# SRI GURU TEG BAHADUR KHALSA COLLEGE

## SRI ANANDPUR SAHIB

(An Autonomous College)

Affiliated to Punjabi University, Patiala

**SYLLABI**

**For**

**B.Com. Part-II**

**(Semester III & IV)**

**Under Choice Based credit**

**Programme Code: BCOM**

****

Academic Session: 2020-21

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

sgtb321@yahoo.com

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

**As per CBCS**

**Session 2020-21**

**SEMESTER III**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Subject Code** | **Subject** | **Course type** | **Credit** | **Internal**  **Marks** | **External Marks** | **Total Marks** |
| BC 3.1 | Company Law | Core Course C-5 | 6:5H(L)+1H(T) | 30 | 70 | 100 |
| BC 3.2 | Income Tax Law and Practice | Core Course C-6 | 6:5H(L)+1H(P) | **30=20+10(P)** | 70 | 100 |
| BC 3.3/3.3A | Punjabi Compulsory/ (Mudla Gyan/Elementary Punjabi) | MIL-3 | 6:5H(L)+1H(T) | 30 | 70 | 100 |
| BC 3.4 | Computer Applications  in Business | Skill Enhancement Elective Course-1 | 4:2H(L)+2H(P) | 30 | 70 | 100 |
|  |  | **Total Credits** | **22** |  |  |  |

**Recommended by the Board of Studies**

**Session 2020-21**

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

**Paper BC 3.1: Company Law**

**Duration: 3hrs. 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 provisions of the Companies Act 2013. Case studies involving issues in company law required to be discussed.**

**Course Outcome:** **Students will equip with knowledge of Company rules, regulations and Company Law affairs.**

**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**

**Introduction** -Definition of a company, Administration of company law, Characteristics of a company; lifting of Corporate veil; types of companies including one person company, small company and dormant company ;Association not-for-profit; illegal association ; formation of company , promoters, their legal position , pre incorporation contract.

**Documents**- Memorandum of Association, Article of association, Doctrine of constructive notice and indoor management, Prospectus-Meaning, contents, rules for framing, shelf and Red Herring Prospectus, Misstatement in prospectus.

**UNIT-II**

**Management**-Classification of directors, Women director, independent director, small shareholder’s director; Disqualifications, Director Identity Number (DIN); Appointment; Legal Positions, powers and duties; removal of directors; Key Managerial personnel, managing director, manager;

**Meetings of shareholders and board**; Types of meeting, convening and conduct of meetings, postal ballot, meeting through video conferencing, e-voting; committees of Board of Directors-Audit committee, Nomination and Remuneration committee, Stakeholders Relationship committee, Corporate social responsibility committee.

**Winding up:** Concept and modes of winding up.

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

**Suggested Readings:**

1. MC Kuchhal, Modern Indian Company Law, Shri Mahaveer book depot (Publisher), Delhi.
2. GK Kapoor and Sanjay Dhamija, Company law, Bharat law House, Delhi.
3. Anil Kumar, Corporate laws, Indian Book house, Delhi.
4. Reena Chadha and Sumant Chadha, Corporate laws, Scholar Tech Press, Delhi.
5. Avtar Singh, Introduction to company law, Eastern Book Company.
6. Ramaiya, A Guide to Companies act, LexisNexis, Wadhwa and Butterworth.
7. A Compenidium of Companies Act 2013, along with rules by Taxmann Publications.
8. Gower and Davies, Principles of Modern Company Law, Sweet & Maxwell.

**Note: Latest edition of text books may be used.**

**Recommended by the Board of Studies**

**Session 2020-21**

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

**Paper BC 3.2: INCOME TAX LAW AND PRACTICE**

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

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

**Credits:6:5H(L)+1H(P) External Marks: 70**

**Objective: To provide basic knowledge and equip students with application of principles and provisions of Income-tax Act, 1961 and the relevant Rules.**

**Course Outcome:** **Students will be able to prepare and file income tax returns and revise the returns etc.**

**INSTRUCTIONS FOR THE 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 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**

* Introduction-Basic concepts: Income, agricultural income, person, assessee, assessment year, previous year, gross total income, total income, maximum marginal rate of tax.
* Residential status**:** Scope of total income on the basis of residential status
* Exempted income under section 10
* Income from Salaries, Income from house property.

