

**SOPHIA GIRLS' COLLEGE,
(AUTONOMOUS)**

AJMER



**Scheme of Examination
and**

SYLLABUS

2017-18 (Batch)

FOR

MASTER OF COMMERCE (ABST)

Semester – I to IV

MASTER OF COMMERCE

Eligibility for admission in First Year of MCOM is B.Com examination of any Board with at least 48% marks. With regard to admission on reserved category seats government rules will be applicable.

SCHEME OF EXAMINATION

The number of the paper and the maximum marks for each paper together, with the minimum marks required to pass are shown against each subject separately. It will be necessary for a candidate to pass in the theory as well as the practical part of a subject/paper, wherever prescribed, separately.

Classification of successful candidates shall be as follows:

First Division	60%	}	of the aggregate marks prescribed in Semesters I to IV taken together
Second Division	50%		

All the rest shall be declared to have passed the examination.

- ▲ For passing a candidate shall have to secure at least 40% marks in each course (Theory and Practical separately).
- ▲ No division shall be awarded in Semesters I to III.
- ▲ Whenever a candidate appears for a due paper examination, she will do so according to the syllabus in force.
- ▲ A candidate not appearing in any examination/absent in any paper of term end Semester shall be considered as having DUE in those papers.

End Semester Examination Pattern

Maximum Marks: 70

Duration: 3 Hrs.

Section A

10 x 1 = 10 marks

Contains 10 Questions of 1 mark each and all are compulsory.

Three questions from each unit and one extra question from any one unit.

3 + 3 + 4 = 10 Questions

Section B

5 x 3 = 15 marks

Contains 3 questions with internal choice (Two questions from each unit).

Each Question carries 5 marks.

A student has to attempt 3 questions, choosing at least one question from each unit.

Section C

3 x 15 = 45 marks

Contains 3 questions with internal choice (Two questions from each unit).

Each Question carries 15 marks.

A student has to attempt 3 questions, choosing at least one question from each unit.

Course Structure in Semester – I

Paper Code	Paper Name	Contact Hours Per Week	Total Marks		Max. Marks	Min. Pass Marks	Duration
			Internal	External			
COMM-101	Management Accounting	06	30	70	100	40	3 hrs
COMM-102	Business Research Methods	06	30	70	100	40	3hrs
COMM-103	Advanced Accountancy -I	06	30	70	100	40	3 hrs
COMM-104	Cost Management	06	30	70	100	40	3hrs
Semester Total					400	160	

COMM – 101 Management Accounting

Max. Marks: 100

Min. Marks: 40

Duration: 3 hr

Objective: To impart the knowledge about the use of financial, cost and other data for the purpose of managerial planning, control and decision making

Note: Please make a 60:40 distribution in practical : theory

Unit-I

Management Accounting-An Introduction: Nature & Scope, Financial Accounting vs. Cost Accounting vs. Management Accounting; Functions, Techniques, Principles; Scope; Utility; Limitations; Essentials for Success. Management Accountant: Position, Role and Responsibility.

Working Capital-Concept, factors affecting working capital requirement, sources of working capital, ascertainment of Working capital requirement.

Unit-II.

Marginal Costing and Break even analysis : Marginal Cost; Marginal Costing and Differential Costing, Marginal Costing and Absorption Costing; Contribution Analysis; Cost – Volume- Profit Analysis; Different types of Break-even Points and Charts; Advantages and limitations of BE Charts and Marginal Costing, Applications of BEP in sales and Mix Product Lines. Decisions Involving Alternate Choices: Cost Concepts Associated with Decision making; Evaluation Process; Specific Management Decisions – Make or buy; Expand or buy; Expand or Contract; Change vs. Status Quo; Retain or Replace; Explaining New Markets; Optimum Product Mix; Adding and Dropping a Product.

Unit-III

Capital Budgeting Decisions: Nature and Kinds of Capital Budgeting Decisions; techniques of evaluating capital budgeting decisions, Management Reporting System.

Reference Books:

- Ravi M. Kishore – Advance Management Accounting – Taxman allied Services Pvt. Ltd., New Delhi.
- M.Y. Khan, P.K. Jain – Management Accounting – Tata McGraw Hill, New Delhi.
- Horngren, Sundem, Stratton – Introduction to Management Accounting - Pearson Education, New Delhi.
- S.N. Mittal – Accounting & Financial Management – Shree Mahavir Book Depot, Nai Sarak, New Delhi.
- Anthony, Robat N., Hawkins and Merchant, Management Accounting, Pearson Education, New Delhi.
- Garison R.H. and E.W. Noreeb, Managerial Accounting, McGraw Hill, New Delhi
- Ronald W. Hilton, Managerial Accounting, McGraw Hill Education, New Delhi
- Jawahar Lal, Advanced Management Accounting, Text, Problems and Cases, S.Chand & Co., New Delhi.
- Jain, Narang-Management Accountancy- Kalyani Publications, New Delhi.

