# SRI GURU TEG BAHADUR KHALSA COLLEGE

# SRI ANANDPUR SAHIB

# (An Autonomous College)

# Affiliated to Punjabi University, Patiala

**REVISED SYLLABI**

 **For**

 **B.Com. Part-I**

 **(Semester I & II)**

 **Under Choice Based credit**

 **Programme Code: BCOM**

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Academic Session: 2020-21

Website: [www.sgtbcollege.org.in](http://www.sgtbcollege.org.in) Email:sgtb321@gmail.com

 sgtb321@yahoo.com

**About the Department**

Post Graduate Department of Commerce was established in the year 1993. The Department provides diversified and specific knowledge to the students in the key areas of commerce through well planned, market relevant latest syllabi. The Department is offering B.Com. B.Com (Hons.), B.Com (Accounting & Finance), BBA, B.Voc. (Retail Management), B.Voc. (Hospitality & Tourism) programmes at under graduate level. The Department started Masters in Commerce (M.Com) in the year 2012-2013. Since then these programmes are being run very successfully. The Alumni of these courses are well placed in business, academics and administration across different parts of the world.

**ProgrammeName : Bachelor of Commerce (B.Com)**

**Learning Objectives:** After completion Students will gain knowledge of fundamentals of Commerce.

**Programme Specific Outcome** : Students will learn relevant financial Accounting career skills, applying both quantitative and qualitative knowledge to their future careers in business Systematic gain of Commerce, business, Accounting Economics, Finance, Auditing and Marketing skills

 **Scheme of Syllabus for B.Com. Part- I (Semester I&II)**

**As per CBCS**

**Session 2020-21**

**SEMESTER I**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course No.** | **Course Title** | **Course Type** | **Credits** | **Internal Assessment** | **External Assessment** | **Total** |
| BC /BBA 1.1 | Environmental and Road safety Awareness | Ability-Enhancement Compulsory Course (AECC)-1 | 4: 4H(L) | 30 | 70 | 100 |
| BC 1.2 | Financial Accounting | Core CourseC-1 | 6:5H(L)+1H(P) | 20+10(P) | 70 | 100 |
| BC 1.3 | Business Organisation and Management | Core Course C-2 | 6:5H(L)+1H(T) | 30 | 70 | 100 |
| BC 1.4 | Communication Skills in English-I | MIL-1 | 6:5H(L)+1H(T) | 30 | 70 | 100 |
| BC 1.5/1.5 A | Punjabi Compulsory/ (Mudla Gyan/Elementary Punjabi) | Language-I | 2:2H(L) | 15 | 35 | 50 |
|  |  | **Total Credits** | **24** |  |  |  |

**Revised Syllabus Session 2020-21**

**B.Com: I (Semester I)**

**Paper BC 1.2: FINANCIAL ACCOUNTING**

**Duration: 3 hrs.** **Max. Marks: 100**

**Pass Marks: 35%** **Internal Marks: 30=20+10(P)**

 **Credit-6: 5H(L) +1H(P) External Marks: 70 marks**

**Objective: The objective of this paper is to help students to acquire conceptual knowledge of the financial accounting and to impart skills for recording various kinds of business transactions.**

**Course Outcome:** **Students will be able to maintain Ledgers, Cash Book, And Final Accounts**.

**INSTRUCTIONS FOR PAPER SETTER/EXAMINERS**

The question paper will consist of three sections-A, B and C. Section A will consist of four long questions (two theory and two numerical) of 10 marks each from Unit-I of the syllabus. Section-B will consist of four long questions (two theory and two numerical) of 10 marks each from Unit-II of the syllabus. Section-C will consist of 12 very short answer type questions (Six theory and six numerical) covering entire syllabus carrying 03 marks each, total weight of the section-C shall be 30 marks.

**INSTRUCTIONS FOR CANDIDATES**

Candidates are required to attempt any two questions from Section A & B each carrying 10 marks and any 10 short answer type questions from section C Each carrying 3 marks each.

