

UNIVERSITY OF RAJASTHAN

JAIPUR

SYLLABUS

B.Com. (Hons.)

Part-II

EXAMINATIONS – 2017


Dy. Registrar (Acad.)
University of Rajasthan

B.COM (HONS.) Part - I nd

Examination — 2017

Scheme of Examination

For a pass at each examination, a candidate shall be required to obtain a minimum of 36% marks in each subsidiary subject and 40% marks in the Honours subject passing separately in the practicals, wherever prescribed, shall be necessary.

Successful candidates will be classified as under :

Ist Division 60%	Of the aggregate marks prescribed in Honours and subsidiary subject of Part-I, Part-II and Part-III Examinations taken together
IInd Division 50%	


All the rest will be declared to have passed Examination. No. division shall be awarded at the Honours Part I Part II examinations. The number of papers and practical, wherever prescribed the duration of examination, maximum marks and minimum pass marks are shown below:

There will be five questions in all. The candidates are required to attempt all the question. There will be one question from each unit with an internal choice (either/or)

The number of papers and practicals, wherever prescribed the duration of examination, maximum marks and minimum pass marks are shown below:

B.com. Hons. Part II Examination Distribution of Marks

S. No.	Name of the Subject/Paper	Duration Hours	Max. Marks	Min. Pass Marks
1.	Accountancy & Business Statistic			
	Honours Subjects			
	Paper – I Income Tax	3 hrs.	100	40
	Paper – II Cost Accounting	3 hrs.	100	40
	Paper – III Direct Taxes	3 hrs.	100	40
	Paper – VI Advanced Cost- Accounting	3 hrs.	100	40
	Subsidiary Subject			
	Paper – V Company Law and Secretarial Practice	3 hrs.	100	36
	Paper VI Economics Environmental in India	3 hrs.	100	36
2.	Business Administration			
	Honours Subjects			
	Paper V Company Law and Secretarial Practice	3 hrs.	100	40
	Paper VI Management	3 hrs.	100	40
	Paper VII Trade Unions & Industrial Relation	3 hrs.	100	40
	Paper VIII Sales Promotion and Sales Management	3 hrs.	100	40
	Subsidiary Subjects			
	Paper I Income Tax	3 hrs.	100	36
	Paper II Economic Environmental in India	3 hrs.	100	36


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B.COM (HONS.) Part – I

Examination — 2017

Scheme of Examination

For a pass at each examination, a candidate shall be required to obtain a minimum of 36% marks in each subsidiary subject and 40% marks in the Honours subject passing separately in the practicals, wherever prescribed, shall be necessary.

Successful candidates will be classified as under :

Ist Division 60%	Of the aggregate marks prescribed in Honours and subsidiary subject of Part-I, Part-II and Part-III Examinations taken together
IInd Division 50%	

All the rest will be declared to have passed Examination. No. division shall be awarded at the Honours Part I Part II examinations. The number of papers and practical, wherever prescribed the duration of examination, maximum marks and minimum pass marks are shown below:

There will be five questions in all. The candidates are required to attempt all the question. There will be one question from each unit with an internal choice (either/or)

The number of papers and practicals, wherever prescribed the duration of examination, maximum marks and minimum pass marks are shown below:

B.com. Hons. Part I Examination Distribution of Marks

S. No.	Name of the Subject/Paper	Duration Hours	Max. Marks	Min. Pass Marks
	Compulsory Subjects (Four)	3 hrs.	100	36
1.	General Hindi (One Paper)	3 hrs.	100	36
2.	General English (One Paper)	3 hrs.	100	36
3.	Environment Studies (One Paper)	3 hrs.	100	36
4.	Elementary Computer Studies	3 hrs.	100	36
5.	Elementary Hindi (For Foreign Students or student from non – Hindi speaking area)			
1.	Accountancy & Business Statistic			
	Honours Subjects :			
	Paper-I Corporate and Financial Accounting	3 hrs.	100	40
	Paper- II Business Statistics	3 hrs.	100	40
	Paper-III Advanced Accountancy	3 hrs.	100	40
	Paper-IV Advanced Business Statistics and Mathematics	3 hrs.	100	40
	Subsidiary Subject			
	Paper – V Business Law	3 hrs.	100	36
	Paper VI Business Economics	3 hrs.	100	36

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3. **Economic Administration & Financial Management**

Honours Subjects

Paper –I Economic Administration and Policy	3 hrs.	100	40
Paper – II Operational Research and Risk Analysis	3 hrs.	100	40
Paper – III Project Management	3 hrs.	100	40
Paper – IV Development Banking and Investment Management	3 hrs.	100	40

Subsidiary Papers

Paper – I Income Tax	3 hrs.	100	36
Paper – II Company Law and Secretarial Practice	3 hrs.	100	36

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1. A.B.S.T.

