DEPARTMENT OF COMMERCE

Syllabus

For

Under Graduate Course (B. Com)

Examinations: 2017-18 and Onwards

Sri Dev Suman Uttarakhand University
Tehri Garhwal
B.Com. (Three Year Degree Course)

1. (a) The examination for the degree of Bachelor of Commerce (B.Com.) shall consist of three parts
   (i) B.Com. Part – I
   (ii) B.Com. Part – II
   (iii) B.Com. Part – III
(b) A candidate who has passed the following examinations shall be eligible for admission to B.Com. Part I:

   The Intermediate Examination of Commerce of the Board of High School and Intermediate Education, Uttaranchal or the Central Board of Secondary Education or any other examination recognized by the University as equivalent there to with a minimum of 40% marks in aggregate.

   (c) A candidate who has not passed the Intermediate examination in commerce shall be required to pass an additional course on Elementary Book-keeping and Accountancy. It will be a “Qualifying Course” and shall be offered by those candidate who have not passed Book-keeping and Accountancy as a subject in Intermediate or equivalent examination. If a candidate has passed 1st year examination of the Three year Degree Course and has not offered Book-keeping & Accountancy as a subject, he/ she shall be required to offer this “Qualifying Course”. Marks obtained by him in the qualifying course shall not be added to the marks obtained by him in aggregate.

2. A candidate who has passed Part I/II B.Com. Examination of another university may also be admitted to part II/III. B.Com. examination provided that he/ she has offered for his/ her part I/II examination of course of equivalent standard with almost identical syllabus as is required for part I/II examination of this University and has attended a regular course of study for an academic year in constituent/ affiliated college of the university. Prior Permission is necessary from university with this regard.

3. (a) A candidate shall be examined in three groups of B.Com. Part I / II examination and total four groups in B.Com – III examination. In B.com. – III, Group – V is compulsory for regular and private students.
   (b) There will be one Computerized Accounting Group i.e. Group - IV

   Computerized Accounting (Group - IV) can be opted by a maximum number of 30 students in B.Com. I (to continue without change to B.Com. II and III) in place of Group II i.e. Accounting Group. This group can be run only where appropriate computers laboratory and staff is available. Private students can not opt group of computerized accounting. Practical examination will be held in group IV as under:
B.Com. I  
Paper I – Theory [50 max. marks]

Paper II – Theory 35 marks, Practical 15 marks [50 max. marks]

B.Com. II  
Paper I – Theory [50 max. marks]

Paper II – Theory 35 marks, Practical 15 marks [50 max. marks]

B.Com. III  
Paper I – Theory 35 marks, Practical 15 marks [50 max. marks]

Paper II – Theory 35 marks, Practical 15 marks [50 max. marks]

The Following shall be the number of paper in each group:

<table>
<thead>
<tr>
<th>Group</th>
<th>Part I</th>
<th>Part II</th>
<th>Part III</th>
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<td>I</td>
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(Compulsory Group)

4. In B.Com. Part I, II & III examination, each group shall carry 100 marks. In order to pass B.Com. Part I, Part II and Part III examination, a candidate must obtain 33% marks in each group and also in aggregate.

5. Each candidate shall have to pass the B.Com. Part I, B.Com. Part II and B.Com. III examinations separately, but the division shall be awarded on the basis of the aggregate marks obtained by him/her in all the three examinations together.

6. A candidate who has obtained 33% marks and above but less than 45% marks in the aggregate shall be placed in III division, a candidate who has obtained 45% marks and above but less than 60% marks shall be placed in II division, a candidate who has obtained 60% marks and above shall be placed in I division.
7. In B.Com. Part III, three grace marks in any one group shall be awarded on the basis of one mark on every 10 marks, over and above the minimum pass marks.
8. The details of the courses of each group of study shall be as contained in the syllabi and the existing regulations, to the extent they are inconsistent with the new ordinances and regulations, shall stand amended or superseded, as the case may be.

SCHEME OF EXAMINATION

(1) The examination for the degree of Bachelor of Commerce shall consist of B.Com. Part I, Part II and Part III examinations spread over three years.

