

**KARNATAK**



**UNIVERSITY**

**DHARWAD**

**SYLLABUS**

**for**

**BACHELOR OF COMMERCE**

**(V to VI Semesters)**



**With effect from  
2007-08 and onwards**

**SCHEME OF PAPERS FOR B.Com. V & VI SEMESTER  
WITH EFFECT FROM 2007-08 & ONWARDS**

**B.Com. (FIFTH SEMESTER) :**

PAPER –5.1 : PRINCIPLES OF FINANCIAL MANAGEMENT

PAPER- 5.2 : HUMAN RESOURCE MANAGEMENT

OR

PAPER-5.2 : ENTREPRENEURSHIP DEVELOPMENT

(VOCATIONAL PAPER-IE)

PAPER-5.3 : PRINCIPLES AND PRACTICE OF AUDITING

PAPER- 5.4 : INDIAN ECONOMY

OR

PAPER-5.4 : TAX PROCEDURE AND PRACTICE

(VOCATIONAL PAPER – 2E )

OR

PAPER- 5.4 : ADVERTISING, SALES PROMOTION & SALES  
MANAGEMENT

PAPER- 5.5. : COMPUTER APPLICATIONS IN BUSINESS-IV

GROUP-A : COST ACCOUNTING & INCOME TAX

PAPER- 5.6 : COST ACCOUNTING-I

PAPER-5.7 : INCOME TAX-I

OR

GROUP-B : BANKING & INSURANCE

PAPER- 5.6 : BANKING-I

PAPER-5.7 : INSURANCE-I

OR

GROUP-C : ADVANCED BUSINESS STATISTICS

PAPER-5.6 : ADVANCED BUSINESS STATISTICS-I

PAPER-5.7 : ADVANCED BUSINESS STATISTICS-II

**B.Com. (SIXTH SEMESTER) :**

PAPER 6.1 : INDUSTRIAL ECONOMICS

OR

PAPER 6.1 : ENTREPRENEURSHIP DEVELOPMENT  
(VOCATIONAL PAPER –IF)

PAPER 6.2 : BUSINESS LAWS

PAPER 6.3 : FINANCIAL SERVICES

OR

PAPER 6.3 : TAX PROCEDURE & PRACTICE  
( VOCATIONAL PAPER – 2F )

OR

PAPER 6.3 : ADVERTISING, SALES PROMOTION & SALES  
MANAGEMENT (VOCATIONAL PAPER-2F)

PAPER 6.4 : PRINCIPLES OF MANAGEMENT ACCOUNTING

PAPER 6.5 : COMPUTER APPLICATIONS IN BUSINESS-V

GROUP-A : COST ACCOUNTING & INCOME TAX

PAPER 6.6 : COST ACCOUNTING-II

PAPER 6.7 : INCOME TAX-II

OR

GROUP-B : BANKING & INSURANCE

PAPER 6.6 : BANKING-II

PAPER 6.7 : INSURANCE-II

OR

GROUP-C : ADVANCED BUSINESS STATISTICS

PAPER 6.6 : ADVANCED BUSINESS STATISTICS-III

PAPER 6.7 : ADVANCED BUSINESS STATISTICS-IV

## **B.COM. FIFTH SEMESTER**

### **Paper 5.1 – Principles of Financial Management**

#### **Unit-I : Nature Scope of Financial Management :**

Meaning and definition of financial management – evolution of financial management – scope and significance – finance function – approaches of finance function- relationship of financial management with other functional areas of business- objectives of financial management: Profit maximization, wealth maximization – types of financial decisions – interrelationship among financial decisions – functions of financial management- organization of finance function ( Theory only )

#### **Unit-II : Time Value of Money :**

Basic concepts – future value – present value- comparison between present value and future value : multiple cash flows- future value of an ordinary annuity – future value of annuity due- present value of an annuity- present value of uneven series – present and future value of perpetuities- present and future value of uneven series – determination of interest rates and growth rates – loan amortization – computation of effective interest rates ( Theory and problems )

#### **Unit-III : Sources of Finance & Cost of Capital :**

Sources of Finance : Classification : Short term, long term, equity, financing and debt financing, kinds of ownership securities, no-par stock, kinds of debentures, differences between share and debentures, self-financing - factoring.

Cost of Capital : Meaning and definition- classification- computation of specific cost of capital; cost of equity, cost of debt, cost or retained earnings, cost of preference shares, computing the cost of shares with constant growth, varying growth and super normal growth, cost of debt before tax and after tax- cost of zero-coupon bonds- weighted average cost of capital & marginal cost of capital (Theory & problems )

#### **Unit-IV : Capitalisation and Capital Structure :**

Financial Plan : Meaning, definition, objectives and cannons of a sound financial plan- determinants of Financial plan, steps in financial planning.

Capitalisation : Meaning, concepts and types, theories of capitalization – over-capitalization and under-capitalization; merits, demerits and remedies.

Capital Structure and financial structure : Significance of capital structure, Determination of Capital Structure, optimal capital structure, operating and financial average- Point : financial break even point, computation of E.P.S.& evaluation of Financial plans. ( Theory & problems )

#### **Unit-V : Basic Concepts of Working Capital Management :**

Meaning, definitions-classification, excess of inadequate working capital- merits and dangers – determinants of working capital requirement, working capital forecasting of manufacturing and trading concern: balance sheet approach and operating cycle approach – principles of working capital management – Working capital Financing and Investment policies ( Theory & problems ).

#### **Suggested Readings :**

1. S.N. Maheshwari : Principles of Financial Management, Sultan Chand & Sons, New Delhi.
2. Sharma & Gupta : Fundamentals of Financial Management, Kalyani Publishers, New Delhi.
3. Vanhorne : Fundamental of Financial Management, PHI, New Delhi.
4. Sharan : Fundamental of Financial Management, PHI, New Delhi.
5. Brigam : Fundamental of Financial Management, South West Publishers, Newyork.

## **Paper 5.2 : HUMAN RESOURCE MANAGEMENT**

### **Unit-I : Human Resource Management :**

Meaning, objectives, functions, significance of Human resource management.

Difference between HRM and Personnel Management and Human Resource Development.

Essential elements of HRM. HRM Planning.

### **Unit-II: Recruitment, Selection, Placement & Induction :**

Recruitment : meaning, Factors influencing recruitment.

Selection : Meaning, factors influencing the process of selection.

Steps in selection process. Placement and Induction : Meaning and importance

### **Unit-III: Human Resource Development :**

Meaning, definition and features of HRD. Need, objective and functions of HRD. Performance appraisal : meaning, need, objectives and steps in performance appraisal.

### **Unit-IV : Training :**

Meaning, objectives, types of training, advantages of training.

### **Unit-V : Compensation Management :**

Meaning, objectives, components of compensation, need for sound salary administration.

### **Suggested Readings :**

1. P. Subba Rao : Personnel and Human Resource Management, HPM, New Delhi.
3. Ashwathappa : Human Resource & Personnel Management, TMH, New Delhi.
4. Fisher Schoenfeld : Human Resource & Personnel Management, AIPD, Chennai ( India )
5. Snail & Holden : Human Resource & Personnel Management, McMillan India, Ltd., New Delhi.
6. Edwin Flippo : Personnel Management, McGraw Hill, International Edition, Newyork
7. Anuradha Sharma : Strategic Human Resource Management, Sage Publication, Aradhana Khandekar New Delhi
8. T.V. Rao : Human Resource Management, Sage Publication New Delhi

**OR**  
**THIRD SEMESTER (VOCATIONAL PAPER-IE)**  
**Paper 5.2 - ENTREPRENEURSHIP DEVELOPMENT**

**Unit-I : Business Plan :**

- a. Meaning and Definition
- b. Importance of business plan
- c. Content of business plan
- d. Preparation of business plan.