B.Com. Part II (Hons. Course)

Paper I

Income Tax

Time : 3 hours.
Min. Marks 40

Max. Marks. 100

Note: There will be five questions in all. The candidate will require to attempt all the questions selecting one question from each unit with an internal choice (either/or).

Unit -I

Introduction of Income Tax including Residential Status.

Unit -II

Income from Salaries, Income from House Property.

Unit -III

Income from Business & Profession, Income from Capital Gain and Income from Other Sources.

Unit -IV

Clubbing, Set off and carry forward of Losses and Deductions from Gross Total Income. Assessment of Individual.

Unit -V

Assessment of Hindu Undivided Family (HUF), Firms (Including Limited Liability Partnership Firms) and AOP.

Note : The candidate shall be permitted to use battery operated pocket calculator that should not have more than 12 digits, 6 functions and 2 memories and should be noiseless and cordless.

Books Recommended:

1. Singhania V.K. : A Students Guide to Income Tax
2. Aahuja and Gupta : Direct Taxes.
3. S. Sundaram: Law and Practice of Income Tax in India.
4. Patel & Choudhary: Income Tax

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B.Com. Part II (Hons. Course)

Paper II Cost Accountancy

Time : 3 hours.

Max. Marks. 100

Min. Marks 40

Note: There will be five questions in all. The candidate will require to attempt all the questions selecting one question from each unit with an internal choice (either/or).

Unit – I

Introduction : Meaning and definition of cost, cost centre, costing, cost accounting and cost accountancy. Objectives, significance and limitations of cost accounting. Systems, methods and techniques of cost accounting. Distinction between Financial and Cost Accounting. Material purchasing and storing. valuation and issue of material. Material cost control.

Unit – II

Labour: Recording of time and wages, Methods of remuneration, incentive plans. Allocation of wages; labour turnover and treatment of idle time and overtime. Overhead : Meaning, Collection, Classification, Allocation, Apportionment, and Absorption of Overhead.

Unit – III

Unit Costing : Cost sheet, statement of cost per unit, computation of tender price by preparing statement of cost. Operating Costing : Meaning and Objectives. Preparation of statement of operating cost only related to transportation for passengers and goods only.

Unit – IV

Job Costing and Contract Costing: Cost-plus contract, escalation clause, work in progress, profit on completed, incomplete and contracts nearer to completion. Process Costing : Meaning and significance, treatment of normal and abnormal losses in process accounts. Inter process profit (Excluding Joint Product, By- product & Equivalent Production.)

Unit – V

Marginal Costing : Meaning, concept, significance and limitations of marginal costing as well as BEP analysis. CVP and BEP analysis, Break even charts. (Excluding stock valuation under marginal costing and absorption costing and advanced problems related to managerial decisions). Standard Costing: Meaning, concept, significance and limitations of standard costing. Setting standards and computation of material and labour variances only.

Note : The candidate shall be permitted to use battery operated pocket calculator that should not have more than 12 digits, 6 functions and 2 memories and should be noiseless and cordless.

Books Recommended:

1. Jain, Khandelwal, Pareek :- Cost Accounting (Hindi & English)
2. Saxena, and Vashist :- Cost Accounting
3. B.K. Bhar :- Cost Accounting
4. Agarwal and Chaturvedi :- Cost Accounting (Volume I & II)

4
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B.Com. Part II (Hons. Course) 2016-17

**Paper III
DIRECT TAX**

Time : 3 hours.

Max. Mark.: Written Exame 100

Min. Marks 40

Note : There will be five questions in all. The candidate will require to attempt all the questions selecting one question from each unit with an internal choice (either/or).

Unit - I

Advance Payment of Tax, TDS, Interest on Taxes and
Tax Refund, Assessment Procedure.