B. Com. Part - I Examination, 2017 and onwards

Group I – Management Group

| Paper I – Principles of Management | 50 |
| Paper II – Business Environment  | 50 |

Group II – Accounting Group

| Paper I – Financial Accounting  | 50 |
| Paper II – Business Statistics | 50 |

Group III – Business Economics & Legal Aspects of Business

| Paper I – Business Economics | 50 |
| Paper II – Business Laws     | 50 |

Group IV – Computerized Accounting

| Paper I – Financial Accounting | 50 |
| Paper II – Computerized Financial Accounting | 50 |

Qualifying Course (Only for Non commerce students who have passed class 12th with science or arts subjects and not studied commerce and accounts in class 12th)

Elementary

Book-Keeping & Accountancy

50

Those who fail to pass this paper in B. Com. Part I shall be required to pass this paper either in B. Com. Part II or B. Com. III examination. Candidates shall not be awarded the B.Com. degree unless they qualify in this paper or unless exempted. Minimum pass
percentage is 33% in the group. If a candidate has passed any of the following courses of national Institute of Banking Mgt./Institute of chartered Accountants/ Cost & works Accountants/Company Administration/Management he/she will be exempted from appearing in the qualifying paper.

Division will be assigned on the following basis:-

First : 60% marks or above.
Second : 45% marks or above but below 60% marks
Third : 33% marks or above but below 45%

B. Com. Part - II Examination, 2017 and onwards

**Group I – Management Group**

| Paper I – Basic Business Finance | 50 |
| Paper II – Personnel Management | 50 |

**Group II – Accounting Group**

| Paper I – Cost Accounting | 50 |
| Paper II – Corporate Accounting | 50 |

**Group III – Business Economics & Legal Aspects of Business**

| Paper I – Money Banking and Financial Institutions | 50 |
| Paper II – Legal Aspects of business | 50 |

**Group IV – Computerized Accounting**

| Paper I – Cost Accounting | 50 |
| Paper II – Computerized Cost Accounting | 50 |
B. Com. Part - III Examination, 2017 and onwards

**Group I – Management Group**

<table>
<thead>
<tr>
<th>Paper I – Marketing Management</th>
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<tr>
<td>Paper II – Management Accounting</td>
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**Group II – Accounting Group**

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<th>Paper I – Income Tax Law</th>
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<td>Paper II – Auditing</td>
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**Group III – Business Economics & Legal Aspects of Business**

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<th>Paper I – Goods and Services Tax (GST)</th>
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<td>Paper II – Fundamentals of Insurance</td>
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**Group IV – Computerized Accounting**

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<th>Paper I – Computer Applications in Management Accounting</th>
<th>Marks</th>
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<td>Paper II – Computer Applications in Income Tax</td>
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**Group V – Communication group (Compulsory for all)**

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<tr>
<th>Paper I–Business Communication</th>
<th>Marks</th>
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<td>Paper II–Viva Voce (Oral Communication)</td>
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B. Com. - I

Group – I: Management Group

Paper – I: Principles of Management

3. Communication – Concept, types and process, barriers to communication.
4. Organisation – Departmentation, types of organisation, line, staff and functional organisation.
7. Leadership ;styles, traits, theories,
8. Coordination - Meaning, importance and methods.
9. Decision making – Meaning process and importance.
10. Control – Meaning and importance, relationship with planning, Process & techniques of control.

Note: Kindly refer the pattern of the theoretical question paper printed at the end of the syllabus

Paper – II: Business Environment

1. Business Environment: Concept, importance, components, micro and macro environment,internal environment.
2. Economic Trends (overview) : Income; Savings and investment; industry; Trade and balance of payments, Money; Finance; Prices.
3. Problems of Growth: Unemployment; Poverty; Regional imbalances; Social injustices; Inflation; Parallel economy; Industrial sickness.
4. Role of Government: Monetary and fiscal policy; Industrial policy; Industrial licensing, Privatization, Liberalisation and Globalisation; Devaluation; Export-Import Policy; Regulation of foreign investment; Collaborations in the light of recent changes.
5. The Current Five Year Plan: Major policies; Resource allocation.
8. International environment:trends in world trade and problems faced by developing countries;trends in foreign trade and economic growth.
9. International economic grouping: GATT, WTO, UNCTAD, WORLD BANK, IMF, counter trade

