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Other university B.Com - G GEN Level 2 syllabus

Business Law II

Business Law II

Unit - 1 Indian Companies Act - 2013 Part -I

- Company –Concept, Features, Role of Promoters (S. 2(69) S. 92), Duties and liabilities of the Promoter Effects of Pre-Incorporation contracts, Consequences of non-registration, and Lifting of Corporate Veil.
- Classification of Companies Distinction between Private Company and Public Company, Advantages and disadvantages of Private company and Public Company. –Common Procedure for Incorporation of Company,
- Memorandum of Association (MOA) & Article of Association(AOA) – Concept , Clauses of MOA, AOA- Contents, Doctrine of constructive notice, Doctrine of Ultra Vires, Doctrine of Indoor Management.
- Prospectus – Concept, Kinds, Contents, Private Placement.

Unit - 2 Indian Companies Act - 2013, Part -II

- Member of a Company –Concept, Who can become a member, Modes of acquiring membership, Cessation of membership, Right & Liabilities of Members.
- Director – Qualifications& Disqualification, Classification, Director Identification Number (DIN), Legal Position of Directors.
- Meetings – Types, Legal Provisions of Statutory Meeting, Annual General Meeting, Extra-Ordinary Meeting, Board Meeting.

Unit - 3 Indian Partnership Act - 1932

- Partnership – Concept, Essentials, True Test of Partnership, Partnership Deed, Types of Partnership, Rights and Duties of Partners, Distinguish between Partnership & Hindu Undivided Family (HUF).
- Dissolution – Concept, Modes of Dissolution, Consequences of Dissolution.

- Limited Liability Partnership (LLP) 2008 - Concept, Characteristics, Advantages & Disadvantages, Procedure for Incorporation.
- Extent of L.L.P.- Conversion of LLP, Mutual rights & duties of partners, Winding up of LLP, Distinction between LLP and Partnership.

Unit - 4 Consumer Protection Act, 1986 & Competition Act 2002

- Consumer Protection Act - Concept , Objects, Reasons for enacting the Consumer Protection Act, Definition of Consumer, Consumer Dispute, Complaint, Complainant, Defect, Deficiency, Consumer Dispute, Unfair Trade Practices, Goods and Services.
- Consumer Protection Councils & Redressal Agencies - District, State & National.
- Competition Act 2002 - Concept, Salient Features, Objectives & Advantages.
- Abuse of Dominant Position, Competition Commission of India, Anti-Competition Agreements,

Unit - 5 INTELLECTUAL PROPERTY RIGHTS

- Intellectual Property Right (IPR) - Concept, Nature, Introduction & background of IPR in India.
- IPR relating to Patents - Concepts of Invention and discovery, Comparison (S2 (j)), Concept of Patents, General principles applicable to working of patented inventions, Term of Patent. Infringement of Patent Rights & Remedies. (Ss. 104-115).
- IPR relating to Copyrights- Concept of Copyright (Ss. 14, 16, 54,) Concept of author and authorised acts, (S.2) Ownership of Copy right (S.17) Duration or term of Copy right. (S. 22-27), Original work and fair use, Rights of Copyright holder, Infringement of Copyrights & Remedies. (Ss. 51, 52).
- IPR relating to Trademarks -Concept, Functions of Trade Mark, types, trademarks that cannot be registered, Registration of Trade Marks and rights of the proprietor of Trade Marks. Procedure for registration of Trade Marks., Infringement of Trademarks & Remedies.

Principle of Marketing

Principles of Marketing

Introduction to Marketing

- Introduction to Marketing:Definition, features, advantages and

scope of

marketing. The 4P's and 4C's of marketing. Marketing v/s Selling.

Marketing as

an activity and function

- Concepts of Marketing: Needs, wants and demands, transactions, transfer

and exchanges.

- Orientations of a firm: Production concept; Product concept; selling concept

and marketing concept, social relationship, Holistic marketing.

Marketing Environment, Research and Consumer Behaviour

2 Marketing Environment, Research and Consumer Behaviour

- The micro environment of business: Management structure;

Marketing

Channels; Markets in which a firm operates; competitors and stakeholders.

- Macro environment: Political Factors; Economic Factors; Socio Cultural Factors

, Technological Factors (PEST Analysis)

- Marketing research: Meaning, features, Importance of marketing research.

