

# **MATA GUJRI COLLEGE**

**Sri Fatehgarh Sahib**

(AN AUTONOMOUS COLLEGE)

Affiliated to Punjabi University, Patiala

## **SYLLABI**

**For**

**B.Com. Part-II**

**(Semester III & IV)**

**Under Choice Based Credit System**



Academic Session: 2018-19

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**TABLE 1**  
**BASIC STRUCTURE OF CREDITS FOR B.COM- II**

<b>Semester-I</b>			
1	<b>Core Course</b>	3 Papers of 5 Credits each (Total Credits 3X5)	15
2	<b>Skill Enhancement Elective Course (SEC)</b>	1 Paper of 4Credits (Total Credits 1X4)	4
3	<b>Language</b>	1 Paper of 2 Credits (Total Credits 1X2)	2
	<b>Total credits(a)</b>		21
<b>Semester-II</b>			
1	<b>Core Course</b>	3 Papers of 5 Credits each (Total Credits 3X5)	15
2	<b>Skill Enhancement Elective Course (SEC)</b>	1 Paper of 4 Credits (Total Credits 1X4)	4
3	<b>Language</b>	2 Papers of 2 Credits (Total Credits 2X2)	4
	<b>Total credits(b)</b>		23
	<b>Total credits for B.Com-II(a+b)</b>		44

**Scheme of Syllabus for B. Com.: II (3<sup>rd</sup> & 4<sup>th</sup> Semester)  
As per CBCS  
Session 2018-19**

<b>Course No.</b>	<b>Course Title</b>	<b>Course Type</b>	<b>Credits</b>	<b>Internal Assessment</b>	<b>External</b>	<b>Total marks</b>
<b>Semester III</b>						
BC 301	Company Law	Core Course C- 7	5	30	70	100
BC 302	Income Tax Law And Practice	Core Course C- 8	5	30	70	100
BC 303	Corporate Accounting	Core Course C- 9	5	30	70	100
*BC 304	Computer Applications In Business`	Skill-Enhancement Elective Course (SEC)-1	4	30	70	100
*BC 305/305-A	Punjabi / Basic Punjabi	Language-3	2			
<b>Semester IV</b>						
*BC 401	Business Communication ( English)	Language-4	2			
BC 402	Business Environment	Core Course C-10	5	30	70	100
BC 403	Cost Accounting	Core Course C-11	5	30	70	100
BC 404	Banking and Insurance	Core Course C-12	5	30	70	100
*BC405/405-A	Punjabi / Basic Punjabi	Language-5	2			
BC 406	Computerized Accounting System	Skill-Enhancement Elective Course (SEC)-2	4	30	70	100

**\*Note: To be provided by the concerned departments.**

**Session 2018-19**  
**B.Com.-II (Semester III)**  
**BC 301: Company Law**

**Teaching Hours per week: 5**  
**Time Allowed: 3 Hrs.**  
**Pass marks: 35%**

**Max Marks: 100**  
**Internal Assessment: 30 Marks**  
**External Assessment: 70 Marks**  
**Credits: 5**

**Objectives:** The objective of the course is to impart basic knowledge of the provisions of the Companies Act 2013. Case studies involving issues in company law are required to be discussed.

**UNIT-I**

- Introduction: Concept of Corporation & Legal Entity, kinds of companies, Formation of a company.
- Documents: Memorandum and Articles of Association and their alteration, Doctrine of Ultra Virus, Doctrine of Indoor Management, Prospectus.
- Borrowing powers of the company, Fixed and Floating charge.
- Minority Interest.

**UNIT-II**

- Management: Classification of directors, women directors, independent director, small shareholder's director; Disqualifications, director identity number (DIN); Appointment; Legal positions, powers and duties; removal of directors; Key managerial personnel, managing director, manager;
- Company Meetings and Committees: Meetings of shareholders and board; Types of meeting, convening and conduct of meetings, postal ballot, meeting through video conferencing, e-voting; Committees of Board of Directors - Audit Committee, Nomination and Remuneration Committee, Stakeholders Relationship Committee, Corporate Social Responsibility Committee.
- Winding Up- Concept and modes of Winding Up.