**Unit-II: Financial Management :**

- a. Meaning and definitions.
- b. Importance of financial management.
- c. Techniques of managing finance.
- d. Management of working capital

**Unit-III : Books of Account :**

- a. Importance of Accounting assessment.
- b. Different books and its relevance.
- c. Support stationary and its use.
- d. Operating mechanism.

**Unit-IV : Financial Statements :**

- a. Importance and accounting assessment.
- b. Different books under financial accounting system.
- b. Cost Accounts – Ascertainment of cost.
- c. Cost analysis and preparation of cost sheet.

**Unit-V : Marketing Management :**

- a. Marketing for small business.
- b. Methods of Sales Promotion.
- c. Pricing Policies and Methods.

**Skill Development :** Visit to small-scale industries to understand problems and issues involved in launching and managing an enterprise. Interaction with Entrepreneurs to understand the real life situations of entrepreneurs.

**Suggested Readings :**

1. Ziemmeser & Scalorough : Entrepreneurship Development and Small Enterprise Management PHI, New Delhi.
2. C.B.Gupta & S.S.Kanka : Entrepreneurship & Small Business Management, Sultan Chand & Sons, New Delhi.
3. C.B. Gupta & N.P. Srinivasan : Entrepreneurial Develomment, Sultan Chand & Sons, New Delhi.
4. Renu Arora : Fundamentals of Entrepreneurship & Small Business, S.K.Sood Kalyani Publishers, New Delhi.
5. Greene : Entrepreneurship Ideas in Action, Thomson Asia PTE Ltd. New Delhi.
6. Dr. G.K. Warshroy : Fundamentals of Entrepreneurship, Sahitya Bhavan, Agra.
7. Shankaraiah : Entrepreneurship Development, Kalyani Publishers, New Delhi.
8. Vasant Desai : Management of a Small Scale Industry, Himalaya Publishing House, Bangalore.
9. Aruna Kaulgud : Entrepreneurship Management, Vikas Publications, New Delhi,2001.
10. H. Holt : Entrepreneurship, PHI, New Delhi.
11. Hisrich Peters : Entrepreneurship, TMH, New Delhi.
12. Coulter : Entrepreneurship in Action, PHI, New Delhi.

## **Paper 5.3 : Principles and Practice of Auditing**

### **Unit-I : Nature of Audit :**

Meaning, definition and objectives of Audit, Kinds of audit, advantages and limitations of audit, major influences on auditing qualifications and qualities of an auditor, basic concepts of auditing.

### **Unit-II : Standard Auditing Practices :**

Professional pronouncements in India, Basic principles governing an audit, planning an audit, working papers, audit evidence, materiality, audit sampling and audit risk.

### **Unit-III : Evaluation of Internal Control and Analytical Review :**

Evaluation of Internal Control : Meaning, need, limitations and stages in Evaluation.

Analytical Review : Meaning of Ratios, significance of ratios as tools of financial analysis and limitations of ratio analysis.

### **Unit-IV : Auditing in Computerised Information System (CIS) Environment :**

Meaning of CIS, Approaches to computer auditing, distinction between manual accounting, audit and computerized accounting audit, characteristics of CIS Environment, Computer frauds and computer virus.

### **Unit-V: Audit of Financial Statements and Auditor's Report :**

Audit of Financial statements : Verification of Profit and Loss account and Balance Sheet items ( In brief )

Auditor's Report : Meaning, importance, distinction between reports and certificates, contents of Audit reports, types of audit reports and their specimen.

### **Suggested Readings :**

1. Tondon : Practical Auditing
2. Kaman Gupta : Fundamentals of Auditing, TMH, New Delhi.
3. Batra & Bangardia : Text Book of Auditing, TMH, New Delhi.
4. Saxena & Saravaravel : Practical Auditing, Himalaya Publishing House, Bombay.
5. Saxena, Reddy : Essentials of Auditing, Himalaya Publishing House, Bombay.  
Appanniah & Shollapur
6. Kurt Pany : Auditing, TMH, New Delhi.
7. D.R.Camichael : Auditing : Concepts and Methods, TMH, New Delhi.
8. Stettler Howard : Auditing Principles, PHI, New Delhi.
9. L.K. Shukla : Auditing- Principles & Practice, Taxmann Law's New Delhi.

## **Paper 5.4 : INDIAN ECONOMY**

**Unit-I : Indian Economy** – Meaning and characteristics, Structure of Indian Economy – India as a Developing Economy.

**Unit-II:** National Income – Trends in size and composition of National Income.

**Unit-III :** Demographic features of India- Size, Density, Rate of Growth, Sex-ratio – population Policy – Economic effects of Rapidly growing population.

**Unit-IV:** Economic Planning- Objectives and Achievements of Planning in India – Tenth Five year Plan.

**Unit-V :** Monetary Policy of R.B.I. – Fiscal Policy – Budget of the Union Government.

### **Suggested Readings :**

1. Rudar Dutt & KPM Sundaram : Indian Economy, Sultan Chand & Sons, New Delhi.
2. Agarwal : Indian Economy, Sultan Chand & Sons, New Delhi.
3. Misra & Puri : Indian Economy, Himalya Publications, Mumbai.
4. Dhingra : Indian Economy, Sultan Chand & Sons, New Delhi.
5. A.B.N. Kulkarni : Indian Economy- A Modern Approach, R. Chand & Co. Dr. A.B. Kalkundrikar

**OR**

**FIFTH SEMESTER (VOCATIONAL PAPER – 2E)**

**Paper 5.4 – Tax Procedure and Practice**

**Unit-I : Central Excise Law :**

Introduction, meaning of central excise, levy of central excise duty, nature and essential features of excise duty, important definitions good, excisable goods, manufacture, manufacturer, wholesale dealer, broker, sale and purchase, factory types of excise duties.

**Unit –II : Classification of Excisable Goods :**

Features of central excise tariff Act- general principles for classification-HSN-rules for interpretations.

**Unit-III : Valuation of Excisable Goods :**

Basis for valuation- specific duty-Ad Valorem-duty based on tariff value-duty based on percentage value- duty based on retail sales price (MRP) duty based on transaction value-valuation rules- computation of assessable value-computation of excise duty- concession to SSI – practical problems.

**Unit-IV :**

General Procedures for Registration- central excise rules- procedure for registration- exemptions from registration certificate revocation of registration certificate.

**Unit-V : CENVAT :**

Meaning, features, advantages, exemptions for captive use- exemptions for SSI – rate of duty.

**Suggested Readings :**

1. Balchandram : Indirect Tax, Sultan Chand Publication, New Delhi.
2. Goyal & Merhotra : Indirect Tax. Shitya Bhavan
3. Dinakar Pagare : Sultan Chand Publication, New Delhi.
4. Datey : Indirect Tax, Taxmann Publication, New Delhi.
5. Sareen & Sharma : Indirect Tax, Kalyani Publishers, New Delhi.

