

Syllabus
M.Com. Part-I under CBCS
(Semester I & II)
2023-24 & 2024-25

SEMESTER-I

	Theory	Internal Assessment	Credit
<u>CORE PAPER</u>			
MCOP1101T Management Concepts & Organisational Behaviour	70	30	5
MCOP1102T Accounting for Managerial Decisions	70	30	5
MCOP1103T Business Economics	70	30	5
MCOP1104T Research Methodology & Statistical Techniques	70	30	5

ELECTIVE PAPER (ANY ONE GROUP)

GROUP-I : ACCOUNTING & MANAGEMENT

MCOP1105T Accounting Theory and International Accounting	70	30	5
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GROUP-II: FINANCE

MCOP1106T Financial Management	70	30	5
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SEMESTER-II

	Theory	Internal Assessment	Credit
<u>CORE PAPER</u>			
MCOP1201T Advanced Accounting	70	30	5
MCOP1202T Business Environment	70	30	5
MCOP1203T E- Commerce	70	30	5
MCOP1204S *Seminar (Based upon current issues relating to Commerce)		50	3

ELECTIVE PAPER (ANY ONE GROUP)

GROUP-I : ACCOUNTING & MANAGEMENT

MCOP1205T Management Information and Control System	70	30	5
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GROUP-II: FINANCE

MCOP1206T Financial Institutions and Markets	70	30	5
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MCOP1207V * Viva-voce in lieu of Seminar for students of Department of Distance Education.

Note : A student opting a particular group from the group of elective papers will have to continue with the same group in all the semesters of the course.

QUALIFYING PAPER: **ਵਪਾਰਕ ਪੰਜਾਬੀ**

OR

ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ (ਮੁੱਢਲਾ ਗਿਆਨ)

Note: Open Elective Subject (2023-24 & 2024-25)

PAPER- Basics of Accounting

For other Department Students Part-I (IInd Semester)

(2023-24 & 2024-25)
Syllabus of M.Com.-I (1st Semester)
CORE PAPER

PAPER: MCOP1101T: MANAGEMENT CONCEPTS & ORGANISATIONAL BEHAVIOUR

Teaching Hours per week : 5
Time Allowed: 3 Hrs.

Internal Assessment: 30 Marks ✓
External Assessment: 70 Marks
Credit : 5

INSTRUCTIONS FOR PAPER SETTER/EXAMINER

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 12 marks. Section C will be compulsory with 11 short-answer type questions of 02 marks each, which will cover the entire syllabus.

UNIT-I

Nature and Scope of Management, Evolution of Management thought, Manager & environment. Business Ethics. Decision making: meaning and process, creative elements in decision making, Analytical tools to decision making. Functions of a manager, planning: concept, objective, significance, process and types, reasons for failure in plans; organizing: concept, principles, theories. Organisational Structure: Formal & Informal organizations.

Motivation: Need, Theories of motivation. Leadership: Concept, Theories and Leadership Styles; Communication: Communication process; Barriers to effective communication; Types of organizational communication; Improving communication; Transactional analysis in Communication; Controlling.

UNIT-II

Organisational Behaviour ; Concept, Significance; Relationship between Management & Organisational Behaviour; Perception; Learning Personality. Group Dynamics and Team Development; Group dynamics: Definition and importance, types of groups, group formation, group development, group composition, group performance factors; team development.

Organisation Culture; Concept, Creating & Sustaining Culture, learning culture; Work stress & its management. Organisational Development: Concept, Need for change, Resistance to change, Theory of Planned Change, Organisational Diagnosis, OD intervention.

Course Outcome: After the completion of this course students will learn about the managerial functions, importance of human behaviour, concepts related to individual and group behaviour. They will also learn the concept of organisational culture and theory of planned change. This will prepare them to efficiently manage their organisation in future.

Suggested Readings:

- Harold Koontz and Heinz Weihrich, *Essentials of Management: An International Perspective*, McGraw-Hill, New Delhi.
- Stephen P Robbins, David A. Decanzo, *Fundamentals of Management*, Pearson Education, New Delhi.
- Stephen P. Robbins, Timothy A. Judge, Seema Sanghi, *Organisational Behaviour*, Pearson Education, New Delhi.
- K. Aswathappa, *Organisational Behaviour, Text, Cases and Games*, Himalaya Publishing.
- Fred Luthans, *Organizational Behavior*, Mc Graw Hill.

