

**B. Com. (Hons.): Semester-V****Paper COM-501: AUDITING AND CORPORATE GOVERNANCE****Duration: 3 Hrs.****Marks: 100****Credits: 6****Course Objective**

To provide knowledge of corporate governance and auditing principles, procedures and techniques in accordance with current legal requirements and professional standards.

**Course Learning Outcome**

After completing the course, the student shall be able to:

CO1: differentiate between different aspects of auditing especially for internal check, internal control and for overall corporate governance.

CO2: understand the concept of corporate governance in organisations and its essence for management.

CO3: provide and assimilate information leading to failure of organisation and corporate scams.

CO4: comprehend the governance framework for an organisation provided by different regulatory bodies in India and Abroad.

CO5: recognise the essence of ethics in business.

**Course Contents****Unit 1: Introduction**

**Auditing:** Introduction, Meaning, Objectives, Basic Principles and Techniques; Classification of Audit, Audit Planning, Internal Control – Internal Check and Internal Audit; Audit Procedure – Vouching and verification of Assets & Liabilities. Audit of Limited Companies: Company Auditor- Qualifications and disqualifications, Appointment, Rotation, Removal, Remuneration, Rights and Duties Auditor's Report- Contents and Types. Liabilities of Statutory Auditors under the Companies Act 2013

**Unit 2: Special Areas of Audit**

**Special Areas of Audit:** Special features of Cost audit, Tax audit, and Management audit; Recent Trends in Auditing: Basic considerations of audit in EDP Environment; Auditing Standards; Relevant Case Studies/Problems;

**Unit 3: Corporate Governance**

Conceptual framework of Corporate Governance: Theories & Models, Broad Committees; Corporate Governance Reforms. Major Corporate Scandals in India and Abroad: Common Governance Problems Noticed in various Corporate Failures. Codes & Standards on Corporate Governance

**Unit 4: Business Ethics**

Morality and ethics, business values and ethics, approaches and practices of business ethics, corporate ethics, ethics program, codes of ethics, ethics committee; Ethical Behaviour: Concepts and advantages; Rating Agencies; Green Governance; Clause 49 and Listing Agreement

### **Unit 5: Corporate Social Responsibility (CSR)**

Concept of CSR, Corporate Philanthropy, Strategic Planning and Corporate Social Responsibility; Relationship of CSR with Corporate Sustainability; CSR and Business Ethics, CSR and Corporate Governance; CSR provisions under the Companies Act 2013; CSR Committee; CSR Models, Codes, and Standards on CSR

### **Suggested Readings:**

1. Pagare Dinkar, *Principles and Practice of Auditing*, Sultan Chand Publication, New Delhi
- Ravinder Kumar and Virender Sharma, *Auditing Principles and Practice*, PHI Learning
2. Aruna Jha, *Auditing*. Taxmann Publication.
3. A. K. Singh, and Gupta Lovleen. *Auditing Theory and Practice*. Galgotia Publishing Company.
4. Anil Kumar, *Corporate Governance: Theory and Practice*, Indian Book House, New Delhi
5. MC Kuchhal, *Modern Indian Company Law*, Shri Mahavir Book Depot. (Publishers). (Relevant Chapters)
6. KV Bhanumurthy and Usha Krishna, *Politics, Ethics and Social Responsibility of Business*, Pearson Education
7. N Balasubramanian, *A Casebook on Corporate Governance and Stewardship*, McGraw Hill Education
8. B.N. Ghosh, *Business Ethics and Corporate Governance*, McGraw Hill Education
9. S K Mandal, *Ethics in Business and Corporate Governance*, McGraw Hill Education
10. Bob Tricker, *Corporate Governance-Principles, Policies, and Practice* (Indian Edition), Oxford University Press
11. Christine Mallin, *Corporate Governance (Indian Edition)*, Oxford University Press
12. Sharma, J.P., *Corporate Governance, Business Ethics, and CSR*, Ane Books Pvt Ltd, New Delhi

**Note: Latest edition of readings may be used**

### **Teaching Learning Process**

The teaching -learning processes play a vital role in instilling in the student the curiosity to study the subject corporate governance and auditing. It includes lectures through presentations of corporate scams, expert lectures, case study approach is widely followed , role plays , seminars , tutorials, project- based learning. Higher-order skills of reasoning and analysis will be encouraged through teaching strategies.