**Unit II**

* Profits and gains of business or profession; Capital gains; Income from other sources
* Computation of Total Income and Tax Liability
* Income of other persons included in assessee's total income, Aggregation of income and set-off and carry forward of losses; Deductions from gross total income; Rebates and reliefs, Computation of total income of individuals.
* Filing of returns: Manually, On-line filing of Returns of Income & TDS, Provision & Procedures of Compulsory On-Line filing of returns for specified assesses.

**Recommended by the Board of Studies**

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

**PRACTICAL LAB- INCOME TAX LAW AND PRACTICE CREDIT-1H (P)**

**Practical: 10 Marks**

**Objective: To provide basic knowledge to the student for calculation of income tax and filling the returns.**

TDS (Form-26 AS), Tax credit statement, PAN application, rectification, TDS: rates, due dates, TDS returns. Preparation of return of income: E-filling of Income Tax Returns and procedure of compulsory on line filling of returns for specified assesses.

**Pedagogy-The instructor is expected to use demonstration method by using software for the purpose of dealing issues and problems related to filling income tax returns to strengthen the teaching efforts.**

**Note: Latest edition of text books and Software may be used.**

**Suggested readings:**

1. Singhania, Vinod K. and Monica Singhania. Students' Guide to Income Tax, Taxmann Publications Pvt. Ltd., New Delhi.
2. Ahuja, Girish and Ravi Gupta. “Systematic Approach to Income Tax”. Bharat Law House, Delhi.

**Journals**

1. Income Tax Reports. Company Law Institute of India Pvt. Ltd., Chennai.

2. Taxman. Taxman Allied Services Pvt. Ltd., New Delhi.

3. Current Tax Reporter. Current Tax Reporter, Jodhpur.

**Software**

1. Vinod Kumar Singhania, e-filing of Income Tax Returns and Computation of Tax, Taxmann Publication Pvt. Ltd, New Delhi. Latest version

2. Excel Utility' available at incometaxindiaefilinggov.in

**Recommended by the Board of Studies**

**SEMESTER IV**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Subject Code** | **Subject** | **Course type** | **Credit** | **Internal Marks** | **External Marks** | **Total** |
| BC 4.1 | Corporate Accounting | Core Course C-7 | 6: 5H(L)+1H(T) | 30 | 70 | 100 |
| BC 4.2 | Cost Accounting | Core Course C-8 | 6: 5H(L)+1H(T) | 30 | 70 | 100 |
| BC 4.3/4.3A | Punjabi Compulsory/ (Mudla Gyan/Elementary Punjabi) | MIL-4 | 6:5H(L)+1H(T) | 30 | 70 | 100 |
| BC 4.4 | E-Commerce | Skill Enhancement Elective Course-2 | 4: 3H(L)+1H(P) | **30=20+10(P)** | 70 | 100 |
|  |  | **Total Credits** | **22** |  |  |  |

**Recommended by the Board of Studies**

**Session 2020-21**

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

**Paper- BC 4.1 CORPORATE ACCOUNTING**

**Max. Marks: 100**

**Duration: 3hrs Internal Marks: 30**

**Pass Marks 35% External Marks: 70**

**Credits:6:5H(L)+1H(T)**

**Objectives: To enable the students to acquire the basic knowledge of the corporate accounting and to learn the techniques of preparing the financial statements.**

**Course Outcome:** **Students will learn to develop skills to prepare Company Accounts.**

**INSTRUCTIONS FOR THE 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 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**

* Issue, forfeiture and reissue of forfeited shares; Issue of rights and bonus shares
* Redemption of preference shares; Issue and Redemption of Debentures (Sinking Fund & Insurance Policy Method)
* Buyback of Shares and their accounting implication.
* Final Accounts: Preparation of profit and loss account and balance sheet of corporate entities, (excluding calculation of managerial remuneration) Disposal of company profits.

