

Unit- V Market News-

Introduction, meaning, method of analysis and status of market news,

Commodity Market, stock exchange, capital market, money market, preparation of market reporting

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Objective

This Course aims at providing students with an understanding of the structure organization and working financial markets and institutions in India.

Course Input

1. Insurance sector - Objectives, role, investment Practices of LIC and GIC : Insurance Regulatory and Development Authority- role and functions.
2. Unit Trust of India - Objectives, functions and various schemes of UTI : Role of UTI in Industrial Finance.
3. Non- Banking Financial Institutions - Concept and role of non-banking financial institutions : Sources of Finance : Functions of non-banking financial institutions : Investment policies of non-banking financial institutions in India.
4. Mutual Funds - Concept, performance appraisal and regulation of mutual funds (with : special reference to SEBI guidelines) ; Designing and marketing of mutual funds schemes : Latest Mutual fund schemes in India- an overview.
5. Merchant Banking - Concept, functions and growth : Government policy on merchant banking services ; SEBI guidelines ; Future of Merchant Banking in India.
6. Foreign Investment - Types, trends and implications ; Regulatory framework for foreign investment in India.

References

1. Avdhani : Investment and Securities Markets in India, Himalayan Publications, Delhi.
2. Bhole, L. M. : Financial Markets and Institutions, Tata McGraw Hill Delhi.
3. Ch-03- falk forRh; laLEkk;sa jes'k cpl fMks t;iqj
4. Giddy, I. H. : Global Financial Markets, A.I.T.B.S., Delhi.
5. Khan, M. Y.: Financial System, Tata McGraw Hill Delhi.
6. Varshney P. N.: Indian Financial System, Sultan Chand & Sons, New Delhi.
7. Srivastava R. M.: Management of Indian Financial Institution, Himalaya Publishing House, Mumbai.

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CBCS
DSE - 03 (C)
Security Analysis and Portfolio Management

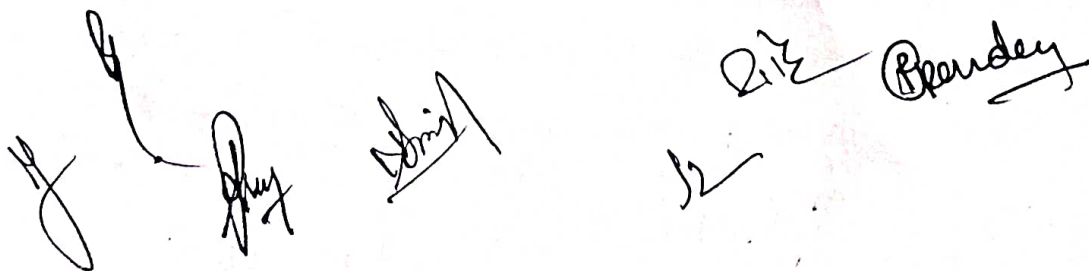
MM.- 80

Objective

The objective of this course is to help students understand various issues in security analysis & portfolio management.

Course Input

1. **Security Markets-** Primary and secondary market ; Primary market- role, functions and methods of selling securities in primary market ; Allotment procedure ; New financial instruments.
2. **Public Issue-** SEBI guidelines on public issue, size of issue, pricing of issue, promoters' contribution, appointment of merchant bankers, underwriters broker, registrar and managers, bankers and allotment of shares.
Secondary Market- Role, importance, type of brokers, trading mechanism, listing of securities in stock exchanges, screen based trading ; Depository role and need of Depositories Act, 1996.
3. **Valuation of Securities-** Bonds, Debentures, Shares and equity shares.
3. **Fundamental Analysis-** Economics analysis, Industry analysis and Company analysis.
4. **Technical Analysis-** Trends, Indicators, indices and moving averages applied in technical analysis.
5. **Efficient Market Hypothesis-** Weak, semi- strong and strong market and its testing techniques.
6. **Portfolio Analysis-** Estimating rate of return and standard deviation of portfolio. Effect of combining the securities; Markowitz Risk-return optimisation; Single Index Model or Market Model; Portfolio total risk; portfolio market risk and unique risk ; Simple Sharpe's optimisation solution.
7. **Capital Market Theory-** Capital market line, security market line, risk free lending and borrowings; Factor models; Arbitrage pricing theory, two factor and multi factor models; Principal arbitrage, arbitrage portfolios.

