



B.Com. (Hons.)  
Paper No – CH 4.1: Semester - IV  
INDIRECT TAX

Duration: 3 hours

Maximum Marks: 100

Lectures: 75

**Objective:** To provide basic knowledge and equip students with application of principles and provisions of Service Tax, VAT, Central Excise, and Customs Laws.

**Expected learning outcome:** Students will gain a working knowledge regarding computation of tax liability pertaining to these laws.

**COURSE CONTENTS:**

**Unit 1: Service tax (20 Lectures)**

Service tax – concepts and general principles, Charge of service tax and taxable services, Valuation of taxable services, Payment of service tax and filing of returns, Penalties

**Unit 2: VAT (18 Lectures)**

VAT – concepts and general principles, Calculation of VAT Liability including input Tax Credits, Small Dealers and Composition Scheme, VAT Procedures

**Unit 3: Central Excise (20 Lectures)**

Central Excise Law in brief – Goods, Excisable goods, Manufacture and Manufacturer, Valuation, CENVAT, Basic procedures, Export, SSI, Job Work

**Unit 4: Customs laws (17 Lectures)**

Basic concepts of customs law, Territorial waters, high seas, Types of custom duties – Basic, Countervailing & Anti- Dumping Duty, Safeguard Duty, Valuation, Customs Procedures, Import and Export Procedures, Baggage, Exemptions

**Suggested Readings:**

1. V.S. Datey. *Indirect Tax Law and practice*, Taxmann Publications Pvt. Ltd., Delhi, Latest edition.
2. Dr. Sanjeev Kumar. *Systematic Approach to Indirect Taxes*, Latest edition.
3. S. S. Gupta. *Service Tax -How to meet your obligation* Taxmann Publications Pvt. Ltd., Delhi, Latest edition.
4. Dr. Vinod K. Singhania, *Element of Service Tax*, Taxmann Publications Pvt. Ltd., Delhi, Latest edition.



**B.Com. (Hons.)**  
**Paper No – CH 4.2: Semester - IV**  
**CORPORATE ACCOUNTING**

**Duration: 3 hours**

**Maximum Marks: 100**

**Lectures: 75**

**Level of Knowledge:** Working knowledge of financial accounting.

**Learning objectives:** To help the students to acquire the conceptual knowledge of the fundamentals of the corporate accounting and to learn the techniques of preparing the financial statements.

**COURSE CONTENTS**

1. **ACCOUNTING FOR SHARE CAPITAL & DEBENTURES** 18 Lectures  
Issue, forfeiture and reissue of forfeited shares- concept & process of book building. Issue of rights and bonus shares. Buy back of shares. Redemption of preference shares. Issue and Redemption of Debentures.
2. **FINAL ACCOUNTS** 7 Lectures  
Preparation of profit and loss account and balance sheet of corporate entities, excluding calculation of managerial remuneration. Disposal of company profits.
3. **VALUATION OF GOODWILL AND VALUATION OF SHARES** 6 Lectures  
Concepts and calculation - simple problem only.
4. **AMALGAMATION OF COMPANIES** 14 Lectures  
Concepts and accounting treatment as per Accounting Standard: 14 (ICAI) (excluding inter company holdings). Internal reconstruction: concepts and accounting treatment excluding scheme of reconstruction.
5. **ACCOUNTS OF HOLDING COMPANIES/PARENT COMPANIES** 14 Lectures  
Preparation of consolidated balance sheet with one subsidiary company. Relevant provisions of Accounting Standard: 21 (ICAI).
6. **BANKING COMPANIES** 8 Lectures  
Difference between balance sheet of banking and non banking company; prudential norms. Asset structure of a commercial bank. Non-performing assets (NPA).
7. **CASH FLOW STATEMENT** 8 Lectures  
Concepts of funds. Preparation of cash flow statement as per Accounting Standard (AS): 3 (Revised) (ICAI): Indirect method only.



**Suggested Readings:**

1. Monga, J.R. Fundamentals of Corporate Accounting. Mayur Paper Backs, New Delhi.
2. Shukla, M.C., T.S. Grewal, and S.C. Gupta. Advanced Accounts. Vol.-II. S. Chand & Co., New Delhi.
3. Maheshwari, S.N. and S. K. Maheshwari. Corporate Accounting. Vikas Publishing House, New Delhi.
4. Sehgal, Ashok and Deepak Sehgal. Corporate Accounting. Taxman Publication, New Delhi.
5. Naseem Ahmed, "Corporate Accounting", ANE Books Pvt. Ltd. New Delhi.
6. Gupta, Nirmal. Corporate Accounting. Sahitya Bhawan, Agra.
7. Jain, S.P. and K.L. Narang. Corporate Accounting. Kalyani Publishers, New Delhi.
8. Compendium of Statements and Standards of Accounting. The Institute of Chartered Accountants of India, New Delhi.