Unit - II

Assessment of Trust
Assessment of Local Authorities.

Unit - III

Assessment of Non- Residents and Representative Assessee.
Advance Ruling, Double Taxation Relief and Foriegn Collaboration.

Unit - IV

Assessment of Co-operative Societies.
Penalties and Prosecutions, Appeal, Revision and Tax Authorities.

Unit - V

Assessment of Companies.

Note : The candidate shall be permitted to use battery operated pocket calculator that should not have more than 12 digits, 6 functions and 2 memories and should be noiseless and cordless.

Recommended Books :

1. Singhania V.K. : Direct Taxes
2. Grish Ahuja : Direct Taxes
3. Lal B.B. : Income Tax Law and Practice
4. Lakhotia R.N. : Assessment of Companies and their Officers.
5. Patel & Choudhary : Welth Tax, Corporate Tax
6. Modi, Shah, Mangal, Saini: Direct Taxes (Hindi & English).

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B.Com. Part II (Hons. Course)

Paper IV

Advanced Cost Accounting

Time : 3 hours.

Max. Marks. 100

Min. Marks 40

Note: There will be five questions in all. The candidate will require to attempt all the questions selecting one question from each unit with an internal choice (either/or).

Unit -I

Accounting Treatment and Control of Waste, Scrap, Spoilage, Defective and Obsolescence. Accounting Treatment and Control of Administrative, Selling and Distribution Overhead, Research and Development Costs.

Learning Curve Theory.

Unit -II

Integrated and non-integrated cost accounts (Cost Ledger or Cost Control Accounts), Reconciliation of cost and financial accounting.

Unit -III

Process Costing: Accounting treatment of losses during processing, inter-process profit. By-Product and Joint-Product. Equivalent Production, Uniform Costing and Inter-firm Comparison. Ratios useful for Inter-firm Comparison.

Unit -IV

Meaning of concept of Marginal Costing: Break-even Analysis and Differential costing. Valuation of stock under marginal and absorption costing, Production decisions based on Marginal Costing (Make or Buy, Manual or Machine, Key Factor based product mix only)..

Unit -v

Marketing decisions and other decisions based on Marginal Costing (Own or lease, repair or replace, now or later, shut down or continue only).

Note: The candidate shall be permitted to use battery operated pocket calculator that should not have more than 12 digits, 6 functions and 2 memories and should be noiseless and cordless.

Books Recommended:

1. Maheshwari and Mittal : Cost Accounting, Mahaveer Book Depot, Delhi
2. Prasad N.K. : Principles and Practice of Cost Accounting
3. Saxena and Vashistha : Advanced Cost Accounts (Sultan Chand & Sons)
4. Ratanam P.V. : Costing Adviser (Kitab Mahal)
5. Ravi M. Kishor : Cost Accounting, Taxmann Publication, New Delhi
6. Oswal, Mangal, Bidawat : Advanced Cost Accounting

6
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B.Com. Part II (Hons. Course)

Paper V Company Law & Secretarial Practice

(As per Companies Act 2013)

(Subsidiary paper of Bus. Admn.)

Time : 3 hours.
Min. Marks 36

Max. Marks. 100

Note:- There will be five questions in all. The candidate will require to attempt all the questions selecting one question from each unit with an internal choice (either/or).

Unit 1

Meaning, Characteristics of a company, Liability of corporate veil, Types of Company, Privileges of a Private Company.

Unit II

Formation of a Company, Functions and Duties of Promoters, Memorandum of Association: contents and alterations, Articles of Association

Unit III

Prospectus, Share Capital, Types of Shares and Debentures, Membership, Provisions of Dividend

Unit IV

Directors- Qualifications and Disqualifications, Appointment and Removal, Powers and Duties, Managing Director, Whole time Director, Meetings of the company, Proxy, Agenda, Resolution, Minutes, Methods of Winding up.

Unit V

Company Secretary_ Qualifications, Role and Position, Secretarial Practice relating to allotment of shares, transfer and transmission of shares, payment of dividend.