*Students will be taught through
(Carl Spink)*

(2023-24 & 2024-25)
Syllabus of M.Com.-I (1st Semester)
CORE PAPER

*Assignment to be
based on Company's
Financial Analysis*

PAPER: MCOP1102T: ACCOUNTING FOR MANAGERIAL DECISIONS

Teaching Hours per week : 5
Time Allowed: 3 Hrs.

Internal Assessment: 30 Marks
External Assessment: 70 Marks
Credit : 5

INSTRUCTIONS FOR PAPER SETTER/EXAMINERS

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus respectively) will have four questions (two theory and two numerical) from respective units and the candidates are required to attempt two questions from section A and B each. All the questions in section A and B shall carry 12 marks each. Section C will be compulsory with 11 short-answer type questions of 02 marks each, which will cover the entire syllabus.

UNIT-I

Nature and attributes of Financial Statements, Analysis and interpretation of Financial Statements, Techniques of Analysis; Comparative Statements, Common Size Statements, Trend Analysis, Ratio Analysis, Fund Flow Statements and preparation of Cash Flow Statement as per AS3 (revised).

Traditional Cost Management System: Concept, Factors Affecting Cost Management, Cost Assignment. Applications of Marginal Costing and Cost Volume Profit analysis for decision making.

UNIT-II

Strategic Cost Management (SCM): Concept and Philosophy, Key elements in SCM, Value Chain Analysis, Strategic Positioning and Cost Driver Analysis.

Cost Management and Performance Evaluation: Evaluation criteria; Return on Cash Systems; The Balanced Score card; Strategic Based Control: concept, process, implementation of Balanced Score card, Challenges in implementation of Balanced Score card.

Budgetary Control: Concept, types and Process. Introduction to Performance Budgeting and Zero Base Budgeting. Uniform Costing & Inter-Firm Comparison, Responsibility Accounting.

Course Outcome: After completion of this course, students will have knowledge about analysis and interpretation of financial statements. They will learn about concepts of traditional and strategic cost management system. This will help them in evaluating performance and applying budgeting techniques in business.

Suggested Readings:

- M Y Khan & P K Jain, Management Accounting, Tata McGraw- Hill, New Delhi.
- Jawaharlal, Management Accounting, Himalaya Publishers, Mumbai.
- Kulshrestha, N.K., Management Accounting, Tata McGraw Hill, New Delhi.
- Ramachandran, and Kakani, How to Analyze Financial Statements, Tata McGraw Hill
- Ravi. M. Kishore, Cost Management, Taxman, Allied Services (p) Ltd.
- Charles T. Horngren, George Foster, Srikant M. Data, Cost Accounting: A Managerial Emphasis, Prentice Hall of India, New Delhi.
- Anthony R.N, Management Accounting Principles, Grawin Publishing.
- John K. Shank, Cases in Cost Management: A Strategic Emphasis, South-Western Publishing, Thomson Learning

(2023-24 & 2024-25)
Syllabus of M.Com.-I (1st Semester)
CORE PAPER

PAPER MCOP1103T: BUSINESS ECONOMICS

Teaching Hours per week : 5
Time Allowed: 3 Hrs.

Internal Assessment: 30 Marks
External Assessment: 70 Marks
Credit : 5

INSTRUCTIONS FOR PAPER SETTER/EXAMINERS

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 12 marks. Section C will be compulsory with 11 short-answer type questions of 02 marks each, which will cover the entire syllabus.

UNIT-1

Nature and scope of Business Economics: Objective of firm; Economic theory; Fundamental economic concepts: Incremental principle, opportunity cost principle discounting principle, equi-marginal principle.

Demand Analysis: Individual and market demand functions; Law of demand, determinants of demand; Theory of Consumer Choice: Cardinal utility approach, indifference approach, Revealed preference and theory of consumer choice under risk.

Demand estimation for major consumer durable and non-durable products; Elasticity of demand: Price elasticity, income elasticity and cross elasticity. Demand forecasting techniques.

Production Theory: Production function: production with one and two variable inputs; Stages of production; Short and long run cost functions: their nature, shape and inter-relationship; Law of variable proportions; Law of returns to scale.