**INSTRUCTIONS FOR THE PAPER SETTER/ EXAMINERS**

The question paper covering the entire course shall be divided into three sections as follows.

**SECTION-A**

It will consist of four questions which will be set by the examiner from Unit-I of the syllabus and the candidate will be required to attempt any two. Each question shall carry ten marks; total weight of the section shall be 20 marks.

**SECTION-B**

It will consist of four questions which will be set by the examiner from Unit-II of the syllabus and the candidate will be required to attempt any two. Each question shall carry ten marks; total weight of the section shall be 20 marks.

**SECTION-C**

It will consist of 12 very short answer type questions from the entire syllabus. Students are required to attempt any 10 questions. Each question shall carry three marks; total weight of the section will be 30 marks.

**Suggested Readings:**

- GK Kapoor and Sanjay Dhamija, Company Law, Bharat Law House, Delhi.
- Anil Kumar, Corporate Laws, Indian Book House, Delhi
- Reena Chadha and Sumant Chadha, Corporate Laws, Scholar Tech Press, Delhi.
- Avtar Singh, Introduction to Company Law, Eastern Book Company
- Manual of Companies Act, Corporate Laws and SEBI Guideline, Bharat Law House, NewDelhi.
- A Compendium of Companies Act 2013, along with Rules, Taxmann Publications.

**Session 2018-19**  
**B.Com.-II (Semester III)**  
**BC 302: Income Tax Law and Practice**

**Teaching Hours per week: 5**  
**Time Allowed: 3 Hrs.**  
**Pass marks: 35%**

**Max Marks: 100**  
**Internal Assessment: 30 Marks**  
**External Assessment: 70 Marks**  
**Credits: 5**

**Objective:** To provide basic knowledge and equip students with application of principles and provisions of Income-tax Act, 1961 and the relevant rules.

**UNIT- I**

- Basic concepts: Income, agricultural income, person, assessee, assessment year, previous year, gross total income, total income, maximum marginal rate of tax; Permanent Account Number (PAN).
- Residential status; Scope of total income on the basis of residential status.
- Exempted income under section 10.
- Income from Salaries; Income from house property.
- Profits and gains of business or profession.

**UNIT- II**

- Capital gains; Income from other sources.
- Income of other persons to be included in assessee's total income and set-off and carry forward of losses; Deductions from gross total income. Computation of total income of individuals and firms; Tax liability of an individual and a firm.

**INSTRUCTIONS FOR THE PAPER SETTER/ EXAMINERS**

The question paper covering the entire course shall be divided into three sections as follows.

**SECTION-A**

It will consist of essay type and numerical questions. Four questions, two theory and two numerical, shall be set by the examiner from Unit-I of the syllabus and the candidate shall be required to attempt two. Each question shall carry ten marks; total weight of the section shall be 20 marks.

**SECTION-B**

It will consist of essay type and numerical questions. Four questions, two theory and two numerical, shall be set by the examiner from Unit-II of the syllabus and the candidate shall be required to attempt two. Each question shall carry ten marks; total weight of the section shall be 20 marks.

**SECTION-C**

It will consist of 12 very short answer type questions with answers to each question up to five lines in length. Candidates are required to attempt any 10 questions. Each question shall carry three marks; total weight of the section will be 30 marks.

**Suggested Readings:**

1. H.C., Mehrotra and S.P., Goyal, Income tax, Sahitya Bhawan Publications.
2. Vinod K., Singhanian and Monica Singhanian, Students' Guide to Income Tax, University Edition. Taxmann Publications Pvt. Ltd., New Delhi.
3. B.B., Lal, Income tax, Pearson Education.
4. Girish, Ahuja and Ravi Gupta. Systematic Approach to Income Tax. Bharat Law House, Delhi.

**Session 2018-19**  
**B.Com.-II (Semester III)**  
**BC 303: Corporate Accounting**

**Teaching Hours per week: 5**  
**Time Allowed: 3 Hrs.**  
**Pass marks: 35%**

**Max Marks: 100**  
**Internal Assessment: 30 Marks**  
**External Assessment: 70 Marks**  
**Credits: 5**

**Objective:** To enable the students to acquire the basic knowledge of the corporate accounting.

**UNIT –I**

- Issue, forfeiture and re-issue of shares.
- Redemption of preference shares; Issue and redemption of debentures; Issue of bonus shares and right shares.
- Underwriting of shares and debentures; Accounts of underwriters.
- Valuation of goodwill and shares.