Books Recommended:

1. R.C. Agrawal & S.S. Kothari: Company Law & Secretarial Practice
2. J.C. Bahl: Secretarial Practice.
3. N.D.Kapoor: Company Law
4. M.C.Kuchhal: Secretarial Practice.
5. Mathur, Saxena: Company Law & Secretarial Practice
6. Dr. R.N. Nalokha: Company Law & Secretarial Practice, R.B.D, Jaipur

7
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B.Com. Part II (Hons. Course)

Paper VI

ECONOMIC ENVIRONMENT IN INDIA

(Subsidiary Paper of EAFM)

Time : 3 hours.

Max. Marks. 100

Min. Marks 36

Note:- There will be five questions in all. The candidate will require to attempt all the questions selecting one question from each unit with an internal choice (either/or).

Unit-I

Economic environment – Meaning, factors affecting economic environment, basic features of Indian economy. India in world economy, Human Development Index, Social infrastructure development.

Economic planning – Meaning, importance objectives and techniques of planning. Salient features of current and previous plan. Achievements of immediately, two previous plans.

Unit-II

Agriculture – Agriculture policy, Significance, new agriculture strategy. Agriculture inputs, food management, major schemes for agriculture sector. Agriculture Finance (specially Kisan Credit Card), Agriculture Insurance, Agriculture productivity, demand and supply of agriculture products and their effect on general price level.

Unit-III

Industry and Infrastructure – Industrial policy, Role of MSMEs and their problems, credit flow to industrial sector, FDI, CPSEs, Concept of privatization and disinvestment, role of private sector in industrial development and its contribution.

Unit-IV

Concept of liberalization and privatization: Role of liberalization. Disinvestment.

Service Sector – India's service sector, performance and contribution in national income, international comparison of Indian service sector, challenges and issues.

Unit-V

Foreign Trade – Commercial policy, Volume, composition and direction. Export promotion, New dimensions of foreign trade.

Main features of Indian population and current population policy.

Books Recommended

1. Gupta, Swami: Economic Environment in India (Hindi & English)
2. Rudra Dutt and Sundaram : Indian Economy
3. A.N. Agarwal : Indian Economy (Hindi & English)
4. N.D. Mathur : Economic Environment in India, Shivam Book House (P) Ltd., Jaipur.
5. Laxmi Naryan Naturamka: Indian Economy (Hindi)

8

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2.

B.COM. Part IInd (Bus. Adm. Hons.)(2015-16)

Paper V	Company Law and Secretarial Practice
Paper VI	Management
Paper VII	Trade Unions and Industrial Relations
Paper VIII	Sales Promotion and Sales Management

Subsidiary Papers

Paper I	Income Tax
Paper II	Economic Environment in India


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Unit I

Meaning, Characteristics of a Company, Lifting of Corporate Veil, types of Company, Privileges of a Private Company.

Unit II

Formation of a Company, Functions and Duties of Promoters, Memorandum of Association : Contents and Alterations, Articles of Association.

Unit III

Prospectus, Share Capital, Types of Shares and Debentures, Membership, Provisions of Dividend.

Unit IV

Directors- Qualifications and Disqualifications, Appointment and Removal, Power and Duties, Managing Director, Wholetime Director.

Meetings of the Company, Proxy, Agenda, Resolution, Minutes, Methods of Winding-up.

Unit V

Company Secretary- Qualifications, Role and Position, Secretarial Practice relating to allotment of shares, transfer and transmission of shares, payment of dividend.

NOTE: All provisions as per Companies Act, 2013

Books Recommended:

- 1 आर. सी. अग्रवाल एवं एन. एस. कोठारी : कम्पनी अधिनियम एवं सचिवीय पद्धति
- 2 एस.एम. शुक्ला एवं सहाय : कम्पनी अधिनियम एवं सचिवीय पद्धति
- 3 S.A. Sharlekar : Secretarial Practice.
- 4 J.C. Bahl : Secretarial Practice.
- 5 N.D. Kapoor : Company Law.
- 6 M.C. Kuchhal : Secretarial Practice.
- 7 Awatar Singh : Company Law
- 8 माथुर, सक्सेना, : कम्पनी अधिनियम एवं सचिवीय पद्धति (रमेश बुक डिपो, जयपुर)
- 9 शर्मा जोशी, खीचा : कम्पनी अधिनियम (अजमेरा बुक कम्पनी, जयपुर)



Unit I

Management: Concept, Nature, Principles, Importance and Process; Schools of Management Thought; MBO; Planning-Importance, Process and Components; Decision Making- Process, Types and Techniques.