### **Assessment Methods**

The assessment methods of this course are properly aligned with teaching learning processes and anticipated learning outcomes. It includes oral and written tests, case presentations, peer evaluation, problem solving exercises, observation of practical skills through case laws and viva voce interviews.

### **Keywords**

B.Com. (Hons)

ASOM, Raffles University, Neemrana

Corporate Governance, Business Ethics and Corporate Social Responsibility (CSR), Auditing

**B.Com. (Hons.): Semester-V**  
**Paper COM-502: PRINCIPLES OF MARKETING**

**Duration: 3 Hrs****Marks: 100****Credits: 6****Course Objective**

The objective of this course is to provide basic knowledge of concepts, principles, tools and techniques of marketing.

**Course Learning Outcomes**

After completing the course, the student shall be able to:

CO1: learn the basic concepts and principles of marketing and to develop their conceptual skill to be able to manage marketing operations of a business firm.

CO2: understand the complexities involved in various targeting and positioning decisions.

CO3: take effective decisions for launching new products and to understand the implications of different pricing strategies.

CO4: develop the skills to design the promotion-mix strategies

CO5: familiarize about the current trends in marketing to take proactive measures while taking marketing decisions

**Course Contents****Unit I: Introduction**

Marketing: Meaning, Nature, Scope and Importance; Marketing Philosophies; Marketing Mix; Marketing Environment- Concept and need for studying marketing environment; Micro environmental factors- company, suppliers, marketing intermediaries, customers, competitors, publics; Macro environmental factors- demographic, economic, natural, technological, politico-legal and socio-cultural.

**Unit II: Consumer behaviour and Market Selection**

Need for studying consumer behaviour; Stages in Consumer buying decision process; Factors influencing consumer buying decisions. Market Segmentation- concept, importance, levels and bases of segmenting consumer markets. Market Targeting- concept and factors affecting the choices for market targeting. Product Positioning- concept and bases. Product differentiation- concept and bases.

**Unit III: Product and Pricing Decisions**

Concept and classification; Levels of Product; Product-mix dimensions; Branding- concept, functions and qualities of good brand name; Packaging and Labeling- concept and functions; Product support services; New product development process. Concept and objectives of pricing decisions; Factors affecting price of a product; Pricing methods; Pricing strategies.

**Unit IV: Distribution and promotion Decisions**

Channels of distribution- meaning and importance; types of distribution channels and their functions;

Factors affecting choice of distribution channel; Distribution logistics– concept, importance and major logistics decisions. Wholesaling and retailing. Nature and Importance of Promotion; Promotion mix concept and distinctive characteristics of advertising, personal selling, sales promotion, public relations, publicity and direct marketing; Factors influencing promotion mix decisions.

### **Unit V: Developments in Marketing**

Relationship Marketing; Sustainable Marketing; Rural marketing; Social marketing; Digital marketing; Legal Issues in marketing- The Consumer Protection Act, 1986; Ethical issues in marketing.

### **References**

1. Kotler, P., Armstrong, G. and Agnihotri, P. (2018). *Principles of Marketing (17<sup>th</sup> edition)* Pearson Education. Indian edition.
2. Sharma, K., & Swati Aggarwal. (2018). *Principles of Marketing*. Taxmann's.
3. The Consumer Protection Act, 1986.

### **Additional Resources**

1. Etzel, M. J., Walker, B. J., Stanton, W. J., & Pandit, A. (2010). *Marketing (14<sup>th</sup> ed.)*. McGraw Hill.
2. Grewal, D. & Levy, M. (2017). *Marketing (5<sup>th</sup> ed.)*. McGraw-Hill Education.

**Note: Latest editions of the books may be used.**

### **Teaching Learning Process**

The teaching learning process includes lectures, case study discussions, individual and group presentations and projects.

### **Assessment Methods**

The assessments methods of the course include class tests, assignments, project evaluations and class presentations.