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





**B.Com. (Hons.)**  
**Paper No – CH 4.3: Semester - IV**  
**COST ACCOUNTING**

**Duration: 3 hours**

**Maximum Marks: 100**

**Lectures: 75**

**Objective:** To acquaint the students with basic concepts used in cost accounting and various methods involved in cost ascertainment systems.

**COURSE CONTENTS:**

**Unit I:**

1. Introduction: 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. Role of a cost accountant in an organization.

**(8 Lectures)**

**Unit II:**

2. Materials: Material/inventory control- concept and 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, Treatment of Material Losses.

**(10 Lectures)**

**Unit III:**

3. 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.

**(8 Lectures)**

**Unit IV:**

4. Overhead: Classification, allocation, apportionment and absorption of overhead. Under- and over-absorption. Capacity costs. Treatments of certain items in costing, like interest on capital, packing expenses, debts, research and development expenses, Bad Activity – based cost allocation. (10 Lectures)

**Unit V:**

5. Methods of Costing: Unit costing, Job costing, Contract Costing, Process costing (process losses, valuation of work in progress, joint and by-products) Service costing (only transport).

**(30 Lectures)**

**Unit VI:**

6. Accounting Systems: Integral and non-integral systems, Reconciliation of cost and financial accounts.

**(9 Lectures)**



**Suggested Reading:**

1. Lal, Jawahar. Cost Accounting. Tata McGraw Hill Publishing Co., New Delhi.
2. Nigam, B.M. Lall and I.C. Jain. Cost Accounting: Principles and Practice. Prentice Hall of India, New Delhi.
3. Mittal, D.K. and Luv Mittal. Cost Accounting. Galgotia Publishing Co., New Delhi.
4. Arora, M.N. Cost Accounting – Principles and Practice. Vikas Publishing House, New Delhi.
5. Shukla, M.C., T.S. Grewal and M.P. Gupta. Cost Accounting: Text and Problems. S. Chand & Co. Ltd., New Delhi.
6. Maheshwari, S.N. and S.N. Mittal. Cost Accounting: Theory and Problems. Shri Mahabir Book Depot, New Delhi.
7. Jain , S.P. and K.L. Narang. Cost Accounting: Principles and Methods. Kalyani Publishers, Jalandhar.

**References:**

1. Usry, Milton E. and Lawrence H. Hammer. Cost Accounting: Planning and Control. South Western Publishing Co.
2. Horngreen, Charles T., George Foster and Srikant M. Dattar. Cost Accounting: A Managerial Emphasis. Prentice Hall of India Ltd., New Delhi.
3. Barfield, Jesset T., Cecily A. Raibarn and Michael R. Kinney. Cost Accounting: Traditions and Innovations. Thomson Learning.
4. Lucey, T. Costing. ELST, London.

**Note:** Specific topics and weightage thereof where software is to be used for practical work in this paper will be prescribed in the guidelines by the Committee of Courses and Studies in Commerce (Hons., P.G. and Research) every three years.

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



B.Com. (Hons.)  
Paper No – CH 4.4: Semester - IV  
**HUMAN RESOURCE MANAGEMENT**

**Duration:** 3 hours

**Maximum Marks:** 100  
**Lectures:** 75

**Unit-I:**

Human Resource Management: Relevance and spectrum, HRD: concept and evolution, Organisation of HR Department, Role, Status and competencies of HR Manager, HR Policies, An overview of Government Policy since 1991 affecting Human Resources.

**10 Lectures**

**Unit -II**

Acquisition of Human Resource: Human Resource Planning- Quantitative and Qualitative dimensions; job analysis – job description and job specification; recruitment – Concept and sources; selection – Concept and process; test and interview; placement induction.

**15 Lectures**

**Unit -III**

Training and development; concept and importance; identifying training and development needs; designing training programmes; role specific and competency based training; evaluating training effectiveness; training process outsourcing; management development systems; career development.

**10 Lectures**

**Unit -IV**

Performance appraisal system; nature and objectives; techniques of performance appraisal; potential appraisal and employee counseling; job changes - transfers and promotions.

**15 Lectures**

**Unit -V**

Compensation: concept, policies and administration; job evaluation; methods of wage payments and incentive plans; fringe benefits; performance linked compensation.

**10 Lectures**

**Unit -VI**

Maintenance: employee health and safety; employee welfare; social security; grievance handling and redressal.

