

SECOND B.Com.

Compulsory Subject

1 Paper 3 Hours 100 Marks

1. Corporate Accounting
2. Cost Accounting
3. Income Tax
4. Money Economics and Financial System
5. Compulsory English-2
6. Business Communication

Elective Subject (Any one of the following)

1. Accounting and Finance Paper-1
OR
2. Computer Science Paper-1
OR
3. Banking Paper-1
OR
4. Advance Statistics Paper-1

Paper-2.1 : Corporate Accounting

- (1) Accounts of Alteration in Share-Capital
(Buy back of shares - Redemption of Redeemable Preference Shares)
- (2) Final Accounts of Company
(Excluding Managerial Remuneration Accounts Preference Shares)
- (3) Internal Reconstruction of Company
(Capital Reduction)
- (4) Accounts of Amalgamation of Companies
(As per Traditional System)
- (5) Accounts of Absorption of Companies
(As per Traditional System - Inter-company transactions are included except inter-company share-holding transactions)
- (6) Accounts of External Reconstruction of Company
(As per Traditional System)
- (7) Liquidation of Company
- (8) Accounting for underwriting commission

Note : Maximum 20% Marks for theoretical questions.

Paper-2.2 : Cost Accounting

(1) Introduction

Meaning, Evolution, Characteristics, Objectives, Importance, Advantage and Limitations of Cost Accounting, Classification of Cost, Elements of Cost, Types of Costing, Methods of Costing, Installation of Costing System.

(2) Elements of Cost :

- (1) Material Cost
- (2) Labour Cost
- (3) Overhead Cost

(3) Methods of Costing :

- (1) Unit Costing
- (2) Job and Batch Costing
- (3) Contract Costing
- (4) Process Costing (Excluding Interposes Profits and Incomplete units)
- (5) Operating Costing (Transport Costing Only)

(4) Reconciliation of Cost and Financial Accounts

Note : Maximum 20% Marks for theoretical questions.

Section -1 Accounting : 60%

Paper-2.3 : Income Tax

(1) Introducing to Income Tax Act. 1961

(2) Basic concepts

1. Income Person
2. Agricultural Income
3. Assessment Year
4. Previous Year
5. Gross Total Income
- 6.
7. Assessee
8. Dividend
9. Company

- (3) Basis of Charge
 - 1. Residential Status of Assessee
 - 2. Incomes Exempt from tax
 - 3. Total Income and taxability
- (4) Deductions from total Income
- (5) Assessment Proceedings
 - 1. Return of Income
 - 2. Permanent Account Number
 - 3. Self Assessment
- (6) Collections Tax
 - Tax Deducted at Source (TDS)
- (7) Advances Tax & Interest
- (8) Methods of calculating Tax
 - 1. Step Method
 - 2. Slab Method

UNIT - 2 [25 Marks]

- (1) Income under the head "Salary"
 - (2) Income under the head "House Property"
- Page 1 of 2

UNIT - 3 [25 Marks]

- (1) Income under the head "Business or Profession"
- (2) Income under the head "Capital Gains"
- (3) Income under the head "Other Sources"

UNIT - 4 [25 Marks]

- (1) Income Tax Authorities and Organisation of Income Tax
- (2) An Overview of Service Tax
- (3) Value Added Tax - Concepts, Methods, Merits and Demerits of VAT, Simple Practical Examples

Notes :

- (1) This Subject is to be studied with reference to individual assessee only.
- (2) Students are not expected to mention Section Nos.
- (3) Weightage of each unit is 25 marks.
- (4) Provisions of the Act - 1961 will be applicable at the beginning of the concerned Academic Year. (Here Academic Year will be considered as the Assessment Year)

For Example :

For Academic Year 2007-08 and Annual Exam March / April-2008 and Oct / Nov-2008, provisions relating to Assessment year 2007-08 will be applicable.

- (5) Weightage of Theory and Practical questions is equal (i.e. 50 marks each)

**Paper-2.4 : Money Economics and
Financial System**

UNIT : 1 Money (Weightage of Marks - 15)

- 1.1 Functions of Money
- 1.2 Different Components of money
- 1.3 Meaning of each component and its changing relative significance.
- 1.4 High Powered Money (a) Meaning (b) Use
(c) Sources of change in High Powered Money

UNIT : 2 Financing (Weightage of Marks - 5)

- 2.1 Financing in Economy
- 2.2 Type of Finance
- 2.3 Method of Finance
- 2.4 Its components

UNIT : 3 Indian Banking System (Weightage of Marks - 15)

- 3.1 Definition of Bank
- 3.2 Commercial Banks - Importance and Functions with reference to core Banking
- 3.3 Evaluation of working of Nationalized Banks with reference to Non Performing Assets
- 3.4 Credit creation Process of Banks.