**UNIT – II**

* Amalgamation of Companies: Concepts and accounting treatment as per Accounting Standard: 14 (IAS) (excluding intercompany holdings)
* Liquidation of Companies
* Accounts of Banking Companies Difference between balance sheet of banking and non-banking companies; Prudential norms; Asset structure of a commercial bank; Non-performing assets (NPA).

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

**Recommended by the Board of Studies**

**Suggested Readings:**

1. J.R. Monga, Fundamentals of Corporate Accounting. Mayur Paper Backs, New Delhi.
2. M.C. Shukla, T.S. Grewal, and S.C. Gupta. Advanced Accounts.S. Chand & Co., New Delhi.
3. S.N. Maheshwari, and S. K. Maheshwari. Corporate Accounting. Vikas Publishing House, New Delhi.
4. Ashok Sehgal, Fundamentals of Corporate Accounting. Taxman Publication, New Delhi.
5. V.K. Goyal and Ruchi Goyal, Corporate Accounting. PHI Learning.
6. Jain, S.P. and K.L. Narang. Corporate Accounting. Kalyani Publishers, New Delhi.
7. Bhushan Kumar Goyal, Fundamentals of Corporate Accounting, International Book House

**Note: Latest edition of text books may be used.**

**Recommended by the Board of Studies**

**Session 2020-21**

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

**Paper – BC4.2: COST ACCOUNTING**

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

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

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

**Objective: To acquaint the student with basic concepts used in cost accounting. Various methods involved in cost ascertainment and cost accounting book keeping systems.**

**Course Outcome:** **Students will acquaint with basic concepts used in cost Accounting, various methods involved in cost ascertainment**.

**Note: Simple calculator (not scientific) is allowed**

**INSTRUCTIONS FOR THE 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 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**

* **Cost Accounting**: meaning, objectives and advantages of Cost Accounting; Difference between cost accounting and financial accounting; Cost concepts and classifications; Elements of cost; Installation of a costing system; Preparation of cost sheet; Role of a cost accountant in an organization
* **Elements of Cost**: **Material and Labour**; Material/inventory control techniques. Accounting and control of purchases, storage and issue of materials. Methods of pricing of materials issues-FIFO, LIFO, Simple Average, Weighted Average, Replacement, Standard Cost, Treatment of Material Losses
* **Labour**: Accounting and Control of labour cost. Time keeping and time booking. Concept and treatment of idle time, over time, labour turnover and fringe benefits. Methods of wage payment and the Incentive schemes- Halsey, Rowan, Taylor’s Differential piece wage, Flexible wage payment.

**Unit -II**

* **Overheads**-classification, allocation, apportionment and absorption of overhead; under- and over- absorption, Activity based costing.
* **Methods of Costing**: Job costing, Contract costing, Process costing (process losses, valuation of work in progress, joint and by-products), Services costing (only transport).Reconciliation of cost and financial accounts.

**Pedagogy-The course will be initiated through leading pedagogical approaches in the classroom situation, lectures, case study method, group discussions, assignments, problem solving approach will be used to strengthen the teaching efforts.**

**Suggested Reading:**

1. Charles T. Horngren, Srikant M.Datar, Madhav V. Rajan, Cost Accounting: A Managerial Emphasis, Person Education.
2. Jawahar Lal, Cost Accounting, McGraw Hill Education.
3. Nigam, B.M. Lall and I.C. Jain, Cost Accounting: Principles and Practice, PHI Learning.
4. Rajiv Goel, Cost Accounting, International Book House.
5. Singh, Surender. Cost Accounting, Scholar Tech Press, New Delhi.
6. Jain, S.P. and K.L. Narang. Cost Accounting: Principles and Methods, Kalyani Publishers.
7. Arora, M.N. Cost Accounting – Principles and Practice, Vikas Publishing House, New Delhi.
8. Maheshwari, S.N. and S.N. Mittal, Cost Accounting: Theory and Problems,Shri Mahavir Book Depot, New Delhi.

