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B.Com. III Year

AUDITING

Unit – I

Introduction : Meaning and objectives of Auditing, Types of Audit, Audit Process : Audit Programme, Audit notebook , Audit Working Papers and Evidences, Consideration for commencing an audit; Routine checking and test checking.

Unit – II

Internal Control: Internal Check and internal audit system, Internal Check- wages, cash sales and stores. Vouching and Verification of Assets & Liabilities.

Unit – III

Audit of Limited Companies :

- (a) Company Auditor – Appointment, Powers, Duties & Liabilities.
- (b) Divisible Profits and Dividend.
- (c) Auditor's Report and types

Unit – IV

Audit of Banking Companies, Audit of Educational Institutions., Audit of Insurance Companies.

Investigation : Audit of Non-profit Companies :

- (a) Where fraud is suspected, and
- (b) When a running a business is proposed.

Unit – V

Recent Trends in Auditing : Nature and Significance of Cost Audit, Tax Audit, Management Audit. Audit Standards (Elementary Knowledge)

Suggestion Readings :

1. Gupta, Kamal : Contemporary Auditing, Tata McGraw Hill, New Delhi.
2. Jain, Khandelwal : Auditing (Hindi), Remesh Book Depot, Jaipur.
3. Jagdish Prasad : Auditing (Hindi)
4. Pagare, Dinkar : Principles and Practice of Auditing, Sultan Chand, New Delhi.
5. Sharma, T.R. : Auditing Principles and Problems, Sahitya Bhawan, Agra.
6. Shukla, S.M.: Auditing (Hindi)
7. Tandon, B.N. : Principles of Auditing, S.Chand & Co., New Delhi.

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BUSINESS COMMUNICATION AND SOFT SKILLS

1. Business Communication: Basic form, different models and process of communication, Theories of communication and audience analysis, Principles of effective Communication-7 CS of Communications, Types of Communication & Barriers to Communication with suggestions to overcome barriers.

2. Writing & Oratory Skills: Writing Communication- merits, demerits, types of written communication. Planning and writing Business message. Report Writing and essentials of good reporting. Kinds of business letters-request letter, good news letter and bad news letter, persuasive letter

Oratory Skills: Effective Oral Communication points for Consideration. Presentation Skills- using audio-visual aids, points for consideration in making effective presentation.

3. Preparing CV and interview Skills: Difference between Bio-data, CV and Resume, Preparing CV-Type & forms of C.V. Guidelines for Drafting C.V, Job Applications its types, forms and Contents.

Interview: Interviewing Skills, Preparing for interview-guidelines to interviewee and interviewer. Conducting & facing interviews. Mock Interview & Group Discussion.

4. Body Language & Mannerism: Body language-Postures, Positive body Language moves, Gestures & Expression. Kinesics, Proxemics, Sign Language, Colour Language. DO's & Don'ts. Mannerism-Table manners & Etiquettes, phone & internet manners.

5. Soft Skills: Analytical skills, working in team, initiative & leadership skills, stress and anger management, time management skills and honing the skills through management games.

Suggested Readings:

1. Chundawat, Kicha - Business Communication(RBD,Jaipur)
Body Language-Alter Peasee
2. Business Communication- Asha Kaul
3. Business Communica
4. Business Communication- Bovee
6. Bussiness Communication-Lesiker Petit
7. Effective Technical Communication- MA RizVI
8. Presentatin Skills for Managers-Jennifer & Mike Rotondo

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B. Com. III Year

FINANCIAL MANAGEMENT

UNIT – I :

Business finance: Meaning, Nature, Scope, Objectives, Financial Goals, Profit Vs Wealth Maximization, Role of Financial Function of Business, Management and organization of finance, changing role of finance and finance manager, traditional and modern approach, time value of money, calculation of simple and compound interest, calculation of YTM.

UNIT – II :

Capital structure: Optimum capital Structure, determinants of Capital structure, Financial Planning, Corporate securities-Equity shares, Preference shares, kinds, advantage and disadvantages of preference shares, stock exchange function, stock exchange operations, debentures, kinds Importance and limitations, cost of equity, cost of debenture, cost of preference share, retained earnings and weighted average cost of capital (WACC).

UNIT – III :

Capitalization : Meaning, difference between capital and capitalization, estimation of capital requirements, theories of capitalization-Definitions, causes disadvantages and remedies to over capitalization and under capitalization. Selection of security mix, operating and financial leverage. EBIT, EPS analysis.

UNIT – IV :

Finance forecasting : New instruments of Financing, hybrid debt instruments, their characteristics and benefits, Derivatives-Characteristics, forward and future contracts – participants and mechanism, options-Call and Put, Pricing of Options, Factors affecting Pricing of Options, Financial forecasting, benefits, techniques, external fund requirements, sustainable and internal growth rate. Dividend Policies, Meaning, essentials of sound dividend policy, types, Walter, Gordon and Modigliani and Miller Model of Dividend.

UNIT – V :

Cash financing: Motives for holding cash, objectives, Factors, Determining cash needs, Cash budget, Cash financing, techniques Miller and OR cash Management model, capital expenditure decisions – capital budgeting, inventory and bill receivables management.

Suggested Readings :

1. Agrawal & Agrawal; Financial Management (Hindi)
2. Bhalia V.K.; Modern Working Capital Management, Anmol Pub. Delhi.
3. Brigham E.F., Gapenski L.C., and Ehrhardt M.C.: Financial Management – The and Practice : Harcourt College Publishers, Singapore.
4. Khan M.Y. and Jain P.K. : Financial Management, Text and Problems: Tata McGraw Hill, New Delhi.
5. Pandey I.M.: Financial Management : Vikas Publishing House, New Delhi.
6. Prasanna Chandra: Financial Management Theory and Practice: Tata MCGraw Hill, New Delhi
7. Rao, Singh, Rao : Financial Management, Apex Publishing House, Udaipur.
8. Van Home J.C.: Fundamentals of Financial Management : Prentice Hall of India, New Delhi.