Unit II-

Organisation-Goals, Structure, Importance, Process and Principles; Theories of Organisation; Environment and Organisation; Formal and Informal Organisation; Organisational Change and Development; Authority and Responsibility; Power and Authority; Sources of Authority; Delegation of Authority; Centralisation and Decentralisation; Span of Control.

Unit III-

Communication-Significance, Channels, Types, Process, Barriers and Remedies; Co-ordination and Co-operation; Co-ordination as an essence of management; Principles and Techniques of co-ordination; Obstacles in co-ordination; Direction-Essentials of effective co-ordination; Direction-Concept, Importance and Principles.

Unit IV-

Leadership-Functions, Qualities, Styles and Theories; Motivation-Importance, Types, Process and Techniques; Theories of Motivation (Maslow, Herzberg, McGregor); Sound Motivation System.

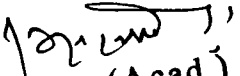

Unit V-

Control-Nature, Process, Techniques and Essentials of Effective Control; Business Process Re-engineering; TQM, Six Sigma.

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Books Recommended:

1. B. S. Mathur: Principles of Management. (1978)
2. Satya Saran Chatterjee : Introduction of Management.
3. Mritunjoy Banerjee : Business Administration.
4. Richard, Hatman Tuwence P. Hogan and John Wholipan : Modern Business Administration
5. S. Sarlekar : Business Management.
6. Koontz O' Donnel: Essentials of Management
7. जे.पी. सिंघल : प्रबंध, अजमेरा बुक कम्पनी, जयपुर
8. P. Subba Rao: Management-Theory and Practice, HPH.


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Paper VII Trade Unions and Industrial Relations

Unit I

Functions of Trade Unions, Essentials of a sound Trade Union. Role of trade Unions in Industrial Organisations. Theories of Trade Unions. Kind of Trade Unions. Trade Union organization in India. Central Organisations. Leadership patterns. Union Functions-Internal & External. Historical background and present position of trade unions, problems of Indian trade unions.

Unit II

Industrial Relations: Concept, Importance of Sound industrial relations, industrial relations in India, Industrial Disputes: Meaning, causes and consequences. Magnitude of industrial dispute

Unit III

Industrial Peace: Machinery for prevention and settlement of disputes, Works Committees, Joint Management Committee (Court of Enquiry, Conciliation, Arbitration and Adjudication), Problems relating to the machinery.

Unit IV

Collective Bargaining: Concept, Preconditions, process, Negotiations, Strategies. Hurdles and collective bargaining. Suggestions to encourage collective bargaining.

Unit V

Workers participation in management- Concept, Method, Forms, Problems and Suggestions. Problems of Industrial Relations in Public sector Enterprises.

Books Recommended:

1. J.S. Mathur: Indian Working Class Movement.
2. Agnihotri: Industrial Relations in India.
3. C. Myres: Industrial Relations in India.
4. B.R. Sharma: Indian Worker.
5. R.C. Agarwal & N.C. Kothari: Audhyogik Sambandh (College Book House, Jaipur).
6. Mathur & Navalakha: Audhyogik Sambandh (RBD, Jaipur).
7. Jagannath Swaroop Mathur: Baratiya Sramik Verg Andolan.
8. Industrial Disputes Act, 1947.

Unit I

Sales Promotion: Nature of Sales Promotion, Distinction with advertising and Personal selling, Role and Importance. Functions of Sales Promotion Department, Limitations in a shortage economy.

Types of Sales Promotions: Internal Organisation, Dealer Promotions, Consumer Promotions, Sales Promotions, Sales Promotion of Industrial and Consumer Products, Export-Sales Promotion, Evaluation of Sales Promotion Programme.

Unit II

Sales Management: Role of selling in a Planned Economy, Selling as a career, Qualities of a salesman. Product Knowledge. Effective Speaking. Consumer Relations.

Unit III

Sales Organisation, Branch setup, Recruitment and selection of salesman, Training, Motivation, Remuneration.

Unit IV

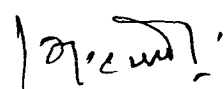
Planned selling approach, Pre-approach, Meeting objections. Closing Sale, Sales call, Sales forecasting, Sales Quotas and Territories.