UNIT-II

Price Determination under different Market Conditions: Characteristics of different market structures; Price determination and firm's equilibrium in short-run and long-run under perfect competition, monopolistic competition, oligopoly and monopoly.

Price Practices: Methods of price determination in practice; pricing of multiple products; price discrimination; International price discrimination and dumping; Transfer pricing.

Classical, and Keynesian theory of income and employment, Theory of consumption and investment spending, multiplier-accelerator interaction; Business Cycles: Nature and phases of a business cycle; Theories of business cycle: Cobweb, Samuelson and Hicks Theories; Inflation: Definition, characteristics and types inflation in term of demand pull and cost push factors, effects of inflation.

Course Outcome: Through this course, the students will get knowledge of economics as a subject and its importance in business. With demand and production theories, decisions can be made scientifically. This will also help them in understanding price determination practices in various types of markets. The course will also cover Keynesian theory of income and employment and theories of business cycle.

Suggested Readings:

- Koutsiyannis, A., Modern Microeconomics, Macmillan Press Ltd.
- Mote, Paul & Gupta, Managerial Economics, Tata McGraw Hill.
- Jhingan, M. L., Micro Economics, Advent Books Division Inc.
- Ahuja, H. L. Advanced Micro Economics Theory, S. Chand & Co. New Delhi.

(2023-24 & 2024-25)
Syllabus of M.Com.-I (1st Semester)
PAPER: MCOP1104T: RESEARCH METHODOLOGY AND STATISTICAL TECHNIQUE

Teaching Hours per week : 5
Time Allowed: 3 Hrs.

Internal Assessment: 30 Marks
External Assessment: 70 Marks
Credit : 5

INSTRUCTIONS FOR PAPER SETTER/EXAMINERS

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 12 marks. Section C will be compulsory with 11 short-answer type questions of 02 marks each, which will cover the entire syllabus.

UNIT-I

Introduction to Research: Nature, Objectives, Types & Utility, Process of Research.

Hypothesis: Meaning, Nature, Importance, Types, Criteria for Construction of Hypothesis, sources of deriving hypothesis. Data Collection Methods: Primary Sources: Observation, Interview, Questionnaire, Schedules, Survey.

Secondary Sources: Types and sources of locating secondary data and computer assisted information acquisition.

Sampling Methods: Probability and non probability methods; sampling frame, sampling design, sampling and non sampling errors, size of a sample.

UNIT-II

Statistical Analysis of Data: Probability distributions: Binomial, Poisson and Normal distributions. Testing of Hypothesis: Procedure, Measuring power of test.

Tests of Hypothesis: Parametric and non parametric tests different test of significance type I & II errors. Statistical tests: Chi square, t-test, f-test, z-test & Kendal's co-efficient of concordance(w-test), Kruksal wallis H test, Wald wolfowitz test. Report writing: Mechanics of report writing, preliminary pages, Main body, appendices. *Basic Knowledge of SPSS*

Course Outcome: After the completion of this course students can identify various data collection methods for the purpose of research and the statistical tools required for the analysis of data. Thus they will be able to independently conduct business related research.

Suggested Readings:

- Cooper, D. R. and Schindler, P.S., Business Research Methods, Tata McGraw Hill, New Delhi.
- Kothari, C. R., Research Methodology, New Age International.
- Zikmund, Millian G., Business Research Methods, Thomson Learning, Bombay.
- Goode, Millian J. & Paul K. Hatl, Methods in Research Methods, Tata McGraw Hills, New Delhi
- Gupta S. P., Statistical Methods, Sultan Chand, Delhi
- Goode, W. J. and Hatt, P. K., Methods in Social Research
- Young, P. V., Scientific Social Surveys and Research

(2023-24 & 2024-25)
Syllabus of M.Com.-I (Ist Semester)
ELECTIVE PAPER

GROUP-I: ACCOUNTING & MANAGEMENT

PAPER - MCOP1105T ACCOUNTING THEORY AND INTERNATIONAL ACCOUNTING

Teaching Hours per week : 5
Time Allowed: 3 Hrs.

Internal Assessment: 30 Marks
External Assessment: 70 Marks
Credit : 5

INSTRUCTIONS FOR PAPER SETTER/EXAMINERS

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 12 marks. Section C will be compulsory with 11 short-answer type questions of 02 marks each, which will cover the entire syllabus.