**Note:** Kindly refer the pattern of the theoretical question paper printed at the end of the syllabus

**Group – II: Accounting Group**

**Paper – I: Financial Accounting**

1. Nature of financial statements, Accounting concepts and conventions.
2. Accounts of Insurance companies (as per revised proforma)
3. Double accounting system.
4. Accounts of Banking Companies – Accounting requirements of banking companies. The classification of Book Debts, Profit & Loss Account and Balance Sheet of Banking companies.
5. Departmental and Branch Accounts – Preparation of departmental accounts-allocation of expenses. Preparation of Accounts of branches keeping incomplete records, Account of independent branches maintaining complete records, stock and debtors method; Foreign branches; Inter-branches transactions.
6. Insolvency accounts of sole trader and partnership firms-statements of affairs and deficiency account.
7. Hire purchase account (including problems of default in hire purchase, H P trading A/c, goods of small value, stock and debtors method of branch), Instalment payment system.
8. Royalty accounts.
9. Partnership Accounts: Fundamentals (including treatment of goodwill as per AS10 revised). Admission of a Partner, Retirement and Death of a Partner, Dissolution of Partnership including Insolvency.

**Note:** Kindly refer the pattern of the numerical question paper printed at the end of the syllabus

**Paper – II: Business Statistics**

3. Diagrammatic and Graphic Presentation: Location of median, quartiles and mode graphically; one and two dimensional diagrams.
4. Statistical Average: Uses, limitation and calculations of various averages, Mean, Mode, Median, Partition Values, Geometrical and Harmonic Mean.
5. Dispersion and Skewness: Various measures.
7. Index Number: Fixed base and chain base, base shifting, weighted index numbers, consumer price Index no., Fisher’s Index, tests of reversibility.

Note: Kindly refer the pattern of the numerical question paper printed at the end of the syllabus

Group – III: Business Economics and Legal Aspects of Business

Paper – I: Business Economics

1. Introduction: Definition and nature of economics, Scope and methodology of economics, Micro and macro economics.
4. Consumer’s surplus, Study of Consumer Behaviour through indifference curve technique.
7. Theories of distribution, marginal productivity theory of distribution.
8. Concept and theories of profit and wages.

Note: Kindly refer the pattern of the theoretical question paper printed at the end of the syllabus

Paper – II: Business Laws
1. The Indian Contract Act, 1872: Nature of contract: Classification; Offer and acceptance; Capacity of parties to contract; Free consent; Consideration; Legality of object; Agreement declared void; Performance of contract; Discharge of contract; Remedies for breach of contract. Special Contracts; Indemnity; Guarantee; Bailment and pledge; Agency.
2. The Sale of Goods Act, 1930. Formation of contracts of sale; Goods and their classification, price; Conditions and warranties; Transfer of property in goods; Performance of the contract of sale; Unpaid seller and his rights, sale by auction; Hire - purchase agreement.
3. The Negotiable Instrument Act, 1881: Definition of negotiable instruments; Features; Promissory note; Bill of Exchange, Cheque; Holder and holder in due course; Crossing of a cheque, Types of crossing, Negotiation, Dishonour and discharge of negotiable instruments.

Note: Kindly refer the pattern of the theoretical question paper printed at the end of the syllabus

QUALIFYING COURSE

Book-Keeping and Accountancy

(It is compulsory for students joining B. Com. Part I, who have not studied commerce and accountancy before (pass marks 17 out of 50).

Note: The objective is to impart to non-commerce students who join B.Com., and elementary knowledge of Book-keeping & Accountancy.


(There shall be one compulsory question on Final Accounts).

Note: Kindly refer the pattern of the numerical question paper printed at the end of the syllabus
Group IV – Computerized Accounting


1. Nature of financial statements, Accounting concepts and conventions.
2. Accounts of Insurance Companies (as per revised proforma).
3. Double accounting system.
4. Accounts of Banking Companies – Accounting requirements of Banking companies. The classification of Book Debts, Profit & Loss Account and Balance Sheet of Banking companies.
5. Departmental and Branch Accounts – Preparation of departmental accounts- allocation of expenses. Preparation of Accounts of branches keeping incomplete records, Account of independent branches maintaining complete records, stock and debtors method; Foreign branches; Inter-branches transactions.
6. Insolvency accounts of sole trader and partnership firms - statements of affairs and deficiency account.
7. Hire purchase accounts (including problems of default, hire purchase trading A/c, goods of small value, stock and debtors method), Instalment payment system.
8. Royalty accounts.
9. Partnership Accounts: Fundamentals (including treatment of goodwill as per revised AS10), Admission of a Partner, Retirement and Death of a Partner, Dissolution of Partnership including Insolvency.