Unit V

Consumer psychology, Buying, motives of Consumers, Control of sales operations, Salesman's Reports, Meeting selling costs and sales cost control.

Books Recommended:

1. Asplay T.C.: Sales Promotion Handbook.
2. Canfield-Bertrand: Sales Administration Practices & Problems.
3. Tosdal, Herry R: Introduction to Sales Management.
4. Phelps. Dudley M.: Sales Management Policies & Procedure.
5. Cundiff, Still & Govani: Sales Management.
6. Dr. M. J. Mathew: Sales Promotion and Sales Management (R.B.S.A., Jaipur)


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Subsidiary Paper I

INCOME TAX

Unit -1

Introduction of Income Tax including Residential Status.

Unit -II

Income from Salaries, Income from House Property.

Unit -III

Income from Business & Profession, Income from Capital Gain and Income from Other Sources.

Unit -IV

Clubbing, Set off and carry forward of Losses and Deductions from Gross Total Income. Assessment of Individual.

Unit -V

Assessment of Hindu Undivided Family (HUF), Firms (Including Limited Liability Partnership Firms) and AOP.

Note : The candidate shall be permitted to use battery operated pocket calculator that should not have more than 12 digits, 6 functions and 2 memories and should be noiseless and cordless.

Books Recommended:

1. Singhania V.K. : A Students Guide to Income Tax
2. Aahuja and Gupta : Direct Taxes.
3. S. Sundaram: Law and Practice of Income Tax in India.
4. Patel & Choudhary: Income Tax

15
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Subsidiary PAPER – II

ECONOMIC ENVIRONMENT IN INDIA

Unit-I Economic environment – Meaning, factors affecting economic environment, basic features of Indian economy. India in world economy, Human Development Index, Social infrastructure development.

Economic planning – Meaning, importance objectives and techniques of planning. Salient features of current and previous plan. Achievements of immediately, two previous plans.

Unit-II Agriculture – Agriculture policy, Significance, new agriculture strategy. Agriculture inputs, food management, major schemes for agriculture sector. Agriculture Finance (specially Kisan Credit Card), Agriculture Insurance, Agriculture productivity, demand and supply of agriculture products and their effect on general price level.

Unit-III Industry and Infrastructure – Industrial policy, Role of MSMEs and their problems, credit flow to industrial sector, FDI, CPSEs, Concept of privatization and disinvestment, role of private sector in industrial development and its contribution.

Unit-IV Concept of liberalization and privatization: Role of liberalization. Disinvestment.

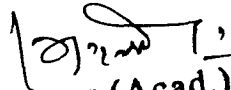
Service Sector – India's service sector, performance and contribution in national income, international comparison of Indian service sector, challenges and issues.

Unit-V Foreign Trade – Commercial policy, Volume, composition and direction. Export promotion, New dimensions of foreign trade.

Main features of Indian population and current population policy.

Books Recommended

1. रुद्रदत्त एवं सुन्दरम : भारतीय अर्थव्यवस्था
2. ए.एन. अग्रवाल : भारतीय अर्थव्यवस्था
3. लक्ष्मीनारायण नाथूरामका : भारतीय अर्थव्यवस्था
4. गुप्ता, स्वामी : भारत में आर्थिक पर्यावरण
5. Rudra Dutt and Sundaram : Indian Economy
6. A.N. Agarwal : Indian Economy.
7. आर्थिक सर्वेक्षण
8. भारत
9. Swami, Gupta : Economic Environment in India
10. N.D. Mathur : Economic Environment in India, Shivam Book House (P) Ltd., Jaipur


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3.E.A.F.M.

B.COM (HONS.) PART-II

Core Papers

PAPER – I

Economic Administration and Policy

Time : 3 hours.

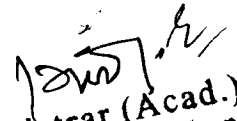
Min. Marks : 40

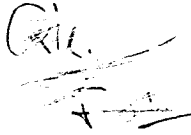
Max. Marks : 100

Unit-I Economic Administration Meaning Scope, Objectives and Techniques. Constitutional Provisions in India.

Unit-II Administration of present economic policies : Fiscal Policy, Monetary Policy.

