

Syllabus for Graduation (B.Com./BBA/BMS and Allied Subjects)

(A) Business studies:

Business Organisation and Management:

Foundation of Indian Business: Spectrum of Business Activities, Manufacturing and service sectors. India's experience of liberalization and globalization, Technological innovations and skill development. 'Make in India' Movement. Social Multinational Corporations and Indian transnational companies. Social responsibility and ethics. Emerging opportunities in business; Franchising, Outsourcing, and E-commerce,

Business Enterprises: Sole Proprietorship, One Person Company, Joint Hindu Family Firm, Partnership firm, Joint Stock Company, Cooperative society; Limited Liability Partnership. Choice of Form of Organisation. Entrepreneurial Process- Idea generation, Feasibility study. Basic considerations in setting up a Business Enterprise,

The Process of Management: Planning; Decision-making; Strategy Formulation. Organizing: Basic Considerations; Departmentation – Functional, Project, Matrix and Network; Delegation and Decentralisation of Authority; Dynamics of group behaviour,

Leadership: Concept and Styles; Trait and Situational Theory of Leadership. Motivation: Concept and Importance; Maslow Need Hierarchy Theory; Herzberg Two Factors Theory, McGregor and Ouchi theory. Control: Concept and Process. Communication: Process and Barriers. Transactional Analysis (TA), Johari Window. Change Management: Resistance to change and strategies to manage change, conflict levels, causes and resolution. Functional and Dysfunctional aspects of conflict. Emerging issues in management, Conceptual framework of Marketing Management, Financial Management, and Human Resource Management.

(B) Accountancy:

Financial Accounting

1-(a) Theoretical Framework: (i) Accounting as an information system, the users of financial accounting information and their needs. Qualitative characteristics of accounting, information. Functions, advantages and limitations of accounting. Branches of accounting. Bases of accounting; cash basis and accrual basis.(ii)The nature of financial accounting principles – Basic concepts and conventions: entity, money measurement, going concern, cost, realization, accruals, periodicity, consistency, prudence (conservatism), materiality and full disclosures.(iii)Financial accounting standards: Concept, benefits, procedure for issuing accounting standards in India. International Financial Reporting Standards (IFRS): - Need and procedures, Convergence to IFRS, Distinction between Indian Accounting Standards (Ind ASs) and Accounting Standards (ASs).

1-(b) Accounting Process: From recording of a business transaction to preparation of trial balance including adjustments: Capital and Revenue expenditure & receipts, Preparation trial balance, Profit and Loss Account and Balance Sheet(Sole Proprietorship only).

2-(a) Business Income: (i) Measurement of business income-Net income: the accounting period, the continuity doctrine and matching concept. Objectives of measurement.(ii).Revenue: concept, revenue recognition principles, recognition of expenses.(iii)The nature of depreciation. The accounting concept of depreciation. Factors in the measurement of depreciation. Methods of computing depreciation: straight line method and diminishing balance method; Disposal of depreciable assets-change of method. (iv)Inventories: Meaning. Significance of inventory valuation. Inventory Record Systems: periodic and perpetual. Methods: FIFO, LIFO and Weighted Average.

2-(b) Preparation of financial statements of not for profit organizations. Accounting for Hire Purchase and Instalment System, Consignment, and Joint Venture

(i) Accounting for Hire Purchase Transactions, Journal entries and ledger accounts in the books of Hire Vendors and Hire purchaser for large value items including default and repossession, stock and debtors system.

(ii) Consignment: Features, Accounting treatment in the books of the consignor and consignee.

(iii) Joint Venture: Accounting procedures: Joint Bank Account, Records Maintained by Co-venture of (a) all transactions (b) only his own transactions. (Memorandum joint venture account).

Accounting for Inland Branches: Inland Branches; Dependent branches only and Ascertainment of Profit by Debtors Method & Stock and Debtors Method.

Accounting for Dissolution of Partnership Firm: Dissolution of the Partnership Firm Including Insolvency of partners, sale to a limited company and piecemeal distribution.

Corporate Accounting:

Accounting for Share Capital & Debentures: Issue, forfeiture and reissue of forfeited shares- concept & process of book building. Issue of rights and bonus shares. Buy back of shares. Redemption of preference shares. Issue and Redemption of Debentures.

