

M.Com. (Final)

Paper – I

CORPORATE LEGAL FRAMEWORK

1. The Companies Act, 1956 (Relevant-Provisions): Definition, types of companies.
2. Formation of companies: Promotion, Memorandum of Association, Articles of Association, Prospectus.
3. Share capital and membership.
4. Transfer and Transmission of Shares.
5. Company Management, managerial remuneration.
6. Dividends.
7. Debentures and Charges – Loans and investments.
8. Meeting and Proceedings.
9. Accounts and Audit.
10. Winding up and Dissolution of Companies.

Books Recommended

1. Taxmann's Company Act; New Delhi.
2. The Companies Act, 1956
3. Taxmann's Master Guide to Companies Act.
4. Ramaiya: A Guide to Companies Act – Wadhwa Co.,
5. SEBI Act, 1992: Nabhi Publication, Delhi

Paper – II

CORPORATE TAX PLANNING & MANAGEMENT

1. Introduction to Tax Management Concept of tax Planning; Tax avoidance and Tax evasion; Corporate taxation and dividend tax.

2. Tax Planning for new business: Tax Planning with reference location, nature and form of organization of new business.
3. Tax Planning and Financial Management Decisions: Tax Planning relating to capital structure decision, dividend policy, inter-corporate dividends and bonus shares.
4. Tax Planning and Managerial Decisions: Tax Planning in respect of own or Lease, sale of assets used for scientific research, make or buy decisions, Repair, replacement, renewal or renovation and shut down or continue decisions.
5. Special Tax Provisions: Tax Provisions relating to free trade zones, infrastructure sector and backward areas, tax incentive for export.
6. Tax Payment – Tax deductions and collection at source, Advance Payment of tax.

Books Recommended

1. Income Tax Act, 1961
2. Income Tax Rules – 1962
3. Lakhotia, R. N.: Corporate Tax Planning; Vision Publication, Delhi.
4. Singhanian, V. K.: Direct Taxes; Taxman's, Delhi.
5. Singhanian & other: Direct Tax Planning & Management; Taxman, Delhi.

Paper – III

RESEARCH METHODOLOGY

1. Meaning and nature of Research: Definition of research; Basic and applied research; Basic components of research; Purpose of research; requirements of research; limitations of research; recent trends in research; research as a tool of business Policy.
2. Problems and Methods of Research, meaning and recognition of the problem; selection of problem, types of research, Problem – type, survey-type; reform-type; Methods of research, description method historical method, scientific method, experiment method, problem orientation Vs.

method orientation, business research, methods of agreement and disagreement.

3. Research Project and Survey: Definition of research project; considerations in research project; concepts; hypothesis – types, formulation and dimension of hypothesis, conduct of survey, methods of collection of data, bibliographical or secondary data. Primary or field data, processing of data, testing of data, interpretation and analysis of data; coding tabulation, editing of data.
4. Methods of Statistical Investigation – Formation of schedule and questionnaire drafting – characteristics and importance of drafting – different types of questionnaires – universe and sample studies – techniques of interview- observational studies.
5. Thesis Writing – qualities of a good thesis – evaluation of / and sources - reporting – meaning and characteristics of good report.

Book Recommended

1. M. H. Gopal: Introduction to Research Procedure in Social Science
2. Q. H. Farooquee : Technique of Thesis Writing
3. S. S. Shrivastava : Survey Research Technology
4. A. K. Dasgupta : Research Methodology
5. Good & Other : Research Methodology

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COMPULSORY PAPER – IV

STRATEGIC MANAGEMENT

COURSE OBJECTIVE

The objective of this Course is to enhance decision-making abilities of students in situations of uncertainty in a dynamic business environment.

COURSE INPUTS

1. Concept of Strategy: Definition, levels at which strategy operates, approaches to strategic decision-making, functional level strategies.

2. Environmental Analysis and Diagnosis: Concept of environment and its components, environment scanning and appraisal, organizational appraisal, strategic advantage analysis and diagnosis, SWOT analysis.
3. Strategy Formulation and Choice of Alternative: Strategies – modernization, diversification, integration, mergers, acquisitions and take-over strategies, factors affecting strategic choice, generic competitive strategies – cost leadership differentiation focus, value chain analysis, bench-marking.
4. Functional Strategies – marketing, production / operation, personnel and financial plans and policies.
5. Strategy Implementation – Inter-relationship between formulation and implementation.
6. Strategy and Structure – Organisational design and change.
7. Strategy Evaluation – An overview, strategic control, techniques of strategic evaluation and control.
8. Global issues in Strategic Management.