Public Sector: Autonomy and Accountability : Criteria of Efficiency, Managerial Problems, Current Issues.


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Unit-III Industrial Licensing Policy, Instruments of State Regulation of Economic System, Economic Controls, State Trading in India.

Unit-IV Public Debt : Administration of Public Debt of India-Internal and External Debt Problems of Public Debt.

Financial Administration of the Indian Union : Central, State and Local Finances, Particulars and Public Accountability. Comptroller and Auditor General of India.

Unit-V Leakages in Financial Administration. Efficiency and Economy in Financial Administration. Tax Evasion.

Central State Financial Relations. Finance Commission and their recommendations.

Books Recommended:

1. Chandra, Ashok : Indian Administration
2. Bhargava R.N. : Theory and Working of Union Finance in India
3. Report of the Administrative Reforms Commission
4. Arjun Sen Gupta : Committee Report
5. Om Prakash : Theory and Working of State Corporation with special reference to India.
6. Laxmi Narain : Theory and Practice of Public Enterprises.
7. एस.सी. शर्मा : आर्थिक प्रशासन (रमेश बुक डिपो, जयपुर)
8. माथुर एवं शर्मा : आर्थिक प्रशासन
9. झिंगन : विकास का अर्थशास्त्र

PAPER – II

Operational Research and Risk Analysis

Time : 3 hours.

Min. Marks : 40

Max. Marks : 100

Unit-I Meaning and Nature of Operational Research : Development of Operational Research: Phases of O.R. study; Significance and limitation of O.R.

Unit-II Linear programming : Mathematical formulation of problem, graphical and simple solution of LPP.

Game Theory : Meaning, two person zero sum game, mix strategies.

Queuing theory – Meaning, concepts and problems related with queuing theory.

Unit-III Inventory Control and Planning; the technique of Inventory control : Determination of EOQ; Treatment in case of Quantity discounts; Inventory control with reordering in case of certain demand and also in case of uncertain demand – Determination of safety stock level.

18

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Unit-IV Elements of decision theory : Decision models-deterministic and stochastic, Marginal analysis of risk problems, decision making under uncertainty, Maximin, Maximax, Minimax, regret Laplace and Hurwicz rules.

Net work Analysis : C.P.M. and PERT, Computation of Total, Free and Independent Floats. Difference between CPM and PERT.

Unit-V Risk Analysis – Basic risk concepts, Sensitivity analysis, Measures of risk; standard deviation and coefficient of variation. Risk Evaluation approaches – RAD approach, Certainly Equivalent approach. Probability distributions approach and Decision tree approach.

Books Recommended:

1. Kapoor, V.K., Operational Research, Sultam Chand & Sons, New Delhi.
2. Taha, Hamady A., Operational Research , An Introduction, Prentice Hall of India, New Delhi.
3. M.Y. Khan and P.K. Jain : Financial Management
4. N.P Agarwal , Quantitative Techniques, RBD Jaipur
5. M. Satyanarayana and Lailitha Raman : Operations Research.
6. Kanti Swarup et al. Operations Research.

PAPER – III
Project Management

Time : 3 hours.

Min. Marks : 40

Max. Marks : 100

Unit-I Introduction to Project Management : Definition and objectives of a project, Project identification and formulation, Types of project, steps in project management.

Unit-II Feasibility Analysis : Need and steps in feasibility analysis, market analysis, technical analysis, financial analysis and economic analysis. Guidelines of Indian Planning Commission for feasibility report.

Unit-III Project Appraisal : Aspects of appraisal, capital budgeting methods – Payback period method, Accounting rate of return method, NPV, IRR and Benefit-cost ratio.

Economic Appraisal : Social Cost Benefit Analysis (SCBA) and its rationale, steps in SCBA, UNIDO approach, Little – mirrless approach and Indian approach to SCBA, Limitation of SCBA.

Unit-IV Project Monitoring and Control : Use of network techniques – PERT and CPM. Determination of critical path, comparison between PERT and CPM, application of PERT and CPM in project management.

19

Dy. Registrar (Acad.)
University of Rajasthan

Government policy and system : Project sanction, project implementation, project tracking, project management information systems (PMIS).

Unit-V Environmental appraisal of projects, environmental protection enactments.

