

# UNIVERSITY OF PUNE

## Master of Commerce (M.Com.) Semester Pattern with Credit System Revised with effect from June 2013

### **Preamble for Choice Based Credit System**

Since liberalization the socio-political-economic scenario is changing very fast. There is a significant transformation in term educational expectation and aspiration of the learner. The educational system also is witnessing many changes and challenges due to technological growth and changes in the Government policies. Education is no longer a concern of students but it has become a matter of social and economic importance. The changes at the global level has influence the educational system, structure and expectation of the users.

University education needs to take contingency of all these changes and restructure itself to stand in a competitive dynamic environment. Professional stream of learning like Commerce have to be properly upgraded to accommodate challenges of change, expectation of employers' and to offer global opportunities to the learners. From this point of view the course structure of post-graduate programme in Commerce needs to be structured. It has to be according to expectations of the learners, employers and the society. The learning inputs have to be more update, skilled based and with appropriate applications. The course programme should consider desire aptitude, attitude and acumen of the learner.

From this point of view University of Pune has introduced Choice Base Credit System of course structure. This system shall offer a flexible user friendly, opportunity to the learner, will broader the horizon of Commerce education and will give a fair chance to every single learner to exhibit his talent, acquired skills and enhance his personality. It will further enhance his opportunity of global mobility, to acquire different knowledge inputs from different global institutes.

#### **1. Objectives :**

- a. To equip and train Post Graduate students to accept the challenges of Business World by providing opportunities for study and analysis of advanced Commercial and business methods and processes.
- b. To develop independent logical thinking and facilitate personality development.
- c. To equip the students for seeking suitable careers in management and entrepreneurship.
- d. To study by students methods of Data collection and their interpretations.
- e. To develop among students Communication, Study and Analytical skills.

## 2. Duration :

The M.Com. Course will be of Two Years duration consisting of Two part. i.e. Part I and Part II. Each part is having Two Semesters. Thus the M.Com. Course is of Four Semesters. For each Semester there will be Four Papers of 100 marks each. The M.Com. Degree will be of 1600 marks in aggregate.

## 3. Duration and Structure of Programme:

The M.Com (Semester pattern with Credit System) degree Programme shall be of 2 years' duration divided into two parts, Part I and Part II, and 4 semesters.

## 4. Eligibility :

The student who has passed any Bachelors degree of this University or any other recognized University shall be held eligible to be admitted to M.Com. Course.

## 5. Course Structure:

The M.Com. degree course will be of two year duration consisting of four semesters and of minimum 64 credits as below:

<b>Sr. No.</b>	<b>Semester</b>	<b>Total Credits</b>
1	Semester I	16
2	Semester II	16
3	Semester III	16
4	Semester IV	16
	<b>Grand Total</b>	<b>64</b>

Four credits for project work at 4<sup>th</sup> Semester (This will include credits for fieldwork, data presentation and report writing)

In each Semester, there will be four papers of 100 marks each out of which 50 marks will be for Internal Assessment (attendance, home assignments, class tests, long term papers, classroom presentation and 50 marks for University Examination. Thus M.Com. degree examination, four Semesters shall be of 1600 marks and of minimum 64 credits altogether. The following shall be the course structure.

6. The Scheme of Papers: The following will be the Scheme of papers:

**The List of Courses Semester I**

Semester	Subject Types	Course Code	Title of the Paper	Hrs/ Week	Credit	Exam. Hours	Maximum Marks			
Semester I	Core Compulsory	101	Management Accounting	04	04	03	50	50	100	
		102	Strategic Management	04	04	03	50	50	100	
	Core Elective/ Optional Subjects/ Special Subjects	<i>To choose any one Group of the following</i>								
		<b>Group A (Advanced Accounting &amp; Taxation)</b>								
		103	Advanced Accounting	04	04	03	50	50	100	
		104	Income Tax	04	04	03	50	50	100	
		<b>Group B (Commercial Laws &amp; Practices)</b>								
		105	Information system and E-Commerce Practices	04	04	03	50	50	100	
		106	Intellectual Property Laws	04	04	03	50	50	100	
		<b>Group C (Advanced Cost Accounting &amp; Cost system)</b>								
		107	Advanced Cost Accounting	04	04	03	50	50	100	
		108	Costing Technique and Responsibility Accounting	04	04	03	50	50	100	
		<b>Group D (Co-operation &amp; Rural Development)</b>								
		109	Co-operative Movement in India	04	04	03	50	50	100	
		110	Organization of Co-operative Business	04	04	03	50	50	100	
		<b>Group E (Business Practices &amp; Environment)</b>								
		111	Organized Trades and Markets	04	04	03	50	50	100	
		112	Business Environment and Policy	04	04	03	50	50	100	
<b>Group F (Business Administration)</b>										
113	Production and Operation Management	04	04	03	50	50	100			
114	Financial Management	04	04	03	50	50	100			
<b>Group G (Advanced Banking &amp; Finance)</b>										
115	Legal Framework of Banking	04	04	03	50	50	100			
116	Central Banking	04	04	03	50	50	100			
<b>Group H (Advanced Marketing)</b>										
117	Marketing Techniques	04	04	03	50	50	100			
118	Consumer Behaviour	04	04	03	50	50	100			

## Semester II

Semester	Subject Types	Course Code	Title of the Paper	Hrs/ Week	Credit	Exam. Hours	Maximum Marks			
Semester II	Core Compulsory	201	Financial Analysis and Control/ Principals of Financial Accounting	04	04	03	50	50	100	
		202	Industrial Economics/ Economic Environment/Business Statistics/ Quantitative application	04	04	03	50	50	100	
		<b>To choose any one Group of the following</b>								
		<b>Group A (Advanced Accounting &amp; Taxation)</b>								
		203	Specialized Areas in Accounting	04	04	03	50	50	100	
		204	Business Tax Assessment & Planning	04	04	03	50	50	100	
		<b>Group B (Commercial Laws &amp; Practices)</b>								
		205	E- Security & Cyber Laws	04	04	03	50	50	100	
		206	Laws Regulating to Copyrights & Design	04	04	03	50	50	100	
		<b>Group C (Advanced Cost Accounting &amp; Cost system)</b>								
		207	Application Cost Accounting	04	04	03	50	50	100	
		208	Cost Control & Cost System	04	04	03	50	50	100	
		<b>Group D (Co-operation &amp; Rural Development)</b>								
		209	International Co-operative Movement	04	04	03	50	50	100	
		210	Management of Co-operative Business	04	04	03	50	50	100	
		<b>Group E (Business Practices &amp; Environment)</b>								
		211	Modern Business Practices	04	04	03	50	50	100	
		212	Business Environment Analysis	04	04	03	50	50	100	
		<b>Group F (Business Administration)</b>								
		213	Business Ethics and Professional Values	04	04	03	50	50	100	
	214	Elements of Knowledge Management	04	04	03	50	50	100		
	<b>Group G (Advanced Banking &amp; Finance)</b>									
	215	Banking Law & Practices	04	04	03	50	50	100		
	216	Monetary Policy	04	04	03	50	50	100		
	<b>Group H (Advanced Marketing)</b>									
	217	Customer Relationship Management & Retailing	04	04	03	50	50	100		
	218	Services Marketing	04	04	03	50	50	100		

### Semester III

Semester	Subject Types	Course Code	Title of the Paper	Hrs/ Week	Credit	Exam. Hours	Maximum Marks			
Semester III	Core Compulsory	301	Business Finance	04	04	03	50	50	100	
		302	Research Methodology for Business	04	04	03	50	50	100	
	Core Elective/ Optional Subjects/ Special Subjects	<i>To choose any one Group of the following</i>								
		<b>Group A (Advanced Accounting &amp; Taxation)</b>								
		303	Advanced Auditing	04	04	03	50	50	100	
		304	Specialized Areas in Auditing	04	04	03	50	50	100	
		<b>Group B (Commercial Laws &amp; Practices)</b>								
		305	Laws Relating to International Business	04	04	03	50	50	100	
		306	World Trade Organization – Norms & Practices	04	04	03	50	50	100	
		<b>Group C (Advanced Cost Accounting &amp; Cost system)</b>								
		307	Cost Audit	04	04	03	50	50	100	
		308	Management Audit	04	04	03	50	50	100	
		<b>Group D (Co-operation &amp; Rural Development)</b>								
		309	Co-operative Credit System	04	04	03	50	50	100	
		310	Co-operative and Rural Banking System	04	04	03	50	50	100	
		<b>Group E (Business Practices &amp; Environment)</b>								
		311	Entrepreneurial Behaviour	04	04	03	50	50	100	
		312	Entrepreneurship Development Pattern	04	04	03	50	50	100	
		<b>Group F (Business Administration)</b>								
		313	Human Resource Management	04	04	03	50	50	100	
314	Organizational Behaviour	04	04	03	50	50	100			
<b>Group G (Advanced Banking &amp; Finance)</b>										
315	Foreign Exchange	04	04	03	50	50	100			
316	International Finance	04	04	03	50	50	100			
<b>Group H (Advanced Marketing)</b>										
317	International Marketing	04	04	03	50	50	100			
318	Marketing Research	04	04	03	50	50	100			