**OR**  
**FIFTH SEMESTER ( VOCATIONAL PAPER – 2E )**

**Paper 5.4 - Advertising, Sales Promotion and Sales Management**

**Unit-I : Sales Management :**

Meaning, objectives, importance of sales force management, personal selling salesmanship, meaning and distinction, sales management functions, recruitment and selection of sales people, training, motivation, compensation and performance appraisal.

**Unit-II : Sales Force Size :**

The sales organization and its purposes. Geographic, product based and market based divisions.

**Unit-III : Sales Planning & Control :**

Market analysis, sales forecasting, methods of sales forecasting.

**Unit-IV : Sales Budget :**

Meaning and importance, uses of sales budget, process of sales budget.

**Unit-V : Sales Quota :**

Objectives, principles, administration and uses of sales quota.

Sales Territory : Considerations in allocation of sales territory.

**Suggested Readings :**

1. Philip Kotler : Marketing Management, Prentice Hall of India Pvt. Ltd.
2. Stanton & Futrell : Fundamentals of Marketing, Mc Graw Hill
3. Russel Beach & Brickrik : Selling, Mc Graw Hill
4. Chunawala : Sales Management, Himalaya Publishing House, New Delhi.
5. Rustom Davar : Salesmanship and Publicity, Vikas Publishing House Pvt. Sohrab Davar & Nusli Davar Ltd.
6. Richard Still : Sales Management, Decisions, Strategies & Cases, Prentice Edward Cundiff & Norman Govoni Hall
7. Venugopal : Managing your Salesforce, Sage Publications, New Delhi.
8. J.V. Vilanilam : Advertising Basics, Sage Publications, New Delhi.

## **Paper 5.5 : Computer Applications in Business-IV**

### **Unit-I : System Concepts and System Analysis and Design :**

Definition of System, Characteristics, Business as a system, Components of a System. Types of system, Deterministic and Probabilistic systems. Open and Closed systems, Sub-systems, Overview of Business Functions in an organization.

Introduction to system analysis and Design, System Development Life Cycle, Fact finding Techniques, System Development Tools such as Flowcharts, Decision Tables, Decision Trees and Organisation Charts.

### **Unit-II: Management Information System :**

Concept of MIS, DATA, Source of Data, Data Processing, Information Requirements of different levels of organization, Desired Properties of Management Information. Role of a system Analyst and his responsibilities in an organization.

### **Unit-III : Accounting Information System :**

Basics of Accounting Practices and Preparation of Final Accounts. Introduction to Computerised Accounting Information Systems. Distinction between Manual and Computerised Accounting Information Systems, Accounts Payable Systems, Accounts Receivable System.

### **Unit-IV : Tally :**

Introduction to Tally, Creating New Company, Creation of Groups and Accounts, Making vouchers entries, working with dates and all menus of Tally package, Generation of Reports Recording of Inventory

**Unit-V : Visual Basic :**

Introduction to Visual Basic, VB Environment, Menu Bar, Tool Box, Properties Box, Tool Bar, Project Box, Screen Box, Customising the Environment, Inseting Dialog Box, Lavel, Combo, Picture, Frames, Scroll Bar and Sliders. Working with Forms, Changing the Properties of the Form, Multiple Forms, Designing Menus, Hirarchy, Expressions, I/O Operations, Branching, Looping, Arrays, Functions and Procedures.

Theory Class : 4 hrs/week

Practical Class : 2 hrs/week

Unit-IV : Practicals Based on Tally

Unit-V : Practicals Based on Visual Basic 6.0

**Suggested Readings :**

1. Gordon Davis : Management Information System, TMH, New Delhi.
2. P. Mohar : Management Information System, HPH, New Delhi.
3. Elies Award : System Analysis & Design, Galgotia Publishers, New Delhi.
4. Uma G. Gupta : Management Information System, Galgotia Publ. New Delhi.
5. C.S.V. Murthy : Management Information System, HPH, New Delhi.
6. Gurvich & Gurvich : Mastering Visual Basic, BPB Publishers, New Delhi.
7. Sams By Perriy : Visual Basic 6.0, Tech Media, New Delhi.
8. Steven Holzner : Visual Basic Core Language, Tally Academic, New Delhi.
9. Tally Manual : Tally Academic, New Delhi.
11. Ex-series Manual : Tata Consultancy Services, New Delhi.

## **COST ACCOUNTING & INCOME TAX GROUP**

### **Paper 5.6 : Cost Accounting-I**

#### **Unit-I : Concept of Cost :**

Accountant's and economists concept of cost; meaning and definitions of costing, cost accounting and cost accountancy; objectives and functions of cost accounting; origin and growth of cost accounting; differences between cost accounting and financial accounting; installation of cost accounting system- steps and overcoming resistance to change; advantages and limitations of cost accounting.

#### **Unit-II : Classification of Cost Concepts :**

Nature, element, function, behavioural time and controllable-wise classification of cost; managerial concepts of cost relevant cost, imputed cost, opportunity cost, junk cost implicit cost etc; meaning and importance of cost sheet; preparation of cost sheet.

#### **Unit-III : Material Cost Control :**

Meaning, objectives and significance of material cost control; purchase organization and procedure involved in purchase; evaluation of quotations; levels of materials – minimum, maximum reorder and danger levels of inventories; EOQ – concept assumptions and computation of EOQ; stores control-organisation and methods of pricing issues FIFO, LIFO, average methods, base stock and standard cost; treatment of storage losses.

#### **Unit-IV : Labour Cost Control :**

Meaning, objectives and significance of labour cost control; departments involved in labour cost control; methods of time keeping and time booking; Accounting treatment of idletime and overtime wages; wage payment systems – time rate and piece rate; straight piece rate, Taylor's differential piece rate, Merrick's multiple piece rate; Gant's task and bonus plan; incentive plans-need and importance – Halsey, Rowan, Emerson's premium plans; Group bonus scheme.

## **Unit-V : Overhead :**

Meaning, objectives and significance of overhead cost control; classification of overheads-nature, elements functions and behavioural-wise; primary and secondary distribution of overheads; Redistribution of service department; overheads to production departments; Absorption of overheads- meaning and labour rate, labour hour and machine hour rate methods of absorption; concepts of under and over absorption of overheads.

### **Suggested Readings :**

1. Jain & Narang : Principles and Practice of Cost Accounting, Kalyani Publishers, Ludhiana.
2. M.N. Arora : Cost Accounting, Vikas Publications, New Delhi.
3. Maheshwari S.N. : Cost & Management Accounting, Sultan Chand & Sons, New Delhi.
4. Bhabatosh Banarjee : Cost Accounting, Prentice Hall of India, New Delhi.
5. S.P. Iyengar : Cost Accounting, Sultan Chand & Sons, New Delhi.
6. Saxena & Vashist : Cost Accounting, Sultan Chand & Sond, New Delhi.
7. M.Y.Khan & P.K. Jain : Cost and Management Accounting, Tata McGraw Hill Publishing House, New Delhi.

## Paper 5.7 : INCOME TAX-I

### **Unit-I : Introduction :**

**Meaning and terms used** : Person, Assessee, Previous year, Assessment year, Income, Gross Total Income, Total Income, Agricultural Income, Exempted Income ( Concerned only with salary)

**Residential Status** : Rules for determining residential status of Individual, HUF, Firm and Company, need to determine residential status, Incidence of tax and residential status, Practical problems.

**Unit-II: Income from Salary** : Salary, Allowances, perquisites and retirement benefits, deductions, computation of salary income. Practical problems.