**UNIT –II**

- Final Accounts: Preparation of profit and loss account and balance sheet of corporate entities, including calculation of managerial remuneration, Disposal of company profits.
- Amalgamation of Companies: Concepts and accounting treatment as per Accounting Standard: 14 (ICAI) (including intercompany holdings). Internal reconstruction: concepts and accounting treatment excluding scheme of reconstruction.
- Liquidation Accounts.

**INSTRUCTIONS FOR THE PAPER SETTER/ EXAMINERS**

The question paper covering the entire course shall be divided into three sections as follows.

**SECTION-A**

It will consist of essay type and numerical questions. Four questions, two theory and two numerical, shall be set by the examiner from Unit-I of the syllabus and the candidate shall be required to attempt two. Each question shall carry ten marks; total weight of the section shall be 20 marks.

**SECTION-B**

It will consist of essay type and numerical questions. Four questions, two theory and two numerical, shall be set by the examiner from Unit-II of the syllabus and the candidate shall be required to attempt two. Each question shall carry ten marks; total weight of the section shall be 20 marks.

**SECTION-C**

It will consist of 12 very short answer type questions with answers to each question up to five lines in length. Candidates are required to attempt any 10 questions. Each question shall carry three marks; total weight of the section will be 30 marks.

**Suggested Readings:**

1. M.C. Shukla, T.S. Grewal, and S.C. Gupta. Advanced Accounts. Vol.-II. S. Chand & Co., New Delhi.
2. S.N. Maheshwari, and S. K. Maheshwari. Corporate Accounting. Vikas Publishing House, New Delhi.
3. Ashok Sehgal, Fundamentals of Corporate Accounting. Taxman Publication, New Delhi.
4. V.K. Goyal and Ruchi Goyal,. Corporate Accounting. PHI Learning.
5. Jain, S.P. and K.L. Narang. Corporate Accounting. Kalyani Publishers, New Delhi.
6. Bhushan Kumar Goyal, Fundamentals of Corporate Accounting, International Book House
7. P. C. Tulsian and Bharat Tulsian, Corporate Accounting, S.Chand
8. Amitabha Mukherjee, Mohammed Hanif, Corporate Accounting, McGraw Hill Education.

**Session 2018-19**  
**B.Com-II (Semester IV)**  
**BC 402: Business Environment**

**Teaching Hours per week: 5**  
**Time Allowed: 3 Hrs.**  
**Pass marks: 35%**

**Max Marks: 100**  
**Internal Assessment: 30 Marks**  
**External Assessment: 70 Marks**

**Credits: 5**

**Objective:** The objective of the course is to familiarise the students with the concepts, importance and dynamics of business environment and also with global organisations.

**UNIT I**

- Business Environment: Concept, importance and components, Internal and external environment; Changing dimensions of business environment.
- Economic Trends (An overview): National income, saving and investment, Industrial growth since 1950s, Recent trends in prices.
- Indian Planning: Basic strategy of Indian planning, Achievements and failures of Indian planning, NITI Aayog.
- Concept of demonetization.

**UNIT II**

- Economic Environment - Elements of economic environment, Economic Systems: Capitalism, Socialism and Mixed Economy; Role of Government: Growth and performance of public and private sector; Monetary and fiscal policy.
- New economic policy and its impact on Indian economy. Socio-cultural Environment: Social responsibility of business, Business ethics.
- Functions of WTO, IMF & World Bank.

**INSTRUCTIONS FOR THE PAPER SETTER/ EXAMINERS**

The question paper covering the entire course shall be divided into three sections as follows:

**SECTION-A**

It will consist of four questions which will be set by the examiner from Unit-I of the syllabus and the candidate will be required to attempt any two. Each question shall carry ten marks; total weight of the section shall be 20 marks.

**SECTION-B**

It will consist of four questions which will be set by the examiner from Unit-II of the syllabus and the candidate will be required to attempt any two. Each question shall carry ten marks; total weight of the section shall be 20 marks.