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B.Com. III Year

Goods and Service Tax

Unit –I

CGST/SGST - Important terms and definitions under Central Goods and Service Tax Act, 2017 and State Goods and Service Tax Act, 2017, Basic of GST, Meaning and scope of supply, Levy and collection of tax.

Unit – II

CGST/ SGST - Time and Value of Supply of goods and / or services, Input Tax Credit, Transitional Provisions, Registration under CGST/SGST Act, Filing of Returns and Assessment, Payment of Tax including Payment of tax on reverse charge basis, Refund under the Act.

Unit – III

CGST/SGST - Maintenance of Accounts and Records, Composition scheme, Job work and its procedure, Various Exemptions under GST, Demand and recovery under GST, Miscellaneous provisions under GST.

Unit – IV

IGST – Scope of IGST, Important terms and definitions under Integrated Goods and Service Tax Act, 2017, Levy and collection of IGST, Principles for determining the place of supply and Place of supply of goods and services, Zero rated Supply.

Unit –V

Customs –Important Terms & definitions under the Customs Act, 1962; Types of custom duty, determination of Assessable Value and custom duty payable. Import Procedure and Export Procedure under Custom Act.

Suggested readings:

1. CM Jain and OP Jain and BL Dave, GST, Ajmera Book Depot
2. Commercial's GST, Commercial law publisher (India) Pvt Ltd, New Delhi.
3. Datey V.S.: GST Ready Reckoner, Taxman Publication, New Dei
4. Koolwal, Ashish &Ritu: Goods and Services Tax (2017) Commercial Law Publisher (India) Pvt. Ltd.
5. Patel, Chaudhary: Indirect Taxes, Chaudhary Publication, Jaipur
6. GoelPankaj, GST Ready Referencer, (2017) Commercial Law Publisher (India) Pvt. Ltd.
7. Rastogi, Abhishek: Professionals guide to GST Ideation to reality (2017)

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HUMAN RESOURCE MANAGEMENT

1. Human Resource Management:- Meaning, Definition, Nature, Functions Importance, Scope and Concept of HRM. Micro & Macro approaches to HRM.
2. Human Resource Planning:- Concept of HRP, HR Accounting, Assessment of Human Resource Requirement, HR forecasting, Job Analysis, Drafting for Recruitment advertising. Succession Planning.
3. HRM Mechanism:- Basic concepts of recruitment, selection, induction, Training & Development; Performance appraisal, Promotion, demotion and transfer, Separation. Wage and Salary Administration, Methods of wage payment, Incentive Plans, Fringe Benefits
4. HR Compensation : Salary And Wage Administration, Methods Of Wage Payment, Incentive And Fringe Benefit..
5. HR Strategy, Cultural Diversity : HR Relations-grievance, Prevention and settlement of HR Dispute.

Suggested Readings:

1. Chundawat, Jain, Sharma and Kicha –Human Resource Management(RBD,Jaipur)
2. Prof. Vijay Shrimali, Dr. Mukesh Prajapat, Dr. Anushree Sharma- Human Recourse Management, Himanshu Publication, Udaipur
3. Arun Monappa & Sayadin- pers. Mgt.-Tat McGraw 2. Dessler-HRM-EEE, Prentice Hall
4. E.B. Flippo-Personnel Management-Tat MCGraw
5. Pates Dowling, Watch & Schuller0International HRM-South Western College Pub. Cinechinati.
6. Pattanaik-HRM-Himalay.
7. Rao P.L. -International Human Resource
8. T.N. Chabra-HRM-Dhanpat Rai & Co.

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B. Com. III Year

INTERNATIONAL TRADE & FINANCE

Unit – I

Need, Importance and problems of international trade, advantages and disadvantage of International trade, Free trade v/s protection trade, International Business environment. Major Export Import Zones in India.

Unit – II

Foreign Aid-Problems & Future prospects in Indian Economic Development, India's Foreign Trade- Introduction, Trends of Exports and Imports of India, Composition of India's Foreign Trade, Direction of India's Foreign Trade. New Foreign Trade Policy, 2015-20

Unit – III

Balance of payment – Concept of BOT and BOP, Structure, Components, Importance, Causes of Disequilibrium and measures for correction.

Meaning of Foreign Exchange Types, Importance and determination of Foreign Exchange Rate, Fixed and Flexible Exchange rates- merits and demerits.

Unit – IV

International Institutions : IMF, IBRD, the World Bank and its affiliates, IFC and IDA, OECD, ASEAN, SEZ, SAFTA, NAFTA, EU, BRICS, COMESA objectives, functions, organizations, achievements and short comings of all international financial institutions.

Unit – V

WTO – The World Trade organization Objectives, Functions and Organizational Structure, criticism of WTO. Role of WTO in promoting international trade.

International Trade environment-recent trends.

Suggested Readings:

1. Andley K.K.: Foreign Exchange Trade and Foreign Exchanges.
2. Ellsworth P.T.: International Economics
3. Francis Cheramilan: International Trade and Export Management.
4. Kindelberger C.T.: International Economics.
5. Kuppu Swami : ABC of Foreign Exchange
6. Lal, G.S.: Financing of foreign Trade and Foreign Exchange
7. Trivedi, I.V. & Sharma, M.K. : International Trade & Finance (Hindi) 8. Varghese, S.K.: Foreign Exchange and Financing of Foreign Trade