**10 Lectures**

**Unit -VII**

Emerging Horizons in Human Resource Management; Human Resource Information System; Downsizing; VRS; empowerment, workforce diversity.

**5 Lectures**





**Suggested Readings:**

1. Decenzo, D.A. and S.P. Robbins, "Personnel/Human Resource Management", Prentice Hall of India, New Delhi.
2. Dessler, Human Resource Management. Prentice Hall of India, New Delhi.
3. French, W. The Personnel Management Process. Houghton Mifflin, Boston.
4. Ivancevich, John M. Human Resource Management. McGraw Hill.
5. Wreather and Davis. Human Resource Management. Prentice Hall, New Jersey.
6. Robert L. Mathis and John H. Jackson. Human Resource Management. Thomson Learning.
7. Storey. Human Resource Management. Thomson Learning.
8. Singh, A.K. and B.R Duggal. Human Resources Management. Sunrise Publication, New Delhi.
9. Saiyalaim, M.S. Human Resource Management. Tata McGraw-Hill, New Delhi.
10. Chhadha, T.N. Human Resource Management. Dhanpat Rai & Co., Delhi.
11. Dwivedi, R.S. Personnel Management. Oxford & I.B.H., New Delhi.
12. Singh, B.P. Personnel Management & Industrial Relations. Dhanpat Rai & Co., Delhi.

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



B.Com. (Hons.)  
Paper No – CH 4.5: Semester - IV  
**INDIAN ECONOMY – PERFORMANCE AND POLICIES**

**Duration: 3 hours**

**Maximum Marks: 100**

**Lectures: 75**

**Section 1: Basic Issues in Economic Development:** Concept and Measures of Development and Underdevelopment; Human Development.

**Section 2: Basic Features of the Indian Economy at Independence:** Composition of national income and occupational structure, the agrarian scene and industrial structure.

**Section 3: Policy Regimes:**

- a) The evolution of planning and import substituting industrialization.
- b) Economic reform and liberalization.

**Section 4: Growth, Development and Structural Change:**

- a) The experience of Growth, Development and Structural Change in different phases of growth and policy regimes across sectors and regions.
- b) The Institutional Framework: Patterns of assets ownership in agriculture and industry; Policies for restructuring agrarian relations and for regulating concentration of economic power;
- c) Changes in policy perspectives on the role of institutional framework after 1991.
- d) Growth and Distribution; Unemployment and Poverty; Human Development; Environmental concerns.
- e) Demographic Constraints: Interaction between population change and economic development.

**Section 5: Sectoral Trends and Issues:**

- a) Agriculture: Agrarian growth and performance in different phases of policy regimes i.e. pre green revolution and the two phases of green revolution; Factors influencing productivity and growth; the role of technology and institutions; price policy, the public distribution system and food security.
- b) Industry and Services: Phases of Industrialisation – the rate and pattern of industrial growth across alternative policy regimes; Public sector – its role, performance and reforms; The small scale sector; Role of Foreign capital.
- c) The Financial Sector: Structure, Performance and Reforms. Foreign Trade and balance of Payments: Structural Changes and Performance of India's Foreign Trade and Balance of Payments; Trade Policy Debate; Export policies and performance; Macro Economic Stabilisation and Structural Adjustment; India and the WTO.





**Suggested Readings:**

1. Decenzo, D.A. and S.P. Robbins, "Personnel/Human Resource Management", Prentice Hall of India, New Delhi.
2. Dessler. Human Resource Management. Prentice Hall of India, New Delhi.
3. French, W. The Personnel Management Process. Houghten Miffin, Boston.
4. Ivaneceovich, John M. Human Resource Management. McGraw Hill.
5. Wreather and Davis. Human Resource Management. Prentice Hall, New Jersey.
6. Robert L. Mathis and John H. Jackson. Human Resource Management. Thomson Learning.
7. Storey. Human Resource Management. Thomson Learning.
8. Singh, A.K. and B.R Duggal. Human Resources Management. Sunrise Publication, New Delhi.
9. Saiyalaim, M.S. Human Resource Management. Tata McGraw-Hill, New Delhi.
10. Chhadha, T.N. Human Resource Management. Dhanpat Rai & Co., Delhi.
11. Dwivedi, R.S. Personnel Management. Oxford & I.B.H., New Delhi.
12. Singh, B.P. Personnel Management & Industrial Relations. Dhanpat Rai & Co., Delhi.