**SECTION-C**

It will consist of 12 very short answer type questions from the entire syllabus. Students are required to attempt any 10 questions. Each question shall carry three marks; total weight of the section will be 30 marks.

**Suggested Readings:**

1. A.C. Fernando, Business Environment, Pearson Education, India.
2. K. Aswathappa, Business Environment, Himalaya Publishing House.
3. Vivek Mittal, Business Environment, Excel Books
4. Francis Cherunilam, Business Environment, Himalaya Publishing House.

**Session 2018-19**  
**B.Com-II (Semester IV)**  
**BC 403: Cost Accounting**

**Teaching Hours per week: 5**  
**Time Allowed: 3 Hrs.**  
**Pass marks: 35%**

**Max Marks: 100**  
**Internal Assessment: 30 Marks**  
**External Assessment: 70 Marks**  
**Credits: 5**

**Objective:** To acquaint the students with basic concepts used in cost accounting, various methods involved in cost ascertainment.

**UNIT- I**

- Introduction: Meaning, objectives and advantages of cost accounting; Difference between cost accounting and financial accounting; Cost concepts and classifications; Elements of cost; Installation of a costing system, Preparation of cost sheet.
- Material costing: Material/inventory control techniques. Accounting and control of purchases, storage and issue of materials. Methods of pricing of materials issues — FIFO, LIFO, Simple Average, Weighted Average. Treatment of material losses.
- Labour costing: Accounting and Control of labour cost. Time keeping and time booking. Concept and treatment of idle time, over time, labour turnover. Methods of wage payment and the Incentive schemes- Halsey, Rowan, Taylor's Differential piece wage.

**UNIT- II**

- Overheads: Definition, Classification, allocation, apportionment and absorption of overheads; under- and over-absorption.
- Methods of Costing: Batch costing, Job costing, Contract costing, Process costing (process losses, valuation of work in progress, joint and by-products), Service costing (only transport) and Activity based costing.
- Reconciliation of cost and financial accounts.

**INSTRUCTIONS FOR THE PAPER SETTER/ EXAMINERS**

The question paper covering the entire course shall be divided into three sections as follows.

**SECTION-A**

It will consist of essay type and numerical questions. Four questions, two theory and two numerical, shall be set by the examiner from Unit-I of the syllabus and the candidate shall be required to attempt two. Each question shall carry ten marks; total weight of the section shall be 20 marks.

**SECTION-B**

It will consist of essay type and numerical questions. Four questions, two theory and two numerical, shall be set by the examiner from Unit-II of the syllabus and the candidate shall be required to attempt two. Each question shall carry ten marks; total weight of the section shall be 20 marks.

**SECTION-C**

It will consist of 12 very short answer type questions with answers to each question up to five lines in length. Candidates are required to attempt any 10 questions. Each question shall carry three marks; total weight of the section will be 30 marks.

**Suggested Readings:**

1. Jawahar Lal, Cost Accounting. McGraw Hill Education.
2. Arora, M.N. Cost Accounting – Principles and Practice. Vikas Publishing House, New Delhi.
3. Iyengar, S.P. Cost Accounting. Sultan Chand & Sons.
4. C.A Sanjay Aggarwal, Advanced Cost accounting, Pooja Law Publishing.



**Session 2018-19**  
**B.Com-II (Semester IV)**  
**BC 404: Banking and Insurance**

**Teaching Hours per week: 5**  
**Time Allowed: 3 Hrs.**  
**Pass marks: 35%**

**Max Marks: 100**  
**Internal Assessment: 30 Marks**  
**External Assessment: 70 Marks**  
**Credits: 5**

**Objective:** To impart knowledge about the basic principles of the banking and insurance.

**UNIT – I**

- Origin of banking: definition, Banking Structure in India, Services offered by banks, functions and types of banks, types of deposits, Commercial Banks: Origin and structure of commercial banks in India, changing role of commercial banks.
- Reserve Banks of India: Objectives, organization, functions and working.
- Advances: Principles of sound lending, Secured vs. unsecured advances, Types of advances, Advances against various securities, Capital Adequacy Norms and Basel Norms, NPA.
- Concepts of E-Banking, Mobile banking.