### **Keywords**

Target Market, Product, Price, Distribution, Promotion, Segmentation, Targeting, Positioning, Branding, Packaging, Labelling, Consumer Behaviour, Marketing Environment

**B.Com. (Hons.): Semester-V**  
**Paper COM- COM-503: PRINCIPLES OF MICROECONOMICS**

**Duration: 3 Hrs.****Marks: 100****Credits: 6****Course Objective**

- To familiarize the students with the basic concept of microeconomics.
- To make student understand the demand and supply analysis in business applications
- To familiarise students with the production and cost structure under different stages of production.
- To understand the pricing and output decisions under various market structures.
- To help students understand and apply the various decision tools to understand the market structure.

**Learning Outcomes**

Upon successful completion of the course a student will be able to

CO1: Understand how households (demand) and businesses (supply) interact in various market structures to determine price and quantity of a good produced.

CO2: Understand the links between household behavior and the economic models of demand.

CO3: Represent demand, in graphical form, including the downward slope of the demand curve and what shifts the demand curve.

CO4: Understand the links between production costs and the economic models of supply.

CO5: Apply the concept of opportunity cost

CO6: Analyze operations of markets under varying competitive conditions

**Course Contents****Unit 1: Introduction**

(a). **Demand and Supply:** Determinants of demand, movements vs. shift in demand curve, Determinants of Supply, Movement along a supply curve vs. shift in supply curve; - Market equilibrium and price determination.

(b). Elasticity of demand and supply.

(c). Application of demand and supply.

**Unit 2: Consumer Theory**

**Ordinal Utility theory:** (Indifference curve approach): Consumer's preferences; Indifference curves; Budget line; Consumer's equilibrium; Income and substitution effect; Price consumption curve and the derivation of demand curve for a commodity; Criticisms of the law of demand.

**Unit 3: Production and Cost**

(a). Production: Firm as an agent of production. Concepts of Production function. Law of variable proportions; Isoquants; Return to scale. Economics and Diseconomies of scale.

(b). Costs: Costs in the short run. Costs in the long run, Profit maximization and cost minimization. Equilibrium of the firm, Technological Change: the very long run.

#### Unit 4: Market Structure

(a). **Perfect Competition:** Assumption; Theory of a firm under perfect competition; Demand and Revenue; Equilibrium of the firm in the short run and long run, The long run industry supply curve: increasing, decreasing and constant cost industry. Allocation efficiency under perfect competition

(b). **Monopoly:** Short-run and long-run equilibrium of monopoly firm; Concept of supply curve under monopoly; Allocation inefficiency and dead-weight loss monopoly; Price discrimination.

(c). **Imperfect Competition:** Difference between perfect competitions, monopoly and imperfect competition;

(i) Monopolistic Competition: Assumption; Short – run Equilibrium; Long run Equilibrium; Concepts of excess capacity; Empirical relevance.

(ii) Oligopoly: Causes for the existence of oligopolistic firms in the market rather than perfect Competition; Cooperative vs. Non cooperative Behaviour and dilemma of oligopolistic firms.

#### Unit 5: Income Distribution and Factor Pricing

Demand for factors. Supply of factor, backward bending supply curve for labor concepts of economic rent; Functional Distribution of Income.

#### References

1. Dwivedi D N, *Microeconomics: Theory And Applications*, Pearson Education India, 2002 (Latest edition)
2. Pindyck, R.S., D. L. Rubinfeld and P. L. Mehta; *Microeconomics*, Pearson Education.
2. N. Gregory Mankiw, *Principles of Micro Economics*, Cengage Learning
3. Maddala G.S. and E. Miller; *Microeconomics: Theory and Applications*, McGraw-Hill Education.
4. Salvatore, D. *Schaum's Outline: Microeconomic Theory*, McGraw-Hill, Education.
5. Case and Fair, *Principles of Micro Economics*, Pearson Education
6. Koutsiyannis, *Modern Micro Economic Theory*. Tata McGraw-Hill Publishing Company Ltd.
7. C Snyder, *Microeconomic Theory: Basic Principles and Extensions*, Cengage Learning
8. Bilas, Richard A., *Microeconomics Theory: A Graphical Analysis*, McGraw-Hill Education.
9. Paul A Samuelson, William D Nordhaus, *Microeconomics*, McGraw-Hill Education.
10. Amit Sachdeva, *Micro Economics*, Kusum Lata Publishers

**Note: Latest edition of readings may be used**

#### Teaching Learning Process

Direct interactive class room teaching method along with practical examples/cases may be put before the learners so as the students may apply the concepts of economics for making decisions.