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- c) The Financial Sector: Structure, Performance and Reforms. Foreign Trade and balance of Payments: Structural Changes and Performance of India's Foreign Trade and Balance of Payments; Trade Policy Debate; Export policies and performance; Macro Economic Stabilisation and Structural Adjustment; India and the WTO.



Readings:

1. Todaro, Michael P. and Stephen C. Smith. Economic Development. Eighth edition.
2. Bettelheim, Charles India Independent. Chapters 1, 2 and 3.
3. Bhagwati, J. and Desai, P. India: Planning for industrialization, OUP, Ch 2.
4. Patnaik, Prabhat. Some Indian Debates on Planning. T. J. Byres (ed.). The Indian Economy: Major Debates since Independence, OUP.
5. Dandekar, V. M. Forty Years After Independence in Bimal Jalan. (ed.). The Indian Economy: Problems and Prospects, Viking, New Delhi.
6. Ahluwalia, Montek S. State-level Performance under Economic Reforms in India in A. O. Krueger. (ed.). Economic Policy Reforms and the Indian Economy, The University of Chicago Press.
7. Nagaraj, R. Indian Economy since 1980: Vitriuous Growth or Polarisation? Economic and Political Weekly. pp. 2831-39.
8. Ray, S. K. Land Systems and its Reforms In India. Sections II & III, Indian Journal of Agricultural Economics. Vol. 51. Nos. 1 & 2.
9. Visaria, Pravin. Demographic Aspects of Development: The Indian Experience. Indian Journal of Social Sciences. Vol. 6. No. 3.
10. Deepashree, "Indian Economics, Performance and Polices", ANE Books Pvt. Ltd. New Delhi
11. Dreze, Jean and Amartya Sen. Economic Development and Social Opportunity. Ch. 2. OUP.
12. Vaidyanathan, A. India's Agricultural Development Policy. Economic and Political Weekly.
13. Rao, J. Mohan and Servaas Storm. Distribution and Growth in Indian Agriculture. in T. J. Byres (ed.). the Indian Economy: Major Debates since Independence, OUP.
14. Sawant, S. D. and C. V. Achuthan. Agricultural Growth Across Crops and Regions: Emerging Trends and Patterns. Economic and Political Weekly. Vol. 30 A2-A13.
15. Krishnaji, N. Agricultural Price Policy: A Survey with Reference to Indian Foodgrain Economy. Economic and Political Weekly. Vol. 25. No. 26.
16. Srinivasan, T. N. Eight Lectures on India's Economic Reforms. OUP.
17. Nayyar, Deepak. (ed.). Industrial Growth and Stagnation: The Debate in India. Sameeksha Trust and OUP. pp. (Introduction).
18. Chaudhuri, Sudip. Debates on Industrialisation. in T.J. Byres (ed.). The Indian Economy: Major Debates since Independence, OUP.





19. Chandra, Nirmal K. Growth of Foreign Capital and its Importance in Indian Manufacturing. Economic and Political Weekly. Vol. 26. No. 11.
20. Khanna, Sushil. Financial Reforms and Industrial Sector in India. Economic and Political Weekly. Vol. 34. No. 45.
21. Bhaduri, Amit and Deepak Nayyar. An Intelligent Person's Guide to Economic Liberalisation. Penguin Books, New Delhi. pp.
22. Ghosh, Jayati. Liberalisation Debates. T. J. Byres (ed). The Indian Economy: Major Debates since Independence. OUP.
23. Vaidyanathan, A. Poverty and Development Policy. Economic and Political Weekly.
24. Deaton, A and Jean Dreze. Poverty and Inequality in India. Economic and Political Weekly.
25. Planning Commission, Task Force on Employment Opportunities. Ch 1 and 2
26. Bhalla, G. S. Policy for Food Security in India.
27. Uma Kapila (ed), "Indian Economy since Independence", Relevant articles.
28. Nayyar, Deepak. Economic Liberalisation in India: Analytics, Experience and Lessons. RC Dutt Memorial Lecture Series. Orient Longman.
29. Rangarajan, C. and N. Jadhav. Issues in Financial Sector Reform. Bimal Jalan. (ed). The Indian Economy. Oxford University Press, New Delhi.
30. Nayyar, Deepak. Macroeconomic Reforms in India: Short Term Effects and Long Run Implications. Wahiduddin Mahmud (ed). Adjustment and Beyond: The Reform Experience in South Asia. Palgrave, London.
31. Ahluwalia, Isher. The Indian Economy: Looking Ahead. Wahiduddin Mahmud (ed). Adjustment and Beyond: the Reform Experience in South Asia. Palgrave, London.
32. Chakravarty, Sukhamoy. Development Planning – The Indian Experience. Oxford University Press, Delhi.

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