Types of marketing research: Product research; Sales research;

consumer/customer research; production research

- MIS: Meaning, features and Importance

- Consumer Behaviour: Meaning, feature, importance, factors affecting

Consumer Behaviour

Marketing Mix

- Marketing mix: Meaning -elements of Marketing Mix.

- Product-product mix-product line lifecycle-product planning - New product

development- failure of new product-levels of product.

- Branding -Packing and packaging - role and importance

- Pricing - objectives- factors influencing pricing policy and Pricing strategy.

- Physical distribution - meaning - factor affecting channel selection- types of

marketing channels

- Promotion - meaning and significance of promotion. Promotion

- tools (brief)

Segmentation, Targeting and Positioning and Trends In Marketing

- Segmentation - meaning , importance , basis
- Targeting - meaning , types
- Positioning - meaning - strategies
- New trends in marketing - E-marketing , Internet marketing and marketing using Social network
- Social marketing/ Relationship marketing

Elements of Company Law

Elements of Company Law

The Companies Act,2013:Introduction and Concept

Company and its Formation

1. Background and Features of company the Companies Act, 2013
2. Company: Meaning, Nature and Characteristics of Company.
3. Types of Companies: On the basis of mode of formation, Number of members, liability and Control, Public and Private Companies: Distinction, Advantages, Disadvantages, Privileges and their Conversion into each other.

Other kinds of Companies: One Person Company, Charitable Companies, Dormant Company, Sick Company, Small Company, Listed Company, Foreign Company and its business in India etc.

Formation and Incorporation of a Company

Formation and Incorporation of a Company:

Stages in the Formation and Incorporation.

1. Promotion: Meaning of the term 'Promoter' / Promoter Group - Legal Position of Promoters, Pre-incorporation contracts.
2. Registration/ Incorporation of a

company : - Procedure, Documents to be filed with ROC. Certificate of

Incorporation-
Effects of Certificate of

Registration. 3.Capital
Subscription/Raising of
Capital 4.Commencement of
business

Principal Documents

Principal Documents:

Documents relating to Incorporation and Raising of Capital:

1 Memorandum of Association:
Meaning and importance- Form and contents- Alteration of memorandum.

2 Articles of Association: Meaning- Contents and form of Articles- Alteration of articles- Doctrine of constructive notice- Doctrine of Indoor Management.

3 Prospectus: Meaning, contents, Statutory requirements in relation to prospectus- Deemed Prospectus- Shelf prospectus - Statement in lieu of prospectus- Misstatement in a prospectus and Liabilities for Mis-statement.

Capital of the Company

Capital of the Company

1. Various Modes for Raising of Share Capital including private placement, public issue, rights issue, bonus shares, ESOS, Sweat Equity Shares, Buy-back of shares.

2. Allotment of Shares: Meaning- -

Statutory provisions for allotment,

improper and irregular allotment-
Consequences of irregular allotment.

3. Calls On Shares: Meaning- Requisites of a valid call, Calls in advance, Share Certificates: Meaning, Provisions regarding issue of share certificates - Duplicate Share Certificate.

4. Share Capital: Meaning, Structure (Kinds) - Concept of Securities - Definition, Nature and Kinds of Shares.

Taxation - III (Direct Taxes- II)

Taxation - III (Direct Taxes- II)

1 Clubbing of Income - Section 60 to 65

2 Set Off & Carry Forward of Losses

Sec: 70 - Set off Loss from one Source against Income from another Source under the Same Head of Income

Sec: 71 - Set Off Loss from One Head against Income of another Head

Sec: 71B - Carry Forward & Set off Losses from House Property

Sec: 72 - Carry Forward & Set Off of Losses of Business Losses

Sec: 73- Losses in Speculation Business

Sec: 74- Loss under the head Capital Gains

3 Computation of Tax liability of Individual & HUF

4 Computation of Income of Partnership Firm in Relation to Sec: 40(b) & Tax Thereon With Applicable Rate of Tax

5 Return of Income - Sec 139

Excluding u/s 139(4A), 139(4B), 139(4C) & 139 (4D)