**Unit-III :Income from House Property** : Annual Value, let out property, self-occupied properties, deductions, computation of house property income. Practical problems.

**Unit-IV :Income from Business** : Depreciation and other permissible deductions, Disallowable expenses, income and expenses of illegal business, computation of Business income.

**Income from Profession** : Computation of Doctors, Lawyers, Chartered Accountants, Civil Engineers, Practical problems.

### **Unit-V:**

**Capital gains** : Meaning of Capital assets, types of capital assets, transfer, cost of acquisition, cost of improvement, selling expenses, treatment of advance money received, exemptions, computation of capital gains.

**Income from other sources** : Specific income, deductions, grossing-up, computation of income from other sources, practical problems.

### **Suggested Readings :**

1. Vinod K. Singhania :Students' Guide to Income Tax, Taxmann Publications, Kapil Singhania New Delhi.
2. Mehrotra : Income Tax Law & Accounts, Sahitya Bhavan, Agra.
3. Bhagavati Prasad : Law and Practice of Income in India, New Age International Publishers, New Delhi.
4. Government of India- Income Tax Manual
5. Income Tax Act and Latest Finance Act
6. Dr. Girish Ahuja & Ravi Gupta : Direct Taxes Bharat Publications,
7. Shri. T.N. Manoharan : Direct Taxes, Snow White Publications.

# BANKING & INSURANCE GROUP

## Paper 5.6 : BANKING-I

**Unit-I :** Structure of commercial banking – Functions, Nationalisation of Commercial banks in India – Need, advantages, dis-advantages of Nationalisation of Commercial banks.

**Unit-II :** Central banking : Meaning and functions, RBI objectives, functions regulatory and promotional role.

**Unit-III :** Non-banking finance companies. Definition, regulation, types of deposits, assets of NBFCS, investment norms for NBFCS, SEBI and RBI guidelines.

**Unit-IV :** Co-operative Banks, Meaning, Structure, Role of Co-operative banks in ‘developing economy regulation of Co-operative banks.

**Unit-V :** Money and Capital market in India composition, Role of SEBI in developing capital market.

### Suggested Readings :

1. Srivatsav R.M. : Indian Financial System, Rishi Publications, Varnashi.
2. Khan M.Y. : Indian Financial System, TMH, New Delhi.
3. Ghosh, O.K. : Indian Financial System, Kitab Mahal, Allahabad.
4. Bhole L.M. : Financial Institutions and Markets, TMH, New Delhi.
5. A Raman : Central Banking in India, Bookland, Calcutta.
6. Rama Rao B. : Evolution of Central Banking in India, Vora Publishers, New Delhi.
7. Nadier & S. Paul : Commercial Banking in the Economy, Random House, New York
8. S. Nakkiran : Co-operative Banking in India, Rainbow Publishers, Coimbatore.

## Paper 5.7 : Insurance-I

**Unit-I** : Meaning & definition of insurance, evolution of insurance, role and importance of insurance, insurance contracts.

**Unit-II** : Life Insurance contracts : Classifications of policies 1) whole life policy  
2) Term insurance 3) Endowment policy 4) Survivorship policy

**Unit-III**: Policy Conditions :

- i) Conditions relating to commencement of risk ii) condition of premium
- iii) condition relating to policy iv) Lapse- condition v) claim condition.

**Unit-IV** : Investment of Fund :

Calculation of premium, surrender value, valuation of surplus.

**Unit-V** : Life Insurance for under privilege ( Poor and weaker section people )

- i) Industrial life insurance ii) Group life insurance iii) Disability benefit policies iv) pension plans.

### **Suggested Readings :**

1. Life Insurance Corporation Act, 1956, Govt. of India, New Delhi.
2. Study Course Prepared by the Insurance Institute of India, Bombay.
3. LIC : Tryst with Trust ( LIC of India, Bombay).
4. Hohn H Magee : Life Insurance, The Ronald Press, New York.
5. S.B. Ackerman : Insurance, The Ronald Press, New York.
6. Robert Riegel & J.S. Miller : Insurance Principles & Practices, Prentice Hall, New Jersey.

### **Journals :**

- a) Journal of Insurance Institute of India.
- b) Dhan Jyoti
- c) Yogakshema
- d) Harward Business Review

# **ADVANCED BUSINESS STATISTICS GROUP**

## **Paper 5.6 : Advanced Business Statistics –I**

### **Unit-I : Probability Theory :**

Introduction to Probability, Random experiment, Sample space and Events. Classical, Statistical and Axiomatic approaches to probability. Addition and Multiplication theorems of probability ( without proof ). Conditional Probability and problems on probability.

### **Unit-II : Mathematical Expectation :**

Definition of a random variable, Discrete and Continuous random variables, Addition and Multiplication theorems of expectation (without proof). Concept of variance in terms of expectation. Standard results based on mean and variance ( without proof ). Problems based on expectation and variance.

### **Unit-III : Probability Distributions :**

Binomial and Poisson Distributions : Definition properties and applications. Fitting of Binomial and Poisson Distribution.  
Normal Distribution : Definition, properties and applications of Normal distribution.

### **Unit-IV : Point Estimation :**

Population, sample, parameter, statistic, sampling distribution of statistic, concept of standard error and its utility. Point estimator and estimate.

### **Unit-V : Statistical Hypothesis :**

Null and alternative, simple and composite hypotheses, Acceptance region and Critical region, Two types of errors, Level of significance, Power of a test, one tailed and two-tailed tests.

### Practicals

| Sl.No. | Title of Experiments                | No. of Experiments |
|--------|-------------------------------------|--------------------|
| 1      | Applications of Probability         | 02                 |
| 2      | Application of Expectation          | 01                 |
| 3      | Fitting of Binomial Distribution    | 02                 |
| 4      | Fitting of Poisson Distribution     | 01                 |
| 5      | Applications of Normal Distribution | 02                 |
|        | Total                               | 08                 |

### TEACHING :

Theory : 03 hours/week/paper

Practicals : 02 hours/week/paper

### Examination Pattern:

| Paper                  | Duration | Max. Marks |
|------------------------|----------|------------|
| Theory                 | 03 hours | 80 marks   |
| Practical ( Internal ) | 02 hours | 20 marks   |
|                        | Total    | 100 marks  |

### Suggested Readings :

1. S.C. Gupta : Fundamentals of Statistics, HPH, New Delhi.
2. S.P. Gupta : Statistical Methods, Sultan Chand & Sons, New Delhi.
3. Goel & Goel : Mathematics and Statistics, Taxmann, New Delhi.
4. Sancheti & Kapoor : Business Statistics, Sultan Chand & Sons, New Delhi.
5. Agarwal & Bharadwaj : Business Statistics, Kalyani, New Delhi.

## **Paper-5.7 : Advanced Business Statistics –II**

### **Unit-I : Large Sample Tests :**

Test for single Mean, Equality of two means and problems based on them.  
Test for single proportion and equality of two proportions and problems based on them

### **Unit-II : Small Sample Tests-I :**

Chi-Square Test : Degrees of Freedom, Conditions for the validity of Chi-Square test. Chi-Square Test for Goodness of fit, Chi-Square test for independence of attributes in (2x2) contingency Table, Yate's correction for continuity and problems.

### **Unit-III : Small Sample Tests-II :**

Student's t-test : Test for single mean, equality of two means, paired "t" test and problems.