#### Assessment Methods

Class tests/Assignments, Class participation, Presentations, End-semester examination

## Keywords

Demand and Supply, Consumer Theory, Market Structure, Perfect Competition, Monopoly, Income Distribution, Factor Pricing.

## **B.Com. (Hons.): Semester-V** **Paper COM-504: INVESTMENT MANAGEMENT**

**Duration: 3 Hours**

**Marks: 100**

**Credits: 6**

## Course Objective

The focus of this paper would be on the intricacies of security markets, construction of optimal portfolios and analysis of different investment options.

The basic objective of this course is to acquaint the student with the investment decisions related to financial assets, risks and returns involved, functioning of securities market and principles of security analysis along with the theories and concepts associated with portfolio management in order to be able to judge the competitive position of firms in capital market and review the related business decisions.

## Curriculum

### UNIT I: Introduction To Investment And Securities Market

- Concept of investment-investment objectives and constraints-security and non security forms of investment, investment process. Securities markets: markets and their functions- development of stock market in India, regulation of securities market (SEBI).

### UNIT II: Risk and Return

- Types of risk-systematic and unsystematic, security returns-ex post and ex ante returns, portfolio return, concept of Beta-risk of individual security, portfolio risk.

### UNIT III: Introduction To Portfolio Management

- Diversification, construction of optimum portfolio- Markowitz risk return optimization, performance evaluation and revision- Sharpe's Ratio, Treynor's Ratio, Jensen's Alpha.

### UNIT IV: Capital Market Theory

- Capital Asset Pricing Model (CAPM), application of Capital Market Line and Security Market Line, Arbitrage Pricing Theory (APT).

### UNIT V: Security Analysis

- Fundamental analysis-economy, industry and company analysis, Technical Analysis- Efficient Market Hypothesis.

### Recommended Books:

- Pandian, P., Security Analysis & Portfolio Management, Vikas Publishing House.

### Reference Books:



- Fischer, E.D. & Jordan, R.J., Security Analysis & Portfolio Management, Pearson Education
- Khan & Jain, Financial Management, Tata McGraw Hills, 2008

**B.Com. (Hons.): Semester-V**  
**Paper COM-504: Entrepreneurial Management**

**Duration: 3 Hours**

**Marks: 100**

**Credits: 6**

**Course Objective**

The purpose of this paper is to prepare a ground where the students view Entrepreneurship as a desirable and feasible career option. The paper seeks to build the necessary competencies and motivation for a career in Entrepreneurship. After studying this course, the students would be able to build on personal as well as external resources with a view to successfully launching and subsequently managing their enterprises. They would have not only a definite idea as to which support/ developmental agency to look up and for what purpose, but also the necessary know-how and wherewithal for accessing their help. They would have basic skills in operations, finance, marketing and human resource management.

**Course Learning Outcomes**

After completing the course, the student shall be able to:

CO1: understand the concept of entrepreneurship in the context of Indian economic scenario.

CO2: link the individual's capability and strength as a guiding factor towards entrepreneurial orientation.

CO3: understand social support system for gaining strength towards entrepreneurial preferences.

CO4: understand entrepreneurial process for initiating new venture creation.

CO5: understand various dimensions of managing a business enterprise once it is formed.

**Course Contents**

**Unit I: Entrepreneurship**

Theories of Entrepreneurship

Role and Importance of Entrepreneur in Economic Growth.

**Unit II: Entrepreneurial Behaviours**

Entrepreneurial Motivation, Need for Achievement Theory

Risk Taking Behavior

Innovation and Entrepreneur

**Unit III: Entrepreneurial Traits**

Definitions, Characteristics of Entrepreneurial Types

Functions of Entrepreneur.