### Semester IV

Semester	Subject Type	Course Code	Title of the Paper	Hrs/Week	Credit	Exam. Hours	Maximum Marks			
Semester IV	Core Compulsory	401	Capital Market and Financial Services	04	04	03	50	50	100	
		402	A. Industrial Economic Environment Or B. Operations Research	04	04	03	50	50	100	
			<i>To choose any one Group of the following</i>							
			<b>Group A (Advanced Accounting &amp; Taxation)</b>							
			403	Recent Advances in Accounting, Taxation and Auditing	04	04	03	50	50	100
			404	Project Work/ Case Studies	04	04	03	50	50	100
			<b>Group B (Commercial Laws &amp; Practices)</b>							
		Core Elective/ Optional Subjects/ Special Subjects	405	Recent Advances in Commercial Laws and Practices	04	04	03	50	50	100
			406	Project Work/Case Studies	04	04	03	50	50	100
			<b>Group C (Advanced Cost Accounting &amp; Cost system)</b>							
			407	Recent Advances in Cost Auditing and Cost System	04	04	03	50	50	100
			408	Project Work/Case Studies	04	04	03	50	50	100
			<b>Group D (Co-operation &amp; Rural Development)</b>							
			409	Recent Trade in Co-operative and Rural Development	04	04	03	50	50	100
			410	Project Work / Case Studies	04	04	03	50	50	100
			<b>Group E (Business Practices &amp; Environment)</b>							
			411	Recent Advances in Business Practices and Environment	04	04	03	50	50	100
			412	Project Work/Case Studies	04	04	03	50	50	100
			<b>Group F (Business Administration)</b>							
			413	Recent Advances in Business Administration	04	04	03	50	50	100
	414		Project Work/Case Studies	04	04	03	50	50	100	
	<b>Group G (Advanced Banking &amp; Finance)</b>									
	415		Recent Advances in Banking and Finance	04	04	03	50	50	100	
	416		Project Work/Case Studies	04	04	03	50	50	100	
	<b>Group H (Advanced Marketing)</b>									
	417	Recent Advances in Marketing	04	04	03	50	50	100		
	418	Project Work/Case Studies	04	04	03	50	50	100		

## 7. Scheme of Examination:

The examination of regular students of M.Com. degree course of the University of Pune admitted in the academic session 2013-14 and after shall be based on:

- (a) Semester Examination
- (b) Continuous Assessment
- (c) Choice Based Credit System, and
- (d) Semester Grade Point Average and Cumulative Grade Point Average System

For each paper of 100 marks, there will be an Internal Assessment (1A) of 50 marks and the University Examination (UE) of 50 marks/ 3 hours duration at the end of each semester. A candidate who will secure at least 40% marks allotted to each paper will be given 4 credits. A candidate who does not pass the examination in any subject or subjects in one semester will be permitted to appear in such failed subject or subjects along with the papers of following semesters.

The Internal Assessment for each paper will be 50 marks which will be carried out by the department during the term. The Internal Assessment may be in the forms of written test, seminars, term papers, presentations, assignments, orals or any such others. The distribution of internal assessment marks shall be as follows:

Midterm Test	20
Presentation/Role Play	10
Case studies/ Group Discussion	10
Quiz / Home Assignment	10
<b>Total</b>	<b>50</b>

There shall be four semester examinations: first semester examination at the middle of the first academic year and the second semester examination at the end of the first academic year. Similarly, the third and fourth semester examinations shall be held at the middle and the end of the second academic year, respectively.

The candidates shall be permitted to proceed from the first semester up to final semester irrespective of their failure in any of the semester examinations subject to the condition that the candidates should register for all the arrear subjects of earlier semesters along with current (Subsequent) semester subjects.

## 8. Research project work:

There will be a Research Project to be prepared by a student during the fourth semester. The objective of the project work is to introduce students to research methodology in the subject and prepare them for pursuing research in theoretical or experimental or computational areas of the subject. The project work is to be undertaken under guidance of a teacher allotted to a student by the department.

<b>Division of marks</b>	<b>Marks</b>
Synopsis with working bibliography (Internal Assessment)	40 marks
A full project Report (Minimum 50-80 pages)	40 marks
Viva Voce	20 marks

As the Research Project is based on the self study done by the candidate and evaluated for 100 marks altogether, 04 credits will be awarded to a successful candidate in this subject. The project may be evaluated by two examiners one internal and one external, selected from the panel of PG examiners of the University. The Viva voce must be conducted by the teachers selected out of the panel of PG examiners maintained by the University.

The candidates have to submit the project 15 days before the commencement of the fourth semester university examination. The project report shall be type-written and submitted in duplicate. A candidate who fails to submit the project may resubmit the same in the subsequent semester examination for evaluation. The project work activities must be duly supported by documentary evidence to be endorsed by the Head or Guide.

#### **9. Standard of passing:**

A candidate shall be declared to have passed in the paper provided he/she has secured minimum GP of 4.5 in the UNIVERSITY EXAMINATION and GRADE POINT AVERAGE of 4.0 in aggregate of UNIVERSITY GRADE and INTERNAL ASSESSMENT taken together.

#### **10. Classification of successful candidates:**

Candidates who secured not less than 60% of aggregate marks (INTERNAL ASSESSMENT +UNIVERSITY EXAMINATION ) in the whole examination shall be declared to have passed the examination in the first class. All other successful candidates shall be declared to have passed in second class. Candidates who obtain 70% of the marks in the aggregate (INTERNAL ASSESSMENT +UNIVERSITY EXAMINATION ) shall be deemed to have passed the examination in first class with distinction.

A student who passess in all the courses will be declared to have passed the M.Com. degree with the following honours.

CGPA in (4.00, 4.99)	- Pass Class
CGPA in (5.00, 5.49)	- Second Class
CGPA in (5.50, 5.99)	- Higher Second Class
CGPA in (6.00, 7.99)	- First Class
CGPA in (8.00, 10.00)	- First Class with Distinction



## 11. Scheme of Credits:

Sixty (60) hours of teaching will lead to three credits (which mean four hours per week teaching in one semester) and long term paper as well as presentation will carry one credit. Each semester shall have 16 credits.

## 12. Structure of Transcript:

At the end of each semester, student will be given a transcript showing the performance and result in each course. The transcript shows, for each course the title of the course, credit values, grade in UNIVERSITY EXAMINATION , grade in INTERNAL ASSESSMENT , grade point index, result as pass or fail. Also, the semester grade point average (SGPA) and cumulative grade point average (CPGA) will be shown. Further the equivalent percentage of marks corresponding to SGPA or CGPA to equivalent percentage is given by:

$$\text{Equivalent percentage marks} = \begin{cases} 10 \times \text{CGPA} & \text{if CGPA /SGPA is in [4.00, 6.00]} \\ 05 \times \text{CGPA} + 30 & \text{if CGPA /SGPA is in [6.00, 9.00]} \\ 25 \times \text{CGPA} - 150 & \text{if CGPA /SGPA is in [9.00, 10.00]} \end{cases}$$

Marks	Grade	Grade Point
100 to 75	O : Outstanding	06
74 to 65	A : Very Good	05
64 to 55	B : Good	04
54 to 50	C : Average	03
49 to 45	D : Satisfactory	02
44 to 40	E : Pass	01
39 to 0	F : Fail	00

(C) GPA	Grade
05.00 – 6.00	O
04.50 – 04.99	A
03.50 – 04.49	B
02.50 – 03.49	C
01.50 – 02.49	D
00.50 – 01.49	E
00.00 – 00.49	F

### 13. Distribution of Periods:

There shall be 60 periods for each subject to cover the entire teaching of 4 credits. This will be distributed as follows:

<b>Particulars</b>	<b>Periods</b>
Teaching session per programme	48
Assignment/ Test	04
Role play/ Group Discussion	04
Case studies and presentation	04
<b>Total</b>	<b>60</b>

### 14. Standard of Passing.

A. Regular students: - A candidate is required to obtain 40% marks in each of course in both Mid Semesters and Semester end. It means passing separately at Mid-Semester and semester Examinations is compulsory.

### 15. Award of Class.

a. The class in respect of M.Com. Examination will be awarded on the basis of aggregate marks obtained by the candidates in all the sixteen papers at the Semester I, II, III, and IV together.  
The Award of class shall be as under:-

b. Improvement: - A candidate having passed M.Com. Examination will be allowed to improve the performance. The same is termed as 'Class Improvement Scheme' under which improvement of performance shall be allowed only at the Semester end Examination.

c. A candidate after passing M.Com. Examination will be allowed to appear in the additional Special Subject after keeping necessary terms in the concerned special subject only, for which a passing certificate will be issued.

### 16. Medium of Instruction :

The use of Marathi is allowed for writing answers in the examination except for following courses:

- Management Accounting
- Financial Analysis & Control
- Business Statistics,
- Advanced Accounting and Taxation
- Advanced Cost Accounting and Cost Systems.