Snedecor's F-Test : F Test for equality of two population variances and problems.

### **Unit-IV : Analysis of Variance :**

Introduction, Definition of Analysis of Variance. Assumption to be made in analysis of variance and uses of ANOVA.

One Way Classification : Mathematical model for one way classified data, procedure for carrying out ANOVA with one factor of classification and problems.

Two Way Classification : Mathematical model for two way classified data, Procedure for carrying out ANOVA with two factors of classification and problems.

### **Unit-V : Statistical Quality Control :**

Meaning of SQC and its uses. Chance and Assignable variations. Process Control, Product control and Outline for control charts. Control charts for X,R, np and C charts.

### Practicals

| Sl.No. | Title of Experiments        | No. of Experiments |
|--------|-----------------------------|--------------------|
| 1      | Large Sample Tests          | 01                 |
| 2      | Small Sample Tests          | 03                 |
| 3      | Analysis of Variance        | 02                 |
| 4      | Statistical Quality Control | 02                 |
|        | Total                       | 08                 |

### Teaching :

Theory : 03 hours/week/paper

Practicals : 02 hours/week/paper

### Examination Pattern:

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|----------------------|----------|------------|
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|                      | Total    | 100 marks  |

### Suggested Readings :

1. S.C. Gupta : Fundamentals of Statistics, HPH, New Delhi.
2. S.P. Gupta : Statistical Methods, Sultan Chand & Sons, New Delhi.
3. Goel & Goel : Mathematics and Statistics, Taxmann, New Delhi.
4. Sancheti & Kapoor : Business Statistics, Sultan Chand & Sons, New Delhi.
5. Agarwal & Bharadwaj : Business Statistics, Kalyani, New Delhi.

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**B.Com. (SIXTH SEMESTER) :**

PAPER 6.1 : INDUSTRIAL ECONOMICS

OR

PAPER 6.1 : ENTREPRENEURSHIP DEVELOPMENT  
(VOCATIONAL PAPER –IF )

PAPER 6.2 : BUSINESS LAWS

PAPER 6.3 : FINANCIAL SERVICES

OR

PAPER 6.3 : TAX PROCEDURE & PRACTICE  
( VOCATIONAL PAPER – 2F )

OR

PAPER 6.3 : ADVERTISING, SALES PROMOTION & SALES  
MANAGEMENT  
(VOCATIONAL PAPER-2F)

PAPER 6.4 : PRINCIPLES OF MANAGEMENT ACCOUNTING

PAPER 6.5 : COMPUTER APPLICATIONS IN BUSINESS-V

GROUP-A : COST ACCOUNTING & INCOME TAX

PAPER 6.6 : COST ACCOUNTING-II

PAPER 6.7 : INCOME TAX-II

OR

GROUP-B : BANKING & INSURANCE

PAPER 6.6 : BANKING-II

PAPER 6.7 : INSURANCE-II

OR

GROUP-C : ADVANCED BUSINESS STATISTICS

PAPER 6.6 : ADVANCED BUSINESS STATISTICS-III

PAPER 6.7 : ADVANCED BUSINESS STATISTICS-IV

## **B.COM SIXTH SEMESTER**

### **Paper 6.1 : Industrial Economics**

**Unit-I : Industrial Development** –Meaning, Rationale and factors influencing and inhibiting development- Concepts of Public Sector, Private Sector, Joint Sector, MNCs and Small Scale Industries- Role, Problems and Measures.

**Unit-II: Industrial Policy 1991** – Liberalization Globalization and Privatization- Information Technology – e-Governance, e-Business, e-Marketing, e-Payments.

**Unit-III** : Location, Localization and Planned Location- Weber’s Theory and Florence Theory-Factors influencing location of an Industrial Unit.

**Unit-IV** : Industrial Finance-Sources-Institutions providing Industrial Finance –IFCI, SFCs, IDBI, SIDBI and EXIM Bank.

**Unit-V** : Foreign Direct Investment – Types and Policy initiatives- EXIM Policy.

#### **Suggested Readings :**

1. S.C. Kuchal : Industrial Economy of India, Chaitanya Publishing House, Allahabad
2. R. Dutt and KPM Sundaram : Indian Economy, S. Chand & Co. New Delhi.
3. ABN Kulkarni : Industrial Economics, S. Chand & Co. New Delhi.  
Dr. A.B. Kalkundrikar
4. Shivaiah & Das : Industrial Economy, S. Chand Publishers, New Delhi.

OR

**SIXTH SEMESTER (VOCATIONAL PAPER-IF)**

**Paper 6.1 - ENTREPRENEURSHIP DEVELOPMENT**

**Unit-I : Export Marketing:**

- a. Understanding international business environment
- b. Procedures and formalities for Export
- c. Export Documents

**Unit-II: Material Management :**

- a. Concept of inventory control and importance
- b. Tools and techniques for managing the materials
- c. Material turnover ratio problems.
- d. Fixation of stock level and EOQ Problems.
- e. Total Quality Management –TQM and ISO Certification.

**Unit-III : Enterprise Establishment and Credit Disbursement Facilities :**

- a. Financial support from financial institutions.
- b. Procedures for application.
- c. Disbursement procedure.

**Unit-IV: Legal Implications :**

- a. Income Tax
- b. VAT/Sales Tax and Excise
- c. Labour laws, factory act, pollution control act, etc.

**Unit-V : Project Report Preparation – Assignment :**

- a. A detail project report to be prepared by the students on their own under the guidance of faculty.

**Skill Development :** Interaction with dealers and DIC, SISI, KSFC, Commercial Bank officers to collect information about starting SSI. Conduct of survey for preparation of project report.

**Suggested Readings :**

1. Ranu Arora & S.K.Sood : Fundamentals of Entrepreneurship & Small Business, Kalyani Publishers, New Delhi.
2. Vasant Desai : SSI & Entrepreneurship, Himalaya Publishing Co., Mumbai.
3. P.C.Jain : Handbook for New Entrepreneurs , EDII

## Paper 6.2 – Business Laws

### Unit-I :

- a) Nature of concept – definitions scope sources of business law, law of contract, definition of contract
- b) Offer – Acceptance and their essentials of valid offer and acceptance – consideration and their essentials – capacity to parties – meaning definition and persons disqualified – free consent meaning definition not caused by coercion fraud, mistakes and undue influence, legality of object and unlawful object void agreements – explanation – contingent contract meaning definitions rule regarding contingent contract.  
Performance of contract meaning, definition, discharge of contract, meaning and modes of discharges of contract.
- c) Remedies for breach of contract and their remedies.

### Unit-II :

- a) Quasi-contract – cases deemed to be quasi contract
- b) Contract of indemnity and guarantee.
- c) Contract of bailment and pledge. Meaning, duties and rights, bailee and bailor
- d) Contract of agency, definition, agent and principal and general rules of agency.

### Unit-III:

- a) Sale of Goods Act – Introduction- Condition and Warranties- Transfer of property, performance of contract of sale.
- b) Law of Insurance – Fire Insurance and Marine Insurance – meaning and definition and their fundamental principles of insurance.
- c) Law of Carriage of goods – by land, sea, air, rights, duties and liabilities
- d) Workmen compensation Act 1923- Meaning, Definition
- e) Employers liability defined available to employer.
- f) Industrial dispute Act 1947 – Machinery for prevention and settlement of Industrial dispute, meaning of strike lockout, Lay-off retrenchment and amendments up-to-date.