**Unit- I**

* **Accounting** as an information system, the users of financial accounting information and their needs. Qualitative characteristics of accounting information. Functions, advantages and limitations of accounting.
* **Branches of Accounting.** Bases of accounting-cash basis and accrual basis. The nature of financial accounting principles, Basic concepts and conventions: entity, money measurement, going concern, cost, realization, accruals, periodicity, consistency, prudence (conservatism), materiality and full disclosures. Measurement of business income, net income: the accounting period, the continuity doctrine and matching concept, objectives of measurement.
* **Revenue**: concept, revenue recognition principles, recognition of expenses. Accounting Process**:** From recording of a business transaction to preparation of trial balance including adjustments.
* **Bank Reconciliation Statement**.
* **Final Account:** Capital and revenue expenditures and receipts: general introduction only. Preparation of financial statements of non-corporate business entities

**Unit -II**

* **Computerized Accounting Systems**: Computerized Accounts by using Tally ERP.9 Accounting software: Creating a Company; Configure and Features settings; Creating Accounting Ledgers and Groups; Creating Stock Items and Groups; Vouchers Entry; Generating Reports - Cash Book, Ledger Accounts, Trial Balance, Profit and Loss Account, Balance Sheet, Selecting and shutting a Company; Backup and Restore data of a Company
* **Single Entry System of Accounting**
* **Accounting for Partnership Firms**: Fundamentals, Admission, Retirement and Death of a Partner.

**Pedagogy-The teacher is expected to use lectures, case study analysis, group discussion, problem solving approach to strengthen the teaching efforts.**

**PRACTICAL LAB- FINANCIAL ACCOUNTING CREDIT-1H (P)**

 **Practical: 10 Marks**

**Objective: To provide basic knowledge to the student for maintaining books of accounts with the help of computerized system.**

**Course Outcome:** **Students will be able to maintain Ledgers, Cash Book, And Final Accounts with the help of accounting software.**

* Computerized Accounts by using Tally ERP.9 Accounting software: Creating a Company; Configure and Features settings; Creating Accounting Ledgers and Groups; Creating Stock Items and Groups; Vouchers Entry; Generating Reports - Cash Book, Ledger Accounts, Trial Balance, Profit and Loss Account, Balance Sheet, Selecting and shutting a Company; Backup and Restore data of a Company

**Pedagogy-The instructor is expected to use demonstration method by using software for the purpose of dealing issues and problems related to maintaining books of accounts to strengthen the teaching efforts.**

**Note: Internal practical will be conducted for computerized accounting and weightage will be included in internal assessment.**

**Suggested Readings:**

1. Robert N Anthony, David Hawkins, Kenneth A. Merchant, Accounting: Text and Cases. McGraw- Hill Education.
2. Charles T. Horngren and Donna Philbrick, Introduction to Financial Accounting, Pearson Education
3. J.R. Monga, Financial Accounting: Concepts and Applications, Mayur Paper Backs, New Delhi.
4. M.C. Shukla, T.S. Grewal and S.C.Gupta, Advanced Accounts. S. Chand and Co., New Delhi.
5. S.N. Maheshwari and S. K. Maheshwari, Financial Accounting. Vikas Publishing House, New Delhi.
6. Deepak Sehgal, Financial Accounting, Vikas Publishing H House, New Delhi.

**Recommended By Board of Studies:**

**Revised Syllabus Session 2020-21**

**B.Com: I (Semester I)**

**BC 1.3: BUSINESS ORGANISATION AND MANAGEMENT**

**Duration: 3 hrs.** **Max. Marks: 100**

**Pass Marks: 35%** **Internal marks: 30**

**Credit-6:5H (L) +1H (T) External marks: 70**

**Objective: The paper aims to provide basic knowledge to the students about the organisation and management of a business enterprise.**

**Course Outcome:** **Students will equip with knowledge about different kinds of organization and management of business enterprises**

**INSTRUCTIONS FOR PAPER SETTER/EXAMINERS**

The question paper will consist of three sections-A, B and C. Section A will consist of four long questions 10 marks each from Unit-I of the syllabus. Section-B will consist of four long questions of 10 marks each from Unit-II of the syllabus. Section-C will consist of 12 very short answer type questions covering entire syllabus carrying 03 marks each, total weight of the section-C shall be 30 marks.

**INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt any two questions from Section A & B each carrying 10 marks and any 10 short answer type questions from section C Each carrying 3 marks each.

**UNIT – I**

* **Foundation of Indian Business:** Manufacturing (Primary), Types, Role of Manufacturing Sector in Indian Economy, National Manufacturing Policy. Service Sector; Meaning, Characteristics/Feature, Classification or Types, Need, Importance of Role of Service Sector Indian Economy, Classification of Business Services, Reasons for Growth of Service Sector
* **Small and Medium enterprises:** Introduction, Classification, Characteristics of Small scale Industry, Role of Small and Medium Business in India. **Liberalisation and Globalisation:** India’s Experience.
* **Social Responsibility and Ethics:** Concept, Factors responsible for the realisation of Social Responsibility. Social Issues for Responsibility of Business towards different interest groups, Case for social obligation of business, case against assuming social obligations.
* **Business Ethics:** Definitions, Nature of Business ethics, Scope, Ethical issues for Managers, **Emerging Opportunities in Business**: Franchising-Meaning, Features, Benefits, Limitations. **Outsourcing**- Meaning, concept Need and importance, Types of Services.
* **E-Commerce-** Meaning, E-business versus E-commerce Scope of E-Commerce, Benefits, Limitations.
* **Business Organisation:** Meaning, Nature and Scope of Business Systems. **Business Structure:** Sole Proprietorship- Introduction, Definitions, Characteristics, Advantages, Disadvantages, Joint Hindu Family: Introduction, meaning, Characteristics, advantages, disadvantages. Partnership: Introduction, Meaning, Definitions, Characteristics, Kinds (including Limited Liability Partnership), advantages, disadvantages.
* **Joint Stock Company:** Concept, Features, Merits, Limitations, Private versus Public Company. **Co-operative Societies:** Introduction, Types, advantages, limitations.
* **Multinational Organisations:** Meaning, Definitions, Features, Benefits, Disadvantages.

**UNIT – II**

* **Introduction to Management:** Meaning, Objectives, Nature, Functions and Management Process. Evolution Management Thoughts-FW Taylor, Elton Mayo, and Peter Drucker. Functional Areas of Management**.**
* **Planning**: Meaning, Nature and Importance, Steps in Planning, Significance and Types.
* **Decision Making:** Concept and Process, Type of Decision Making,
* **Organising:** Concept, Nature, Purpose, Significance and Process of Organising.
* **Authority and Responsibility,** Delegation and Decentralisation of Authority.
* **Staffing:** Meaning and Process. Recent Developments in Organisation and Management.
* **Motivation:** Concept and Importance, Maslow Need Hierarchy Theory, Herzberg Two Factor Theory, McGregor.
* **Leadership:** Concepts and Styles.
* **Communication:** Concepts, Types, Process and Barriers.

**Pedagogy-The course will be initiated through lectures, case study method, discussions, assignments. A visit to a particular business organisation will also be made.**

 **Suggested Readings:**

1. V.K Kaul, Business Organisation and Management, Pearson Education, New Delhi
2. T.N Chhabra, Business Organisation and Management, Sun India Publications, New Delhi,
3. C.B Gupta, Modern Business Organisation, Mayur Paperbacks, New Delhi
4. Koontz and Weihrich, Essentials of Management, McGraw Hill Education.
5. C.R. Basu, Business Organization and Management, McGraw Hill Education.
6. B.P. Singh and A.K.Singh, Essentials of Management, Excel Books.
7. Griffin, Management Principles and Application, Cengage Learning