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References

1. H. R. Machiraju : The working of stock exchanges in India
New Age International (p) Ltd. New Delhi.
2. Robert A. Strong : Portfolio, Construction Management and
Protection Taxman Publication Pvt. Ltd.
New Delhi.
3. Amling : Fundamentals of Investment Analysis,
Prentice Hall International Edition
4. V.A. Avadhani : Security Analysis and Portfolio
Management Himalaya Publishing House

Mumbai

5. Ravi M. Kishor : Management Account and Financial
Analysis. Taxman Publication Pvt. Ltd.
New Delhi.

20/12/2013
Ravi M. Kishor
Jr
Ravi M. Kishor
Ravi M. Kishor

Skill Development के अंतर्गत
वैकल्पिक पाठ्यक्रम सत्र 2021-22
ट्रांसलेशन प्रोफिसियेंसी (अनुवाद सामर्थ्य)
बी.ए./बी.एस-सी./बी.कॉम./बी.एच.एस-सी.

अंक योजना पूर्णांक : 100

मुख्य परीक्षा : 80

आंतरिक मूल्यांकन : 20

उद्देश्य -

आधुनिक युग में अनुवाद सामर्थ्य का महत्व अभिव्यक्ति-कौशल के साथ अंग्रेजी, हिंदी और आंचलिक भाषा छत्तीसगढ़ी में सक्षम होकर व्यक्तित्व विकास करना है। केन्द्र सरकार, राज्य शासन के समानांतर अर्द्धशासकीय और निजी संस्थानों में आजीविका की दृष्टि से इस पाठ्यक्रम का महत्व अधिक है। हिंदी भाषा में पारंगत होने के साथ इस पाठ्यक्रम से अंग्रेजी और छत्तीसगढ़ी में दक्षता होने से छात्रों का सम्यक विकास संभावित है जिससे उनमें इस पाठ्यक्रम के द्वारा रोजगार के अवसर उपलब्ध हो सकेंगे।

अनुवाद, राजभाषा सहायक, हिंदी अधिकारी, ट्यूटर विक्रेता प्रतिनिधि, दूरदर्शन और आकाशवाणी के उद्घोषक व समाचार पत्रों के संवाददाता।

पाठ्यक्रम -

इकाई - 1	अनुवाद - परिभाषा, लक्षण, स्वरूप
इकाई - 2	अच्छे अनुवाद के गुण
इकाई - 3	स्वर-व्यंजन वाक्य शुद्धि
इकाई - 4	कार्यालयीन हिंदी और अनुवाद
इकाई - 5	अनुवाद - अंग्रेजी से हिंदी

प्रायोगिक (व्यावहारिक) परियोजना कार्य

20

अंक

1. स्थानीय अथवा बाहरी सरकारी, अर्द्धसरकारी संस्थानों में परिभ्रमण के आधार पर दिए गए किसी भी विषय पर परियोजना रिपोर्ट तैयार करना।
2. सामूहिक चर्चा।
3. उच्चारण-अभ्यास।

संदर्भ ग्रंथ -

1. अनुवाद विज्ञान - सिद्धांत और प्रयोग, डॉ. जयश्री शुक्ल, वैभव प्रकाशन, रायपुर।
2. अनुवाद समझें एवं करें, डॉ. विचार दास सुमन, वाणी प्रकाशन, नई दिल्ली।
3. व्यावहारिक हिंदी व्याकरण तथा रचना, डॉ. हरदेव बाहरी, वाणी प्रकाशन नई दिल्ली।