Final Accounts: Preparation of profit and loss account and balance sheet of corporate entities, excluding calculation of managerial remuneration. Disposal of company profits.

Valuation of Goodwill and Valuation of Shares: Concepts and calculation - simple problem only,

Amalgamation of Companies: Concepts and accounting treatment as per Accounting Standard: 14 (ICAI) (excluding intercompany holdings). Internal reconstruction: concepts and accounting treatment excluding scheme of reconstruction,

Accounts of Holding Companies/Parent Companies: Preparation of consolidated balance sheet with one subsidiary company. Relevant provisions of Accounting Standard: 21 (ICAI),

Banking Companies: Difference between balance sheet of banking and non-banking company; prudential norms. Asset structure of a commercial bank. Non-performing assets (NPA),

Cash Flow Statement: Concepts of funds. Preparation of cash flow statement as per Accounting Standard (AS): 3 (Revised) (ICAI): Indirect method only.

(C) Economics:

Micro Economics-

Introduction:

(a) Demand and Supply: Determinants of demand, movements vs. shift in demand curve, Determinants of Supply, Movement along a supply curve vs. shift in supply curve; -Market equilibrium and price determination.

(b) Elasticity of demand and supply.

(c) Application of demand and supply.

Consumer Theory: Ordinal Utility theory: (Indifference curve approach): Consumer's preferences; Indifference curves; Budget line; Consumer's equilibrium; Income and substitution effect; Price consumption curve and the derivation of demand curve for a commodity; Criticisms of the law of demand,

Production and Cost: (a) Production: Firm as an agent of production. Concepts of Production function. Law of variable proportions; Isoquants; Return to scale. Economics and Diseconomies of scale (b) Costs: Costs in the short run. Costs in the long run, Profit maximization and cost minimization. Equilibrium of the firm, Technological Change: the very long run.

Market Structure-

(a) Perfect Competition: Assumption; Theory of a firm under perfect competition; Demand and Revenue; Equilibrium of the firm in the short run and long run, the long run industry supply curve: increasing, decreasing and constant cost industry. Allocation efficiency under perfect competition

(b) Monopoly: Short-run and long-run equilibrium of monopoly firm; Concept of supply curve under monopoly; Allocation inefficiency and dead-weight loss monopoly; Price discrimination.

(c) Imperfect Competition: Difference between perfect competitions, monopoly and imperfect competition; (i) Monopolistic Competition: Assumption; Short – run Equilibrium; Long run Equilibrium; Concepts of excess capacity; Empirical relevance. (ii) Oligopoly: Causes for the existence of oligopolistic firms in the market rather than perfect Competition; Cooperative vs. Non cooperative Behaviour and dilemma of oligopolistic firms,

Income Distribution and Factor Pricing: Demand for factors, Supply of factor, backward

bending supply curve for labour concepts of economic rent; Functional Distribution of Income.

Macro Economics:

Introduction to Macroeconomics: What is Macroeconomics? Macroeconomics Issues in an Economy,

National Income Determination: Actual and potential GDP; Aggregate Expenditure – Consumption Function, Investment Function; Equilibrium GDP; Concepts of MPS, APS, MPC, APC, Autonomous Expenditure; The Concepts of Multiplier,

National Income Determination in an Open Economy with Government: Fiscal policy – Impact of changes in Govt. Expenditure and Taxes; Net Export Function; Net Exports and Equilibrium GDP,

GDP and Price Level in Short and Long Run: Aggregate Demand and Aggregate Supply; Multiplier Analysis with AD curve and Price level Changes; Aggregate Supply in Short Run and Long Run,

Money in a Modern Economy: Concepts of Money in a Modern Economy; Monetary Aggregates; Demands for Money; Quantity Theory of Money; Liquidity Preference and Rate of Interest; Money Supply and Credit Creation and Monetary Policy, **I**

S-LM Analysis: Derivation of IS and LM Functions; Joint determination of National Income and rate of interest.

(D) Aptitude:

Statement and conclusion Statement and assumptions Statement and arguments Statement and course of action Series: Letter Series, Wrong Letter series, Repeat Series, Number Series, Wrong Number Series Analogies or Relationships: Letter Analogy, Number Analogy Coding and Decoding: Coding, Decoding, Coding Words, Column Coding. Place and arrangement, Distance and Direction, Blood Relationships, Rows and Ranks, Number Problems, Logical diagram, Venn diagrams.