

## UNIVERSITY OF DELHI

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SCHEME OF EXAMINATION  
AND  
COURSES OF READING  
FOR

## B. COM. (HONS.) COURSE

Part I	Examination	1980
Part II	Examination	1981
Part III	Examination	1982

AUTHENTICATED COPY

*[Signature]*  
Assistant Registrar (Genl)  
University of Delhi

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COMPLIMENTARY COPY

Syllabi applicable for students seeking admission to the  
B. Com. (Hons.) Course in the the academic year 1979-80.

UNIVERSITY OF DELHI

B.COM. (HONS.) EXAMINATION

MAIN PAPERS

Part I Examination—1980

		<i>Max. Marks</i>	<i>Duration hrs.</i>
✓ Paper	I—Business Organization and Management	100	3
✓ Paper	II—Financial Accounting	100	3

Part II Examination—1981

Paper	III—Economics	100	3
✓ Paper	IV—Mercantile Law	100	3
Paper	V—Business Statistics and Mathematics	100	3

Part III Examination—1981

Paper	VI—Indian Economy, Resources, Trade and Development	100	3
Paper	VII—Money, Income and Financial Institutions	100	3
Paper	VIII—Cost Accounting	100	3
Paper	IX—Auditing and Income Tax	100	3

Subsidiary Papers

(Each paper will be of 100 marks and three hours duration)

Part I

Paper I—M.I.L.

Paper II—One of the following :

History I, Political Science-II, Philosophy-I,  
Mathematics-I, English-I, Personnel & Industrial  
Psychology.

Part II

Paper III—English

## Detailed Courses of Readings

*Part I Examination : 1980*

### Paper I BUSINESS ORGANISATION AND MANAGEMENT

#### PART-A

1. *Introduction :*  
 Business System and its structure as a part of economic system.  
 Business-concept, objectives and functions.  
 Social Responsibility of business.
2. *Organizing a Business :*
  - (a) Promotion
  - (b) Location—theories of location—(an overview) Government Policy on Industrial location.
  - (c) Forms of Private Ownership Organization: Choice of a suitable form of Organization.
3. *Production Function :*  
 Nature of Production Planning, Layout.
4. *Marketing Function :*  
 The Marketing Concept  
 The Concept of Marketing Mix.  
 Pricing objectives and policies  
 Advertising—objective, functions and needs.
5. *Finance Function :*  
 Objectives and Scope; Capital Structure; Factors Determining capital structure; Estimation of long-term and working capital needs; Sources and their evaluation. Current developments in Indian securities Market.
6. (a) *Public Enterprises :*  
 Growth of Public Sector in India—Rationale and Magnitude.  
 Forms of organization.
- (b) *Small Business :*  
 Definition; characteristics, and need for Government's Policy towards small business.  
 Management problems of a small business.

## PART-B

7. *Introduction:*

Nature and functions of management.

Development of Management Thought—Traditional, Behavioural and Systems approaches.

8. *Managerial Planning:*

Nature and importance of planning; organizational objectives:

Decision making and policy formulation.

9. *Organizing:*

Nature and purpose of organizing.

Formal Organization –Span of management; delegation of authority; centralization and decentralization; line, Staff and Functional relationship; Conflicts between line and staff.

10. *Staffing:*

Meaning, nature and functions of Personnel Management Performance appraisal.

11. *Directing:*

(a) Nature and importance of directing, Motivation and Morale.

(b) Leadership—definition and importance Leadership styles.

(c) Communication—importance; basic concepts; barriers to communication; communication network.

12. *Controlling:*

Concepts and devices.

## Paper II—FINANCIAL ACCOUNTING

## PART A

Nature and purpose of accounting.

Accounting concepts and conventions.

The Recording processes leading to the preparation of final accounts.

Measuring Business Income:

(i) Matching of costs and revenues

(ii) Inventory valuation : Choice of method and its implications

- (iii) Accounting for Depreciation : Objectives of depreciation policy.  
Choice of method and its implications
- (iv) Impact of price-level changes
- (v) Analysis for changes in income.

Concept and Preparation of Funds flow and Cash flow statements.  
Statements of Changes in Financial Position.  
Limitations of such statements.

Nature, Uses and limitations of financial statements

Analysis of Financial statements :

Liquidity (Short-term & Long term). Activity. Leverage and profitability.

## PART B

Accounting for Partnership firms

Accounting for changes in the constitution of a firm (viz. admission retirement, amalgamation etc.) conversion and dissolution including piecemeal distribution of cash.

Accounting for Share and Loan Capital—Profit Prior to incorporation.

Final accounts : Sole trader, Partnership and Joint Stock Company

Accounting for Hire Purchases and Instalment buying.

Branch Accounts for (excluding foreign branches).

Joint Stock Company :

Purchases of Business, Amalgamation, Absorption, Reconstruction and Liquidation

Valuation of shares and Goodwill.

Accounts of Banking and General Insurance Companies.

*Part II Examination : 1981*

**Paper III—ECONOMICS**

N.B. The detailed courses of reading will be announced later on.