#### **Unit IV: Entrepreneurial Development in India**

History, Objectives, Stages of Growth

Target Group, Programmes

Govt. Policy towards SSI's

#### **Unit V: Project Feasibility Analysis**

Business Ideas – Sources, processing; Input requirements, Sources of Financing, Technical Assistance, Marketing Assistance

Preparation of Feasibility Reports, Legal Formalities and Documentation.

Recommended books:

1. McClelland, D.C. & Winter, W.G. : Motivating Economic Achievement, Free Press.
2. Pareek, U & Venkateswara Rao, T : Developing Entrepreneurship – A Handbook on Learning Systems, Learning Systems, New Delhi.
3. Desai, A.N. : Entrepreneur and Environment, Ashish, New Delhi.
4. Drucker, Peter : Innovation and Entrepreneurship, Heinemann.
5. Chakraborty, Tridib : Introducing Entrepreneurship Development, Modern Book Agency
6. Manimala, M.J. : Entrepreneurial Policies and Strategies, TMH

**Note: Latest edition of readings may be used**

#### **Teaching Learning Process**

Direct interactive class room teaching method along with practical cases may be put before the learners so as to promote entrepreneurial propensity among the students.

#### **Assessment Methods**

Class tests/Assignments, Class participation, Presentations, End-semester examination

#### **Keywords**

Nascent Entrepreneurship, Self-Help Group, Private Equity Funds, Project Appraisal.

**B.Com. (Hons.): Semester-V**  
**Paper COM-504: ADVERTISING**

**Duration: 3 Hours**

**Marks: 100**

**Credits: 6**

**Course Objective**

Advertisements are a vital component of the promotion mix, which enhance the awareness of a company and its products. It helps a company build image and position a product on its target segment. This course introduces the conceptual framework and functional aspects of the field of advertising management.

The core objective of the course is to help the students understand the concepts of advertising, its types and the different functional areas of advertising management.

**Curriculum**

**Unit I: Introduction to Advertising & its management**

- Advertising defined, Major Indian advertising & media agencies, Integrated Marketing Communication concepts, Merits & Demerits of advertising, Advertising agencies: Roles & Functions, 5-M model of advertising management, Career options in Advertising field.

**Unit II: Classification of advertisements & campaign planning**

- Types of advertising
- Advertising campaign planning
- Advertising budget

**Unit III: Advertising message**

- AIDA model
- Message design & Development
- Print Advertisement layout
- Advertisement appeals

**Unit IV: Advertising Media**

- Types of advertising media: Print media, Electronic media, Internet, Outdoor and transit media, Cinema

Concept of Economic transactions, Resident, General Government institution, principles of accounting, Components of the BOP Account, factor affecting the co

- Media selection, Planning, Scheduling and strategy

**Unit V: Advertisement effectiveness & ethical issues**

- Measuring advertisement effectiveness(pre-launch methods, post launch methods)
- Ethical issues of advertising

**Recommended book:**

- Chunawalla, S.A. and Sethia, K.C., *Foundations of Advertising Theory and Practice*, Himalaya Publishing House, Mumbai, 2009.

**Reference books:**

- Batra, Myers, Aaker, *Advertising Management*, Prentice Hall of India, New Delhi
- Mishra, M. N., *Sales Promotion and Advertising Management*, Himalaya Publishing House, Mumbai

**B.Com. (Hons.): Semester-V**  
**Paper COM-505: INTERNATIONAL FINANCE**

**Duration: 3 Hrs.****Marks: 100****Credits:****6****Course Objective**

Liberalization and Globalization of Economies in the Recent years has increased the Prominence of International Finance and Trade, which Prompted the Finance Managers to concentrate on the International Perspective as well, and it is Vital for a Student learning Finance to know the Intricacies of the Foreign Exchange Market and the Methods to Combat the Forex Risk.

Aim of this Subject is to develop a Body of Knowledge and Skills and Make it Available to the Students to make them Successful Managers in the New Era of liberalization and Globalization.