17. A student (Regular / External) will be admitted to Revised M. Com. Course with effect from June 2013. For the students who have completed the terms for the First Year as per Old Course will be admitted to the Second Year as per Old Course M. Com. The examination as per Old Course will be held simultaneously for three years from April / May 2014.

### **18. Qualification of the Teachers :**

The Teachers recognized to teach the subjects as per Old Course shall be deemed to be recognized in the corresponding equivalent subjects under Revised Course.

In case of: A) Business Statistics, B) Industrial Economics, C) Co-operation and Rural Development, D) Advanced Banking and Finance and E) Research Methodology and Project Work- Paper-IV of each Special Subject, the following qualifications be made applicable.

- A. Business Statistics :** M.Com, M.Phil with Statistics or Research Methodology as one of the Papers at M.Com /B.Com /M. Phil examination with 5 years degree teaching experience or M.A./M.Sc. With Statistics having 5 years degree teaching experience.
- B. Industrial Economics:** M.Com., M. Phil with Business Economics/Economics of Industries or Economics as one of the papers at B. Com/ M.Com Examination with 5 years degree teaching experience or M.A. Economics with 5 years degree teaching experience.
- C. Co-operation and Rural Development:** M. Com, M. Phil. With 5 years degree teaching experience or M.A. Economics (with Co-operation Rural Economics)
- D. Advanced Banking and Finance:** M. Com., M. Phil., with Banking as one of the papers at B.Com/M.Com examination 5 years degree teaching experience.
- E. Research Methodology and Project Work:** M.Com. M.A (Eco.) M.Phil./Ph.D. with 5 years degree teaching experience.
- F.** Similarly all the changes in qualification as per U.G.C norms and guidelines shall also be applicable as and when the changes come into force (If applicable)

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## M.Com. Part II Semester III

### Compulsory Paper

Subject Name -: Business Finance.

Course Code -: 301.

(w.e.f. Academic Year: 2014-15)

**Objective:** To enable students to acquire sound knowledge of concepts, nature and structure of business finance.

Unit No.	Topic	Periods
1	<b>A. Business Finance:</b> Meaning, objective, scope and importance <b>B. Time value of Money</b> Need, Importance, Future value, Present value through discounted cash flow technique	10
2	<b>Strategic financial planning:</b> Meaning - objective, assumptions, steps in financial planning - estimating financial requirements - limitations of financial planning - capitalization – over capitalization - under capitalization, estimating financial needs and sources of finance.	12
3	<b>Corporate securities and sources of long term finance:</b> A. Ownership securities - equity shares: characteristics, advantage and disadvantages, preference shares: characteristics, advantage and disadvantages, Companies Act (Amendment) 2013 B. Creditor's securities- debentures: characteristics-classification- procedure of issuing debentures and Bonds. C. The dividend decision: Background of dividend policy, measures of dividend policy, dividend yield and dividend payout.	14
4	<b>Short term finance and working capital</b> Characteristics of short term finance – short term needs sources of short term financing – trade creditors, bank credit, bank financing of account receivables, working capital - advantages and disadvantages of short term financing.	12
	<b>Total</b>	<b>48</b>

### Recommended Books

1. P.V.Kulkarni: Business finance, Himalaya Publishing House
2. S.C.Kuchal: Corporate Finance, Chaitanya Publishing House, Allahabad
3. Prasana Chandra: Financial Management: Theory and Practice
4. William L. Maggiuson, Scott B. Smart, Lawrence J. Gitman : Principles of corporate finance, Cengage Learning Private Limited, Dehli
5. Aswath Damodaram: Corporate Finance: Theory and Practice, Wiley International

**M.Com. Part II Semester III**  
**Compulsory Paper**  
**Subject Name -: Research Methodology for Business.**  
**Course Code -: 302.**  
**(w.e.f. Academic Year: 2014-15)**  
**(Board of Studies in Business Practice)**

**Objectives:**

1. To acquaint the students with the areas of Business Research Activities.
2. To enhance capabilities of students to conduct the research in the field of business and social sciences.
3. To enable students, in developing the most appropriate methodology for their research studies.
4. To make them familiar with the art of using different research methods and techniques.

Unit No.	Topics	Periods
1	<b>Introduction to Business Research:</b> Introduction. Definition, Objectives, Significance & Types of Research, Criteria of research, Features of a Good Research , Steps in Research Process, Research Methods versus Methodology	12
2	<b>Formulation of the Research Problem, Development of the Research Hypotheses, Research Design&amp; Sampling:</b> <b>Research Problem:</b> Defining the Research Problem, Techniques involved in Defining Research Problem. <b>Hypotheses:</b> Meaning, Definition & Types of Hypothesis, Formulation of the Hypotheses, Methods of testing Hypothesis <b>Research Design:</b> Meaning, Nature & Classification of Research Design, Need for Research Design, Phases/Steps in Research Design <b>Sampling:</b> Meaning & definition of Sampling, Key terms in Sampling, Types of Sampling, Probability & Non-probability	12
3	<b>Data Collection, Measurement &amp; Scaling, Processing of Data: Sources of Data Collection:</b> Primary Data: Methods of Data Collection, Merits & Demerits Secondary Data: Internal & External Sources of Data Collection <b>Measurement&amp; Scaling:</b> Meaning & Types of Measurement Scale, Classification of Scales <b>Processing of Data:</b> Editing, Coding, Classification & Tabulation. Analysis & Interpretation of Data: Types of Analysis-Univariate, Bivariate and Multivariate Analysis of Data	12
4	<b>Research Report and Mode of Citation &amp; Bibliography:</b> <b>Research Report:</b> Importance of Report Writing, Types of Research Reports, Structure or Layout of Research Report <b>Mode of Citation &amp; Bibliography:</b> Author, Date, System, Footnote or Endnote System, Use of Notes. Position of Notes, Citing for the first time, Subsequent Citings, List of Abbreviation used in Citation, Mode of preparing a Bibliography, Classification of Entries, Bibliography Entries compared with Footnotes, Examples of Bibliography Entries	12
<b>Total</b>		48

### **Books Recommended:**

1. Alan Bryman & Emma Bell (2008), *Business Research Methods*, Oxford University Press, New York.
2. Anil Kumar Gupta (2011), *Research Methodology-Methods & Techniques*, Vayu Education of India, New Delhi.
3. Anwarul Yaqin (2011), *Legal Research and Writing Methods*, LexisNexis Butterworths Wadhwa, Nagpur.
4. C. R. Kothari (2008), *Research Methodology-Methods & Techniques*, New Age International Publishers, New Delhi.
5. Deepak Chawla & Neena Sondhi (2011), *Research Methodology-Concepts and Cases*, Vikas Publishing House Pvt. Ltd., New Delhi.
6. Dipak Kumar Bhattacharyya (2013), *Research Methodology*, Excel Books, New Delhi.
7. Donald R. Cooper & Pamela S. Schindler (1999), *Business Research Methods*, Tata McGraw-Hill Edition, New Delhi.
8. P. L. Bhandarkar, T. S. Wilkison & D. K. Laldas (1993), *Methodology & Techniques of Social Research*, Himalaya Publishing House, Mumbai.
9. Pradeep Aaglave (2000). *Sanshodhan Padhatishastra Va Tantre*, Vidhya Prakashan, Nagpur.
10. Ram Ahuja (2003), *Research Methods*, Rawat Publications, Jaipur.
11. Russell K. Schutt (2006), *Investigating the Social World-The Process and Practice of Research*, Sage Publication, New Delhi.

**M.Com. Part II Semester III**  
**Advanced Accounting and Taxation Special Paper V.**  
**Subject Title -: Advanced Auditing.**  
**Course Code -: 303**  
**(w.e.f. Academic Year: 2014-15)**

**Level of Knowledge - Expert Knowledge**

**Objective:** To impart knowledge and develop understanding of methods of auditing and their application.

UNIT	TOPIC	No. of Lectures in hours
<b>I</b>	<b>Introduction:</b> Auditing concepts. Basic principles governing an audit - Relationship of auditing with other disciplines - Audit Programme - Vouching - Verification and Valuation.	<b>08</b>
<b>II</b>	<b>Standards on Auditing:</b> Overview of Standard setting process - Role of Auditing and Assurance Standard and Auditing and Assurance Standard Board in India. Brief study of Standards on Auditing issued by the ICAI.	<b>08</b>
<b>III</b>	<b>Internal Control:</b> Significance of Internal control. Evaluation of internal control procedures - Techniques including questionnaire- flowchart - Review of internal control.	<b>08</b>
<b>IV</b>	<b>Audit of Limited Companies:</b> Preliminaries to the audit of limited company - Audit of share capital transactions - Debentures and other transactions - Audit report with special reference to CARO 2003 - Profit and divisible profit - Dividends - Investigation.	<b>08</b>
<b>V</b>	<b>Audit Committee and Corporate Governance:</b> <b>Corporate Governance:</b> Introduction-Verification of Compliance of Corporate Governance. <b>Audit Committee:</b> Constitution - Powers of Audit Committee - CEO/CFO Certification to Board - Report on Corporate Governance.	<b>08</b>
<b>VI</b>	<b>Audit under Computerized Information System (CIS) Environment:</b> Special aspects of CIS Audit Environment - Need for review of internal control - Use of Computers for Audit purposes - Audit tools - Test packs - Computerized audit programme.	<b>08</b>
<b>TOTAL -</b>		<b>48</b>

**List of Books Recommended for Study:-**

1. Spicer and Peglar : Practical Auditing.
2. Kamal Gupta : Contemporary Auditing.
3. R.C. Saxena : Auditing.
4. Basu : Auditing.
5. Jagadish Prasad : Auditing : Principles.