**Recommended By Board of Studies:**

**SEMESTER II**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course No.** | **Course Title** | **Course Type** | **Credits** | **Internal Assessment** | **External Assessment** | **Total** |
| BC 2.1 | Ethical Practices in Business | Ability-Enhancement Compulsory Course (AECC)-2 | 2:2H(L) | 15 | 35 | 50 |
| BC 2.2 | Business Law | Core CourseC-3 | 6:5H(L)+1H(T) | 30 | 70 | 100 |
| BC 2.3 | Business Mathematics and Statistics | Core CourseC-4 | 6:5H(L)+1H(T) | 30 | 70 | 100 |
| BC 2.4 | Communication Skills in English-II | MIL-2 | 6:5H(L)+1H(T) | 30 | 70 | 100 |
| BC 2.5/2.5 A | Punjabi Compulsory/ (Mudla Gyan/Elementary Punjabi) | Language-II | 2:2H(L) | 15 | 35 | 50 |
| CAE1.2 | Drug Abuse Problem Management and Prevention |  | NC\* 4H(L) |  |  |  |
|  |  | **Total Credits** | **22** |  |  |  |

**\* Drug Abuse Problem Management and Prevention is Qualifying Paper. No Credit will be awarded.**

**Revised Syllabus Session 2020-21**

**B.Com: I (Semester II)**

**PAPER BC 2.1: ETHICAL PRACTICES IN BUSINESS**

 **Duration: 3 hrs. Max. Marks: 50**

 **Pass Marks: 35% Internal Marks: 15**

 **Credits: 2: 2H (L) External Marks: 35**

**Objective: To enable students to understand the need and importance of human values and to Inculcate the ethics and human values in professional decision making.**

**Course Outcome:** **Students will become familiar with human values and business ethics and they able to take professional decisions.**

**INSTRUCTIONS FOR PAPER SETTER/EXAMINERS**

 The question paper will consist of three sections A, B and C. Section A and B will have four questions each from Unit-I and Unit-II respectively, will carry 05 marks each. Section C will consist of 12 short answer type questions covering entire syllabus and will carry 1.5 marks each. Total weightage of Section-C shall be 15 marks.

 **INSTRUCTIONS FOR CANDIDATES**

 Candidates are required to attempt two questions each from Section A and B. In Section C candidates are required to attempt any ten questions.

**Unit I**

* **Business Ethics:** Concept of Business Ethics, factors affecting Business Ethics, Corporate Code of Ethics: Environment, Accountability, Diversity, and Discrimination, Principles and Theories of Business ethics. Professional Ethics: Professional values and Professional Code. Values, Work and Ethics: Introduction, Characteristics, Types, Importance, Golden Rule of Ethics, Value Based Holistic Management, Business Values, Work Ethics and their Improvement.

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**Unit II**

* **Corporate Governance**: Conceptual framework of Corporate Governance, Initiatives in India including clause 49 of Listing Agreement and Kumar Mangalam Birla Committee on Corporate Governance**.** Social Responsibility of Business: Arguments in Favour, Arguments Against, Areas of Social Responsibility. Unethical practices in Accounting, Marketing, Ethical Codes, Insider Trading, and Corporate Takeovers-Ethical Issues. Whistle Blowing and its procedure.

**Pedagogy-The course will be initiated through lectures, case study method, discussions and assignments.**

 **Suggested Readings:**

 1. Mohapatra, Sanjay, Pillai, S.S.,; Case studies in Business Ethics and Corporate Governance,

 Pearson Education, New Delhi.

 2. Mohapatra, Sanjay, Pillai, S.S, Business Ethics and Corporate Governance, Pearson

 Education, New Delhi.

 3. Gavai, A.K.; Business Ethics, Himalaya Publishing House.

4. Khanna, S.S.; Business Ethics and Corporate Governance, S. Chand and Company, New

 Delhi.

5. Kumar, Anil and Arora, J.R, Corporate Governance Business Ethics and CSR, International

 Book House, New Delhi.