Books Recommended:

1. Prasana Chandra : "Project, Preparation, Implementation and appraisal.
2. N.P. Agarwal and B.K. Mishra : "Project Management", Ramesh Book Depot, Jaipur.
3. Goel : "Project Management", Vikas Publishing House, Delhi.
4. P.K. Mattoo : Project Formulation in Developing Countries.
5. United Nations : "Evaluation of Industrial Projects"
6. United Nation : "Guidelines for project evaluation.
7. Dennis, A. Caliness : Complete Guide of Project Management.

PAPER – IV

Development Banking and Investment Management

Time : 3 hours.

Min. Marks : 40

Max. Marks : 100

Unit-I The concept of Development Banking. Objectives and Functions of Development Banks. Sources and Uses of Funds in Development Banks.

Merchant Banking Business and Development Banks.

Unit-II Procedure and documentation for their lending operations.

Unit-III Promotional Role of Development Banks

Development Banking in India-Retrospect and Prospect.

Unit-IV A detailed study of IFCI, ICICI, SFC's, IDBI.

Investment Function Concept, importance and relationship with other areas. Investment Channels and Policies.

Unit-V Problems of Development Banks in India. Development v/s Investment Banking

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20

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Books Recommended

1. Villiam Diamond : Development Banks
2. Shirley Boskey : Problems and Practice of Development Banks.
3. Basu, S.K. : Theory and Practice of Development Banks.
4. Gupta, L.C. : Changing Structure of Industrial Finance in India.
5. Vasant Desai : Development Banking in India.

Subsidiary Papers

Paper-I Income Tax

Time : 3 hours.

Min. Marks : 36

Max. Marks : 100

- UNIT-I** Introduction of Income Tax including Residential Status.
- UNIT-II** Income from Salaries, Income from House Property.
- UNIT-III** Income from Business & Profession, Income from Capital Gain and Income from Other Sources.
- UNIT-IV** Clubbing, Set off and carry forward of Losses and Deductions from Gross Total Income. Assessment of Individual.
- UNIT-V** Assessment of Hindu Undivided Family (HUF), Firms (Including Limited Liability Partnership Firms) and AOP.

Books Recommended:

1. Singhania V.K. : A Students Guide to Income Tax
2. Aahuja and Gupta : Direct Taxes.
3. S. Sundaram: Law and Practice of Income Tax in India.
4. Patel & Choudhary: Income Tax

Note : The candidate shall be permitted to use battery operated pocket calculator that should not have more than 12 digits, 6 functions and 2 memories and should be noiseless and cordless.

21.

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Paper-II
Company Law and Secretarial Practice

Time : 3 hours.
Min. Marks : 36

Max. Marks : 100

- Unit-I** Meaning, Characteristics of a Company, Lifting of Corporate Veil, Types of Company, Privileges of a Private Company.
- Unit-II** Formation of a Company, Functions and Duties of Promoters, Memorandum of Association : Contents and Alterations, Articles of Association.
- Unit-III** Prospectus, Share Capital, Types of Shares and Debentures, Membership, Provisions of Dividends.
- Unit-IV** Directors-Qualifications and Disqualifications, Appointment and Removal, Power and Duties, Managing Director, Whole time Director, Meetings of the Company, Proxy, Agenda, Resolution, Minutes, Methods of Winding up.
- Unit-V** Company Secretary-Qualifications, Role, Position, Secretarial Practice relating to allotment of shares, transfer and transmission of shares, payment of dividend.

Books Recommended:

1. आर.सी. अग्रवाल एवं एन.एस. कोठारी : कम्पनी अधिनियम एवं सचिवीय पद्धति
2. एस.एम. शुक्ल एवं सहाय : कम्पनी अधिनियम एवं सचिवीय पद्धति
3. S.A. Sharlekar : Secretarial Practice.
4. J.C. Bahl : Secretarial Practice.
5. N.D. Kapoor : Company Law.
6. M.C. Kuchhal : Secretarial Practice.
7. Awatar Singh : Company Law.
8. माथुर, सक्सेना : कम्पनी अधिनियम एवं सचिवीय पद्धति
9. चूण्डावत, खाचा, जीशी, जन : कम्पनी अधिनियम
10. डॉ. आर.एल. नौलखा, कम्पनी अधिनियम एवं सचिवीय पद्धति

22

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