UNIT : 4 Development Banks and Non Banking Financial institutions (Weightage of Marks - 10)

- 4.1 Important Institutions I.F.C.I., L.C.L.C.I., I.D.B.I., S.I.D.B.
- 4.2 Unregulated credit market in India and its main features.

UNIT : 5 Reserve Bank of India (Weightage of Marks - 10)

- 5.1 Functions
- 5.2 Money and Instruments of Credit control

UNIT : 6 Institutional Credit Allocation Problems and Policies. (Weightage of Marks - 10)

- 6.1 Credit Problems of Small and Large Scale borrowers.

UNIT : 7 Interest Rates (Weightage of Marks - 15)

- 7.1 Different interest rates in India
 - (a) Bond Rate (b) Bill Rate (c) Deposit Rate
 - (d) Repo Rate (e) Reverse Repo Rate
- 7.2 Administered and Market Rates of interest
- 7.3 Sources of Differentiations in interest rate
- 7.4 Inflation and impacts of assumptions related to inflation

UNIT : 8 Exchange Rate (Weightage of Marks - 10)

- 8.1 Meaning and its Determinations

Paper-2.5 : Compulsory English-2

Text for Detailed Study : 40 Marks

Let's Go Home and Other Stories

Ed. Meenakshi Mukherjee (Pub. Orient Longman)

A selection of stories, as part of the syllabus, is as follows :

The Meeting Pool, Green Parrots in a Case, Let's Go Home, The Terrorist, The Death of a Hero, Distant Drums.

The White Dove. Glory at Twilight. The Homecoming.

The Cow of the Barricades. (10 Stones)

Pattern of Evaluation :

(a) Objective Type Questions of 1 mark each	10 Marks
(b) Short answer questions (2 out of 4)	Marks 10
(c) References (2 out of 4)	Marks 10
(d) Short-Note (1 out of 3)	Marks 10

Other Topics :

Social / Official Letters	10 Marks
Paragraph writing (Guided)	Marks 10
Preparing a C.V. / Letter of Appointment	Marks 10
Voices (Both ways)	10 Marks
Indirect Narration	Marks 10
Phrasal Verbs (a selection given below)	05 Marks
Word-Building (Nouns, Adjectives, Verbs only)	05 Marks

Total 100 Marks

Phrasal Verbs :

Bear with, Blow up, Break Down, Bring up, Call on, Carry on, Come across, Count on, Deal with, Do away with, Draw up, Drop in, Fall in with, Flare up, Give in, Give away, Hold on, Iron out, Keep up, Kick off, Knock down, Lay off, Look after, Look forward to, Make out, Make up, fall back on, Pull off, Put across, Put off, Put up with, Roll back, Rule out, Run away, Run over, See through, Set out, Stand out, Take in, Take out, Take off, Take over, Tread on, Touch up, Turn down, Turn on, Turn out, Wind up, Work out, Wear out.

Paper-2.6 : Business Communication

Unit - 1

Introducing Business Communication

15 Marks

- (a) Basic forms of Communication
- (d) Barriers of Communication
- (e) Modern forms of Communication -
Fax, E-mail, Video Conferencing etc.

Unit - 2

Principles of Effective written Communication

15 Marks

- (a) Essential qualities of written communication
- (b) Lay out of a business letter
- (c) Appearance

Unit - 3

Corporate Communication

10 Marks

- (a) Formal and Informal Communication
networks (Theory only)

Unit - 4

Practical Letter Writing (12 x 5 = 60 Marks)

60 Marks

- (a) Letter of Inquiry for Products and Services
- (b) Order and Execution Letters
- (c) Complaints and Adjustment Letters
- (d) Sales Letters
- (e) Collection Letters

Total 100 Marks

Accounting and Finance Paper-1

Any one of the following is to be selected by the student

Section - 1 : Accounting 60% (Practical)

- (1) Accounts of General Insurance Company
- (2) Profit Prior and After Incorporation of Company
- (3) Insolvency Accounts (As per Provincial Insolvency Act.-1920)
- (4) Royalty Accounts
- (5) Hire Purchase Accounts
- (6) Dividend Accounts

Section - 2 : Finance 40% (only Theory)

- (1) **Finance :**
Meaning, Nature and Scope of Finance, Importance of Finance, Objective of Finance, Finance Functions, Financial Forecasting.
- (2) **Sources of Finance :**
Classification of sources of Finance, Security Financing, Internal Financing, Loan Financing, Bridge Finance, Loan Syndication, Book-building, Promoter's contribution, New Financial Institutions and Instruments.
- (3) **Issue and Listing of Securities :**
(Issue of Securities, Listing of Securities)
- (4) **Capital Structure (Excluding Approaches & Models)**
Meaning, Type of Capital Structure, planning for Capital Structure (Decisive factors), Characteristics, Alteration in capital structure.