**List of Learning Activities and allocation of periods:-**

<b>Sr. No.</b>	<b>Activities</b>	<b>Learning Hours</b>
<b>1</b>	<b>Quizzes/ Seminars/Presentations</b>	<b>04</b>
<b>2</b>	<b>Assignments/ Tutorials</b>	<b>04</b>
<b>3</b>	<b>Class Room Tests</b>	<b>04</b>
	<b>Total</b>	<b>12</b>

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**M.Com. Part II Semester III**  
**Advanced Accounting and Taxation Special Paper VI.**  
**Subject Title -: Specialized Areas in Auditing.**  
**Course Code -: 304**

(w.e.f. Academic Year: 2014-15)

**Level of Knowledge - Expert Knowledge**

**Objective:** To impart knowledge and develop understanding of methods of audit in Specialized areas.

UNIT	TOPIC	No. of Lectures in hours
<b>I</b>	<b>Audit Under Tax Laws:</b> Tax Audit U/s 44 AB of Income Tax Act, 1961-Form 3 CA, 3 CB and 3 CD - Audit under VAT Law - Steps to be taken by Auditor - Audit under Excise Law - Excise Audit 2000 - Audit Procedure.	<b>04</b>
<b>II</b>	<b>Internal Audit:</b> Nature, Scope and Purpose of Internal Audit - Review of Internal Control - Areas of Internal Audit - Purchase, sale, cash, bank transactions - Internal Audit Report.	<b>06</b>
<b>III</b>	<b>Audit of Banks:</b> Salient features of enactments affecting Banks - Bank Audit, its approach- Steps in Bank Audit - Checking of Assets and Liabilities - Scrutiny of Profit & Loss items - Audit Report of Banks - Long Form Audit Report	<b>08</b>
<b>IV</b>	<b>Audit of Cooperative Societies:</b> Provisions of Maharashtra State Co-operative Societies Act 2013 and Multistate Co-operative Societies Act 2002. Special features of Audit of Co- operative Societies. Audit of ) Co-operative Consumers Stores, 2) Salary earners Co-operative Society 3) Co-operative Housing Societies, 4) Urban Co- operative Credit Society. Audit Report of Co-operative Societies	<b>08</b>
<b>V</b>	<b>Audit of Specialized Units:</b> Special features of audit of Educational Institutions, Hotel, Club, Hospital, Charitable Trusts.	<b>10</b>
<b>VI</b>	<b>Government System of Audit:</b> Funds maintained by Government for meeting expenditure and receipts- Structure of financial administration in India-Objects of Government audit- Role of Comptroller and Auditor General of India-Audit of receipt, expenditure, sanctions, Public Accounts Committee-Audit of Public Sector Undertaking-Audit of Local bodies.	<b>12</b>
<b>TOTAL -</b>		<b>48</b>

**List of Books Recommended for Study:-**

1. Kamal Gupta : Contemporary Auditing.
2. R.C. Saxena : Auditing.
3. Basu : Auditing.
4. B.N. Tondon : A Handbook of Practical Auditing.
5. Anil Roy Chaudhari : Modern Internal Auditing.
6. V.S. Agarwal : Internal Auditing.
7. George Koshi : Tax Audit Manual.
8. The Institute of Chartered Accountants of India : Guidance note on Tax Audit U/s 44 AB of the Income Tax Act.

**List of Learning Activities and allocation of periods:-**

<b>Sr. No</b>	<b>Activities</b>	<b>Learning Hours</b>
<b>1</b>	<b>Quizzes/ Seminars/Presentations</b>	<b>04</b>
<b>2</b>	<b>Assignments/ Tutorials</b>	<b>04</b>
<b>3</b>	<b>Class Room Tests</b>	<b>04</b>
	<b>Total</b>	<b>12</b>

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**M.Com. Part II Semester III**  
**Commercial Laws and Practices Special Paper V.**  
**Subject Title -: Laws Relating to International Business**  
**Course Code -: 305**  
**(w.e.f. Academic Year: 2014-15)**

**Objectives:**

1. To acquaint the students with basic principles of International Trade, Theories of International Trade and Dispute resolution mechanism.
2. To study the impact of international business environment on foreign market operations and India's response to these developments.

Unit No.	Topic	Periods
1)	<p><b>International Law:</b>  Meaning, Scope, Objectives, Nature and Development of International Law,  Sources and Evidences of International Law,  Codification of International Law,  India and International Law,  Distinction between Public International Law and Private International Law  <b>International Business:</b> Meaning, Objectives and Nature,  - <b>Trans-National Corporations:</b> Their rights, duties and Responsibilities under International Law  - Charter on Economic Rights and Duties of States (ERDS)</p>	12
2)	<p><b>International Trade:</b>  Origin and nature of International Trade,  <b>International Trade Theories:</b> Adam Smiths' Theory of Absolute Difference in Cost,  David Ricardo's Comparative Cost Theory,  Heckscher Ohlin's Theory of International Trade,  Advantages and Disadvantages or Problems of International Trade,  Free Trade (<i>Laissez – faire</i> policy), Protectionism, Tariff barriers, Impact of tariff, Non-Tariff barriers (NTB), Balance of Payments in International Trade (Provisions of the GATT, 1994), Role of National and International Law in International Trade, Role of the United Nations in International Trade Law through the United Nations Commission for International Trade Law (UNCITRACL):</p> <ol style="list-style-type: none"> <li>(i) International Sale of Goods and related transactions</li> <li>(ii) International Transport of Goods</li> <li>(iii) Construction Contracts</li> <li>(iv) International Payments</li> <li>(v) Brussels convention, 1968</li> </ol>	14
3)	<p><b>International Business Law:Environmental issues and India's Foreign Trade -</b></p> <ol style="list-style-type: none"> <li>(i) Environment Protection- Norms of International Environment Law – United Nations Conference – Stockholm, Nairobi Conference 1980 - Kyoto Protocol - Carbon Credit - Clean Development Mechanism - India's Response:Environment Impact Assessment Under Indian Environment Protection Act.</li> <li>(ii) India's Foreign Trade Policy:Objectives,Strategies and its Legal</li> </ol>	12

	Dimensions, Provisions regarding Imports-Exports	
4)	<b>International Commercial Dispute Resolution Mechanism:</b> <ul style="list-style-type: none"> <li>• International Commercial Arbitration &amp; Conciliation under UNCITRAL- Model Law</li> <li>• International Court of Justice and its Jurisdiction</li> <li>• Enforcement of Foreign Awards in India.</li> </ul>	10
	<b>Total</b>	<b>48</b>

**Recommended Books:**

- 1) Arunkumar Jain, "International Business - Competing in the Global Market", Place-Charles Hill, Tata McGraw Hill, New Delhi.
- 2) M.L.Jhingan, "International Economics", Vrinda Publications, Delhi.
- 3) Malcolm N. Shaw, "International Law", Cambridge University Press, New Delhi, (2007).
- 4) V. K. Bhalla, S. Shiva Ramu, "International Business, Environment and Management", Anmol Publication Pvt. Ltd., New Delhi. (2010).
- 5) Dr. Ram Singh, "International trade operations", Excel Books, New Delhi, (2009).
- 6) Francis Cherunilam, "International Trade and Export Management", Himalaya Publishing House, Mumbai, (2000).
- 7) Dr. S. P. Gupta, "International Law and Human Rights", Allahabad Law Agency, Haryana, (2009).
- 8) Dr. S. R. Myneni, "International Trade Law", Allahabad Law Agency, Haryana (2008).
- 9) Indira Carr, "International Trade Law", Routledge, Abingdon, Oxon, (2014).
- 10) Macmillan, "International Banking Legal & Regulatory Aspects", Macmillan India Ltd., Daryaganj, New Delhi, (2007).
- 11) Judith Evans, "Law of International Trade", Old Baile Press, London, (2001).
- 12) Rajendra P. Maheshwari, "International Business", International Book House Pvt. Ltd., New Delhi, (2011).
- 13) Dr. S. K. Kapoor, "International Law and Human Rights", Central Law Agency, Allhabad, (2004).
- 14) K. C. Johsi, "International Law & Human Rights", Eastern Book Company, Lucknow, (2006).

**M.Com. Part II Semester III**  
**Commercial Laws and Practices Special Paper VI.**  
**Subject Title -: World Trade Organisation Norms and Practices**  
**Course Code -: 306**  
**(w.e.f. Academic Year: 2014-15)**

**Objective:**

To understand purpose and scope of GATT & WTO and to study their legal framework and disputes settlement mechanism.