Unit-IV : a) Factories Act 1948, Meaning definition health, Safety and welfare provisions.

### Unit-V:

- a) Consumer Protection Act – 1986- meaning definition, consumer dispute redressed agencies.
- b) The essential commodities Act- 1955- Meaning, definitions, classification of commodities.
- c) Basic concept of right to public information Act and cyber law.

**Suggested Readings :**

1. Kapoor, N.D. : Business Laws, Sultan Chand & Sons, New Delhi.
2. Bulchandani, K.R. : Business Laws, Himalaya Publishing House, Mumbai.
3. Kuchal, M.C. : Mercantile Law, Vikas Publications, New Delhi.
4. Pomeroy, D.A. : Business Laws, South Western Publications, Cincinnati.
5. Anderson & Others: Business Laws, South Western Publications, Cincinnati.

## **Paper 6.3 : Financial Services**

### **Unit-I : Introduction :**

Meaning, definition and features of financial services; significance of financial services; types of financial services; growth and development of financial services in India; Regulation of financial services.

### **Unit-II : Merchant Banking :**

Meaning, definition, scope, functions and objectives of merchant banking; classifications of merchant bankers; regulation of merchant bankers by SEBI; Management of New Issues; Indian experience.

### **Unit-III : Lease Financing :**

Meaning, definition and types of leases; advantages and disadvantages, evaluation of lease financing- purchase v/s leasing; borrowing v/s leasing; evaluation from lessor and lessee's point of view; accounting for leases as per AS-19 in India.

### **Unit-IV : Factoring and for Forfeiting Dematerialisation :**

Meaning, objectives and types of factoring; factoring v/s bill discounting; advantages and disadvantages of factoring; cost-benefit analysis of factoring; forfeiting-definition, factoring v/s forfeiting; Factoring in India; Dematerialisation and rematerialisation – meaning, objectives, functions, scope and process of dematerialization and rematerialisation; merits and demerits; progress of demat in India- NSDL & CDSL – Growth and functioning.

### **Unit-V : Mutual Funds and Securitisation :**

Meaning, types, functions, advantages of mutual funds; institutions involved in mutual funds; progress of mutual funds in India; securitization – meaning, objectives, significance and merits of securitization, progress of securitization.

**Suggested Readings :**

1. M.Y.Khan : Financial Services, Tata Mcgraw Hill Publications, New Delhi.
2. Joseph Anbarasu : Financial Services, Sultan Chand & Sons, New Delhi.  
Boominatha, Manoharan & Ganaraj
3. Avadhani V.A : Marketing of Financial Services, Himalaya Publications, Mumbai.
4. Batra, G.S. : Management of Financial Services, Deep & Deep Publications,  
Batra B.S. New Delhi.
5. Donnelly & Others :Marketing Financial Services, Homewood IL, Dow –Jones, Irwin.
6. Pezzullo, M.A. : Marketing Financial Services, Macmillan India Ltd, New Delhi.
7. Srivatsav R.M. : Indian Financial System, Rishi Publishers, Hyderabad.

**OR**

**SIXTH ( VOCATIONAL PAPER – 2F )**

**Paper 6.3 : Tax Procedure & Practice**

**Unit-I : Custom Law-I :**

Introduction, nature and essential features, types of customs duties, important terms, baggage, bill of entry, conveyance, customs area, foreign-going vessel on air craft, goods, Indian customs waters, bill of lading, invoice, letter of credit, landing charges, FOB, FAS, CI & F.

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**Unit-II:** Authorities under Customs Law – Appointment of customs officers, classes of customs officers, powers of customs officers.

**Unit-III :** Valuation of Goods under Customs Act- Introduction, definition, methods of

valuation, inclusion and exclusion in customs values-assessment duty-practical problems.

**Unit-IV : Export of Goods :**

Free export, restrictions for export, types of export, export of cargo. Steps and documents to be prepared.

**Unit-V : Import of Goods :**

Free import, restrictions on import, types of restriction, import of cargo, steps and documents to be prepared.

**Suggested Readings :**

1. Balchandram : Indirect Tax, Sultan Chand Publication, New Delhi.
2. Goyal & Merhotra : Indirect Tax. Shitya Bhavan
3. Dinakar Pagare : Sultan Chand Publication, New Delhi.
4. Datey : Indirect Tax, Taxmann Publication, New Delhi.
5. Sareen & Sharma : Indirect Tax, Kalyani Publishers, New Delhi.

**OR**

**SIXTH ( VOCATIONAL PAPER – 2F )**

**Paper 6.3 - Advertising, Sales Promotion and Sales Management**

**Unit-I : Sales Promotion :**

Meaning, nature, importance of sales promotion in marketing.

**Forms of Sales Promotion :** Consumer oriented sales promotion and sales force oriented sales promotion.

**Tools of Sales Promotion :** Samples, displays and demonstrations, point of purchase promotions, exhibitions and trade shows, sales contests, games, gifts, offers, discounts, premiums and free goods, price packs, rebates, patronage rewards, advertising specialities, etc.

**Unit-II: Developing Sales Promotion Programmes :**

Steps, involved, pre-testing, implementing and controlling and evaluating results.

**Unit-III : Public Relations :**

Meaning, features, importance, distinction between publicity and public relations.

**Unit-IV : Tools of Public Relations :**

News, speeches, special events, handouts, leaflets, public service activities, audio visual and other tools, Ethical and social aspects of sales promotion and public relations.

**Unit-V : Sales and cost analysis : Uses and methods.**

**Suggested Readings :**

1. Philip Kotler : Marketing Management, Prentice Hall of India Pvt. Ltd.
2. Stanton & Futrell : Fundamentals of Marketing, Mc Graw Hill
3. Russel Beach & Brickrik : Selling, Mc Graw Hill
4. Chunawala : Sales Management, Himalaya Publishing House, New Delhi.
5. Rustom Davar : Salesmanship and Publicity, Vikas Publishing House Pvt. Sohrab Davar & Nusli Davar Ltd.
6. Richard Still : Sales Management, Decisions, Strategies & Cases, Prentice Edward Cundiff & Norman Govoni Hall, New Delhi.

## **Paper 6.4 : Principles of Management Accounting**

### **Unit-I : Introduction :**

Meaning, definition and origin of management accounting; objectives and functions; differences between financial and management accounting; differences of management accounting and cost accounting; advantages and disadvantages; installation of management accounting system – steps involved and overcoming resistance to change; Tools and techniques of management accounting.

### **Unit-II : Financial Analysis and Interpretation :**

Meaning and definition; difference between analysis and interpretation; objectives; uses and types of financial analysis; tools of financial analysis- common size financial statements, comparative financial statements and Trend analysis.

### **Unit-III : Financial Ratio Analysis :**

Meaning and definition of ratio and ratio analysis; need for ratio analysis classification of ratios- liquidity, solvency, efficiency and profitability ratios; advantages and limitations of ratio analysis; computation of ratios and preparation of balance sheet from ratios.

### **Unit-IV : Funds Flow Statement :**

Meaning of funds and funds flow statement; objectives and uses of funds flow statement comparison between funds flow statement and balance sheet; between funds flow statement and income statements; steps involved in preparation – schedule of changes in working capital, funds from operations and accounting treatment of certain items.