6 Tax Deduction at Source

Advance Tax U/S 207, 208, 209, 210 & 211

Interest Payable U/S 234A, 234B, 234C

Basic Aspects of Deduction of Taxes at Source

Sec: 192 - TDS on Salary
Sec: 194A - TDS on Interest
Sec: 194C - TDS on Contractor
Sec: 194H - TDS on Commission
Sec: 194I - TDS on Rent
Sec: 194J - TDS on Professional Fees
Advance Tax U/S 207, 208, 209, 210 & 211
Sec: 207 - Income Liable to Advance Tax
Sec: 208 - Liability of Advance Tax
Sec: 209 - Computation of Advance Tax
Sec: 210 - Payment of Advance Tax by Assessee on His Own Account
Sec: 211 - Due Dates of Payment of Advance Tax
Interest Payable U/S 234A, 234B, 234C
Sec: 234A - Interest for default in furnishing return of income
Sec: 234B - Interest for default in payment of advance tax
Sec: 234C - Interest for deferment of advance tax

7 DTAA U/S 90 & 91

8 Tax Planning & Ethics in Taxation - Basic Concepts

Management Accounting (Introduction to Management Accounting)

Management Accounting (Introduction to Management Accounting)

Unit - 1 Introduction to Management Accounting

Meaning, Features, Scope, Importance, Functions, role of Management Accounting, Management Accounting Framework, Tools, Management Accounting and Financial Accounting

Unit - 2 Analysis and Interpretation of Accounts

- a) Vertical Forms of Balance Sheet and Profit and Loss Account suitable for analysis
- b) Trend Analysis.
- c) Comparative Statement.
- d) Common Size Statement.

NOTE: Practical Problems based on the above (a) to (d)

Unit - 3 Financial Statement analysis: Ratio analysis

Meaning of financial Statement Analysis, steps, Objective and types of Analysis.

Ratio analysis: Meaning, classification, Du Point Chart, advantages and Limitations.

Balance Sheet Ratios:

- i) Current Ratio
- ii) Liquid Ratio
- iii) Stock Working Capital Ratio
- iv) Proprietary Ratio
- v) Debt Equity Ratio
- vi) Capital Gearing Ratio

Revenue Statement Ratios:

- i) Gross Profit Ratio
- ii) Expenses Ratio
- iii) Operating Ratio
- iv) Net Profit Ratio
- v) Net Operating Profit Ratio
- vi) Stock Turnover Ratio

Combined Ratio

- i) Return on Capital employed (Including Long Term Borrowings)
- ii) Return on proprietor's Fund (Shareholders Fund and Preference Capital)
- iii) Return on Equity Capital
- iv) Dividend Payout Ratio
- v) Debt Service Ratio
- vi) Debtors Turnover
- vii) Creditors Turnover

Unit - 4 Cash Flow Analysis

Preparation of Cash Flow Statement with reference to Accounting Standard No.3. (Indirect method only))

Unit - 5 Working Capital Management

- A. Concept, Nature of Working Capital , Planning of Working Capital
- B. Estimation / Projection of Working Capital Requirement in case of Trading and Manufacturing Organization
- C. Operating Cycle Practical Problems

Business Environment

Business Environment

1 Introduction to Business Environment

- Business: Meaning, Definition, Nature & Scope, Types of Business Organizations

- **Business Environment: Meaning, Characteristics, Scope and Significance,**
Components of Business Environment
- **Micro and Macro Environment: Definition, Differentiation, Analysis of Business Environment, SWOT Analysis.**
- **Introduction to Micro-Environment:**
Internal Environment: Value system, Mission, Objectives, Organizational Structure, Organizational Resources, Company Image, Brand Equity
- External Environment: Firm, customers, suppliers, distributors, Competitors, Society
- **Introduction to Macro Components: Demographic, Natural, Political, Social, Cultural, Economic, Technological, International and Legal)**

2 Political and Legal environment

- **Political Institutions: Legislature, Executive, Judiciary, Role of government in Business, Legal framework in India.**
- **Economic environment: economic system and economic policies.**
Concept of Capitalism, Socialism and Mixed Economy
- **Impact of business on Private sector, Public sector and Joint sector**
- **Sun-rise sectors of India Economy. Challenges of Indian economy.**

3 Social and Cultural Environment, Technological environment and Competitive Environment

- **Social and Cultural Environment: Nature, Impact of foreign culture on Business, Traditional Values and its Impact, Social Audit - Meaning and Importance of Corporate Governance and Social Responsibility of Business**
- **Technological environment: Features, impact of technology on Business**
- **Competitive Environment: Meaning, Michael Porter's Five Forces Analysis, Competitive Strategies**

4 International Environment

- **International Environment - GATT/ WTO: Objective and Evolution of GATT, Uruguay round,**

GATT v/s

WTO, Functions of WTO, Pros and Cons of WTO.