Computer Science Paper-1

(Programming in C)

Unit : 1

Programming Development Tools
Flowchart & Algorithm (Only Concept)

Unit : 2

Structure of C program, Character set Tokens [Keywords, Constants, Variables, Operators (arithmetic, relational, logical, conditions !, short-hand, assignment, increment/decrement], Expressions and it's evaluation, Data types.

Unit : 3

Console Input/Output :

F I/O Library Functions : printf(), scanf(), getchar(), getchQ, getche(), putchar(), putch(), gets (), puts()

F Format Specifiers : %c, %s, %d, %ld, %f, %lf, %u, %e

F Backslash Codes : \a, \b, \f, \n, \r, \t, \v, \V, \", \?, U \0

Units : 4

Control Statements :

- F Decision Statements : if...else, Nesting of if...else, elseif ladder, switch
- F Looping Statements : for, while, do...while, and Nesting of loops
- F Other statements : goto & lable, break, contine

Unit : 5

Array :

- F Requirement of an array
- F Single dimension array
- F Two dimension array
- F String

Unit : 6

Library Functions :

- F Mathematical Functions : pow(), abs(), sqrt(), ceil(), floor(), mod()
- F Character testing/conversion Functions : isalpha(), isdigit(), isalnum(), isupper(), islower(), isprint(), isspace(), toupper(), tolower()
- F String handling Functions : strlenQ, strcpyQ, strcat(), strcmp(),strupr(), strlwr(), strrevQ

Unit : 7

PRACTICALS

30 MARKS

Programming and practical Exercise based on Unit 1 to 6

List of sample problems

Write an algorithm., draw a flowchart and prepare a dry run for the following problems :

1. oPrint "Hellow World"
2. oTmake sum of the Numbers 5 and 10 and print it
3. oTmake addition, subtraction, multiplication f divison of a=15 b=3
4. Enter 2 values & swap it.
5. Input P,R,N and calculate simple interest and compound interest.

6. oTcalculate & print area & circumference of circle. ($A=\pi R^2$)
($C=2\pi R$)
7. oTcalculate & print volume of Cone. ($V=1/3\pi R^2H$)
8. oTcalculate & print area & Volume of Sphere. ($A=4\pi R^2$) ($V=4/3\pi R^3$)
9. oTcalculate & print Volume of Cylinder ($V=\pi R^2H$)
10. d read 2 Numbers and print the sum of it.
11. d read any three numbers and print its sum and average value.
12. d print first 10 numbers.
13. d print the sum of first 10 numbers.
14. d print the odd numbers from first 10 numbers.
15. d print even numbers from first 10 numbers.
16. d check whether any number is odd or even.
17. Enter a number than check out whether it is prime or not. Display appropriate message.
18. d print the prime numbers from first 100 numbers. (Explain the definition of prime numbers to the students)
19. d print the factorial of any number (Explain how to calculate factorial)
20. d print larger number from any two numbers.
21. d print largest number from any three numbers.
22. d print largest number from any 10 numbers.
23. d test whether a particular number is positive negative or zero.
24. d count and print the no. of positive values, no. of negative values and no. of zeros from 10 different values.
25. Modify problem no. 15 to print the average value of positive nos. and negative nos. also.
26. d print the sum of the following series.
 - a. $\text{Sum}=1!+2!+3!+4!+\dots+N!$ (where! means factorial. N means any value, your want)
 - b. $\text{Sum}=1+1/2+1/3+1/4+1/5+\dots+1/N!$
 - c. $\text{Sum}=1/1!+1/2!+1/3!+1/4!+\dots+1/N!$
 - d. $\text{Sum}=1-2+3-4+5-6+7-\dots+N$
 - e. $\text{Sum}=1^2+2^2+3^2+4^2+5^2+\dots+N^2$
 - f. $\text{Sum}=1/1^2-1/2^2+1/3^2-1/4^2+1/5^2-\dots+1/N^2$
 - g. $\text{Sum}=1\times 2/2\times 3+2\times 3/3\times 4+3\times 4/4\times 5+\dots$ N terms

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- h. Generate a fibonacci series : 1, 1, 2, 3, 5, 8, 13,.....
(Sum of first two element is third element, sum of second third < fourth element & soon....)
27. Accept marks of three subjects for student & calculate total marks and percentage. Also find class according to following rules :

percentage	class
≥ 70	distinction
≥ 60 & < 70	class first
≥ 50 & < 60	class second
≥ 40 & < 50	class pass
< 40	fail class

Passing Standard :

Minimum 25 Marks in theory and minimum 11 Marks in practical.