Note:- Latest edition of the book to be referred.

COMM – 102 BUSINESS RESEARCH METHODS**Max. Marks: 100****Min. Marks: 40****Duration: 3 hrs**

Objective: This course aims at providing the general understanding of business research and the methods of business research, This course will impart learning about how to collect, analyse, present and interpret data.

Note: Please make a 60:40 distribution in practical : theory

Unit-I

An Introduction to Research: Nature, Objectives, Research Methods, Methods of Data Collection. Process of Research- Hypotheses, Formulation. Research Design- Meaning and types.

Chi- Square –Test: Conditions for apply Chi- Square – Test, Yate’s correction, Uses of Chi- Square, Additive Property of Chi- Square., Misuse of Chi-Square Test and its limitations. (Excluding Question based on Poisson distribution)

Unit-II

Sampling: Meaning, Need and Types of Sampling, Elementary Sampling theory, Sampling and Non – Sampling errors, Statistical Inference: Test of Hypotheses: Sampling tests – Large sample test and small sample tests – T-Test, F-Test.

Unit-III

Analysis of Variance:One way Classification, Two way Classification, Latin Square Matrix.

Reference Books:

- Chou-Ya- Lun: Statistical Analysis, Holt, Rinchart and Winslon, Delhi.
- Hooda, R.P: Statistics for Business and Economics, Macmillan India Ltd. New Delhi.
- Heinz, Kohler: Statistics for Business & Economics, Harper Collins, New Delhi.
- Hien, L.W: Quantitative approach to Managerial decisions, Prentice Hall, New Jesery India, Delhi.
- Lawrence B. Morse: Statistics for Business & Economics, Harper Collins, New Delhi.
- Levin, Richard I and David S Rubin: Statistics for Management, Prentice Hall of India, Delhi.
- Watsnam Terry J. and Keith Parramor: Quantitative Methods in Finance, International Thompson Business Press, New Delhi.
- Ackaff, R.L. and Sasieni, M.W., Fundamentals of Operations Research, John Wiley and sons Inc., New York
- Agee, M.H., Taylor, R.E. and Torgersen, P.E., Quantitative Analysis for Management Decisions, Prentice Hall Inc, New Delhi.
- S.P. Gupta, Statistical Methods, Atlantic Publication and Distributors (P) Ltd., New Delhi.
- K R Sharma, Business Research Methods, National Publishing House, New Delhi

Note:- Latest edition of the book to be referred.

COMM – 103 ADVANCED ACCOUNTANCY- I**Max. Marks: 100****Min. Marks: 40****Duration: 3 hrs**

Objective: To provide basic knowledge of Advanced accountancy to understand the Final accounts of banking companies, inflation accounting and advanced corporate accounting.

Note: Please make a 60:40 distribution in practical : theory

Unit-I

Inflation Accounting: Introduction, Limitations of Historical Accounting, Methods of inflation accounting- Current purchasing power method and Current cost accounting method.

Accounts of Banking Companies: Business of Banking Companies, Statutory Books of Accounts, Subsidiary Books, Memorandum Books, Principal Books of Account, Final Accounts: Balance Sheet, Profit & Loss Account, Provision for NPA, Advance Classification, rebate on Bills Discounted and ECGC Guarantee.

Unit-II

Accounting for Liquidation of Companies: Introduction, Statement of Affairs Method, Deficiency account, Liquidators Final Statement of account, List B Contributories.

Economic value Added: Concept, Computation of Basic EVA, Concept of NOPAT, Interpretation of EVA, Application and Limitations of EVA.

Unit-III

Internal Reconstruction: Internal Reconstruction including preparation of reduction scheme. Environmental Accounting.

Reference Books:

- R.L. Gupta, M. Radhaswamy, Advanced Accountancy, Theory Methods & Application, Sultan Chand & Sons, New Delhi.
- Shukla and Grewal: Advanced Accountancy, S. Chand, New Delhi
- Ashok Sehgal, Deepak Sehgal: Fundamental of Financial Accountancy, Taxman Publication, New Delhi.
- Jain, Khandelwal And Pareek: Higher Accounting, Ajmera Book Co., Jaipur
- Hanif and Mukherjee :Modern Accountancy-Vol. I &Vol. II, Tata McGraw, New Delhi.
- S. N. Maheshwari, Advanced Accountancy, Vikas Publishing House, New Delhi.

Note:- Latest edition of the book to be referred.