Note: Kindly refer the pattern of the numerical question paper printed at the end of the syllabus

Paper – II: Computerized Financial Accounting

1. Computer Fundamentals Brief History, Hardware and Software, Classification of Computer introduction to different computer languages, Memory Concepts, Operating System and its types, Elementary idea of MS-DOS and Window operating system.
2. Treatment of Data and Basic Statistical Analysis: Mean mode median and hypothesis testing (t test and x² test) on Computer.
3. Tally and its basics.
4. Basic rules of journal entries , ledgers , trial balance and final accounts.
5. Use of Tally to obtain financial accounting output for the following:

1. Day books
2. Ledgers
3. Trial Balance
4. Subsidiary Ledger 8. Other statement

Note: separate practical will be held for 15 marks in computerised accounting.

Note: Kindly refer the pattern of the numerical question paper printed at the end of the syllabus
Group I: Management Group

Paper – I: Basic Business Finance

1. Financial Management: Financial goals; Profit Vs. wealth maximization; Financial functions – investment, financing, and dividend decisions, Financial planning.
2. Capital Budgeting: Nature of investment decisions, investment evaluation criteria, payback period, accounting rate of return, net present value, internal rate of return, profitability index: NPV and IRR comparison.
3. Cost of Capital: significance of cost of capital: calculating cost of debt; Preference shares, equity capital, and retained earnings; Combined (weighted) cost of capital.
4. Operating and Financial Leverage: Their measure; Effects on profit, analysing alternate financial plans, combined financial and operating leverage.
7. Management of Working Capital: nature of Working capital, Significance of working capital, operating cycle, factors determining working capital requirements; Management of working capital – cash, receivables, and inventory.

Note: Kindly refer the pattern of the numerical question paper printed at the end of the syllabus

Paper – II: Personnel Management

1. Personnel Management: Meaning, importance and scope, Organisation and functions of personnel department: Personnel policies.
2. Manpower Planning – Meaning, importance and process.
5. Promotion, demotion, transfer, discipline, discharge and dismissal and related problems and procedures.
6. Motivation concept and theories (Maslow, McGregor, Herzberg etc.).
7. Compensation: Wage and Salary administration. Methods of wage payment including incentive wage plan

Note: Kindly refer the pattern of the theoretical question paper printed at the end of the syllabus

Group II: Accounting Group

Paper – I: Cost Accounting

1. Introduction: Nature and scope of cost accounting; Cost concepts and classifications; Methods and techniques; Installation of costing system: Concept of cost audit.
2. Accounting for Material: Material control; concept and techniques, Pricing of material issues; Treatment of material losses.
3. Accounting for Labour: Labour cost control procedure; Labour turnover; Idle time and overtime; Methods of wage payment – time and piece rates; Incentive Schemes.
4. Accounting for Overheads: Classification and departmentalization; Allocation, Apportionment, Reapportionment and Absorption of overheads; Determination of overhead rates, Under and over absorption, and its accounting treatments.
6. Cost Records: Integral and non-integral system;
7. Standard costing and variance analysis, material, labour and overhead
8. Reconciliation of cost and financial accounts.

Note: Kindly refer the pattern of the numerical question paper printed at the end of the syllabus.
Paper – II: Corporate Accounting

Note: Students are requested to follow Revised Schedule VI for presenting Final Account wherever needed

1. Company Accounts: Issue of Shares. Forfeiture & reissue of shares (including problems of prorata)
2. Issue and Redemption of Debentures
3. Redemption of preference shares
4. Profits prior and after incorporation.
5. Preparation of final A/C of joint stock company (including problems of managerial remuneration) with adjustment as per revised schedule VI of companies act
6. Underwriting of shares.
8. Liquidation of companies.
10. Valuation of shares and valuation of goodwill.