Exemption :

Minimum 44 Marks in (Theory + Practical)

Suggested Readings :

1. Programming in C: E. Balagumsamy
2. Let us C : Yashvant Kanetkar

Banking Paper-1

1. Definitions of Banking, types of Commercial banks, traditional and Non-Traditional functions of a modern commercial Bank.
2. Banker and customer - Definitions, General and Special relationship between banker and customer.
3. Various types of accounts - savings, current and Fixed Deposit Accounts, Recurring Accounts, Various Types of Bank's Customers, Circumstances and procedure to close Accounts by a bank.
4. Cheque - Meaning, Characteristics, Types, Importance of Cheque in economy, Material alterations.

5. Various methods to transfer money - Demand draft (D.D.), Mail Transfer (M.T.), telegraphic and telephonic transfer (T.T.), letter of credit, Credit card, Debit card, ATM (Automated Teller machine), Interlink branch banking, Core Banking.
6. Clearing system : introduction, importance, workings, progress, role of Reserve Bank of India.
7. Introduction of various types of banks : Co-Operative, Development, Public, Private, Foreign and Rural Banks.
8. Credit Creation : Multiple Credit Creation, methods and limitations.
9. Credit worthiness of various documents : LIC Policy, Dock warrant, Railway receipt, Share certificate, Land, Gold, Government Security, Goods, plant and machinery.
10. Internal Departments of a bank and management.
11. Functions and Responsibility of a manager.
12. Private Banks in India : Names, importance, progress and development.
13. Some important factors of banking sector :
 - (a) Computerization of banking sector : Introduction, Working, importance.
 - (b) Foreign Banks in India : Introduction, progress, importance.
 - (c) Central Bank of India : Reserve Bank of India, objectives, functions progress.
 - (d) Pass Book : Meaning and importance.
 - (e) Role of Banking in economic development.
 - (f) Indian Banking structure.

Advance Statistics Paper-1

1. **Set theory and Probability** **Marks 20**

Concept of a set, Method of representing sets, Elementary operations on sets, Types of sets, verification of rules of the operations by Venn Diagram Cartesian product of two sets, Numerical examples illustrating these rules.

Definition of a sample, sample random experiment, various definitions of probability, Types of events, Addition and multiplication theorems with proof, Conditional probability and independence of events, illustrations.

- 2. Curve fitting** **10 Marks**
Meaning and purpose of curve fitting. Method of least squares for fitting the curves
(i) $y = a + bx$ (ii) $y = a + b^x$ (iii) $y = ab^x$ (iv) $y = ax$
(v) $y = a^x$
- 3. Time series** **10 Marks**
Meaning, scope and Importance time series, analysis of time series, Components namely trends, seasonal fluctuations in regular fluctuation. Determination of trend by the method of moving averages and least squares, determination of seasonal variation by the method of moving averages, seasonal indices and link relatives.
- 4. Sampling** **20 Marks**
Idea of population and sample, Characteristics & good sample, Sample survey and population survey. Advantages of sampling. Method of sampling simple random sampling with or without replacement, Drawing of all possible random samples of a given size from a population (with or without replacement). Main steps in surveys. Examples on formulae $E(\bar{y}) = \mu$ and $V(\bar{y}) = \frac{\sigma^2}{n}$
- 5. Measures of dispersion and skewness** **20 Marks**
Dispersion, measures of dispersion, coefficient of dispersion, Coefficient of variation, Variance of combined series, Measures of skewness, coefficients of skewness by Keri Pearson's method and Bowley's method of normal distribution (Without proof)
- 6. Mathematical Expectation (Discrete variate)** **10 Marks**
Definition of mathematical expectation, Addition and multiplication theorems of expectations. Covariance, Methods, Moments! variance of a linear combination of two random variable. Relationship between raw moment and central moments.
- 7. Theoretical discrete distributions**
(Binomial and Poisson distributions) **10 Marks**
Derivation of binomial distribution and Poisson distribution, their mean and variance. First four raw and central moments, properties, Fitting of binomial and Poisson distributions, Recurrence formulae for Binomial and Poisson distribution with proof.