**Course Learning Outcomes**

After completing the course, the student shall be able to:

- CO1: Demonstrate knowledge of basic theorems of exchange rate determination, interest rates and inflation and the role of arbitrage in keeping the foreign exchange market efficient.
- CO2: Apply knowledge of foreign exchange hedging to identify and manage the foreign exchange risks faced by globally active firms.
- CO3: Demonstrate the ability to select global financing strategies and propose solutions that will take advantage of opportunities in the global financial markets to the benefit of relevant stakeholders.
- CO4: Demonstrate the ability to deliver an effective oral presentation with appropriate visuals.
- CO5: Demonstrate the ability to produce a clear and concise written report that demonstrates higher order understanding of key concepts in international finance.
- CO6: Demonstrate the ability to work in a team setting to coordinate analysis of a case study to arrive at a sound financial decision regarding an issue in capital raising and international valuation.

**Curriculum****Unit I: Introduction to International Finance and Theory of International Trade:**

Increasing interdependence in the global economy, trends in international trade and cross-border financial flow, recent developments in global financial markets, liberalization, Integration and Innovation, Challenges of International Financial Management, Theory of Absolute Advantage, Theory of Comparative advantage, Heckscher-Ohlin Model, Imitation -Gap Theory.

**Unit II Balance of Payments**

Components of the Bop account, balance of payments compilation, BoP- The Indian Perspective, Importance and limitations of BoP Statistics.

Concept of Economic transactions, Resident, General Government institution, principles of accounting, Components of the BOP Account, factor affecting the co

**Unit III Foreign Exchange Market and Exchange rate determination.**

Structure and the Participants, Types of Transactions, Mechanics of Currency dealing, exchange rate quotations, arbitrage, forward rates evolution of Exchange control and the foreign exchange market in india, relation between forex and money market, covered interest arbitrage, covered parity theorem, option forwards, cancelation of forward contracts, purchasing power parity, interest rate parity.

**Unit IV: Short Term Financial Management:**

Short Term Funding and Investment, Centralized vs. Decentralized Cash Management, Netting, Pooling, Exposure Management, Offshore Invoicing Centers.

**Unit V: Introduction to Trade block, WTO, GATT, EXIM POLICY:**

Formation of Trade Blocks, OPEC, its Objective, Function of European Community(EC), Function and Structure of WTO Agreements, trade related Aspects of Intellectual Property Rights (TRIPS), trade related aspects of Investment Measures (TRIMS), General Agreement on Trade in Services (GATS), Trade Negotiations under GATT, EXIM Policy Historical Perspective, Objective.

**Reference Books:**

1. International Financial Management: P G APTE : The Mcgrow Hill Companies.
2. International Economics: Francis Cherunilam: The Mc Graw Hill Companies.
3. International Corporate Finance: JEFF MADURA: CENGAGE Learning.
4. International money and Finance: Michael Melvin: Pearson Education.

**Note: Latest edition of readings may be used**

**Teaching Learning Process**

Direct interactive class room teaching method along with practical examples/cases may be put before the learners so as the students may apply the concepts of economics for making decisions.

**Assessment Methods**

Class tests/Assignments, Class participation, Presentations, End-semester examination

**Keywords**

International Finance, Balance of Payments, Foreign Exchange, OPEC, WTO, TRIPS, TRIMS, GATT

Concept of Economic transactions, Resident, General Government institution, principles of accounting, Components of the BOP Account, factor affecting the co

**B.Com. (Hons.): Semester-V**  
**Paper COM-505: Computerized Accounting System**

**Duration: 3 Hrs.****Marks: 100****Credits:****6****Course Objective**

To get exposure of doing accounting on computer and it helps the students to manage the big financial transactions, data, report and statements with high efficiency, speed and better accuracy.

**UNIT I: MAINTAINING CHART OF ACCOUNTS IN ERP:** Introduction-Getting Started with ERP - Mouse/Keyboard Conventions-Company Creation-Shut a Company-Select a Company-Alter Company Details-Company Features and ConfigurationsF11: Company Features-F12: Configuration-Chart of Accounts-Ledger-Group-Ledger CreationSingle Ledger Creation-Multi Ledger Creation-Altering and Displaying Ledgers-Group Creation-Single Group Creation-Multiple Group Creation-Displaying Groups and LedgersDisplaying Groups-Display of Ledgers-Deletion of Groups and Ledgers – P2P procure to page.