Globalization: Meaning, Nature and stages of Globalization, features of

Globalization, Foreign Market entry strategies, LPG model.

MNCs: Definition, meaning, merits, demerits, MNCs in India

FDI: Meaning, FDI concepts and functions, Need for FDI in developing

countries, Factors influencing FDI, FDI operations in India,

• Challenges faced by International Business and Investment

Opportunities for

Indian Industry.

Auditing

Unit - 1 Introduction to Auditing

• Basics - Financial Statements, Users of Information, Definition of Auditing,

Objectives of Auditing - Primary and Secondary, Expression of opinion,

Detection of Frauds and Errors, Inherent limitations of Audit.

Difference

between Accounting and Auditing, Investigation and Auditing.

• Errors & Frauds - Definitions, Reasons and Circumstances, Types of Error -

Commission, Omission, Compensating error. Types of frauds, Risk of fraud and

Error in Audit, Auditors Duties and Responsibilities in case of fraud

• Principles of Audit - Integrity, Objectivity, Independence, Skills, Competence,

Work performed by others, Documentation, Planning, Audit Evidence, Accounting System and Internal Control, Audit Conclusions and Reporting

• Types of Audit - Meaning, Advantages, Disadvantages of Balance sheet Audit,

Interim Audit, Continuous Audit, Concurrent Audit and Annual Audit

Unit - 2 Audit Planning, Procedures and Documentation

• Audit Planning - Meaning, Objectives, Factors to be considered, Sources of

obtaining information, Discussion with Client, Overall Audit Approach.

• Audit Program - Meaning, Factors, Advantages and Disadvantages,

Overcoming Disadvantages, Methods of Work , Instruction before commencing Work, Overall Audit Approach

- Audit Working Papers - Meaning, importance, Factors determining Form and

Contents, Main Functions / Importance, Features, Contents of Permanent

Audit File, Temporary Audit File, Ownership, Custody, Access of Other Parties

to Audit Working Papers, Auditors Lien on Working Papers, Auditors Lien on

Client's Books

- Audit Notebook - Meaning, structure, Contents, General Information, Current

Information, Importance

Unit - 3 Auditing Techniques and Internal Audit Introduction

- Test Check - Test Checking Vs Routing Checking, test Check meaning, features,

factors to be considered, when Test Checks can be used, advantages disadvantages precautions.

- Audit Sampling - Audit Sampling, meaning, purpose, factors in determining

sample size -Sampling Risk, Tolerable Error and expected error, methods of

selecting Sample Items Evaluation of Sample Results auditors Liability in

conducting audit based on Sample

- Internal Control - Meaning and purpose, review of internal control, advantages, auditors duties, review of internal control, Inherent

Limitations of

Internal control, internal control samples for sales and debtors, purchases and

creditors, wages and salaries. Internal Checks Vs Internal Control, Internal

Checks Vs Test Checks

- Internal Audit - Meaning, basic principles of establishing Internal audit,

objectives, evaluation of internal Audit by statutory auditor, usefulness of

Internal Audit, Internal Audit Vs External Audit,, Internal Checks Vs Internal

Audit

Unit - 4 Auditing Techniques: Vouching &Verification

- Audit of Income - Cash Sales, Sales on Approval, Consignment Sales, Sales Returns Recovery of Bad Debts written off, Rental Receipts, Interest and Dividends Received Royalties Received
- Audit of Expenditure - Purchases, Purchase Returns, Salaries and Wages, Rent, Insurance Premium, Telephone expense Postage and Courier, Petty Cash Expenses, Travelling Commission Advertisement, Interest Expense
- Audit of Assets Book Debts / Debtors, Stocks -Auditors General Duties; Patterns, Dies and Loose Tools, Spare Parts, Empties and Containers Quoted Investments and Unquoted Investment Trade Marks / Copyrights Patents Know-How Plant and Machinery Land and Buildings Furniture and Fixtures
- Audit of Liabilities - Outstanding Expenses, Bills Payable Secured loans Unsecured Loans, Contingent Liabilities

Human Resource Development and Organizational Behavior

Module 1

Introduction: HR Role and Functions, Concept and Significance of HR, Changing role of HR managers - HR functions and Global Environment, role of a HR Manager. Human Resources Planning: HR Planning and Recruitment: Planning Process - planning at different levels - Job Analysis

Module 2

Recruitment and selection processes - Restructuring strategies - Recruitment-Sources of Recruitment-Selection Process-Placement and Induction-Retention of Employees. Training and Development: need for skill upgradation - Assessment of training needs - Retraining and Redeployment methods and techniques of training employees and

executives – performance appraisal systems.

