

PATLIPUTRA UNIVERSITY

PATNA

COURSES OF STUDY

FOR

PASS / HONOURS & SUBSIDIARY COURSES

B. Com. Part - III

Must read for better result TATA PANACEA help book series

B. Com Part – III
Patliputra University Patna
HONOUR & PASS GENERAL
GENERAL COURSE
PART – III : (PAPER – III)

	Min marks	Pass Marks	Aggregate
1. Business Statistics			
Business Mathematics	100	33	
2. Optional Group :	100		99
(i) Paper – I	100	33	
(ii) Paper – II	100	33	
3. General Studies	100	33	135

The Optional Groups for B.Com (General) Course shall be as follows and a candidate shall offer any one of these groups.

Group – A [ACCOUNTS]

Maximum marks

(i) Advanced Accounts	100
(ii) Auditing	100

GROUP – B [LABOUR]

(i) Personal Management	100
(ii) Industrial Relations	100

GROUP – C [PUBLIC ENTERPRISES]

(i) Principles of Public Enterprises	100
(ii) Public Enterprises in India	100

GROUP – D [COMPANY LAW AND ADMINISTRATION]

(i) Company Law in India	100
(ii) Company Administration	100

GROUP – E [BUSINESS ENVIRONMENT]

(i) Economic and Planning	100
(ii) Industrial Growth and Development	

GROUP – F [BUSINESS MATHEMATICS AND STATISTICS]

(i) Business Mathematics	
(ii) Business Statistics	100

GROUP – G [TRADE]

(i) Banking Principles	100
(ii) Banking in India	100

GROUP – I [INSURANCE]

(i)	Insurance Principles	100
(ii)	Insurance in India	100

GROUP – J [RURAL ECONOMICS AND CO-OPERATION]

(i)	Rural Economics	100
(ii)	Co-operation in India	100

GROUP – K

The Courses of Studies in any other Group in which teaching is provided specially in a particular University and is missing in the list above shall be framed by the University concerned.

HONOURS

GROUP – A

Honours Papers :

		Max. Marks	Pass Marks
(i)	Cost Accounting	100	
(ii)	Management Accounting	100	
(iii)	Taxation Law and Accounts	100	180
(iv)	Business statistics and Elementary Mathematics	100	

Subsidiary Papers :

(i)	General Studies	100	33
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GROUP - B

Honours Paper :

(i)	Secretarial Practice	100	
(ii)	Corporation Finance	100	
(iii)	Corporate Taxation and Accounting	100	180
(iv)	Business Statistics and Elementary Mathematics	100	

Subsidiary Papers :

(i)	General Studies	100	33
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Business Environment

Group - B

Honours Papers :

(i)	Personal Management and Industrial Relations	100	
(ii)	Rural Environment and Co-operation	100	
(iii)	Taxation Law and Accounts	100	180
(iv)	Business Statistics and Elementary Mathematics	100	

Subsidiary Papers :

(ii)	General Studies	100	33
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Group – D			
(i)	Money Market	100	
(ii)	Capital Market	100	
(iii)	Stock Exchanges	100	180
(iv)	Business Statistics and Elementary Mathematics	100	
Subsidiary Papers :			
(i)	General Studies	100	33

Note : 1. Course in (a) Business Organisation
(b) Finance Accounting and Business Law

For Honours papers will be of a higher standard than the courses for General Course students.

2. A candidate of Non-Indian domicile may take a full paper in English (higher standard) in lieu of other languages in Part III of B.Com. (General or Honours) Course.

PART – III PAPER – I [BUSINESS STATISTICS & BUSINESS MATHEMATICS] MATHEMATICS

Elementary idea of A. P., C. P. And H. P

Permutations and combinations.

Binomial, Logarithmic and Exponential Series.

Set Theory-Definitions, Union intersection and difference of sets.

Variables, Functions and Graphs-Differentiation and integration functions.

Elementary idea of a Determinants, matrices and Vectors up to purchase of two vectors.

Co-ordinates.

Straight Lines.

Pair of Straight Lines.