**UNIT- II**

- Introduction to Insurance: Purpose and need of Insurance; Insurance as a social security tool; Insurance and economic development.
- Basic concept of risk, Types of business risk, Assessment and transfer, Basic principles of utmost good faith, Indemnity, Economic function, Proximate cause, Subrogation and contribution.
- Types of insurance: Life and General insurance, Organizational set-up of LIC and GIC.
- Re-insurance, Risk and return relationship, Need for coordination.
- Power, functions and Role of IRDA, Online Insurance, Bancassurance.

**INSTRUCTIONS FOR THE PAPER SETTER/ EXAMINERS**

The question paper covering the entire course shall be divided into three sections as follows.

**SECTION-A**

It will consist of four questions which will be set by the examiner from Unit-I of the syllabus and the candidate shall be required to attempt any two. Each question shall carry ten marks; total weight of the section shall be 20 marks.

**SECTION-B**

It will consist of four questions which will be set by the examiner from Unit-II of the syllabus and the candidate shall be required to attempt any two. Each question shall carry ten marks; total weight of the section shall be 20 marks.

**SECTION-C**

It will consist of 12 very short answer type questions from the entire syllabus. Students are required to attempt any 10 questions. Each question shall carry three marks; total weight of the section will be 30 marks.

**Suggested Readings**

1. O.P., Agarwal, Banking and Insurance, Himalaya Publishing House.
2. C., Satyadevi, Financial Services Banking and Insurance, S.Chand.
3. H.R., Suneja, Practical and Law of Banking, Himalaya Publishing House.
4. C., Arthur and C. William Jr., Risk Management and Insurance, McGraw Hill.
5. G.S, Saxena Legal Aspects of Banking Operations, Sultan Chand and Sons.
6. P.N., Varshney, Banking Law and Practice, Sultan Chand and Sons.

**Session 2018-19**  
**B.Com-II (Semester IV)**  
**BC 406: Computerized Accounting System**

**Teaching Hours per week: 5 Max Marks: 100**

**Time Allowed: 3 Hrs.**

**Internal Assessment: 30 Marks**

**Pass marks: 35%**

**External Assessment: 70 Marks**

**Credits 4**

**Objectives:** This course seeks to enhance the skills needed for computerized accounting system.

**UNIT-I**

- Computerized Accounting: its meaning, Features, Limitations and advantages, Manual Accounting versus Computerized Accounting.
- Fundamental aspects, Modules and Auditing of Computerized Accounting: Development of Computerized Accounting system.
- Computer Programmes for Accounting, Methods of System Development.

**UNIT-II**

- Financial Accounting Package - Tally. ERP 9.0: Introduction of Tally.ERP 9.0, Phases of Implementation, configuring Tally. Accounts Management (using TALLY.ERP 9.0 Software Package),
- Accounts Masters including creating and altering vouchers.Accounts Transactions and preparing and printing Trial Balance and Final Accounts and Bank Reconciliation Statement and other Accounts Reports.
- Preparation and Compilation of Complete Balance Sheet of any Industry/Organization/Firm as a project report.

**INSTRUCTIONS FOR THE PAPER SETTER/ EXAMINERS**

The question paper covering the entire course shall be divided into three sections as follows.

**SECTION-A**

It will consist of four questions which will be set by the examiner from Unit-I of the syllabus and the candidate shall be required to attempt any two. Each question shall carry ten marks; total weight of the section shall be 20 marks.

**SECTION-B**

It will consist of four questions which will be set by the examiner from Unit-II of the syllabus and the candidate shall be required to attempt any two. Each question shall carry ten marks; total weight of the section shall be 20 marks.

**SECTION-C**

It will consist of 12 very short answer type questions from the entire syllabus. Students are required to attempt any 10 questions. Each question shall carry three marks; total weight of the section will be 30 marks.

**Suggested Readings:**

1. A. K. Nadhani,Implementing Tally 9 Includes Tally. ERP 9, BPB Publications.
2. Boockholdt J.L, Accounting Information System: Transaction Processing and Control. Irwin Mcraw-Hill.
3. Hall, J.A. Accounting Information System. South-Western College Publishing.