Module 3

Performance Management System: Definition, Concepts and Ethics-Different methods of Performance Appraisal- Rating Errors Competency management. Industrial Relations : Factors influencing industrial relations - State Interventions and Legal Framework - Role of Trade unions - Collective Bargaining - Workers; participation in management.

Module 4

Organizational Behaviour: Definition, Importance, Historical Background, Fundamental Concepts of OB, Challenges and Opportunities for OB. Personality and Attitudes: Meaning of personality, Personality Determinants and Traits, Development of Personality, Types of Attitudes, Job Satisfaction.

Module 5

Leadership: Definition, Importance, Theories of Leadership Styles. Organizational Politics: Definition, Factors contributing to Political Behavior. Conflict Management: Traditional vis-a-vis Modern View of Conflict, Functional and Dysfunctional Conflict, Conflict Process, Negotiation - Bargaining Strategies, Negotiation Process.

Corporate Accounting I

**Subject: CORPORATE ACCOUNTING -I Course Code: 232
Total Credits: 03**

1. Accounting Standards

- Standards 5, 10, 14 Accounting and 21

- Its applicability with Practical Examples.

2. Profit Prior to Incorporation

- Introduction to the process on incorporation of a company.
- Difference between incorporation and commencement of a company.
- Accounting of incomes and expenses during Pre- and Post-Incorporation period.
- Basis of allocation and apportionment of income and expenses for the Pre- and Post-Incorporation period.

3. Company Final Accounts

- Preparation of Company Final Accounts- Forms and contents as per Provisions Schedule III of the Companies Act 2013 (with the amendments for the relevant academic year)
- Related adjustments and their treatment.

4. Valuation of Shares

- Concept of Valuation,
- Need for Valuation,
- Special Factors affecting Valuation of Shares, Methods of Valuation
-
- Net Assets Method,
- Yield Basis Method,
- Fair Value Method

Business Economics (Micro) - II

Course Code - 123

Business Economics (Micro) - II

1 Cost and Revenue

1.1 Concepts and Types of Cost- Economic Cost and Accounting Cost, Private Cost and Social Cost, Actual Cost and Opportunity Cost, Explicit Cost and Implicit Cost, Incremental Cost and Sunk Cost, Fixed Cost and Variable Cost

1.2 Relation between Total Cost, Average Cost and Marginal Cost

1.3 Cost Curves in Short run and Long run

1.4 Concept of Total Revenue, Average Revenue and Marginal Revenue

2 Pricing Under Perfect Market Conditions

2.1 Pure Competition: Meaning and Features

2.2 Features of Perfect Competition

2.3 Price Determination in Perfect Competition

2.4 Equilibrium of Firm and Industry in Short Run and Long Run

3. Pricing Under Imperfect Market Conditions

3.1 Meaning of Imperfect Competition

3.2 Monopoly: Features and Equilibrium, Price Discrimination

3.3 Monopolistic Competition- Features and Equilibrium.

3.4 Oligopoly: Concept and Features

3.5 Duopoly: Concept and Features

3.6 Comparison of Perfect and Imperfect Competition

4 Factor Pricing

4.1 Marginal Productivity Theory of Distribution

4.2 Rent- Meaning, Ricardian Theory of Rent, Modern Theory of Rent, Concept of Quasi Rent

4.3 Wages-

4.3.1 Meaning and Types of Wages-

a) Minimum Wages b) Money Wages c) Real Wages d) Subsistence Wages e) Fair Wages

4.3.2 Backward Bending Supply Curve of Labour

4.3.3 Role of Collective Bargaining in Wage Determination

4.4 Interest-Meaning, Loanable Fund Theory, Liquidity Preference Theory

4.5 Profit- Meaning, Risk and Uncertainty Theory of Profit, Dynamic Theory of Profit, Innovation Theory of Profit