COMM – 104 COST MANAGEMENT

Max. Marks: 100

Min. Marks: 40

Duration: 3 hrs

Objective: This course exposes the students to the basic concepts and tools used in Cost accounting and Cost Management

Note: Please make a 60:40 distribution in practical : theory

Unit-I

Cost Concepts and Classifications, Activity Based Product Costing – Concept and uses; Emerging Costing Approaches, Variable and Absorption Costing – Concept, Comparison, Applications of Variable Costing. Uniform costing, Concept, Scope of Uniform costing, Need for Uniform Costing, Inter firm comparison, Need for Inter Firm Comparison.

Unit- II

Process Costing; Work in Progress, Inter process Profits, By Products and Joint Products. Equivalent Production.

Unit-III

Cost records, Integral system and preparation of accounts under Integral system. Non integral system, preparation of accounts under non-integral system. Benefits and limitations of Non-Integral systems. Transfer Pricing.

Reference Books:

- Saxena and Vashishtha: Advanced Cost Accounting; Sultan Chand and Sons, New Delhi.
- Horngren Charles. T: Cost Accounting – A Managerial Emphasis. Pearson Publications, New Delhi.
- Ravi M. Kishore, Cost Management – Taxman Publications, New Delhi.
- Jain, S.P,NarangK.L.: Advanced Cost Accounting. Kalyani Publications, Delhi

Note:- Latest edition of the book to be referred.

Course Structure in Semester – II

Paper Code	Nomenclature	Contact Hours Per Week	Total Marks		Max. Marks	Min. Pass Marks	Duration
			Internal	External			
COMM-201	Advanced Business Statistics	06	30	70	100	40	3 hrs
COMM-202	Security Analysis and Portfolio Management	06	30	70	100	40	3hrs
COMM-203	Advance Accountancy -II	06	30	70	100	40	3 hrs
COMM-204	Auditing and Assurance	06	30	70	100	40	3hrs
Semester Total					400	160	

COMM – 201 ADVANCED BUSINESS STATISTICS

Max. Marks: 100

Min. Marks: 40

Duration: 3 hrs

Objective: The objective of this course is to familiarize students with the advanced statistical tools used to summarize and analyze quantitative information for decision making.

Note: Please make a 60:40 distribution in practical: theory

Unit-I

Association of Attributes: Meaning, Classification, Methods, calculation of Association of Attributes, Partial Association, Consistency of Data.

Probability: Basic concepts, Type of events conditional probability, Joint Probability, Bayes' theorem and its applications.

Unit-II

Concept and application of Binomial, Poisson, and Normal distributions.

Interpolation and Extrapolation: Definition, need, importance, Methods- Binomial Method, Newton's Method of Advancing differences, Newton's Divided Difference Method and Lagranges's Method.

Unit-III

Matrices: Definition of a matrix, types of matrices, Basic operations, Transpose, Determinant of a square Matrix, Minor and Co-factors, Adjoint of a square Matrix, Elementary operations on Matrix, Inverse of a matrix, Solution to System of Linear equations- Matrix Inverse method and Cramer's method.

Elements of Statistical Decision Theory: Introduction, Decision under Uncertainty-Maxi-Max Criterion, Maxi-Min Criterion, Mini- Max Regret Criterion, Hurwicz criterion, Laplace criterion. Decision under Risk- EMV Criterion, Expected Opportunity Loss Criterion, Expected value of perfect information, Marginal Analysis method.

Reference Books:

- Chou-Ya- Lun: Statistical Analysis, Holt, Rinchart and Winslon, Delhi.
- Hooda, R.P: Statistics for Business and Economics, Macmillan India Ltd., New Delhi.
- Heinz, Kohler: Statistics for Business & Economics, Harper Collins, New Delhi.
- Hien, L.W: Quantitative approach to Managerial decisions, Prentice Hall, New Jesery India, Delhi.
- Lawrence B. Morse: Statistics for Business & Economics, Harper Collins, New Delhi.
- Levin, Richard I and David S Rubin: Statistics for Management, Prentice Hall of India, Delhi.
- Watsnam Terry J. and Keith Parramor: Quantitative Methods in Finance, International Thompson Business Press, New Delhi.
- Ackaff, R.L. and Sasieni, M.W., Fundamentals of Operations Research, John Wiley and sons Inc., New York
- Agee, M.H., Taylor, R.E. and Torgersen, P.E., Quantitative Analysis for Management Decisions, Prentice Hall Inc, New Delhi.
- S.P. Gupta, Statistical Methods, Atlantic Publication and Distributors (P) Ltd., New Delhi.

- K R Sharma, Business Research Methods, National Publishing House, New Delhi.
- Agarwal, N.P., Advance Business Statistics, RBD, Jaipur

Note:- Latest edition of the book to be referred

COMM – 202 Security Analysis and Portfolio Management

Max. Marks: 100

Min. Marks: 40

Duration: 3 hrs

Objective: The objective of the course is to establish a conceptual frame work for the study of security analysis and portfolio management. This course will provide the student the ability to understand and utilise the skill of optimizing returns. The focus at different places is to build models and discuss their validity and application to practical situations.