STATISTICS

Statistic – Its meaning, nature, scope, Limitation and importance in business and economics.

Collection of Data : Definitions of the unit of investigation. Census and sample survey. Direct and indirect personal investigation, investigation on the basis of existing documents, errors in collection of statistics. Preparation of questionnaires and schedules.

Sample survey – Population, sampling units and sampling variance, concept of purposive and probability sampling, simple random sampling, stratified random sampling, systematic sampling, two stage sampling and cluster sampling.

Graphic Representation of Data – Histograms, bar chart and pie chart, Frequency polygon frequency Curve, graphs of less than and more than types.

Measures of Central Tendency – Arithmetic mean, geometric mean, harmonic mean, weighted average, median, mode, quartiles, deciles and percentiles, their relative importance and limitations.

Measures of Dispersion – Range, mean deviation, quartile deviation, its nature. Product moment correlation and rank correction.

Book Recommended :

1. Elhance D. N. - Fundamental of Statistics.
2. Asthana B. N. - Elements of Statistics.
3. Singh S. P. - Sankhyaki ke Sidhant Evam Byavhar
4. Shukla and Gulson - Principles of Statistics.

PART – III : GENERAL STUDIES

The paper on General Studies will include question on the following fields of knowledge :

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|--|-----------------|
| (i) History of India - | Marks 15 |
| 3 Short Answer Type Question 3 x 5
(Students should have a broad general understanding of the subject in its social, Economic and political aspect). | |
| (ii) Geography of India - | 15 |
| 3 Short Answer Type Question 3 x 5
(Physical and Economic Geography of India- Agricultural and natural resources). | |
| (iii) Planning in India - | 10 |
| 2 Short Answer Type Question 2 x 5
(General understanding of the broad facts about the different Five Year Plans). | |
| (iv) Indian Policy - | 15 |
| 3 Short Answer Type Question 3 x 5
(General Understanding of the Constitution of India). | |
| (v) Indian National Movement – One question. | |
| (vi) General Science – | |
| 3 Short Answer Type Question 4 x 5
(Question on General Science will cover General Understanding of science and experience as may be expected of a well educated person who has not made a special study of any scientific discipline). | |
| (vii) Current events of national and international importance. | |
| 3 Short Answer Type Question. 3 x 5 | 15 |

ACCOUNT GROUP

PART – III, PAPER – I : [COST ACCOUNTING]

Cost Accounting – Meaning, objects and scope of cost accounting and its relation with Financial Accounting : Methods of costing systems.

Elements of Cost – Material, cost purchase of materials, storage of materials, Store organisation, pricing of materials, issues of stores, preparation of store ledgers.

Labour Cost – Computation of Labour cost.

Methods – Meaning and classification, allocation of overheads.

Methods of costing – Unit costing, preparation of cost sheet, production account. Process costing – treatment of wastages; by-product, allocation of Joint expenses, contract costing-preparation of contract account. Treatment of profit on incomplete contract, Relation between Cost and Financial Account; preparation of Reconciliation Statement. Cost Audit- Meaning and importance.

Books Recommended :

1. M. L. Agarwal - Cost Accounts.
2. M. C. Shukla - Cost Accounts.
3. S. M. Shukla - Cost Accounts.
4. L. N. Gupta - Cost Accounts.
5. W. W. Bigg - Cost Accounts.

ACCOUNTS GROUP

PART – III, PAPER –II : [MANAGEMENT ACCOUNTING]

Management Accounting – Meaning and nature of Management Accounting as distinguished from Financial Accounting and Cost Accounting; Scope and role of Management Accounting, Techniques of Management Accounting.

Preparation and presentation of Financial Statement, their limitation; basic accounting concepts and conventions, interpretation of financial statements; Technique, different types of accounting ratios, their significance and limitations; preparation of Funds Flow and Cash Flow statements.

Inventory Valuation – Techniques of inventory control, Inflation Accounting – Meaning and importance.

Books Recommended :

1. R. N. Anthony - Management Accounting.
2. S. P. Gupta - Management Accounting.
3. Manmohan and Goyal - Management Accounting.
4. Hingorani and others - Management Accounting.