Note: Kindly refer the pattern of the numerical question paper printed at the end of the syllabus

Group III: Business Economics and Legal Aspects of Business

Paper – I: Money, Banking and Financial Institutions

2. The value of money. The Quantity Theory of Money – Fisher’s equation and its criticism; Inflation and deflation, Present monetary system.
3. Banks and Banking System: The definition of Banking, types of Banks: Functions of different types of Banks: Central Banking; Functions of Central bank, Critical study of method of credit control.
6. Major financial institution: IDBI, IFCI, SIDBI and SFCs.
Note: Kindly refer the pattern of the theoretical question paper printed at the end of the syllabus

Paper II: Legal Aspects of Business

Section “A” Company Law (50%)

Provisions of the Companies Act, amended up to date with special reference to:

1. Incorporation; raising of capital, commencement of business, membership- types, rights & duties.
2. Management of companies: Board of Directors, Manager, Company Secretary.
3. Meetings and Resolutions.
4. Oppression and Mis-management.
5. Winding up: Various kinds and consequences.

Section “B” Industrial Laws (50%)

Statutory provisions of the following legislations:

2. The Trade Unions Act, 1926
3. The Workmen Compensation Act, 1923
4. The Minimum Wages Act, 1948
5. The Industrial Disputes Act, 1947

Note: Kindly refer the pattern of the theoretical question paper printed at the end of the syllabus

Group IV: Computerized Accounting

Paper – I: Cost Accounting
1. Introduction: Nature and scope of cost accounting; Cost concepts and classifications; Methods and techniques; Installation of costing system: Concept of cost audit.

2. Accounting for Material: Material control; concept and techniques, Pricing of material issues; Treatment of material losses.

3. Accounting for Labour: Labour cost control procedure; Labour turnover; Idle time and overtime; Methods of wage payment – time and piece rates; Incentive Schemes.

4. Accounting for Overheads: Classification and departmentalization; Absorption of overheads; Determination of overhead rates, under and over absorption, and its accounting treatments.


6. Cost Records: Integral and non-integral system;

7. Standard cost and variance analysis, material, labour and overheads

8. Reconciliation of cost and financial accounts.

Note: Kindly refer the pattern of the numerical question paper printed at the end of the syllabus

Paper – II: Computerized Cost Accounting

1. Introduction to spread sheets, working on spread sheet, MS excel and its applications working of MS-Excel.

2. Cost Accounting System: Elements of cost; Classification; Cost sheet; Cost accounting methods and techniques.

3. Use of Tally and MS-Excel to obtain cost accounting outputs for the following:
   1. Analysis of cost – Cost centres wise
   2. Analysis of cost – Cost elements wise
   3. Allocation of overheads
   4. Apportionment of overheads
   5. Preparation of cost sheet, contract A/c and process A/c.
   6. Variable and fixed costs – BEP, P/V analysis
   7. Standard cost and variance analysis
   8. Differential cost

Note: separate practical will be held for 15 marks in computerised accounting
Note: Kindly refer instructions for paper setting given at the end of the syllabus of B.Com

Note: Kindly refer the pattern of the numerical question paper printed at the end of the syllabus
Group I – Management Group

Paper I: Marketing Management

1. Introduction: Nature and scope of marketing; Importance of marketing, Marketing concepts – traditional and modern, Selling Vs. marketing, Marketing mix, Marketing environment.
2. Consumer Behaviour and Market Segmentation: An introduction to factors affecting consume behaviour; Market segmentation – concept and importance; Bases for market segmentation.
3. Product: Concept of product, consumer and industrial goods : Product planning and development; packaging – role and functions; Brand name and trade mark; After - sales service; Product life cycle concept.
4. Price: Importance of price in the marketing - mix, factors affecting price of a product/ service: Discounts and rebates.
5. Distribution Channels and Physical Distribution: Distribution Channel – concept and role: Types of distribution channels: Factors affecting choice of a distribution channel; Retailer and wholesaler; Physical distribution of goods, Transportation; Warehousing, Inventory control; Order processing.
6. Promotion: Methods of promotion, Optimum promotion mix; Advertising media – their relative merits and limitations; Characteristics of an effective advertisement; Personal selling, Selling as a career, Characteristics of a successful sales person: Functions of salesman.