**Recommended By Board of Studies:**

**Revised Syllabus Session 2020-21**

**B.Com: I (Semester II)**

**PAPER- BC 2.2: BUSINESS LAWS**

**Duration: 3 hrs.** **Max. Marks: 100**

**Pass Marks: 35%** **Internal Marks: 30**

**Credit-6: 5H (L) +1H (T) External Marks: 70**

 **Objective: The objective of the course is to impart basic knowledge of the important** **Business legislation along with relevant legal cases.**

**Course Outcome: Students will aware about various Business Laws mainly Indian Contract Act, Sale of Goods Act, Partnership Act, Negotiable Instruments Act and Consumer Protection Act 1986)**

**INSTRUCTIONS FOR PAPER SETTER/EXAMINERS**

The question paper will consist of three sections-A, B and C. Section A will consist of four long questions 10 marks each from Unit-I of the syllabus. Section-B will consist of four long questions of 10 marks each from Unit-II of the syllabus. Section-C will consist of 12 very short answer type questions covering entire syllabus carrying 03 marks each, total weight of the section-C shall be 30 marks.

**INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt any two questions from Section A & B each carrying 10 marks and any 10 short answer type questions from section C Each carrying 3 marks each.

**Unit- I**

* **The Indian Contract Act 1872**: General Principles of Contract: Contract – Meaning, Characteristics and Kinds, Essentials of a Valid Contract
* **Offer and Acceptance**, Consideration, Contractual Capacity, Free Consent, Legality of Objects. Void Agreements,
* **Discharge of a Contract** – Modes of Discharge, Breach and Remedies against Breach of Contract.
* **Specific Contracts**: Contract of Indemnity and Guarantee, Contract of Bailment: Meaning, Kinds of Bailment, Rights and Duties of Bailor and Bailee.
* **Pledge**: Meaning, Rights and Duties Pawner and Pawnee, Difference between Bailment and Pledge.
* **Contract of Agency**: Definition, Essentials, Types, of Agencies, Creation and Termination.

**Unit- II**

* **The Negotiable Instruments Act 1881**: Meaning, Characteristics and Types of Negotiable Instruments: Promissory Note, Bill of Exchange, Cheque.
* **Holder and Holder in Due Course**, Privileges of Holder in Due Course.
* **Negotiation:** Types of Endorsements, Crossing of Cheque, Bouncing of Cheque.
* **Sales of Goods Act 1930:** Contract of Sale, Meaning and Difference between Sale and Agreement to sell. Conditions and Warranties. Transfer of ownership in goods including sale by a non-owner. Performance of contract of sale. Unpaid seller – meaning, rights of an unpaid seller against the goods and the buyer.
* **Consumer Protection Act 1986**: Introduction, Objectives Commencement and Applications, Definitions, Salient Features, Grievance Redressal, Machinery.

**Pedagogy- The course will be initiated through lectures, case study method, group discussions, assignments to strengthen the teaching efforts.**

**Note: Latest Case Studies should be discussed in the class**

**Suggested Readings:**

1. M.C. Kuchhal and Vivek Kuchhal, Business Law, Vikas Publishing House, New Delhi.
2. Avtar Singh, Business Law, Eastern Book Company, Lucknow.
3. Ravinder Kumar, Legal Aspects of Business, Cengage Learning
4. S.N. Maheshwari and S.K. Maheshwari, Business Law, National Publishing House, New Delhi.
5. S.K Aggarwal, Business Law, Galgotia Publishers Company, New Delhi.
6. Bhushan Kumar Goyal and Jain Kinneri, Business Laws, International Book House
7. Sushma Arora, Business Laws, Taxmann Publications.
8. Akhileshwar Pathak, Legal Aspects of Business, McGraw Hill Education.