Note : Please make a 60:40 distribution in practical : theory

Unit- 1

Introduction to Investment: Meaning of Investment, speculation and Gambling, types of investors, Investment Process, Investment objectives and characteristics of Investment.

Overview of Capital market: Primary and secondary market- role, function and factors contributing for the growth of capital Market. Difference between Primary market and secondary market.

Regulatory Mechanism: SEBI –Introduction, objectives, Power, Functions, SEBI reforms in Indian Capital Market.

Unit-II

Security Analysis: Introduction. **Fundamental Analysis:** Economic analysis-Factors and technique used (excluding Numerical), Industry Analysis- Factors and technique used(Excluding Numerical) and company Analysis- Factors and technique used (excluding numerical).

Technical Analysis-Assumption, Dow Theory, Support and resistance level, Moving average, Rate of Change, Relative Strength Index, Charts- Head and Shoulders, V formation, Tops and Bottoms, Indicators-Volume of Trade, short sales.

Equity valuation: Anticipated return, present value of the return, multiple Year holding period, Constant growth model, Two stage Growth model, valuation through P/E ratio.

Efficient Market Theory-Assumptions of Random theory, Random walk and Efficient Market Theory, Efficient Market Hypothesis, Weak form, Semi strong form and Strong form of EMH, Critique of EMH.

Concept of Portfolio: Introduction, Phases of portfolio Management, Objectives, Concept of risk and return, sources, types and measurement, Concept of Diversification.

Unit-III

Portfolio theory: Traditional Approach, CAPM-Assumptions, CML, SML, CAPM Analysis, CAPM Model, Market Model, Uses and Limitations, problems on CAPM Model. APT, Markowitz Model, Single Index model- Concept, Corner portfolio, Sharpe's optimal portfolio, Construction of the optimal portfolio (excluding short sales).

Portfolio Evaluation: Criteria, Sharpe's measures, Treynor's Measures, Jensen Measures.

Portfolio Revision: Active portfolio Strategy, Passive portfolio strategy, The formula Plans- Concept, Advantages and Disadvantages.

Reference Books:

- Avadhani, V.A., Investment and security Markets in India, HimalayaPublishing House, Mumbai.
- Kevin, S., Security Analysis and portfolio Management, PHI Learning, New Delhi
- Fischer and Jordon, Security analysis and Portfolio Management, Pearson Publications, New Delhi.
- Gordon Alexander, William Sharpe and Jeffery Bailey Fundamental of Investments, Pearson Publications, New Delhi
- P. Pandian Security analysis and Portfolio Management, VikasPublishing, House, New Delhi
- ZviBodie, Alex Kane, Alan Marcus and PitabasMohanty, Investments, Tata McGraw Hill, New Delhi.

Note:- Latest edition of the book to be referred.

COMM – 203 ADVANCED ACCOUNTANCY- II**Max. Marks: 100****Min. Marks: 40****Duration: 3 hrs**

Objective: To help the students to acquire the conceptual knowledge of the fundamentals of the corporate accounting and to learn the techniques of preparing the financial statements..

Note : Please make a 60:40 distribution in practical : theory

Unit -I

Accounting for Hire Purchase System, Accounting for electricity companies- Double account Systems, Replacement Account, Revenue Account, Net Revenue Account, Capital Account, General Balance Sheet, Computation of Clear Profit, Clear base, Appropriation of Profit, Disposal of Surplus, Tariff and Dividend Control Reserve Account.

Unit -II

Accounting for Insurance Companies (excluding Life Insurance), Human Resource Accounting, Value Added Statement: Definitions, Value Added, Gross value Added, Net Value Added, Computation, Limitation and Interpretation.

Unit-III

Indian Accounting Standards: AS-2, AS-9, AS-12, AS-16: Theoretical knowledge (objectives and Application), An Introduction of IFRS: Concept, Objectives. Basic concept of XBRL-Introduction, Benefits, Myths, XBRL Documents, Dissolution of Partnership Firm: Maximum Loss method and piecemeal distribution, Accounting for Hotel.

Reference Books:

- R.L. Gupta, M. Radhaswamy, Advanced Accountancy, Theory Methods & Application, Sultan Chand & Sons, New Delhi.
- Shukla and Grewal: Advanced Accountancy, S. Chand, New Delhi
- Ashok Sehgal, Deepak Sehgal: Fundamental of Financial Accountancy, Taxman Publication, New Delhi.
- Jain, Khandelwal And Pareek: Higher Accounting, Ajmera Book Co., Jaipur
- Hanif and Mukherjee : Modern Accountancy-Vol. I &Vol. II, Tata McGraw, New Delhi.
- S. N. Maheshwari, Advanced Accountancy, Vikas Publishing House, New Delhi.