**Paper IV—MERCANTILE LAW**

*Section—A : (Commercial Law)*

Indian Contract Act (IX of 1872)

The Sale of Goods Act (Act III of 1930)

Indian Partnership Act (Act No. IX of 1932)

The Negotiable Instruments Act (Act No. XXVI of 1881)

*Section—B : (Company Law)*

Companies Act 1956 (excluding Chapter III—Managing Agents, Chapter IV—A Secretaries and Treasurers, Accounts and Audit Sections 209-233, Chapter V—Arbitration, Compromises, Arrangements and Reconstruction)

In case of winding up only the following provisions are to be studied :

Types of winding up, ground for winding up, and rights and liabilities of contributories.

**Paper V—BUSINESS STATISTICS & MATHEMATICS**

N.B. The detailed Courses of reading will be announced later on

*Part III Examination : 1982*

**Paper VI :—INDIAN ECONOMY RESOURCES, TRADE AND DEVELOPMENT***Problems of Economic Development :*

How economies grow? Role of capital and technology. Nature and causes of economic backwardness. Key issues in economic transition—capital formation, unemployment, growth and income distribution.

*Resources (with special reference to India) :*

Significance, distributional pattern and potential of :

- (i) Agricultural resource,
- (ii) Water resources,
- (iii) Forest resources,
- (iv) Mineral resources, and
- (v) Energy.

*Human Resources (with special reference to India) :*

Growth of population. Urbanisation. Population Policy. Occupational distribution

*India's Foreign Trade :*

Volume, composition and direction of imports and exports. Balance of trade. Import and export policies.

**India's National Income :**

Measurement, trends and sectoral distribution of national income. Growth of per capita income. Poverty and unemployment.

**Economic Planning :**

Objectives of planning in India. Strategy of growth in a mixed economy. Role of the Public Sector. Rate and pattern of investment under the Five Year Plans. Financing of Plans.

**Agriculture :**

Institutional changes—land reforms and size of holding. Technological change and agricultural production, Role of irrigation, fertilisers and improved seeds etc. Agricultural credit and marketing. Food problem. Agricultural Pricing.

**Industry :**

Progress of industrialisation since 1951. Role of large-scale, small scale and cottage industries. Industrial policy and regulation. Role of foreign capital. Industrial relations.

**Fiscal Policy :**

Growth with stability as policy objective. The problem and control of inflation. India's tax structure. Centre-States financial relations.

**Paper VII:—MONEY, INCOME AND FINANCIAL INSTITUTIONS**

N.B. : The detailed Courses of Readings will be announced later on.

**Paper VIII:—COST ACCOUNTING****PART A**

Nature of Cost Accounting

Cost concepts and Cost Classification

**Accounting for Cost Elements :**

- (a) *Materials Cost* : Purchasing and storing procedure. Methods of inventory valuation and control. Material Accounting (including treatment of wastes, scrap spoilage and defectives).
- (b) *Labour Costs* : Accounting for Labour Cost. Treatment of Idle time, overtime, wages, leave with wages etc. Labour Turnover.
- (c) *Overhead* : Classification, Allocation, Apportionment and absorption of overheads. Need for using estimated Overhead rates. Under and over-absorption.

### *Cost Accumulation and Ascertainment :*

Cost Accumulation systems : Job order, contract and operating costing and process costing. Reconciliation of Cost and Financial Accounting. Integrated accounts.

## PART B

### *Cost Analysis for planning, Control and for Managerial decisions*

Budgeting : Meaning, objectives, merits and limitations.

Type of Budgets : Fixed Vs. Flexible Budgeting.

Standards and Standard Cost for control. Standard Costing : Meaning and uses. Variances Analysis : materials, labour and overheads (two way only)

Marginal (Variable) costing ; Cost-Volume-Profit Analysis ;

Differential Costing. Application of these techniques in decision making relating to make or buy or dropping a product line, product mix. (simple problems).

## Paper IX—AUDITING AND INCOME-TAX

### *Section A Auditing*

**Auditing—Nature, objects and various classes of audit. Principles, concepts and precepts of auditing.**

#### *The audit process :*

- (a) Internal control and internal audit.
- (b) Audit Programme.
- (c) Evidence and working papers.
- (d) Audit sampling—(Selective Verification).

#### *Audit Procedures :*

- (a) Vouching
- (b) Verification of assets and liabilities.

#### *Audit of limited Companies :*

- (a) Company auditor—appointment, powers, duties and liabilities.
- (b) Audit of share capital, share transfers ; and management remuneration.
- (c) Divisible Profits and dividends.



Audit of Banking Companies and educational institutions.  
 Auditor's Communication.  
 Standard Report, Qualified Report—reasons for departure from the  
 standard report.  
 Cost Audit—nature and significance.

### *Section B*

#### *Income-tax Law & Practice*

Basic Concepts—Agricultural Income, Income, Assessee, Assessment  
 Year, Previous Year, Gross Total Income, Total Income.  
 Income-tax Authorities.

Basis of Charge—Residence and Tax Liability.

Exempted Income

Heads of Income—Salaries, Interest on Securities, House Property,  
 Business and Profession, Capital Gains, Other Sources.

Aggregation of Income and set off and carry forward of losses.

Deductions from Gross Total Income.

Computation of Total Income of an Individual and firm.

Company-Definitions, types, and simple assessment.

Computation of tax for Individual Assessee (excluding a partner in  
 a firm).

Procedure for Assessment.

Payment of tax—Advance payment, Deduction of tax at source.

Refunds.