ACCOUNTS GROUP

PART – III, PAPER – III : [TAXATION LAW AND ACCOUNTS]

Income Tax Act, 1961 – Definition concepts of Income residence and tax liability, distinction between capital and revenue receipts income exempt from tax.

Computation of income under various heads – Salaries, interest on securities, income from house property, capital gains.

Taxation of individuals and firms.

Income Tax authorities – their appointment, jurisdiction and powers.

A brief introduction of Wealth Tax Act, 1957; Gift Tax Act. 1958.

Books Recommended :

1. H. C. Mehra - Income Tax
2. R. R. Gupta - Income Tax
3. Income Tax Act 1961
4. Bhagwati Prasad - Income Tax Law and Accounts.

CORPORATE ADMINISTRATION GROUP

PART – III, PAPER – I : [SECRETARIAL PRACTICE]

Role of Secretary in a company – Duties of Secretary Contractual, Statutory.

Secretarial Practice relating to : Promotion and incorporation of companies registered under the Companies Act, 1956.

Procedure for preparation of Memorandum, Articles and prospects.

Share certificates, Share warrants – Formal issue of share certificates and duplicate share certificates – Maintenance of statutory books, records and registers; Register and index of members, Register and index of debenture holder, Register of directors, Managers, Register of changes and mortgages, Register of contracts disclosing interest of Directors.

Transfer and Transmission of shares.

Annual returns.

Preparation of certain resolutions and agreements with the Register.

Routine correspondence with Shareholders arrangement with postal authorities for despatch of notice. Annual reports, dividend warrants etc. Notices from Shareholders and compliance with stock exchange requirements.

Books Recommended :

1. Sharma and Chauhan : Company Law in India
2. S. R. Sherlekar : Secretarial Practice
3. S. M. Shah : Company Law.

CORPORATE ADMINISTRATION GROUP

PART – III, PAPER – II : [CORPORATION FINANCE]

Meaning, importance and scope of Corporation Finance, Corporate Securities-Ownership securities, Preference Shares and Equity Shares. Creditor ship Securities, Debentures and bonds, their kinds and significance.

Corporate promotion – Meaning types and stages of corporate promotion-corporate promotion in India.

Capitalisation- Over-capitalisation, Under-capitalisation, Designing capital Structure- trading on equity-requisites of financial plan; Working capital-meaning and significance.

Marketing of corporate securities-Methods, Functions of stock exchanges, Under writing of securities of India.

Profit Management-Internal Financing –Dividend Policy-Kinds of Dividend Payment.

Business expansion, Business failure, re-organisation of business and Financial considerations.

Sources of Finance for Companies-Financial Institutions in India-Their working.

Books Recommended :

1. C. W. Geslinberg - Financial Organisation and Management.
2. S. C. Kumar - Corporation Finance.
3. Sharma And Chauhan - Corporation Finance.
4. R. S. Kulshrestha - Corporation Finance (Hindi)

CORPORATE ADMINISTRATION GROUP

PART – III, PAPER – III : [CORPORATE TAXATION & ACCOUNTING]

Basic framewon of direct tax law in India – Different direct tax law and their inter-relationship with the scheme of taxation in India.

Corporate Income Tax in India – Income tax and tax liabilities companies classification of companies and tax incidence under the Income Tax Act.

Concept of tax Planning – Methods of tax planning; tax planning and financial management in companies, Tax considerations in dividend policy and bonus, share, issues, taxation of inter-corporate dividends and transfers.

Companies (profits) Sur Tax Act, 1964

Wealth Tax 1957

Corporate Tax Management in India, Deduction of Tax at source-advantage payments of tax, filling of returns etc.

Books Recommended :

1. H. C. Melhrotra - Income Tax.
2. R. R. Gupta - Income Tax Law and Accounts
3. Finance Act - Latest
4. Kamga - Income Tax Law in India.

Business Environment Group

PART – III, PAPER – I : [PERSONAL MANAGEMENT & INDUSTRIAL GROUP]

Trade Union Movement with special reference to India, aims objects functions and weakness of Trade Unions.