Note:- Latest edition of the book to be referred.

COMM – 204 AUDITING AND ASSURANCE**Max. Marks: 100****Min. Marks: 40****Duration: 3 hrs**

Objective: To provide knowledge of auditing principles, procedures and techniques in accordance with current legal requirements and professional standards.

Unit - I

Meaning and objects of auditing, nature of Auditing, Basic principles and process of Auditing, conduct and control of an audit, sampling in Auditing, Audit Report.

Unit - II

Audit of Financial statement: Audit of payments, receipts, sales, purchase, personal ledger, fixed assets, investments, other assets and miscellaneous expenditure, capital and reserves, liabilities and other issues.

Unit - III

Audit of Companies: Appointment of Auditors, Rights, duties and Liabilities of company auditor. Special Audits: Club, Trust, educational Institution, Cinema Hall, hotel, NGO. Audit of Incomplete records, Introduction to Government Audit. Case laws: Kingston Cotton Mills case 1896, Irish woolen Co.V/sTyson and Other 1900, London and General bank case1895, Newton V/S Birmingham Small Arms Co. 1906, Commissioner of Income Tax V/s G.M. Dhandeker 1952, Headley Byrne & Co. Ltd. V/s Heller and Partners ltd. 1963.

Reference Books:

- Kamal Gupta, Fundamentals of Auditing, Tata MacGraw Hill Ltd, New Delhi.
- Jain, Khandelwal&Pareekh, Auditing, Ajmera Book Company, Jaipur.
- T.R. Sharma- Auditing,SahityaBhawan, Agra.

- T.G. Rose- Auditing, Tata MacGraw Hill Ltd, New Delhi.

Note:- Latest edition of the book to be referred.

Course Structure in Semester – III

Paper Code	Nomenclature	Contact Hours Per Week	Total Marks		Max. Marks	Min. Pass Marks	Duration
			Internal	External			
COMM-301	Direct Taxes Law & practice	06	30	70	100	40	3 hrs
COMM-302	Advanced cost Accounting	06	30	70	100	40	3hrs
COMM-303	Operational Research & Quantitative Techniques	06	30	70	100	40	3 hrs
COMM-304	Management and Operational Audit	06	30	70	100	40	3hrs
COMM-305	Project Management	06	30	70	100	40	3hrs
Semester Total					500	200	

COMM – 301 Direct Taxes Law and Practice

Max. Marks: 100

Min. Marks: 40

Duration: 3 hrs

Objective: To provide knowledge and equip students with application of principles and provisions of Income Tax Act, 1961 in respect of corporate, Cooperative societies and International taxation.

Note : Please make a 60:40 distribution in practical : theory

Unit-I

Assessment of Companies and Minimum Alternative tax, Assessment of Non-Residents, Assessment of Co-operative Societies, Representative Assesses.

Unit -II

Return of Income and Procedure of Assessment, Advance Payment of Tax, TDS, Interest on Taxes and refunds, Appeal and Revision, Tax Authorities.

Unit -III

Basics concept of International Taxation, Double Taxation Relief, Transfer pricing –Special Provisions relating to Avoidance of Tax (Chapter X, Sec 92 to 92F, 93 and 94A), Advance Rulings.

Reference Books:

- Dr. Vinod K. Singhania & Dr Kapil Singhania, Direct Taxes – Law & Practice, Taxman Publications, New Delhi.
- H. P.Ranina, Corporate Taxation, Orient Law House, Delhi.
- Paolo M. Panteghini, Corporate Taxation in a dynamic world, Springer
- Girish Ahuja & Ravi Gupta, Direct Tax Laws & Practice, Bharat Law House, New Delhi.

Note:- Latest edition of the book to be referred.

COMM – 302 ADVANCED COST ACCOUNTING

Max. Marks: 100

Min. Marks: 40

Duration: 3 hrs

Objective: To acquaint the students with basic concepts used in advanced cost accounting and various methods involved in cost ascertainment systems and use of costing data for planning, control and decision making.

Note : Please make a 60:40 distribution in practical : theory

Unit-I

Cost Information for Management Decisions and control. Design of Cost records for Material, Labour and Overheads. Break-Even Analysis for Decision Making: Determination of BEP, Construction of Different Break- Even Point Charts, Use of Break-Even Analysis.

Unit -II

Specific decision Making – Expanding Capacity or Not, Dropping or Adding a Product, Analysis of the effect of Alternative prices, Make or Buy Decision, Production Mix Decision. Cost Reduction programme and Planning, Employees Participation in Cost Reduction Programmes.

Unit -III

Pricing Decisions, Marketing and distribution Decisions, Treatment of Research and Development Cost.