Ashukey
20/10/21

20/10/21

P L P L

अंक-विभाजन

खण्ड	प्रश्न का प्रकार	विवरण	शब्द सीमा	चयन प्रश्न संख्या	प्रत्येक में अंक	कुल अंक
प्रथम	अतिलघुउत्तरीय / वस्तुनिष्ठ प्रश्न	प्रत्येक इकाई से प्रश्न चुने जाने हैं।	-	06	02	12
द्वितीय	लघुउत्तरीय प्रश्न	प्रत्येक इकाई से कम से कम 07 प्रश्न पूछे जाएंगे, (व्याख्या करना भी है) जिसमें से कोई 04 प्रश्न चयन किए जायेंगे।	60	04	05	20
तृतीय	दीर्घउत्तरीय प्रश्न	प्रत्येक इकाई से, कम से कम 07 प्रश्न पूछे जायेंगे, जिसमें से कोई 04 प्रश्न चयन किए जायेंगे।	नहीं	04	12	48
अंक जोड़						80
आंतरिक मूल्यांकन						20
कुल अंक						100

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P L P L

20/10/21

GOVT. BILASA GIRLS' P.G. (AUTO.) COLLEGE
BILASPUR (C.G)
SYLLABUS 2021-2022
CLASS: B.A./B.SC/B.COM/B.SC.(H.Sc.)/BCA/BBA

Max. M - 60
Min. M - 21

**SEMESTER- VI
BASICS OF WRITING SKILL**

Note:

- All questions are compulsory
- Questions are to be set from each unit
- There will be internal choice in each unit. Marks are indicated against the units.

UNIT-I Parts of Speech I

- | | |
|------------|----|
| a) Noun | 05 |
| b) Pronoun | 05 |

UNIT-II Parts of Speech II

- | | |
|---------------|----|
| a) Verbs | 05 |
| b) Adverbs | 05 |
| c) Adjectives | 05 |

UNIT-III Sentence Writing I [Interchange of Sentences]

- | | |
|--|----|
| a) Affirmative to Negative Sentences | 05 |
| b) Interrogative and Assertive Sentences | 05 |
| c) Exclamatory and Assertive Sentences | 05 |

UNIT-IV Sentence Writing II [Conversion of Sentences]

- | | |
|--|----|
| a) Simple Sentences to Compound Sentences & Compound to Simple Sentences | 05 |
| b) Simple Sentences into Complex & Complex to Simple Sentences | 05 |

UNIT-V (a) Notice Writing

- | | |
|-------------------------|----|
| (b) Arranging Sentences | 05 |
|-------------------------|----|

Recommended Books:

- Synergy by Orient Blackswan.
- Advanced English Grammar by Martin Hewings.
- English Grammar and Composition by Wren and Martin.
- Total English by Beeta Publications.

R. Melhoul
24.8.21

S. K. S.
24.8.21

Sanjay
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Skill Development course
Semester VI
BAKERY

MARKS-60

UNIT-I

Introduction and scope of bakery, various kind of baking, products, structure of wheat grain.

Flours- types of flours available, composition, gluten, baking process.

UNIT-II

Raw materials required for bread making: role of flours, water, yeast, salt, sugar, milk and fat and other ingredient- egg, fruit, dried fruits, nuts, chocolates.

Leavening agents- fermentative and non fermentative, natural and chemicals- air, steam, yeast.

UNIT-III

Bread making process, methods of bread making- straight dough method, delayed salt method, no time dough method, sponge and dough methods, characteristics of good bread, bread faults and their remedies.

UNIT-IV

Cakes- types of cakes, cake making process, cake making methods- Genoise methods, blending method, rubbing method, creaming method, sponge method, characteristics of good cakes, cake faults and remedies, importance of temperature for baking, icing & types of icing.

UNIT-V

Pasty making, biscuit, types of biscuit, cookies, characteristics of good cookies, cookies making methods- one stage methods, creaming method, sponge methods, types of cookies.

Importance of hygiene in bakery.