Unit No.	Topic	Periods
1)	<b>Introduction to WTO: Historical Background</b> International Economic Relations before and after Second World War, Havana charter for International Trade Organizations (ITO), GATT to WTO – A Historical Overview: Protectionism, Formation of GATT, Objectives and Relevance of GATT at present, GATT Tariff Negotiations (from Geneva to Doha and beyond)	12
2)	<b>World Trade Organization(WTO):</b> Basic Principles of the WTO Trading System, the Objectives, Functions and structure of WTO – Decision making- The WTO Agreement – Membership, Accession and withdrawals, current status of individual accession, WTO and Global Economic Policy making, Achievements of WTO.	12
3)	<b>Legal Framework of General Agreement on Tariffs and Trade (GATT) 1994:</b> Preamble – General -Most favored Nation Treatment – (Art. – I) Schedules of concessions (Art. – II) National Treatment on International Taxation and Regulations (Art. – III), Special provisions relating to cinematograph films (Art.-IV), Freedom of Transit (Art.-V) Anti-dumping Agreement (Art. – VI) WTO Agreement on Agriculture –WTO Agreement on Textile and Clothing – WTO General Agreement on Trade in Service (GATS) – WTO– International Trade and Human Rights – Trade and Environmental issues in the WTO – Developing Countries and WTO - India’s Responses to WTO	12
4)	<b>The WTO Disputes Settlement Mechanism:</b> Elements of disputes settlement - Dispute Settlement Body - Procedure of disputes settlement - Appeals - Good offices, conciliation and mediation - The establishment of panels -Terms of reference of Panels, composition, functions and responsibility of panels – Adoption of Panel Reports – Implementation of Rulings.	12
	<b>Total</b>	<b>48</b>

### **Recommended Books:**

1. R. K. Rangachari, WTO, Its Benefits, Misunderstandings, Agreements, Policies for the developing countries, Palak Publication, Mumbai.
2. Francis Cherunilam, International Trade and export Management, Himalaya Publishing House.
3. Autar Krishen Kaul, "Guide to the WTO & GATT", Satyam Law International, New Delhi, 4<sup>th</sup> edition (2013).
4. Hema Garg, "WTO and Regionalism in World Trade", New Century Publications, New Delhi, (2004)
5. Arun Goyal, Noor Mohd, "WTO in the New Millennium", Academy of Business Studies, New Delhi.
6. K. D. Raja, "WTO Agreement on Anti-Dumping A GATT / WTO and Indian Jurisprudence", Kluwer Law International, New Delhi. (2008).
7. Jayanta Bagchi, "World Trade Organisation – An Indian Perspective" Eastern Law House, New Delhi (2008).
8. Vibha Mathur, "WTO and India" New Century Publications, New Delhi, (2005).
9. Amrita Shahabadi, "World Trade Organisation", APH Publishing Corporation, New Delhi, (2007)
10. Anne O. Krueger, "The WTO – as an International Organisation, Oxford University Press, New Delhi (1998).
11. T. K. Bhaumik, "The WTO – A Discordant Orchestra" Sage Publications, New Delhi, (2006)
12. Bernard Hoekman, Aaditya Mattoo & Philip English, "Development, Trade, and the WTO" The World Bank, Washington, D.C., Atlantic Publishers & Distributors, New Delhi (2005)
13. Dr. S. R. Myneni, "World Trade Organisation", Asia Law House, Hyderabad (2012).
14. Palle Krishna Rao, "WTO Text & Cases", Excel Books, New Delhi (2005).

**M.Com. Part II Semester III**  
**Advanced Cost Accounting and Cost System Special Paper V.**  
**Subject Title -: Cost Audit**  
**Course Code -: 307**

(w.e.f. Academic Year: 2014-15)

**Objective -:** To provide adequate knowledge on Cost Audit Practices.

Level of Knowledge – Advanced.

**2014-15**

Unit No.	TOPIC	Periods
<b>Topic I</b>	<b>Introduction</b> Meaning, Definitions, Objectives & Scope of Cost Audit, Advantages of Cost Audit the concepts of Efficiency Audit, Proprietary Audit, Social Audit, System Audit.	<b>08</b>
<b>2.</b>	<b>Cost Auditor</b> Qualifications, Disqualifications, Appointment, Remuneration & Removal of Cost Auditor, Status, Relationship with financial Auditor – Rights, Duties, Responsibilities & Liabilities of Cost Auditor under Company Act 2013. Cost & Works Accountants Act. 1959, & other Statues as amended from time to time.	<b>08</b>
<b>3.</b>	<b>Cost Audit – Planning &amp; Execution</b> Familiarization with the Industry, The production process, system & procedure, List of Records Preparation of the Cost Audit Programme, Verification of Cost Records, Evaluation of Internal Control System, Audit Notes & Working Papers, Cost Audit in Electronic Data Processing Environment.	<b>10</b>
<b>4.</b>	<b>Cost Audit Report</b> Detail contents of the Report, Distinction between ‘Notes’ & Qualification to the Report, Cost Auditor’s observation & conclusions. Study of Cost Records and cost Audit Rules u/s 148 of the Company Act 2013.	<b>12</b>
<b>5.</b>	<b>Numerical Problems on Cost Audit</b> Calculation of prices to be quoted, Valuation of Closing Stock of Raw material, W.I.P., Finished Goods, Scrap, Power Cost, Calculation of different ratios, suggestions for improvements, Element wise Contribution to the Variation of profits, Costing & financial profit & Loss Accounting, Reconciliation between cost profit and financial profit.	<b>10</b>
	<b>Total</b>	<b>48</b>

**Note – 1.** All the amendments made to the respective Laws before one year Of the examination should be considered.

2. 80% marks for Theory and 20% marks for Practical Problems.

**Area of the Practical Problems – Numerical Problems on Cost Audit.**

## References

1. Cost Audit and Management Audit-By D.Datta Chowdhary publication central Publication Kolkatta.
2. I.C.W.A. of India's publications
  - (A) Industry wise Cost Accounting Record Rules and Cost Audit Report Rules.
  - (B) Guidelines on Cost Audit.
  - (C) Cost Audit Reports Rules.
  - (D) Cost Audit Social Objectives.
3. Cost Audit and Management Audit – By V.K. Saxena and C.D. Vashist, Sultan Chand and Sons Delhi.
4. Cost Audit & Management Audit – By N.P. Agarwal.
5. The Management Audit- By P. William, Leonar.
6. Efficiency Audit- Mohanlal Jain, Printwel Jaipur.
7. Efficiency Audit- By Laxmi Narayan – Lon gman.
8. Institute of Cost and Works Accountants of India- Cost Audit Social Objectives.
9. Laws on Cost Audit- By N. Banerjee, International Law Book Centre, Kolkatta .
10. Cost and Management Audit-By Rajnath, published by Tata MC Graw Hill.

**Journal** – “Management Accountant”- ICWAI, Publication.

**Web Site** - [www.myicwai.org/](http://www.myicwai.org/)



**M.Com. Part II Semester III**  
**Advanced Cost Accounting and Cost System Special Paper VI.**  
**Subject Title -: Management Audit.**  
**Course Code -: 308**  
**(w.e.f. Academic Year: 2014-15)**

**Objective -:** To equip the students with the knowledge of the techniques and methods of planning and executing the Management Audit. Level of Knowledge: Advanced  
**2014-15**

Unit no	Topic	Periods
<b>1.</b>	<b>Management Audit</b> Introduction – Definition - Concept of Management Audit. Difference between Financial Audit & Management Audit. Objectives, Importance & Scope of Management Audit. Relationship among different audits	<b>08</b>
<b>2.</b>	<b>Procedure of Management Audit</b> Preliminaries of Management Audit. Conduct & Essentials of Management Audit. Program of Management Audit.	<b>08</b>
<b>3.</b>	<b>Evaluation of Corporate Image.</b> Meaning & Concept of Corporate Image, Corporate Image Program. Management Audit & Corporate Image. Numerical problems on evaluation of corporate image, Critical Path Method (CPM), Program Evaluation and Review Techniques (PERT.)	<b>10</b>
<b>4.</b>	<b>Different Areas of Management Audit</b> Corporate Service Audit, Corporate Development Audit and Social Cost-Benefit analysis Evaluation of- 1. Consumer Services. 2. Research and Development. 3. Corporate culture. 4. Personnel development.	<b>12</b>
<b>5.</b>	<b>Operational Audit</b> Meaning & Concept of Operational Audit. Objectives, plan for Operational Audit. Approach, method, evaluation, recommendations and reporting under Operational Audit. Program for Operational Audit.	<b>10</b>
	<b>Total</b>	<b>48</b>

**Note :-**

1. All the amendments made of the respective Laws before one year of the examination should be considered.

**List of books/material recommended for study:**

1. Cost Audit and Management Audit-D.Dattachoudhary-Central Publication, Kolkata
2. Cost Audit and Management Audit-V.K.Saxena and C.D.Vashist-S.Chand and Company
3. Management Audit-P.William Leaner
4. Cost Audit and Management Audit-Rajnathan-Tata Mcgraw Hill Publication
5. Journal : Management Accountant-ICWAI Publication

**Website -**

[www.myicwai.org](http://www.myicwai.org) , [www.aicmas.com](http://www.aicmas.com)