**UNIT II: MAINTAINING STOCK KEEPING UNITS (SKU):** Introduction-Inventory Masters in ERP - Creating Inventory Masters-Creation of Stock GroupCreation of Units of Measure-Creation of Stock Item-Creation of Godown-Defining of Stock Opening Balance in ERP Stock Category-Reports.

**UNIT III: RECORDING DAY-TO-DAY TRANSACTIONS IN ERP:** Introduction-Business Transactions-Source Document for Voucher-Recording Transactions in ERP - Accounting Vouchers-Receipt Voucher (F6)-Contra Voucher (F4)-Payment Voucher (F5)-Purchase Voucher (F9)-Sales Voucher (F8)-Debit Note Voucher-Credit Note (Ctrl+F8)- Journal Voucher (F7).

**UNIT IV: ACCOUNTS RECEIVABLE AND PAYABLE MANAGEMENT:** Introduction-Accounts Payables and Receivables-Maintaining Bill-wise Details-Activation of Maintain Bill-wise Details Feature-New Reference-Against Reference-Advance-On AccountStock Category Report-Changing the Financial Year in ERP.

**UNIT V: MIS REPORTS:** Introduction-Advantages of Management Information Systems-MIS Reports in ERP - Trial Balance - Balance Sheet-Profit and Loss Account-Cash Flow Statement-Ratio Analysis-Books and Reports - Day Book-Receipts and Payments-Purchase Register-Sales Register-Bills Receivable and Bills Payable.

**REFERENCE BOOKS:**

1. Computerised Accounting: Garima Agarwal, Himalaya
2. Computerised Accounting: A. Murali Krishna, Vaagdevi publications

Concept of Economic transactions, Resident, General Government institution, principles of accounting, Components of the BOP Account, factor affecting the co

3. Computerised Accounting: Dr. G. Yogeshweran, PBP.
4. Aakash Business Tools: Spoken Tutorial Project IIT Bombay
5. Mastering Tally: Dinesh Maidasani, Firewal Media
6. Implementing Tally ERP 9: A.K Nadhani and K.K Nadhani, BPB Publications
7. Computerised Accounting and Business Systems: Kalyani Publications
8. Manuals of Respective Accounting Packages
9. Tally ERP 9: J.S. Arora, Kalyani Publications.





**B.Com. (Hons.): Semester-V**  
**Paper COM-505: LABOUR LAW**

**Duration: 3 Hrs.****Marks: 100****Credits:****6****Course Objective**

Understanding of the legal framework is important for the efficient decision-making relating to management and employees relations. The course aims to provide an understanding, application and interpretation of the various labour laws and their implications for industrial relations and labour issues.

**Curriculum****Unit I: Labour Legislations in a Changing Context**

- The Classification of Labour Laws
- The Factories Act, 1948
- The Shop and Establishments Act, 1953
- The Contract Labour (Regulation and Abolition) Act, 1970

**Unit II: Social-Security Legislations**

- Major Legislations
- The Employees' State Insurance Act, 1948
- Maternity Benefit Act, 1961
- The Workmen's Compensation Act, 1923
- The Payment of Gratuity Act, 1972
- Employees' provident Funds and Miscellaneous Provisions Act, 1952

**Unit III: Wage Legislations**

- The History of Wage legislations
- The Payment of Wages Act, 1936
- The Minimum Wages Act, 1948
- The Payment of Bonus Act, 1965

**Unit IV: Other Recent Significant Legislations in India****Recommended Book**

- P. N. Singh, Neeraj Kumar, Employee Relations Management, Pearson.
- P.L. Malik, Handbook of Labour and Industrial Law, 5e, Eastern Book Company.

Concept of Economic transactions, Resident, General Government institution, principles of accounting, Components of the BOP Account, factor affecting the co

- H.K. Saharay, . Industrial and Labour laws of India, Universal Law Publishing.
- S. P. Jain, Industrial & labour laws.
- Arun Monappa, Industrial Relations, Tata Mc Graw Hill.