BOOKS RECOMMENDED

1. Bhattacharya S. K. and N. Venkataram: Managing Business Enterprises: Strategies, Structures and Systems; Vikas Publishing House, New Delhi.
2. Budhiraja S. B. and M. B. Athreya: Cases in Strategic Management; Tata McGraw-Hill, New Delhi.
3. Sharma R. A.: Strategic Management in Indian Companies; Deep and Deep Publications, New Delhi.
4. Kazmi, Azhar: Business Policy; Tata McGraw-Hill, New Delhi.
5. Michal, E. Porter: The Competitive Advantage of Nations; Macmillan, New Delhi.
6. Coulter, Mary K.: Strategic Management in Action; Prentice-Hall, New Jersey.
7. Mintozberg, Henry and James Brian Quinn: The Strategy Process; Prentice Hall, New Jersey.
8. David, Fred R: Strategic Management; Prentice Hall, New Jersey.

OPTIONAL GROUPS

1. Accounts Group – Group A

- I. Advance Cost Accounting
- II. Advance Auditing
- III. Income Tax
- IV. Wealth Tax

2. Business Environment Group – Group B

- I. Human Resource Management
- II. Industrial Relations
- III. Labour Legislations in India
- IV. Labour Welfare Administration

3. Finance Group – Group C

- I. Financial Institutions and Markets
- II. Project Planning & Control
- III. Security Analysis
- IV. Portfolio Management

4. Marketing – Group D

- I. Marketing Research
- II. Advertising & Sales Management
- III. International Marketing
- IV. International Business.

5. Information Technology – Group E

Paper – V	Elements of Information Technology	100 Marks	3 Hours
Paper – VI	Fundamentals of Computer	100 Marks	3 Hours
Paper – VII	Management Information System	100 Marks	3 Hours
Paper – VIII	e-Commerce	100 Marks	3 Hours

Group A: Paper - V

ADVANCED COST ACCOUNTING

1. Definition, objectives, types and importance of cost accounting as modern management technique.
2. Cost concept – Value, economic resounds and Cost classification.
3. Differential cost analysis – meaning characteristics and practical application of differential cost analysis.
4. Material purchase procedure; material control, inventory control and store records.
5. Marginal costing – Basic concept – advantages and limitations. Cost - Volume- profit analysis – application of marginal costing in decision-making.
6. Break- even analysis – Break-even chart - methods of preparation, angles of incidence – advantages and limitations.
7. Standard Costing – Concept and uses – Types of standards, variance analysis – material, labour and overhead variances.
8. Operating Costing – Transport & hotel – objectives and computation.
9. Reconciliation between cost and financial accounts.

Books Recommended

1. M. L. Agrawal : Cost Accounting
2. S. M. Shukla : Cost Accounting
3. M. L. Sharma : Cost Accounting
4. W. W. Bigg : Cost Accounting
5. S. N. Maheshwari : Cost Accounting

Paper – VI

INCOME TAX – LAW AND ACCOUNTS

1. A detailed study of the Indian Income Tax Act, 1961 as amended up-to-date – Conceptual framework, residential status and incidence of tax - income not included in total income.
2. Assessment and computation of income tax of individual, H.U.F., firms, companies and non-residents.
3. Rebate of Income Tax
4. Set off and Carry Forward of losses
5. Filing of returns and collection of income tax – Tax Authorities – their functions and powers.

Books Recommended

1. H. L. Mehrotra : Income Tax
2. B. K. Singhaniya : Students Guide for Income Tax
3. Bhagawati Prasad : Income Tax

Paper – VII

WEALTH TAX – LAWS & ACCOUNTS

1. Introduction – A detailed study of The Indian Wealth Tax Act, 1957 as amended up-to-date.
2. Wealth Tax: liabilities and the Assets to be included and excluded.
3. Valuation of Assets
4. Computation of Wealth Tax
5. Wealth Tax Authorities and Their Powers
6. Assessment Procedures
7. Offences / Precautions & Penalties

Books Recommended

1. H. C. Mehnotra : Wealth Tax
2. O. P. Chawla & B. L. Gupta: Wealth Tax
3. Taxmann's Income Tax

Paper – VIII

ADVANCED AUDITING

1. Meaning, objectives and various types of audit. The Position of auditor with regard to errors and fraud affecting financial statement.
2. Statutory requirements of audit under companies Act, 1956 and Income Tax Act, 1961
3. Standard Audit Practices (SAP).
4. Appointment, Rights, duties and liabilities of on auditor.
5. Audit Process: Routine Checking, Vouching. Valuation, Verification and auditor's report.
6. Internal Audit: Purpose and significance of internal audit, internal audit process.
7. Tools and Techniques of conducting audit of trading and non-trading organisation including government departments, banks, insurance and co-operative societies.

Books Recommended

1. Kamal Gupta: Auditing
2. Emile Woolf: Advance Auditing & Investigation
3. Kumar & Sharma: Auditing Theory.