**Note: Latest edition of text books may be used.**

**Recommended by the Board of Studies**

**Session 2020-21**

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

**Paper BC 4.4 E-Commerce**

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

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

**Credits: 4: 3H(L)+1H(P) External Marks: 70**

**Objectives: To enable the students to become familiar with the mechanism for conducting business transactions through electronic means.**

**Course Outcome:** **Students will become familiar with mechanism for conducting business transactions through electronic means.**

**INSTRUCTIONS FOR THE PAPER SETTER/ EXAMINERS**

The question paper will consist of three sections-A, B and C. Section A will consist of four long questions of 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**

* **E-commerce** -meaning, nature, concepts, advantages, disadvantages and reasons for transacting online, types of E-commerce, E-Commerce Business models(introduction, key elements of business model and categorising major E-Commerce Business models), forces behind e-commerce.
* **Technology used in E-commerce:** The dynamics of World Wide Web and internet (meaning, evolution and features)
* **IT Act 2008**: Definitions, digital signature, Electronic governance, attribution, acknowledgement and dispatch of electronic records, Regulation of certifying authorities, Digital signature certificate, Duties of subscribe Penalties and adjudication, Appellate Tribunal, Offences and Cyber crimes.

**Unit -II**

* **E-payments** -models and methods of E-payments(Debit card, Credit card, Smart card, e-money), Payment wallets, UPI payments, digital signatures( procedure, working and legal position), payment gateways, online banking (meaning, concepts, importance, electronic fund transfer, automated clearing house, automated ledger posting), risks involved in e-payments.
* **Online Business Transactions**-meaning, purpose, advantages and disadvantages of transacting online, E-Commerce application in various Industries like (banking, insurance payment of utility bills, online marketing, e-tailing (popularity, benefits, problems and features), online services (financial, travel and career), auctions, online portal, online learning, publishing and entertainment} Online shopping(Amazon, snap deal, alibaba, flipkart etc.)

**PRACTICAL LAB- E-COMMERCE CREDIT-1:1H (P)**

**Practical: 10Marks**

**Online Business Transaction:** E-Commerce application in various Industries like (banking, insurance payment of utility bills, online marketing, e-tailing (popularity, benefits, problems and features), online services (financial, travel and career), auctions, online portal, online learning, publishing and entertainment} Online shopping(Amazon, snap deal, alibaba, flipkart etc.) **E-payments** -models and methods of E-payments(Debit card, Credit card, Smart card, e-money), Payment wallets, UPI payments, digital signatures( procedure, working and legal position), payment gateways, online banking (meaning, concepts, importance, electronic fund transfer).

**Pedagogy -The instructor is expected to use demonstration method by using different online platforms for the purpose of dealing issues and problems related with online business transaction and E-payments to strengthen the teaching efforts.**

**Latest edition of text books and Software may be used.**

**Suggested Readings**

1. Kenneth C. Laudon and Carlo Guercio Traver, E-Commerce, Pearson Education.
2. David Whiteley, E-commerce: Strategy, Technology and Applications, McGraw Hill Education.
3. Bharat Bhaskar, Electronic Commerce: Framework, Technology and Application, McGraw Hill Education.
4. PT Joseph, E-Commerce: An Indian Perspective, PHI Learning.
5. KK Bajaj and Debjani Nag, E-commerce, McGraw Hill Education.
6. TN Chhabra, E-Commerce, Dhanpat Rai & Co.
7. Sushila Madan, E-Commerce, Taxmann
8. TN Chhabra, Hem Chand Jain, and Aruna Jain, An Introduction to HTML, Dhanpat Rai & Co.

**Recommended by the Board of Studies**