**M.Com. Part II Semester III**  
**Co-operation and Rural Development Special Paper V.**  
**Subject Title :- Co-operative Credit System**  
**Course Code :- 309**  
**(w.e.f. Academic Year: 2014-15)**

**Objective :-**

1. To acquaint students with the concept of Co-operative credit system
2. To study the organizational set-up of co-operatives system
3. Creating awareness about the problems of rural credit

**Course Content :**

<b>Unit No.</b>	<b>Topics</b>	<b>Periods</b>
<b>1</b>	<b>Introduction</b> 1.1 Definition of Credit 1.2 Importance of Agricultural Credit 1.3 Features of Credit 1.4 Types of Credit 1.4.1 Short Term Credit 1.4.2 Medium Term Credit 1.4.3 Long Term Credit 1.5 Need of Institutional Credit for Agricultural Limitations of Credit System	<b>10</b>
<b>2</b>	<b>Structure of Credit Co-operatives</b> 2.1 Federal Credit Co-operatives 2.2 Need for the Integration of Short Term, Medium Term and Long Term Credit	<b>04</b>
<b>3</b>	<b>Agricultural Credit Co-operatives</b> 3.1 Agricultural Credit Co-operatives- PACS 3.2 District Central Co-operative Bank-DCC Banks 3.3 State Co-operative Banks	<b>04</b>
<b>4</b>	<b>Non Agricultural Credit Co-operatives</b> 4.1 Urban Co-operative Societies 4.2 Salary Earners Co-operative Credit Societies 4.3 Other Non Agricultural Credit Societies	<b>10</b>
<b>5</b>	<b>Regional Rural Banks</b> 5.1 Need and Objectives 5.2 Formations. 5.3 Functions 5.4 Sources of finance 5.5 Performance 5.6 Problems and prospects	<b>12</b>

<b>Total Periods</b>	<b>48</b>
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### **Recommended Books**

#### **Books :**

1. G.S. Kamat. - New Dimensions of Co-operative Management
2. K.K. Taimani. - Co-operative Organization and Management.
3. G.S. Kamat. - Cases in Co-operative management.
4. S.L.Goyal Principle, Problems and Prospects of co-operative administration, Sterling publishing pvt. Ltd, Jalandhar.
5. Samiuddin & Rahman – Co-operative sector in India, S.Chand & Co.
6. Kamat G.S. – New Dimension of Co-operative management, Himalaya Publishing.
7. Krihanaswami O.R. – Co-operative Audit, National council for Co-operative training, New Delhi.
8. Khandelwal M.C. - Co-operative Audit, Patiyala Pustak Bhandar, Jaipur.
9. Samiuddin – Scope & Problems of Co-operative in India, Aligarh.
10. Samiuddin – C o-operative farming & its impact on Rural Industrialization, Aligarh
11. Dutt and Somsundaram- Indian Economy

#### **Journals :**

1. Journal of Rural Development, Hyderabad (Rajendranagar)
2. Journal of co-operative perspective, Pune
3. The Indian Journal of commerce, New Delhi
4. Journal of Sahakari Maharashtra, Pune
5. Journal of Southern Economics

**M.Com. Part II Semester III**  
**Co-operation and Rural Development Special Paper VI.**  
**Subject Title -: Co-operative and Rural Banking System**  
**Course Code -: 310**  
**(w.e.f. Academic Year: 2014-15)**

**Objectives:**

1. To understand the operational process of disbursement of loans and advances.
2. To understand the supervisory role of Maharashtra State Co-operative Bank.
3. To make students familiar with the role of NABARD and RBI.
4. To make them aware of the cooperative movement and inculcate co-operational attitude among them.

Unit No.	Name of the Topic	Periods
1	<b>Lending Operations:</b> 1.1 Eligibility for advances 1.2 Procedures, Types and Disbursement of Crop Loan System, Kisan Credit Card 1.3 Advances to priority sector schemes 1.4 Over Dues-follow up ,NPA Concept and Norms 1.5	12
2	<b>Maharashtra State Co-operative Bank (Apex Bank):</b> 2.1 Objectives 2.2 Functions and Working 2.3 Role of MSC Bank in the development of State Co-operative movement 2.4 Progress, Problems and Prospects of MSC Banks	12
3	<b>National Bank for Agricultural and Rural Development (NABARD)</b> 3.1 Historical background, Organization and Functions 3.2 Role of NABARD in Agricultural Finance and Rural Development of India 3.3 Procedure and norms of finance and refinance 3.4 Performance and evaluation	12
4	<b>Institutional Support to Co-operative Credit</b> 4.1 Role of RBI in Co-operative Credit 4.2 Funding of RBI 4.3 National Federation of State Co-operation Banks 4.4 National Federation of Agricultural and Rural Development Bank.	12
	<b>TOTAL</b>	<b>48</b>

**List of Books Recommended for Study**

1. G.S. Kamat: New Dimensions of Co-operative Management
2. K.K.Taimani: Co-operative Organisation and Management
3. G.S. Kamat: Cases in Co-operative Management
4. Dr.G.H.Barhate, L.P.Wakale and B.G.Sahane , Sahakar Vikas, Seth Publication, Mumbai.
5. S.L.Goyal Principle, Problems and Prospects of Co-operative administration, sterling publishing pvt. Ltd. Jalandhar.
6. Samiuddin & Rahman- Co-operative sector in India , S.Chand & co.
7. Kamat G.S. –New Dimension of Co-operative management, Himalaya Publishing
8. Krishanaswami O.R.-Co-operative Audit, National council for Co-operative training , New Delhi.
9. Khandelwal M.C. - Co-operative Audit, Patiyala Pustak Bhandar, Jaipur.
10. Samiuddin-Scope & Problems of Co-operative sector in India , Aligarh.
11. Samiuddin- Co-operative farming & its impact of Rural Industrialization, Aligarh.

**Journals:**

1. Journal of Rural Development, Hyderabad (Rajendranagar).
2. Journal of Co-operative perspective, Pune.
3. The Indian Journal of Commerce, New Delhi.
4. Journal of Sahakari Maharashtra, Pune.

**M.Com. Part II Semester III**  
**Business Practices and Environment Special Paper V.**  
**Subject Title :- Entrepreneurial Behavior**  
**Course Code :- 311**  
**(w.e.f. Academic Year: 2014-15)**

**Objective :-**

1. To develop understanding of entrepreneurial environment amongst the students.
2. To motivate students to inculcate in the modern values of entrepreneurship.

Unit No.	Topic	Periods
1	Entrepreneurship & Entrepreneurship training Meaning & features – Personal qualities – Studies of personal & social traits – Assessing potential entrepreneurship – tools & techniques used Behavioral tests. Entrepreneurship training Objectives & importance – Training models – Training Components – Information input & training methodologies	12
2	Development of achievement motivation Sources of development of achievement - Skills required for effective Entrepreneurship Development - entrepreneurship problems - beliefs & attitude - limitations	12
3	Promoting Entrepreneurship role - task & challenges - Need & importance of trainer - Motivator skills & qualifications required - Training the trainer - development input for trainer motivator - post training support.	12
4	Business opportunity identification - guidance - Importance & relevance of business opportunity - process of identifying & assessing business opportunity - Selection of business opportunity - new trends in the service sector - scope for entrepreneurship in the service sector - market survey tools & techniques	12

**Recommended Books :**

1. S.S. Nadkarni-Developing new Entrepreneurs, EDII Ahmadabad.
2. N.P. Singh - Entrepreneurs v/s Entrepreneurship Asian society for ED.
3. Desai Vasant –Dynamics of Entrepreneurial development & management, HPH
4. Khairka S.S. Entrepreneurial Development, S.Chand & Co, New Delhi.
5. Moharana Drant Desai- Entrepreneurship Development, RBSA Publishers, Jaipur.
6. Paul Jose,Kumar N.Paul T.M. Entrepreneurship Development, HPH, New Delhi.

7. Saini J.S. Rathore B.S. Entrepreneurship Theory & Practice

**M.Com. Part II Semester III**  
**Business Practices and Environment Special Paper VI.**  
**Subject Title :- Entrepreneurship Development Pattern.**  
**Course Code :- 312**  
**(w.e.f. Academic Year: 2014-15)**

**Objective :-**

1. To expose the students to the various aspects of entrepreneurship.
2. To enable the students to do SWOT analysis of entrepreneurship as career options.