Reference Books:

- Saxena & Vashishta : Advanced cost Accounting, Sultan Chand & Sons, New Delhi.
- Ratnam P. V.: Costing Adviser, Kitab Mahal, New Delhi
- Ravi M. Kishore: Cost Accounting, Taxman Publication, New Delhi
- Oswal, Mangal, Bidawat: Advanced Costing Problem, RBD Publishing House, Jaipur.
- Prasad N.K.: Principles and Practice of Cost Accounting, Books Syndicate Pvt. Ltd. Kolkata.

Note: - Latest edition of the book to be referred.

COMM – 303 Operation Research and Quantitative Techniques

Max. Marks: 100

Min. Marks: 40

Duration: 3 hrs

Objective: To enable the students to apply the quantitative technique to solve the management problems.

Note: Please make a 60:40 distribution in practical: theory

Unit-I

Operations Research: Introduction, Definition, scope of Operations Research, characteristics, Process of Operations Research. Quantitative approach to decision making, models & modeling in Operations Research. Limitation of operation.

Linear programming: Structure of linear program model, Assumption, Advantages, Limitations, General mathematical model, Guidelines for formulation of linear programming model Graphic and Simplex Methods, Concept of Dual.

Unit-II

Transportation and Assignment: Transportation problem, General structure of transportation problem, methods of finding initial basic feasible solution (NWCM, LCM & VAM), test for optimality (MODI Method), degeneracy (theory only), Assignment problems, Introduction, General structure, problems on minimization & maximization.

Unit -III

Network Analysis: CPM and PERT, Crashing.

Theory of games- formulation of game models, Two person Zero sum games & their solution, 2 x N and M x 2 games, M x N game, pure with saddle point, Mixed strategies (Graphical and algebraic methods), Limitations of game theory. Queuing Theory.

Reference Books:

- Sharma S. D, Operations Research: Theory, Methods and Applications, Kedar Nath, Ram Nath & Co., New Delhi.
- Taha H. A, Operations Research: An Introduction, PHI, New Delhi.
- Gupta, P. K., and Hira, D. S., Operations Research, S. Chand & Company, New Delhi
- Vohra N. D, Operations Research, TMH, New Delhi.
- Frederick S. Hillier, Gerald J. Lieberman, Introduction to Operations Research, Tata McGraw-Hill, New Delhi

Note:- Latest edition of the book to be referred.

COMM – 304: Management and Operational Audit**Max. Marks: 100****Min. Marks: 40****Duration: 3 hrs****Objective:** To impart the students about the knowledge of management and operational auditing.**Unit-I**

Management and Operational Audit: Concept, Nature, Difference between Statutory and Management Audit. Management Audit Programme. Specific Areas of Management and operational Audit: Review of Internal Control, Review of Purchasing Operations, review of Manufacturing Operations, review of efficacy of Management Information Systems. Appraisal of Management Decisions.

Unit-II

Cost Audit: Meaning, Objects, Advantage, Cost Audit of Materials, Labour and Overheads. Cost Auditor: Appointment, Rights, Duties and Liabilities under Companies Act, 2013. Cost Audit report.

Tax Audit: Concept, Meaning of turnover, Gross receipts, Accountant. Tax Audit report: form No. 3CA, Form No. 3CB and 3CD.

Unit-III

Investigation: Concept, Objectives, Difference between Audit and Investigation, Importance. Propriety Audit: Concept, provision for Public Sector Companies under Companies Act 2013.

Reference Books:

- Kamal Gupta: Contemporary Auditing, Tata McGraw Hill Ltd., New Delhi.
- Chaudhary D.: Management and Cost Audit, New Central Book Agency, Calcutta.
- Jain, Khandelwal and Pareek: Cost and Management Audit, Ajmer Book Co., Jaipur
- Agarwal N.P. and Govindpareek: Cost and Management Audit, Ajmera Book Co., Jaipur.
- Saxena and Vashishta : Cost and Management Audit, Sultan & Chand Co., New Delhi
- Ramanathan, A.R.: Cost and Management Audit, Tata McGraw Hill Ltd., New Delhi.

Note: - Latest edition of the book to be referred

COMM – 305 PROJECT MANAGEMENT**Max. Marks: 100****Min. Marks: 40****Duration: 3 hrs**

Objective: To enable the students to evolve a suitable framework for the preparation, appraisal, monitoring, control and hedge risk of industrial project.

Note : Please make a 60:40 distribution in practical : theory

Unit-I

Project Management: Concept, Characteristics of project, Project Management Functions. Project Management systems: Concept, Types, System Analysis, Methodologies and System Development Cycle.

Unit -II

Project Feasibility Study: Market Analysis, Technical Analysis, Financial Analysis. Project Evaluation, Project Planning: Concept, Objectives, Fundamentals, development of project plan, Tools of project planning.