Labour Management – Recruitment, Training, Promotion, Induction, retrenchment of industrial workers.

Industrial disputes - Causes and effects- Methods of prevention and settlement of Industrial Disputes and Machinery in India-Labour Welfare and Social Security measures, Methods of wage payment.

Function and Organisation of Personal Department Changing role of personal function in modern times.

Books Recommended :

1. P. Yadav - Personal Management and Industrial Relations.
2. Cunnison - Labour Organisation.
3. G. P. Sinha and P. R. N. Sinha - Industrial Relations and Labour Legislation.
- Labour Problems and Social Welfare.

Business Environment Group

PART – III, PAPER – II : [RURAL ENVIRONMENT & CO-OPERATION]

Rural Economy in India ; Problems of agriculture; Small scale and village industries, their problems, Rural indebtedness problems and solution, Village Panchayats and their role in rural development, various programmes of rural development.

Co-operative Movement – History, Principles and characteristics.

Management of co-operative Societies-Both credit and non-credit co-operative societies, Working of Co-operative Banks, Land Development Banks, Role of R. B. I. and NABARD in rural Development.

Books Recommended :

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|--------------------|---|
| 1. B. N. Chaubey | - Principles and Practice of Co-operative Banking in India. |
| 2. T. E. Stepheson | - Management of Co-operative Societies. |
| 3. E. M. Hough | - The Co-operative Movement in India. |
| 4. D. G. Karn | - Co-operative principles and Substance. |

Business Environment Group

PART – III, PAPER – III : [TAXATION AND ACCOUNTS]

The course of this paper shall be the same as the Paper-II of Part-III of Account (Honours) Group.

Business Finance Group

PART – III, PAPER – I : [MONEY MARKET]

Meaning, significance and organisation of Money Market, Features of Indian Money market, Money Market Organisation in U. S. A, England and Japan.

Organisation of Indian Money Market.

Functioning of Commercial Banks, Co-operative Banks as constituents of Money Market.

Bill Market in India – Working of Indian Bill Market.

Books Recommended :

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|----------------|-----------------------------------|
| 1. S. K. Rao | - The Money Market. |
| 2. R. B. I. | - Function and Workings. |
| 3. Growther | - An Outline of Money. |
| 4. G. N. Haliu | - Economics of Money and Banking. |

PART – III, PAPER – II : [CAPITAL MARKET]

Meaning, significance and scope of capital market. A brief history of development of capital markets in U. S. A, England and Japan.

Organisation and institution of Capital Market in India, Development Banking- its role in economic development in India.

Function and working of specialised financial institutions viz. I. F.G, I. I.C, I.C.I, U.T.I., L.I.C, I.D.B.I etc.

Books Recommended :

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|-------------------|----------------------------------|
| 1. N. L. Nanda | - Capital Market in India |
| 2. S. L. M. Sinha | - Capital Market in India |
| 3. T. P. Maitin | - Intentional Financing of India |
| 4. S. C. Basu | - Development Banking in India |

PART – III, PAPER – III : [STOCK EXCHANGES]

Meaning importance and Function of Stock Exchanges-their role in industrial finance in the country. A brief history of development of Stock Exchanges in U. S. A, England, Japan.

Stock Exchanges in India – Their organisation and working. A brief study of the working of Stock Exchanges in India. Regulation of Stock Exchange in India.

Stock Exchange transaction, Provisions of Securities Contracts (Regulation) Act, 1956.

Forward Contract Act, 1958

Control of Capital Issues Act. 1956

Books Recommended :

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|-----------------|-------------------------------------|
| 1. N. L. Nanda | - Capital Market in India |
| 2. K. K. Garg | - Stock Exchanges in India. |
| 3. T. P. Maitin | - Institutional Financing in India. |

PART – III, PAPER – IV : [BUSINESS STATISTICS & BUSINESS MATHEMATICS]

The course for this paper shall be same as of Paper IV of Part III of Accounts (Honours) Group.