Unit No.	Topic	Periods
1	Problems in Entrepreneurship Development - Dot com entrepreneurship - role of Govt. in entrepreneurship development – R & D Technology for commercialization - Science technology & entrepreneurship development.	12
2	Specialized institutions involved in entrepreneurship development - Business incubation & venture capitalists – DIC - Entrepreneurship within organization - corporate strategy entrepreneurship.	12
3	Business idea search - Project identification - project design - Network analysis - Business model PERT - Critical path method - Creativity & innovation - Meaning & importance - role in developing a new business - Creativity & problem solving - preparation of business plan.	12
4	Entrepreneurship in education - emerging trends - role in DST in promoting entrepreneurship - Preparation of Business plan - issues in project management - project direction - co-ordination & control - project cost evaluations & cost control - Interface with industrial sickness - project monitoring & MIS.	12

**Recommended Books**

6. S.S. Nadkarni-Developing new Entrepreneurs, EDII Ahmadabad.
7. N.P. Singh- Entrepreneurs v/s Entrepreneurship Asian society for ED.
8. Desai Vasant – Dynamics of Entrepreneurial development & management, HPH.
9. Khairka S.S. Entrepreneurial Development, S.Chand & Co, New Delhi.
10. Moharana Drant Desai- Entrepreneurship Development, RBSA Publishers, Jaipur.
11. Paul Jose, Kumar N.Paul T.M. Entrepreneurship Development, HPH, New Delhi.
12. Saini J.S. Rathore B.S. Entrepreneurship Theory & Practice



**M.Com. Part II Semester III**  
**Business Administration Special Paper V.**  
**Subject Title :- Human Resource Management**  
**Course Code :- 313**  
**(w.e.f. Academic Year: 2014-15)**

**Objectives:**

1. To acquaint the students with in-depth knowledge of HRM.
2. To inculcate among students various practices followed by HR managers.
3. To create understanding about recent trends in HRM

UNIT NO	CHAPTER	PERIODS
<b>UNIT-I</b>	<b>HUMAN RESOURCE MANAGEMENT</b> Introduction – Meaning & Definition .Concept, Approaches, Functions, Challenges of HRM in Indian Context & in changing business scenario. H R Environment – Technology and Structure, Network Organisations, Virtual Organizations, Workforce Diversity, Demographic Changes, Entry of female employees in the workforce, Dual Career Employees, Employee leasing, Contract Labour, Global Competition, Global sourcing of Labour, WTO and Labour Standards.	<b>12</b>
<b>UNIT-II</b>	<b>MANPOWER PLANNING &amp; DEVELOPMENT</b> Objectives, Estimating Manpower Requirement, Recruitment & Selection Sources of Recruitment and Process of Selection & Assessment Devices Retention of Manpower, Succession Planning. Training Process and Methodology, Need and Objectives, Training Procedure, Methods of Training and Aids, Evaluation of Training Programmes.	<b>12</b>
<b>UNIT-III</b>	<b>Performance Appraisal and Merit Rating.</b> Definition, Methods of Performance Appraisal, Result Based Performance Appraisal, Errors, Ethics in Performance Appraisal, 360 Degree Feedback. Merit Rating – Promotions, Transfers, Job Description, Job Evaluation, Job Enlargement, Job Enrichment, Job Rotation.	<b>12</b>
<b>UNIT-IV</b>	<b>Retirement/Separation/Retrenchment Strategies&amp; New Concepts in HRM</b> Kinds of Retirement, VRS and Separation Schemes, Early Retirement Plans, Resignation, Discharge, Dismissal, Suspension, Lay off. New Concepts of Customer Service Level and Agreement, SQDCS, HR Audit, Benchmarking, Downsizing, HR Outsourcing, Assessment Centres. Building Human capital & Employee Satisfaction Survey	<b>12</b>
	<b>TOTAL</b>	<b>48</b>

***Recommended Books :***

1. Human Resource Management -Garry Dessler
2. Human Resource Management -R S Dwiwedi
3. Human Resource Management -V P Michael
4. Human Resource Management -Mirza and Saiyadin
5. Managing Human Resource -Arun Monappa
6. Strategic Human Resource Management – Charles R Green
7. Strategic Human Resource Management - Kandula
8. Strategic Human Resource Management -Jeffery B Mello
9. Personnel & Human Resource Management -Robert Mat & Jhon Jackson
10. Dynamics of Personnel Administration –Dr.Rudrabasavraj
11. Personnel & Human Resource Management –A.M Saxena
12. Manushyabal Vyavasthapan Va Audyogik Sambandha -Dr Madhavi Mitra
13. Employee First & Customer Second :Vinit Nayer

**M.Com. Part II Semester III**  
**Business Administration Special Paper VI.**  
**Subject Title -: Organizational Behaviour**  
**Course Code -: 314**  
**(w.e.f. Academic Year: 2014-15)**

**Objectives:**

1. To make the students understand various concepts of organisation behaviour
2. To provide in depth knowledge about process of formation of group behaviour in an organization set up

UNIT NO	CHAPTER	PERIOD
<b>UNIT-I</b>	<b>INTRODUCTION TO ORGANISATIONAL BEHAVIOUR</b> Definition and Goals of Organisational Behaviour, Theoretical and Conceptual Frameworks for the Study of Organisational Behaviour. Role of Information Technology in Organisation .Impact of Globalisation on OB .Models of Organisational Behaviour – Autocratic, Custodial, Supportive, Collegial and SOBC	<b>12</b>
<b>UNIT-II</b>	<b>ORGINSATIONAL DESIGNS , CULTURE ,PERSONALITY &amp; ATTITUDES</b> Horizontal Network and Virtual Designs. Definition and Characteristics of Organisational Culture .Creating and Maintaining Culture .Process of Impression Management: Personal branding, Meaning of Personality, Attributes of Personality Dimensions of Attitude, Attitude Change Jon Satisfaction, Outcomes of Job Satisfaction	<b>12</b>
<b>UNIT-III</b>	<b>MOTIVATIONAL PROCESSES &amp; EMOTIONAL INTELLIGENCE</b> Types of Motives – Primary, General, Secondary Vroom’s Expectancy Theory Meaning of Emotional Intelligence Emotional Intelligence in the Workplace	<b>12</b>
<b>UNIT-IV</b>	<b>STRESS AND CONFLICT, GROUPS &amp; TEAMS</b> Meaning & Causes of Stress: Extra Organizational, Organizational, Group and Individual Types of Conflict: Intra individual, Interactive The Effects of Stress and Conflict Managing Stress and Conflict Concept of Work-life Balance. Types of Groups, Groups Cohesiveness. Dysfunctions of Group Types of Teams and Team Building	<b>12</b>
	<b>TOTAL</b>	<b>48</b>

**RECOMMENDED BOOKS :**

1. Organizational Behaviour -Freud Luthans
2. Human Behaviour at Work -J W Newstorm
3. Organisation Behaviour : Text and Cases -Games K, Aswathappa
4. Organisational Behaviour -Stephen Robbins
5. Organisational Behaviour -Dr Mrs Oka & Mrs Kulkarni

**M.Com. Part II Semester III**  
**Advanced Banking & Finance Special Paper V.**  
**Subject Title -: Foreign Exchange.**  
**Course Code -: 315**  
**(w.e.f. Academic Year: 2014-15)**

**Objective -:**

1. To provide an understanding of various aspects of foreign exchange market.
2. To acquaint the students with financing of foreign trade.
3. To provide an understanding of exchange rate mechanism and factors affecting exchange rates.
4. To make students aware of development in foreign exchange market.

Unit No.	Topic	Periods
1	<b>Foreign Exchange Market:</b> <ul style="list-style-type: none"> <li>• Meaning of foreign exchange</li> <li>• Features of foreign exchange market.</li> <li>• Participants of foreign exchange market.</li> <li>• Spot market: features</li> <li>• Forward market: features</li> <li>• Forward market Hedging</li> <li>• Swap rates</li> <li>• Currency futures</li> <li>• Currency Options</li> <li>• Risk in Foreign Exchange Market</li> </ul>	12
2	<b>Foreign Exchange Market in India:</b> <ul style="list-style-type: none"> <li>• Structure and Growth of Indian foreign Exchange Market</li> <li>• Foreign Exchange Management Act, 2000: Origin &amp; Scope</li> <li>• Authorized money changers and Authorized Dealers in Foreign Exchange.</li> <li>• Dealing Rooms – Concept &amp; Importance</li> <li>• Types of Accounts: of Non-Resident Indians</li> <li>• Meaning of Non-Resident</li> <li>• Non-Resident (External) Account (NRE)</li> <li>• Non-Resident (Ordinary) Account (NRO)</li> <li>• Foreign currency (Non-Resident) Account (FC NR)</li> <li>• Resident Foreign Currency Account (RFC)</li> <li>• Non-Resident Non-Repatriable Account (NRNR)</li> <li>• Role of Reserve Bank of India in Foreign Exchange Market.</li> <li>• Factors Influencing foreign exchange rate</li> </ul>	16
3	<b>Financing of Foreign Trade:</b> Objectives of Foreign Trade Documentation. <b>Documents:</b> <ul style="list-style-type: none"> <li>• Letter to Credit (L/C)</li> <li>• Parties to L/C; operation of L/C</li> <li>• Types of L/C: Revocable &amp; Irrevocable</li> <li>• Transferable, Back to back credits</li> </ul>	10