Unit -III

Project Organization: Structure and responsibilities. Risk and Sensitivity Analysis in Project, Social Cost Benefit Analysis. Network Analysis: PERT, CPM and Resource Allocation. Project Management Information System.

Reference Books:

- Singh & Narendra, Project management & control, Himalaya Publishing House, Mumbai
- Dr B.C. Punmia, K.K. Khendelwal, Pert & CPM, Laxmi publication, Jaipur
- Desai, Vasant, Project management, Himalaya Publishing House, Mumbai.
- K R Sharma, Project Management, National publishing house- Delhi
- M R Agrawal, Project Management, Garima Publications, New Delhi.
- James P Lewis, Heritage, Fundamentals of Project Management, AMACOM

- Prasanna Chandra, Projects: Planning, Analysis, Financing Implementation & Review, Tata McGraw Hill, New Delhi.

Note: - Latest edition of the book to be referred.

Course Structure in Semester – IV

Paper Code	Nomenclature	Contact Hours Per Week	Total Marks		Max. Marks	Min. Pass Marks	Duration
			Internal	External			
COMM-401	Indirect Taxes	06	30	70	100	40	3 hrs
COMM-402	Tax Planning & Management	06	30	70	100	40	3hrs
COMM-403	Financial Derivatives	06	30	70	100	40	3 hrs
COMM-404	Management of Financial Services	06	30	70	100	40	3hrs
COMM-405	Dissertation	06	30	70	100	40	3hrs
Semester Total					500	200	

COMM – 401 INDIRECT TAXES

Max. Marks: 100

Min. Marks: 40

Duration: 3 hrs

Objective: To impart the students about the basic knowledge of Indirect taxes in India

Note : Please make a 60:40 distribution in practical : theory

Unit-I

Central Sales Tax: Introduction, Interstate Sales, Declared Goods, Registration of dealers under CST, Computation of Taxable turnover and Tax liability, Assessment Procedure.

Unit -II

Central Excise: Basic Concepts, Classification of Goods, Types of Duty, Valuation of Excisable Good and Computation of Excise Duty. CENVAT credit rules and Exemptions to SSI units.

Unit -III

Service Tax- Concepts and General Principles, Charge of service Tax, Valuation of Taxable service. Registration procedure under Service Tax, Payment of service Tax, furnishing of returns of service Tax, Penalty and Interest.

Reference Books:

- Patel Chaudhary, Sharma & Bhargava: Indirect taxes, Chaudhary Prakashan, Jaipur
- Bangar, Bangar and Sodani: Indirect Taxes, Aadhya Prakashan, Allahabad
- Girish Ahuja & Ravi Gupta, Indirect Tax, Bharat Law House, New Delhi.

Note: - Latest edition of the book to be referred.

COMM – 402 TAX PLANNING AND MANAGEMENT

Max. Marks: 100

Min. Marks: 40

Duration: 3 hrs

Objective: To provide basic knowledge of Income Tax in easily comprehensible manner with a view to equip them to use the legitimate tools of Tax planning in their economic life.

Note : Please make a 60:40 distribution in practical : theory

Unit-I

Tax Planning and Tax Management, Concept of Income and Problems of Tax Planning, Tax Planning & Residential Status and Tax Planning for Employees Remuneration. Tax Planning and form of Organizations.

Unit -II

Capital Gain and Tax Planning, Tax planning by Set Off and Carry Forward of Losses, Tax Planning for Investments.

Unit -III

Diversion of Income and Tax Planning, Tax Planning for Industrial Development and Financial Management. Tax Planning and Managerial decisions.

Reference Books:

- Dr. Vinod K. Singhania & Dr Kapil Singhania Direct Taxes – Law & Practice, Taxman, New Delhi.
- H. P. Ranina, Corporate Taxation, Orient Law House, New Delhi.
- Paolo M. Panteghini, Corporate Taxation in a dynamic world, Springer
- Girish Ahuja & Ravi Gupta, Direct Tax Laws & Practice, Bharat Law House, New Delhi.

Note: - Latest edition of the book to be referred.

COMM – 403 FINANCIAL DERIVATIVES

Max. Marks: 100

Min. Marks: 40

Duration: 3 hrs

Objective: The course intends to equip students with the ability to apply stock market basics to Indian Derivative market. Financial Derivatives are discussed in terms of their valuation, analysis and application for hedging, speculation and arbitrage

Note : Please make a 60:40 distribution in practical : theory

Unit-I

Introduction to Derivatives: Derivative Concept and meaning, History of Derivatives market, functions of derivative market, Risk in derivatives, Characteristics of derivatives, classification and Types of Derivatives in India, Derivatives Instruments, Regulation of derivatives trading in India, Application of Derivatives, Derivatives market Participants.