**Recommended By Board of Studies:**

**Revised Syllabus**

**Session 2020-21**

**B.Com: I (Semester II)**

**PAPER- BC 2.3: BUSINESS MATHEMETICS AND STATISTICS**

**Duration: 3 hrs.** **Max. Marks: 100**

**Pass Marks: 35%** **Internal Marks: 30**

**Credit-6: 5H (L) +1H (T) External Marks: 70**

**Objective: The objective of the course is to familiarize students with the applications of mathematics and statistical techniques in business decision –making.**

**Course Outcome:** **Students will learn various tools used for a Statistical Analysis**

**NOTE: Use of simple calculator is allowed.**

**INSTRUCTIONS FOR PAPER SETTER/EXAMINERS**

The question paper will consist of three sections-A, B and C. Section A will consist of four long questions 10 marks each from Unit-I of the syllabus. Section-B will consist of four long questions of 10 marks each from Unit-II of the syllabus. Section-C will consist of 12 very short answer type questions covering entire syllabus carrying 03 marks each, total weight of the section-C shall be 30 marks.

**INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt any two questions from Section A & B each carrying 10 marks and any 10 short answer type questions from section C Each carrying 3 marks each.

# **Unit – I**

# **Business Mathematics**

* + **Matrices**: Definition of a matrix. Types of matrices. Algebra of matrices. Applications of matrices operations for solution to simple business and economic problems. Calculation of values of determinants up to third order. Finding inverse of a matrix through determinant method. Solution of system of linear equation up to three variables.
	+ **Concept of Differentiation**; Rules of differentiation simplest and standard forms Applications of differentiation-elasticity of demand and supply; Maxima and Minima of function (involving second or third order derivatives) relating to cost, revenue and profit.
	+ **Basic Mathematics of Finance:** Simple and compound interest Rates of interest– nominal, effective and continuous– and their inter-relationships. Compounding and discounting of a sum using different types of rates.

# **Unit - II**

# **Business Statistics**

* **Uni-variate Analysis**

Measures of Central Tendency including Arithmetic mean, Geometric mean and Harmonic mean: properties and applications; Mode and Median .Partition values quartiles, deciles, and percentiles. Measures of Variation: absolute and relative. Range, quartile deviation and mean deviation; Variance and Standard deviation: calculation and properties.

# **Bi-variate Analysis**

Simple Linear Correlation Analysis: Meaning, and measurement. Karl Pearson's co-efficient and Spearman’s rank correlation. Simple Linear Regression Analysis: Regression equations and estimation. Relationship between correlation and regression coefficients.

# **Time-based Data: Index Numbers and Time Series Analysis**

Meaning and uses of index numbers; Construction of index numbers: Aggregative and average of relatives–simple and weighted, Tests of adequacy of index numbers, Construction of consumer price indices. Components of time series; additive and multiplicative models; Trend analysis: Finding trend by moving average method and Fitting of linear trend line using principle of least squares.

**Pedagogy- The course will be initiated through lectures, case study method, group discussions, assignments, problem solving approach to strengthen the teaching efforts.**

# **Suggested Readings:**

# **Business mathematics**:

1. N. D. Vohra, Business Mathematics and Statistics, McGraw Hill Education (India)PvtLtd
2. J. K. Sharma, Business Mathematics, Ane Books Pvt. Ltd., New Delhi.
3. J.K. Thukral, Mathematics for Business Studies, Mayur Publications
4. J. K. Singh, Business Mathematics, Himalaya Publishing House.
5. E.T. Dowling, Mathematics for Economics, Schaum’s Outlines Series, McGraw Hill Publishing Co.
6. Mizrahi and John Sullivan. Mathematics for Business and Social Sciences. Wileyand Sons.
7. Budnick, P. Applied Mathematics. McGraw Hill Publishing Co.

# **Statistics:**

1. J. K. Sharma, Business Statistics, Pearson Education.
2. S.C. Gupta, Fundamentals of Statistics, Himalaya Publishing House.
3. S.P. Gupta and Archana Gupta, Elementary Statistics, Sultan Chand and Sons, New Delhi.
4. Richard Levin and David S. Rubin, Statistics for Management, Prentice Hall of India, New Delhi.
5. M.R. Spiegel, Theory and Problems of Statistics, Schaum’s Outlines Series, McGraw Hill Publishing Co.

**Note: Latest edition of textbooks may be used.**

**Recommended By Board of Studies:**