Note: Kindly refer the pattern of the theoretical question paper printed at the end of the syllabus

Paper – II: Management Accounting

2. Ratio analysis; Classification of ratios – profitability ratios, turnover ratios, solvency and liquidity ratios, ratios for investors, Advantages of ratio analysis; Limitations of accounting ratios.
3. Funds Flow Statement, Cash Flow Statement(as per revised AS)
4. Absorption and Marginal Costing: Marginal and differential costing as a tool for decision making – make or buy; Change of product mix, Pricing, Exploring new markets, Shutdown decisions, Break-even analysis.
5. Budgeting for Profit Planning and control: Meaning of budget and budgetary control; Objectives; Merits and limitations; Types of budgets; Cash budget, Fixed and flexible budgeting; Zero base budgeting, Performance budging.
6. Capital Investment decisions(capital budgeting),methods,
7. Standard Costing and Variance Analysis: Meaning of standard cost and standard
costing: advantages and applications; Variance analysis: material, Labour and
overhead variances.
8. Responsibility accounting. **Note: Kindly refer the pattern of the numerical
question paper printed at the end of the syllabus**

**Group II – Accounting Group**

**Paper – I: Income Tax Law**

1. Important Definitions including income, Agricultural income, Assessee, Previous
year, assessment year, Person.
2. Residential status and incidence of residence on Tax Liability, computation of Total
income with reference to the residence.
3. Exemption and Exclusions: Exempted Incomes and Incomes included in total income
but not Taxable.
4. Computation of Income: Salaries; Income from House Property : Profits and gains
from business or profession; Capital gains and Income from other sources.
5. provisions of carry forward and set off.
6. Deductions and Reliefs: Deductions to be made in computing Total income:
Provisions regarding rebates of Income Tax and Relief.
7. Deductions and collection of Tax at source; Advance payment of Tax and Payment of
Tax After Assessment.
8. Assessment of Individuals and Hindu Undivided Family and Computation of Tax
Liability.

**Note: Kindly refer the pattern of the numerical question paper printed at the end of the syllabus**

**Paper – II: Auditing**

1. Introduction: Meaning and objectives of Auditing: Types of audit; Internal audit.
2. Audit Process: Audit programme; Working paper and evidences; Consideration for
commencing an audit; routine checking and test checking.
3. Internal control, Internal Check System and Internal Audit.
5. Audit of Limited Companies :
   a. Company auditor – Appointment, power, duties, and liabilities.
   b. Divisible profits and dividend.
   c. Auditor’s report – types of reports with specimen.
   d. Special audit of banking companies.
   e. Audit of educational institutions.
f. Audit of insurance companies.

g. Audit of non profit companies.

6. Investigation: reasons, merits, difference between auditing and investigation, procedure
   a. where fraud is suspected, and
   b. when buying of a business is proposed.

7. Recent Trends in Auditing: Nature and significance of cost audit; Tax audit; Management audit.

Note: Kindly refer the pattern of the theoretical question paper printed at the end of the syllabus

Group III – Business Economics and Legal Aspects of Business

Paper – I: Goods & Services Tax (GST)

Objectives: To provide the basic knowledge and to equip students with the provisions of Goods and Services Tax Act.

UNIT I. Introduction

Indirect taxes before GST: An overview; Concept of VAT; Meaning and Methods; Major shortcomings in the structure of Indirect taxes prior to the GST; Need of GST in India; Genesis, Salient features of GST; Taxes subsumed in GST; Advantages and challenges of GST; Innovation and best practices; Structure of GST including SGST, CGST, UTGST and IGST

UNIT II. Registration: Process of Registration; Compulsory Registration, Liability for Registration, Exemption from Registration.

GST Unique Identity Number (GSTIN), Deemed Registration, Amendments, cancellation and revocation of registration, Migration of existing taxpayers to GST.

Unit II: Levy and Collection of GST

Taxable event; “Supply” of Goods and Services; Place of Supply: Within State, Interstate, Import and Export; Time of supply; Meaning, Provisions to determine time of supply of Goods and Services, Harmonized System of Goods (HSN), Tariff classifications

Valuation for GST; Valuation rules, taxability of reimbursement of expenses; Exemption from GST; Small supplies and Composition Scheme; Classification of Goods and Services; Composite and Mixed Supplies.
UNIT V. Input Tax Credit (ITC)

Eligible and Ineligible Input Tax Credit; Apportionment of Credit and Blocked Credits; Tax Credit in respect of Capital Goods; Recovery of Excess Tax Credit; Availability of Tax Credit in special circumstances; Transfer of Input Credit (Input Service Distribution); Payments of Taxes; Refund; Doctrine of unjust enrichment; Tax Deducted at Source (TDS), Tax Collected at Source (TCS). Reverse Charge Mechanism, Job work.