Forward Market and contracts: concept, Features, Classification, pay off of forward contract, long and short position advantage and disadvantage of forward contract, pricing of commodity forwards.

Unit -II

Futures Markets and contracts: concept, public standardized Transactions. The clearing house, Daily Settlement and Performance Guarantee Regulation. Future Trading, The clearing house margins and price limits, Types of orders, Delivery and cash Settlement, Futures Exchanges, Type of Futures contracts.

Pricing of Futures: Introduction, Volatility of Future prices, Price mechanism in future contract, Strategies using futures, pricing model of futures, valuation of stock index futures.

Swap Markets and contracts: characteristics of swap contracts, Termination of swap, Types of swaps, currency swaps, Interest rate swaps.

Unit -III

Options: Fundamentals of options, types, trading strategies- Uncovered, covered, spread. Combination of calls and puts. Put- calls parity. Payoff values. Binomial options pricing model, Black Scholes options pricing model.

Risk Analysis and Management: Risk measurement and management framework, option's Greeks: Beta, gamma. Vega, theta, rho. Hedging. Trading Mechanism, clearing and settlement.

Reference Books:

- Varma, Derivatives & Risk Management, Tata McGraw hill, New Delhi.
- Gupta, S. L., Financial Derivatives – Theory, concepts and practice, Prentice Hall of India, New Delhi.
- John, C. Hull, Options, Futures and other Derivative Securities, PHI Learning, New Delhi.
- Keith, Reqhead, Financial Derivates an Introduction to Futures, forwards, options and SWAPs, PHI Learning, New Delhi.

- John C. Hull, Futures and Option Markets, Pearson Education, New Delhi.
- Rene M. Stulz, Risk Management & Derivative, Cengage, Learning India Pvt. Ltd. Noida.
- David A. Dubofsky and Thomas W. Miler, Derivatives Valuation and Risk Management Oxford University Press, New Delhi.
- O. P. Agrawal, Financial Derivatives and Risk Management, Himalaya publishing House, Mumbai.

Note: - Latest edition of the book to be referred.

COMM – 404 MANAGEMENT OF FINANCIAL SERVICES

Max. Marks: 100

Min. Marks: 40

Duration: 3 hrs

Objective: To provide the student basic knowledge of Financial markets and Institution and to familiarize them to with major financial services in India.

Note : Please make a 60:40 distribution in practical : theory

Unit-I

Management of Financial services: Concepts, Evolution and Objectives, Financial system: Content, Feature and Trends. Structure of Indian Financial System: An overview.

Banking Services: commercial Development, Investment and International banking – issues, trends and challenges.

Unit -II

Instruments of money market: call money, Treasury Bills (TB), Commercial paper (CP), Certificates of deposits (CD), Participation certificates (PC), Repo Transactions.

Merchant Banking: Nature, functions, scope & regulation. An overview of current merchant Banking. Micro finance – product & process innovation.

Lease financing and hire Purchase – Industry, Size and scope, evaluation of lease transaction.

Unit -III

Factoring, forfeiting, Discounting, Real estate financing, consumer credit and plastic money – concept, working and Uses.

Mutual fund: concept, issues and challenges, computation of NAV Role of AMFI.

Reference Books:

- Shekar & Shekar, Banking Theory and Practice, Vikas Publishing House, New Delhi.
- Vij & Dhavan, Merchant Banking & Financial services, McGraw Hill, New Delhi.
- Machiraju, Indian Financial System, Vikas Publishing House, New Delhi.
- Shanmugam, Financial Services, Wiley India, Delhi.
- Agrawal, O.P., Management of Financial services, Himalaya Publishing House. Mumbai.
- Tripathy, Naline Prava, Financial Services, PHI Learning, New Delhi.
- Beatriz and Jonathan, The Economics of Microfinance, Prentice Hall of India, New Delhi.
- Clifford Gomez, Banking and Finance, Theory and Practice, PHI, New Delhi.
- Padmalatha & Justin Paul, Management of Banking and financial services, Pearson Publication, Noida.
- Pathak, Indian Financial System, Pearson Education, New Delhi.
- Machiraju H. R, Merchant Banking: Principles and Practice, New Age International, New Delhi.
- Khan M. Y, Indian Financial System, Tata McGraw Hill, New Delhi.

Note:- Latest edition of the book to be referred.

COMM – 405 DISSERTATION**Max. Marks: 100****Min. Marks: 40****Note:**

1. Theme to be directed by the department/College.
2. Dissertation will be completed in the Guidance of supervisor on particular topic of research.
3. Supervisor will be allotted to the students by the Head of The Department. Topic of Research will be allotted by the supervisor.
4. Three copies of Dissertation should be prepared in hard bound and cover should be lemon yellow in standard format as explained by the supervisor.
5. Viva-Voce exam will be conducted by the External Examiner, who will be appointed by the College.