**Unit-V : Cash Flow Statement :**

Meaning and objectives of cash flow statement; differences between funds flow statement and cash flow statement; steps involved in preparation cash from operations; Accounting standard-3 and preparation according to the standard.

**Suggested Readings :**

1. S.N. Maheshwari : Principles of Management Accounting, Sultan Chand & Sons,  
New Delhi.
2. I.M. Pandey : Principles of Management Accounting, Vikas Publications,  
New Delhi
3. M.Y. Khan & P.K. Jain : Management Accounting, Tata, Mcgraw Hill Publications,  
New Delhi.
4. Gupta & Sharma : Management Accounting, Kalyani Publications, Lidhiana.
5. Bhabatosh Banerjee : Management Accounting and Financial Control, Prentice Hall  
of India, New Delhi.
6. Vinayakam & Joshi : Principles of Management Accounting, Himalaya Publishing  
House, Mumbai.
7. Ravi M. Kishore : Management Accounting, Taxmann Publications, New Delhi.
8. Kulshresta & Ramanathan : Management Accounting, Sultan Chand & Sons, New Delhi.

## **Paper 6.5 : Computer Applications in Business-V**

### **Unit-I : Java Programming-I**

What Java, Getting started with Java, Applets and Applications, Creating a Java Application, Creation of Java Applets.

Variable and Datatypes : Declaring Variables, Literals, Types of Literals operators and their Heirarchy, Expressions and statements Branching, Looping.

### **Unit-II : Java Programming :**

Functions and Procedures, Arrays, Block Statements, Defining Classes, Threads Creating Methods and Applets.

### **Unit-III : Concepts of Computer Networks :**

Network Concepts, Categories of Network, Lan, Wan, Internet, Internet and Extranet, Types, Seven Layers of the OSI Reference Model, Business Through Internet.

### **Unit-IV : E-Commerce :**

Concepts of E-Commerce, Why E-Commerce, Types of E-Commerce, Areas OD E-Commerce, Type of Transactions in Web, Requirements for E-Commerce, Presenting an Organisation in Web.

### **Unit-V : Electronic Data Interchange (EDI) and Electronic Payment System :**

Introduction, Advantage and Disadvantage of EDI, Electronic Payment systems, Supply Chain Management, Business Process Re-engineering Commerce providers legal issues and Securities, Money Credit Cards Transactions and Validation, Digital Certification Authentication.

Theory Class : 4 hrs/week

Practical Class : 2 hrs/week

### **Suggested Readings :**

1. E. Balaguruswamy : Programming in Java, TMH, New Delhi
2. Naughton : The Java Handbook, TMH, New Delhi.
3. Patrick Naughton : Java-2 Complete Reference, TMH, New Delhi.

## **COST ACCOUNTING & INCOME TAX GROUP**

### **Paper 6.6. – Cost Accounting-II**

#### **Unit-I : Reconciliation of Profits :**

Reasons and significance of reconciliation of profits between financial accounting and cost accounting, books of accounts; procedure of reconciliation.

#### **Unit-II : Unit or Output Method of Costing :**

Meaning, objectives and application of output costing; costing procedure; preparation of cost sheet; job costing- meaning, objectives and application of job order; procedure of job cost system.

#### **Unit-III : Contract Costing :**

Meaning and features of contract costing, types of contracts; costing procedure and valuation of WIP; Recognition of profits on incomplete contracts; operating costing- meaning need and advantages of operating costing; applications; cost unit under operating costing; preparation of operating cost sheet of Transportation, boiler house and canteen organization.

#### **Unit-IV : Process Costing :**

Meaning, features and applications; difference between process costing and job costing; Treatment of process losses normal and abnormal losses; abnormal gain; later-process profits; joint products and by-products- meaning and difference; objectives and application; accounting for joint and by-products.

#### **Unit-V: Marginal Costing :**

Concept of marginal cost and marginal costing; objectives and uses; comparison between marginal costing and absorption costing; advantages and limitations; Break even analysis – meaning, objectives, assumptions and advantages and limitations of break even analysis; between point, contribution- margin ratio; margin of safety and angle of incidence; key factor and product- mix decisions; pricing under recessionary conditions; accepting foreign offices.

**Suggested Readings :**

1. Jain & Narang : Principles and Practice of Cost Accounting, Kalyani Publishers, Ludhiana.
2. M.N. Arora : Cost Accounting, Vikas Publications, New Delhi.
3. Maheshwari S.N. : Cost & Management Accounting, Sultan Chand & Sons, New Delhi.
4. Bhabatosh Banarjee : Cost Accounting, Prentice Hall of India, New Delhi.
5. S.P. Iyengar : Cost Accounting, Sultan Chand & Sons, New Delhi.
6. Saxena & Vashist : Cost Accounting, Sultan Chand & Sond, New Delhi.
7. M.Y.Khan & P.K. Jain : Cost and Management Accounting, Tata Megraw Hill Publishing House, New Delhi.

## Paper 6.7 : Income Tax-II

### Unit-I :

**Set off and carry forward of losses and unabsorbed expenses :** Inter source adjustment and inter head adjustment of losses. Carry forward and set off of losses of house property, business, speculation loss, losses of partnership firms, practical problems.

### Unit-II :

Deductions from Gross total incomes rebates and reliefs : Deductions available to individual under sections 80C, 80CCD, 80CCC, 80DD, 80DDB, 80G, 80GGC, 80GGG, 80QQB, 80U, computation of total income. Rebates an reliefs, Practical problems.

### Unit-III :

Assessment of Individuals : Procedure for computing total income, rates of tax, practical problems.

### Unit-IV :

Assessment of Partnership firm and partners : Assessment of firms, provision of sections 184 and 40(b), computation of book profit set off and carry forwards, computation of total income of firm, Computation of taxable income of partners. Practical problems.

### Unit-V:

Income Tax Authorities, Appeals and Procedures of Assessment, Form of Tax returns, submission of tax returns and PAN.

### Suggested Readings :

1. Vinod K. Singhanian : Students' Guide to Income Tax, Taxmann Publications, Kapil Singhanian New Delhi.
2. Mehrotra : Income Tax Law & Accounts, Sahitya Bhavan, Agra.
3. Bhagavati Prasad : Law and Practice of Income in India, New Age International Publishers, New Delhi.
4. Government of India- Income Tax Manual
5. Income Tax Act and Latest Finance Act
6. Dr. Girish Ahuja & Ravi Gupta : Direct Taxes Bharat Publications,
7. Shri. T.N. Manoharan : Direct Taxes, Snow White Publications.

# **BANKING & INSURANCE GROUP**

## **Paper 6.6 – BANKING-II**

### **Unit –I : Development Banking :**

Meaning and nature of Development banking, Development Financial Institutions –IDBI, ICICI, SFCS, SIDBI, EXIM Bank their objective, functions and achievements.

**Unit-II :** Regional Rural Banks in India, Structure of RRB, Objectives functions and achievements in developing Indian Economy.

### **Unit-III : Rural Development Banks :**

NABARD, PLD, DCC and APEX Banks their objectives and functions.

### **Unit-IV : Modern Services of the Banks :**

Changing role of commercial Banking – Modern service like ‘e’ banking, ATM, issue of credit and debit cards, Green cards etc.

### **Unit-V : Landing policies of the banks :**

Liability, profitability and safety. Features and considerations of sound landing factors limiting loans.