UNIT VI. Payment of Taxes, maintenance of records & Submission of Return:

Types and periodicity of Returns: Monthly Returns, Quarterly Return for Taxpayers under Composition Scheme, Rectification of Return, Processing of Returns, Matching Input Tax Credit.


(b) Audit, Accounts and Records: Audit by Tax Authorities, Special Audit, Audit Methodology, Accounts and Records, Accounts of Stock, Records in Electronic Form

Suggested Readings:

2. Haldia Arpit, GST Made Easy, Taxmann Publications, New Delhi
3. Datey V.S., GST Ready Reckoner, Taxmann Publications, New Delhi
5. Gupta, S.S., GST; How to meet your obligations , Taxman Publications
8. Sudhir Halakhandi, (Vastu Evam Sewa Kar) GST in Hindi.
9. Bare Act on Goods and Services Tax, Government of India, Ministry of Finance
Paper – II: Fundamentals of Insurance

1. Principles of Insurance: Concepts of Insurable Risk, Methods of handling risk; Concepts, characteristics, importance and advantages, functions, principles and classification of insurance, kinds of insurance organizations; essentials of insurance contract, Insurable interest, Indemnity, warranty, utmost good faith, Doctrine of subrogation, Doctrine of Contribution, Double Insurance and Reinsurance.

2. Life Insurance: Features, Importance, Advantages, contract of life insurance, Hazards; Procedure of effecting life insurance (from proposal to policy); Selection, Substandard Lives; Kinds of policies, Annuities, Policy conditions; Computation of premium, numericals of premium computations Mortality table, kinds, methods of construction of mortality table, investment of life fund, valuation and bonus, Organization and working of the Life Insurance Corporation of India. entry of private sector insurance companies in life insurance business.


4. Fire Insurance: Meaning, scope, hazards, functions of fire insurance, kinds of policies, policy conditions, computation of premium, settlement of claims, numericals of premium computations and settlement of claims, application of average clause.

5. Miscellaneous Insurance: Types, extent of coverage and the policy conditions in respect of motor insurance, workmen’s compensation insurance, export risk insurance and war risk insurance.


Note: Kindly refer the pattern of the theoretical question paper printed at the end of the syllabus
Group IV – Computerized Accounting

Paper – I: Computer Applications in Management Accounting

Retracing management accounting system and use of Tally and MS-Excel packages to obtain different management accounting outputs for the following:

1. Fund flow statement
2. Ratio analysis
3. Budget and budget variances
4. Analysis of account payable, account receivable and sales.
5. Inventory control
6. Projected financial statements
7. Cash forecasting
8. Standard costing
9. Marginal costing

Note: separate practical will be held for 15 marks in this paper.

Note: Kindly refer the pattern of the numerical question paper printed at the end of the syllabus

Paper – II: Computer Applications in Income Tax

1. Important Definitions including income, Agricultural income, Assessee, Previous year, assessment year, Person.
2. Residential status and incidence of residence on Tax Liability, computation of Total income with reference to the residence.
3. Exemption and Exclusions: Exempted Incomes and Incomes included in total income but not Taxable.
4. Computation of Income: Salaries; Income from House Property: Profits and gains from business or profession; Capital gains and Income from other sources.
5. provisions of carry forward and set off
7. Deductions and collection of Tax at source; Advance payment of Tax and Payment of Tax After Assessment.

Note: separate practical will be held for 15 marks in this paper.

Note: Kindly refer the pattern of the numerical question paper printed at the end of the syllabus

Group V – Communication Group (Compulsory for all)

Paper – I: Business Communication


2. Communication and decision making in small groups: roll of groups, characteristics of small groups, solving problems in small groups etc., examining group discussions – its role in team work.

3. Communication within the organisation:
   a) Memo writing
   b) Proposal writing
   c) Report writing
   d) Office orders, circular, writing notes

4. Communication outside the organization:
   a) Business Correspondence: request for quotations, tenders, orders, drafting of sales letters, circular letters, proposals, correspondence with local and foreign customers and suppliers regarding dues, complaints, follow-up letters.
b) Correspondence with banks regarding overdrafts, cash credit and current account.