Q. B. W. P. W. L.

 Twinkle Bajaj S. S. Suman

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Skill Development course
Semester VI
BAKERY

PRACTICALS

Marks-25

1. Weighing
2. Bread, toasts, Rusks and pizzas base.
3. Cake making- Sponge cake, Rock cake, fruit cake, fatless cake, Black forest cake, butter cake, Genoise cake, Birthday cake, Chocolate dipping cake, Wedding cake, Cheese cake.
4. Muffins and pastries
5. Biscuits- Salted Biscuits, Sweet, Ginger, Nankhatai, Nut biscuit, Chocolate and Cheese biscuits
6. Patties- Veg Patties, Cheese Patties
7. Types of Icing
8. Buns-Hot cross buns, fruit buns.

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SEMESTER VI

COMPUTER FUNDAMENTALS AND PC PACKAGE

UNIT-I

Basic of Computer Device

What is computer?, Components of computer system:-input devices ,output devices and CPU
.Generation of computer, Types of computer, Characteristics and limitation of computer..

Computer memory

Primary Memory:-RAM and ROM, Secondary Storage:-Hard Disk Drive, CD,DVD,BRD,Optical
Disk,Magnetic Tape, Magnetic disks.

Input /Output Devices

Keyboard ,mouse ,monitor ,trackball ,joystick, scanner(MICR,OCR,OMR,Bar code
reader),printer and types of printer,plotter,light pen,touch screen.

UNIT-II

Basic of Computer Software

Introduction to software ,types of software:-System software and application software,
Operating System, utilities software,word processing software,spreadsheet
software,presentation software,database software.Virus and types of virus, malicious software.

UNIT-III

Introduction to MS Word

Documents and document Types,Menus,shortcuts, Working with Documents:Opening-new and
existing file,Save file.

Working with text documents-Inserting, Deleting,cut,copy,paste,undo redo,

UNIT-IV

Introduction to MS Excel

Working with Spreadsheet and its Application, Working with spreadsheet-openings, saving file

Introduction to MS Powerpoint

Application of Power point presentation, Creating new presentation, different presentation
templates, setting backgrounds, Formatting a presentation-Adding style, Color, gradient fills,
Adding header and footer,slide background,slide layout,Inserting pictures, movies, tables
etc.Setting animation and transaction effect.

UNIT-V

Introduction to Web Component

Introduction of internet, Network, Types of Network, HTTP, Www, URL, HTML, Web Browser,
FTP

Proxy Server ,e-mail.

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SKILLD BASED COURSE
B.COM/B.Sc/B.A/B.Sc. Home Sc./BCA VI SEM

Paper I

MM- 60

E-COMMERCE AND TALLY

OBJECTIVE

This course is meant to acquaint the students with the principles of Business Economics as are applicable in business.

UNIT-I

Meaning and concept of Internet and E-Commerce: A brief history of the internet, Meaning and concepts, No Middleman, Networking, Accessibility, Timesaving, Player Synergy, High Transitional costs, Meaning of E-commerce, Cost of E-Commerce, Media Convergence. E-commerce and related services, techniques of E-Commerce System, Types of E-Commerce, Applications of E-Commerce, Advantages and Disadvantages of E-Commerce.

UNIT-II

Channel of E-Commerce and Electronic Trading System : E-commerce and e-business, E-Market Basics, Different Types of E-marketplaces, Advantages of E-marketplaces, Benefits as a seller, Benefits as a buyer, E-Business Issues, E-marketplace Development, The Difference Between E-business, E-commerce, and E-marketplaces, Channels of E-commerce, The Web as an Advertising Channel, The Web as an Ordering Channel, Web as a customer Support Channel, Need for E-Commerce, Improved Productivity, Cost saving, Streamlined Business Process, Better Consumer Service, Opportunities for new Business, E-commerce as an electronic trading system, The Role of a Specialist, The Role of a Market Maker, Electronic communication Network

ECNs).

UNIT-III

E-Payment, E-Payment Risk and Component: Customer communication, Special features required in Payment system, Banking and security markets, E-Payment systems, Checks and bank Transfers, EDI, Credit card Payment System, E-Cash and ATMs, Banks and the Internet, Development of Payment systems, digitized "e-cash" system, Credit card based systems, Business Issues and Economic Implications, A Classification of Credit Cards Based Payment. Benefits of using e-payment, Improvement in sales, increased Profits, Reduced Expenses, The Customer Perspective, Risks in E-Commerce, Risk management options, An Industry value chain.