### **Suggested Readings :**

1. Saxena, R.M. : Development Banking in India, Vora Publishers, Mumbai.
2. Vinod Batra : Development Banking in India, Printwell Publishers, Jaipur.
3. Tokhi & Sharma : Rural Banking in India, Oxford and IBM, New Delhi.
4. Desai SSM : Rural Banking in India, Himalaya Publishing House, Mumbai.
5. Subramanya, K.N. : Modern Banking in India, Deep and Deep Publishers, New Delhi
6. G.M. Laud : Co-operative Banking in India, Co-operators Book Depot, Bombay.
7. Muranjan, S.K. : Modern Banking in India, Karnataka Publications, Mumbai.
8. Guru Datt : Trends in Indian Banking : Past & Present, Gurudatt Publishers, Lucknow.

## Paper 6.7- Insurance –II

**Unit-I** : General Insurance : Meaning, definition, types, etc.

**Unit-II** : Marine Insurance Policy : Meaning, definition, classification, policy conditions, premium calculation, marine loss, payment of claims.

**Unit-III** : Fire Insurance: Meaning, nature of fire insurance, fire insurance contract, ‘ kinds of policies, policy conditions, rate fixation in fire insurance payment of claims, re-insurance

**Unit-IV**: Miscellaneous Insurance :

a) Motor Insurance ; i) Act liability ii) Third Party iii) Comprehensive policy procedure of insurance.

b) Insurance : i) Business premises policy ii) private dwelling policy iii) Jewellery and Valuable policy iv) All risk policy v) Money in transit policy

c) Personal Accident Insurance :Medical benefit and hospitalization scheme.

d) Pedal cycle insurance

e) Aviation Insurance ( Air Craft)

f) Contract Guarantee Insurance

**Unit-V**: Rural Insurance in India : 1) Personal Insurance 2) Property Insurance

3) Cattle/Live stock Insurance 4) Poultry Insurance 5) Insurance of Species

6) Package Insurance 7) Crop Insurance.

### Suggested Readings :

1. The General Insurance Business Act, 1972, Govt. of India, New Delhi.
2. S.G. Ackerman : Insurance, The Ronald Press, New York.
3. Robery Riegel & J.S. Miller : Insurance Principles and Practices, Prentice Hall, New Jersey.
4. Study Course prepared by the Insurance Institute of India, Bombay.

### Journals :

- a) Journal of Insurance Institute of India, Bombay.
- b) Dhan Jyoti, National Insurance Academy, Pune.
- c) Indian Management.
- d) Yogakshema
- e) Harvard Business Review

**ADVANCED BUSINESS STATISTICS GROUP**  
**Paper 6.6 : Advanced Business Statistics -III**

**Unit-I : Linear Programming Problem (LPP) :**

Meaning, formulation and graphical solution to LPP.

**Unit-II : Transportation Problem (TP) :**

Meaning and definition of Balanced and Unbalanced transportation problem. Finding feasible solution by North-West Corner Rule, Matrix minima method and Vogel's approximation method.

**Unit-III : Games Theory :**

Meaning and definition of Game, n-person game, 2-person zero –sum game, saddle point, Mixed and pure strategies. Solution to game by maximin – minimax principle and Dominance property.

**Unit-IV : Assignment and Replacement Problems :**

Meaning and definition of an Assignment problem, Assignment Algorithm and Examples on it. Need for replacement, replacement of items that deteriorate with time ( discrete case only ), without considering change in the money value.

**Unit-V : Inventory Theory :**

Meaning of Inventory and its need. Inventory Costs, Lead Time, Stock Replenishment, Time Horizon, E.Q.Q.Model with and without shortages (without derivations), Case of deterministic uniform demand, Instantaneous production and no lead time.

## PRACTICALS

| Sl.No. | Title of Experiments       | No. of Experiments |
|--------|----------------------------|--------------------|
| 1      | Linear Programming Problem | 01                 |
| 2      | Transportation Problem     | 02                 |
| 3      | Game Theory                | 02                 |
| 4      | Assignment Problem         | 01                 |
| 5      | Replacement Problem        | 01                 |
| 6      | Inventory Problem          | 01                 |
|        | Total                      | 08                 |

### Teaching :

Theory : 03 hours/week/paper

Practicals : 02 hours/week/paper

### Examination Pattern:

| Paper                  | Duration | Max. Marks |
|------------------------|----------|------------|
| Theory                 | 03 hours | 80 marks   |
| Practical ( Internal ) | 02 hours | 20 marks   |
|                        | Total    | 100 marks  |

### Suggested Readings :

1. P.K.Gupta & D.S. Hira : Operation Research, Sultan Chand & Co., New Delhi.
2. Dr. B.S. Goel : Operations Research, Pragati Prakashan Meerut.
3. Kanti Swaroop, P.K.Gupta & Manmohan : Operations Research, Sultan Chand & Sons, New Delhi.
4. S.D. Sharma : Operations Research, Nath & Co.

## **Paper 6.7 : Advanced Business Statistics -IV**

### **Unit-I : Correlation Analysis :**

Definition of Correlation, Karl Pearson's Correlation Co-efficient, Scatter diagram, Properties of Correlation co-efficient (without proof). Rank Correlation.

Calculation of Karl Pearson's Correlation Co-efficient and Spearman's Rank Correlation.

### **Unit-II : Regression Analysis :**

Definition of Regression and regression co-efficient. Properties of regression lines and regression co-efficient. The Regression equation of X & Y and that of Y on X and problems.

### **Unit-III : Time Series Analysis :**

Definition of Time series, Components of Time series. Measurement of Trend by Moving average method and Least squares method to a linear trend and problems.

### **Unit-IV : Index Numbers :**

Meaning, Definition, Uses and Limitations of Index Numbers. Steps in the construction of general Index numbers, Simple and Weighted Index Numbers and problems.

Laspeyre's, Paasche's Fisher's and Marshall-Edgeworth Price and Quantity Index Numbers and Problems.

### **Unit-V : Consumer's Price Index Numbers :**

Meaning, Definition, Uses and Limitations of Cost of Living Index Number. Steps involved in the construction of Cost of Living Index Number.

Problems on Cost of Living Index Number by using Aggregate Expenditure Method and Family Budget Method.

## PRACTICALS

| Sl.No. | Title of Experiments        | No. of Experiments |
|--------|-----------------------------|--------------------|
| 1      | Correlation Analysis        | 02                 |
| 2      | Regression Analysis         | 01                 |
| 3      | Time Series Analysis        | 02                 |
| 4      | Index Numbers               | 02                 |
| 5      | Cost of Living Index Number | 01                 |
|        | Total                       | 08                 |

### Teaching :

Theory : 03 hours/week/paper

Practicals : 02 hours/week/paper

Examination Pattern:

| Paper                  | Duration | Max. Marks |
|------------------------|----------|------------|
| Theory                 | 03 hours | 80 marks   |
| Practical ( Internal ) | 02 hours | 20 marks   |
|                        | Total    | 100 marks  |

### Suggested Readings :

1. S.C. Gupta : Fundamentals of Statistics, HPH, New Delhi.
2. S.P. Gupta : Statistical Methods, Sultan Chand & Sons, New Delhi.
3. Goel & Goel : Mathematics and Statistics, Taxmann, New Delhi.
4. Sancheti & Kapoor : Business Statistics, Sultan Chand & Sons, New Delhi.
5. Agarwal & : Business Statistics, Kalyani, New Delhi.

Bharadwaj

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