	<ul style="list-style-type: none"> <li>• Revolving L/C</li> <li>• Anticipatory L/C</li> <li>• Draft, Types of draft.</li> <li>• Mate's Receipt. Bill of lading, Invoice. Insurance policy,</li> <li>• Certificate of origin, consular's invoice, bill of exchange</li> </ul>	
4	<p><b>Methods of Financing Foreign Trade:</b></p> <p>Bank Credit –</p> <ul style="list-style-type: none"> <li>• Pre-shipment credit</li> <li>• Post-shipment credit</li> <li>• Medium-term credit</li> <li>• Credit under duty draw back scheme</li> </ul> <p>Export-Import Bank of India (EXIM Bank): Objectives, Functions, Performance and Role, Export Credit Guarantee Corporation (ECGC)</p>	10
	<b>Total</b>	<b>48</b>

**Recommended Books:**

1. International Financial Management - V. Sharan
2. Financial Institution and Markets-a Global Perspective-Hazel J. Johnson
3. Foreign Exchange; International Finance-Risk Management-A.V. Rajwade
4. Financial Markets and Institutions- L.M. Bhole
5. International Financial Management-Eun/Resnick
6. International Financial Management, Markets, Institutions-James C. Baker-
7. Reserve Bank of India Bulletin-
8. Annual Reports of IMF, World Bank, Asian Development Bank.
9. Reports on Trends & progress of banking in India –RBI

**M.Com. Part II Semester III**  
**Advanced Banking & Finance Special Paper VI.**  
**Subject Title -: International Finance.**  
**Course Code -: 316**  
**(w.e.f. Academic Year: 2014-15)**

**Objective -:**

1. To Provide understanding of International Financial market.
2. To acquaint the students with International monetary system
3. To Provide understanding of operations of international Financial Institutions

Unit No.	Topic	Periods
1 a	<b>International Banking:</b> Reasons For International Banking Types of International Banking offices: Correspondent Bank Foreign Offices Subsidiary and Affiliate Banks Offshore banking Centers.	10
b	<b>International Money Market:</b> Euromarkets- Development of Eurodollar Market. Instruments - Euro Notes, Euro commercial Paper, Medium-term Euro Notes.	
2	<b>International Debt and Equity Markets:</b> International Debt Market Instruments: <b>Procedure for Issue of –</b> Foreign Bonds Euro Bonds Global Bonds Convertible Bonds Floating rate Notes International Equity Market Instruments: <b>Procedure for Issue of –</b> American Depositary Receipts (ADR) Global Depository Receipts (GDR)	12
3	<b>New Exchange Rate Regime:</b> Floating Rate System: Independent Float and Managed Float. Currency Pegging: Pegging to single Currency ; Pegging to basket of Currencies ‘Pegging to SDRS (Special Drawing Rights); Crawling Peg. Convertible and Non-Convertible Currency.	14
4	<b>International Financial Institutions</b> Origin, Objectives, Structure and Operations of: A. Bank for International Settlements (BIS) B. International Monetary Fund (IMF) C. World Bank Group: International Bank for Reconstruction and Development (IBRD); International Finance Corporation (IFC); BRICS.	12
	<b>Total</b>	<b>48</b>

**Recommended Books:**

1. International Financial Management - V. Sharan
2. Financial Institution and Markets - a Global Perspective - Hazel J. Johnson
3. Foreign Exchange; International Finance-Risk Management-A.V. Rajwade
4. Financial Markets and Institutions- L.M. Bhole
5. International Financial Management-Eun/Resnick
6. International Financial Management, Markets, Institutions-James C. Baker-
7. Reserve Bank of India Bulletin-
8. Annual Reports of IMF, World Bank, ADB.

**M.Com. Part II Semester III**  
**Advanced Marketing Special Paper V.**  
**Subject Title -: International Marketing.**  
**Course Code -: 317**  
**(w.e.f. Academic Year: 2014-15)**

**Objectives**

- The Course participants will become more familiar with the nature and practices of international marketing. They should feel equally confident to be able to distinguish international marketing mechanics from the domestic marketing models and approaches.
- They would be far more equipped to design and participate in designing an international marketing strategy.
- The spin-off benefits to the participants should be to develop in them a right attitude, inject enthusiasm and hone their interactive ability as they address the issues and challenges of operating in the international markets.

<b>S.N.</b>	<b>New Topic</b>	<b>Periods</b>
<b>1</b>	<b>Introduction</b> <ul style="list-style-type: none"> <li>• Concept of International Marketing and its scope, Objectives of International Marketing.</li> <li>• Reason of entry in International Marketing.</li> <li>• Challenges and Opportunities in International Marketing.</li> </ul>	<b>12</b>
<b>2</b>	<b>International Marketing Environment</b> <ul style="list-style-type: none"> <li>• Macro factors (Economic, Political, Legal, Socio-Cultural &amp; technological factors affecting international market.</li> <li>• Recent import and export policies &amp; procedures.</li> </ul>	<b>10</b>
<b>3</b>	<b>International Marketing Mix</b> <ul style="list-style-type: none"> <li>• International Research and Segmentation</li> <li>• Developing Global Products and Pricing</li> <li>• International Promotion and Advertising</li> <li>• International Distribution Systems</li> <li>• GATT, WTO, Facilities &amp; incentives related to export Business</li> </ul>	<b>12</b>
<b>4</b>	<b>Procedural Aspect Export Documentation and arranging Finance for Exports.</b> <ul style="list-style-type: none"> <li>• Processing/Manufacturing goods for Export and their inspection by Government Authorities Compulsory Quality Control and pre-shipment Inspections, Excise Clearance, Insuring goods against marine risk, Marine Insurance, Submitting documents to Bank for purchase/Collection/ Negotiation under L/C. Export Credit Limit. <ul style="list-style-type: none"> <li>• Financial and fiscal incentives provided by the Government and Foreign exchange facilities by the R.B.I. and EXIM Bank. Institutional support from Government.</li> </ul> </li> </ul>	<b>14</b>
	<b>Total</b>	<b>48</b>



**Recommended Books:**

1. Winning The World Marketing – Bhattacharya
2. International Trade and Export Management – B.M. Wahi and A.B. Kalkundribar.
3. International Marketing Management – Varshney and Bhattacharya
4. International Marketing Export Marketing – S.Shiva R amu
5. International Marketing – S.S. Rathor, J.S. Rathor
6. Global Marketing Strategy – Douglas & Craig
7. Export Marketing – Michael Vaz
8. Export Marketing – Francis Cherunilam
9. Export Marketing – B. Bhattacharya
10. Export - What, Where & How – Parasram
11. Essentials of Export Marketing – S.A. Chunnawala

**M.Com. Part II Semester III**  
**Advanced Marketing Special Paper VI.**  
**Subject Title :-‘Marketing Research’.**  
**Course Code :- 318**

(w.e.f. Academic Year: 2014-15)

Sr. No	New Syllabus	Lectures
1	<p><b>INTRODUCTION &amp; MARKETING RESEARCH PROCESS :</b></p> <p>A) Marketing Research- Meaning, Factors involved in Marketing Research, Types of Marketing Surveys, Role of Marketing Research in Marketing, Implications of marketing research on marketing mix(7 P’s), Ethics in Marketing Research, Career in Marketing Research.</p> <p>B) Research Process- Formulating the Problem, finding basic research issues, Developing Hypotheses, Characteristics of a good Hypothesis, Research Methods, Research Design, Sampling, Data Collection Techniques, Data Analysis &amp; Interpretation, Writing a Research Report.</p>	16
2	<p><b>MARKETING RESEARCH IN PRACTICE:</b></p> <p>A) Marketing Research Department’s Goals- Pragmatic, Selective, and Evaluative, Marketing Decision Support System (MDSS) - Scope &amp; Significance, Role of MDSS in Decision Making, Characteristics of a good MDSS, Components of MDSS.</p> <p>B) Applications of Marketing Research : Cluster analysis for identifying market segments, Conjoint analysis for Product research, Multi-dimensional scaling, Discriminate analysis and perceptual mapping for Brand positioning research, Advertising research – copy testing, media selection, media scheduling, Market and Sales Analysis, Sales forecasting – objective and subjective methods, Test marketing, Industrial versus consumer marketing research.</p>	16
3	<p><b>MARKET INFORMTION:</b></p> <p>Meaning and Importance, Sources of Collecting Marketing Information, Using Secondary Data Sources, Standardized Sources of Collecting Data- Home Audit, Mail Diary, Shop and retail audits, Readership surveys and viewer ship surveys.</p>	08

<b>4</b>	<b>THE INTERNET AND MARKETING RESEARCH TODAY:</b> Meaning, Importance, Advantages & Disadvantages of Web Based Marketing Research, Primary & Secondary Data Collection through Internet, Reach analysis, Marketing Research in Social Media, Online Brand Perception Research, Online Targeted Advertising.	<b>08</b>
	<b>Total</b>	<b>48</b>

**References:**

1. Research for Marketing Decisions – Paul Green, Donald Tull, Gerald Albaurn
2. Marketing Research –Aakar, Kumar, Day
3. Marketing Research – Thomas C. Kinnear
4. Marketing Research – Nargundkar
5. Marketing Research – Measurement & Methods – Donald S. Tull, Del I. Hawkins
6. Marketing Research – Beri
7. Business Research Methods – Cooper.
8. Basic Marketing Research: Volume 1-Scott M. Smith Gerald S. Albaurn.
9. Essentials of Marketing Research: Paurav Shukla.