5. Resume Writing

Suggested Readings:

Business communication, Urmila Rai and S.M. Rai.

Business Communication by Rajender Paul

Business Communication by Asha Kaul

Business Communication by Rohini Aggarwal.

Note: Kindly refer the pattern of the theoretical question paper printed at the end of the syllabus

Paper – II: Viva Voce

Objective of viva voce exam is to boost the confidence of students in oral communication skill so that they can face the challenges of competitive world. Questions will be asked based on the general awareness related to commerce economics and accounts. Students should update their knowledge related to latest events in the field of commerce, economics and accounts. More questions will be asked from the syllabus of B.Com IIIrd year.

Instruction: Theoretical papers in B.Com. I/II/III will follow the under mentioned pattern of question paper in annual examination.
SECTION – A
All questions shall be compulsory. Five objective type questions (T/F or multiple choice giving brief reasons for the choice). Each question will carry 2 marks including 1 mark for the correct choice and 1 mark for the correct reason).

[10 marks maximum]

Question: 1 – 5 (Such types of questions should be asked for which students can give reason in support of the answer).

SECTION – B
Note: All questions are compulsory. Five short answer questions shall be asked. Each question shall carry 2 marks. [10 marks maximum]
Question : 6 – 10

SECTION – C
Note: Total number of questions in this section will be 8 (eight) of which any four are to be answered. Each question shall carry 7½ marks.

[Maximum 30 marks]

Question: 11 to 18 (Essay type)

Instruction: Numerical papers in B.Com. I/II/III will follow the under mentioned pattern of question paper in annual examination.

SECTION – A
All questions shall be compulsory. Five objective type questions (T/F or multiple choice giving brief reasons for the choice). Each question will carry 2 marks including 1 marks for the correct choice and 1 mark for the correct reason).

[10 marks maximum]
Question: 1 – 5 (Such types of questions should be asked for which students can give reason in support of the answer).

SECTION – B

Note: All questions are compulsory. Five short answer questions shall be asked. Each question shall carry 2 marks. [10 marks maximum]

Question : 6 – 10

SECTION – C

Note: Total number of questions in this section will be 8 (eight) of which any four are to be answered. Each question shall carry 7½ marks.

[Maximum 30 marks]

**Question: 11 to 15 (Numerical type)**

**Question: 16 to 18 (Theoretical type)**

Following papers are termed as numerical papers.

B.Com Ist Year
Group II
Paper I – Financial Accounting

Paper II – Business Statistics

Group IV – Computerized Accounting
Paper I – Financial Accounting (same as Group II Paper I)

Paper II – Computerized Financial Accounting

B.Com IInd Year
Group I

Paper I -Basic Business Finance

Group II
Paper I – Corporate Accounting

Paper II – Cost Accounting

Group IV – Computerized Accounting
Paper I – Cost Accounting(same as group II paper II )

Paper II – Computerized Cost Accounting
B.Com III
Group I
Paper II – Management Accounting

Group II
Paper I – Income Tax Laws and Practice

Group IV
Paper I – Computer Applications in Management Accounting
Paper II – Computer Applications in Income Tax

Qualifying course for non commerce students: Book-Keeping and Accountancy will also be treated as numerical paper

Ordinances
In the United States, the Department of Commerce is an executive department of the federal government concerned with promoting economic growth. Among its tasks are gathering economic and demographic data for business and government decision-making, and helping to set industrial standards. This organization's main purpose is to create jobs, promote economic growth, encourage sustainable development and block harmful trade practices of other nations. The Department of Commerce headquarters is the U.S. Department of Commerce, Washington D. C. 60,507 likes · 193 talking about this · 3,971 were here. The mission of the Commerce Department is to... Facebook is showing information to help you better understand the purpose of a Page. See actions taken by the people who manage and post content. Page created - January 29, 2010. Coronavirus Updates for Department Employees. Main navigation. For U.S. Businesses. The International Trade Administration and U.S. & Foreign Commercial Service are reducing or eliminating the costs of several export services through September 30, 2020, providing relief to U.S. businesses affected by COVID-19. Learn More! Export Solutions. Your essential international business toolkit of practical exporting advice and business tools developed for you by our trade professionals. See Export Solutions.