Security Risk, Threats, Tool and Policy: Security risk of e-commerce, Public and Private keys, One-way functions, Types of Threats Associated with Information Technology,

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Qiz (P) Pandey

Sources of security threats Security Tool and risk Management approach ,E-Commerce and security policy for e-commerce, Corporate Digital Library.

UNIT-IV

Introduction of Accounting Software- TALLY: Introduction, Creation of Company, Group and Ledger Creation, Display of Voucher, Creating Voucher, voucher Entry, Financial Statement, Display of Balance Sheet and P&L A/c, Other Report.

UNIT-V

Inventory Control : Introduction of Inventory, Creating Unit of measure, Stock Group, Godown, Category, and Stock Item, Creating Inventory Vouchers, Sale Order and Purchase Order, Preparing Debit and Credit Notes, Methods of Depreciation, Depreciation of Assets, Advance entries and Report.

PRACTICAL EXAMINATION & VIVA - VOCE

MM - 25

(Based on Syllabus Mentioned Above)

References;

Henry Chan, Raymond Lee, Tharam Dillon : E-Commerce Fundamental & Applications.
Wiley Publishers.

Subrata Bhaumick

: A Guide Book on E-Commerce.

Notion Press.

Gaurav Agarwal

: Learn Tally Prime With GST Book.

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Presenting with power point : Creating Presentation, working with slides, Different type of slides, setting page layout, selecting background & applying design, adding Graphics to slide, adding sound & movie, Working with Tables, creating chart & Graph, adding special effects, slide Transition, advancing slides, animating slide, presenting slide show.

UNIT-V

Ms-Excel : Introduction of Ms-Excel, use of Excel Sheet, Saving ,opening, & printing workbook, Formatting Cell & text, Divide worksheet into pages, working with Formulas, setting page layout, adding Header & Footer, excel functions, using multiple documents, protecting your work, password protection, Chart & Graphs, Maps, Templates, using worksheet as database, using Graphics, sorting a database, Filtering a database, using auto filter.

PRACTICAL EXAMINATION & VIVA - VOCE

MM - 25

(Typing Skill in both Hindi and English in Computer

Ms-Office)

Shirish

R

Jr

20/12

Pradeep

SKILLD BASED COURSE

B.COM/B.Sc/B.A/B.Sc. Home Sc./BCA VI SEM

Paper I

MM- 60

Professional proficiency in computer

OBJECTIVE

This course is meant to acquaint the students with the principles of Business Economics as are applicable in business.

COURSE INPUT

UNIT-I

Introduction of Computer: What is Computer and Computer System, Characteristics and Capabilities and Limitations; Classification of Computer: Analog, Digital, Hybrid, General and Special purpose computer, Micro, Mini , workstations, and Embedded Computer ,Generation of Computer, Number System, Basic Concept of Operating System.

UNIT-II

Computer Software And Hardware: Introduction of Software and Hardware, type of Software and Hardware, System software Vs. Application software, Types of System and Application Software, Difference between Program and Package, Input, output and Storage Devices.

UNIT-III

Personal Computer And Operating System : Introduction of PC and Its Components and uses, Fundamentals of MS-DOS , Physical Structure of the Disk, Compatibility of drives, Disk and DOS Versions, Internal DOS Commands- DATE, TIME,DIR,MD,CD,COPY,DEL,REN,VOL,CLS,PATH,TYPE, External DOS Commands-CHKDSK, XCOPY, PRINT, DISKCOPY, DISKCOMP,DOSKEY, HELP, TREE, SYS. LABEL, ATTRIB.

UNIT-IV

Ms Word : Introduction of Ms-Word, Entering Text in Word, Creating & editing word documents, Formatting documents, aligning documents, indenting paragraphs, changing margin, formatting pages, Working with Tables, inserting and deleting cells, rows & columns, use bullets and numbering, Checking spelling & Grammar, Working with long documents, working with header & footer, adding page no. & footnote, working with graphics, inserting ClipArt, Working with templates, working with Mail-Merge, writing the form letter.

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