UNIT-I

Accounting Theory: Nature, Foundations and Structure; Development of accounting standards in India; Corporate Social Performance: Areas, Measurement and Public Reporting of Corporate Social Performance. Accounting for Price Level Changes: Nature and Techniques; Accounting for Human Resources: Need, Methods of Valuation; Environment Accounting. Corporate Reporting Practices in India and evaluation.

Introduction to International Accounting : Interaction between accounting and its environment. Meaning and domain of international accounting.

International financial reporting : concept and differences in international financial reporting. Reporting problems of Multinational Companies.

Comparative financial reporting in US, UK, China, Japan and India.

UNIT-II

International harmonisation of financial reporting : Need, Role of IASB, OECD, EU and IOSCO (International Organisation of Securities Commissions), Convergence of accounting standards.

International transfer pricing : meaning, objectives, methods and regulation

Accounting for foreign currency transactions and translation : approaches to accounting for foreign currency transactions, methods of foreign currency translation. Practices in various countries.

Issues related to consolidation of financial statements of MNCs.

International taxation : diversity of national tax systems, taxation of foreign source income and double taxation.

Evaluating the performance of foreign operations.

Course Outcome: The students will learn about some latest concepts of accounting and international accounting and reporting practices being adopted by some developed countries of the world. Accounting for foreign currency transactions, preparation of consolidated financial statements of MNCs and international taxation are the other important aspects which will be helpful to the students joining MNCs.

Suggested Readings :

- Choi, Frederick D S and Meek, Garry K, "International Accounting", Pearson Education 5th edition. 2007.
- Douppnik, Timothy and Perara, Hector, "International Accounting", Mcgraw Hill international edition, 2007.
- Saudagaran, Shahrokh M. International Accounting - A Users perspective", Thompson, 2nd edition, 2007.
- Iqbal, zafar M, Melchar, Trini U, and Elmallah, Amin A, International Accounting : A Global Perspective". International Thomson publishing.
- Rathore, Shirin, "International Accounting", PHI

(2023-24 & 2024-25)
Syllabus of M.Com.-I (1st Semester)
ELECTIVE PAPER

GROUP-II : FINANCE

PAPER - MCOP1106T: FINANCIAL MANAGEMENT

Teaching Hours per week : 5
Time Allowed: 3 Hrs.

Internal Assessment: 30 Marks
External Assessment: 70 marks
Credit : 5

INSTRUCTIONS FOR PAPER SETTER/EXAMINERS

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 12 marks. Section C will be compulsory with 11 short-answer type questions of 02 marks each, which will cover the entire syllabus.

UNIT-I

Financial Management: Meaning, Scope, and Objectives, **Finance Functions:** Investment, Financing and Dividend decisions; **Capital Budgeting:** Nature of Investment Decisions, Investment evaluation criteria: Payback period, Accounting rate of return, Net present value, Internal rate of return, Profitability index, Capital Rationing, Capital Budgeting under Risk and Uncertainty.

Cost of Capital: Meaning and Significance, Cost of debt, preference capital, equity capital and retained earnings, Weighted average cost of capital; Financial, operating and combined leverage: their measurement and effect on profit.

UNIT-II

Capital Structure: Concept and significance, Theories of Capital Structure, Capital Structure in Practice; **Dividend Policy:** Forms of dividend, stability in dividend policy, Dividend theories, Dividends policy in practice.

Working Capital: Meaning, significance and types, Factors affecting working capital requirements, Determining working capital needs, Working capital management, Sources of working capital, Financing of working capital, Management of Cash, Receivables and Inventories; **Mergers and Acquisitions:** Reasons and Financial considerations.

Course Outcome: The students will be able to understand the concept of financial management and will be capable of taking long term investment decisions. They will have detailed knowledge of various components of working capital management and capital structure. They will be acquainted with dividend policy and various practices in this regard.

Suggested Readings:

- Chandra, Prasanna, Financial Management, Tata McGraw Hill, Delhi
- Pandey I.M., Financial Management, Vikas Publishing House
- Van Horne. J.G. and J.M. Wachowicz Jr., Fundamentals of Financial Management, Prentice Hall, Delhi.
- Van Horne, James G, Financial Management and Policy, Prentice Hall, Delhi
- Khan, MY, Jain, PK, Financial Management, Tata McGraw Hill, New Delhi.
- R.M. Srivastava : Financial Management and Policy, Himalyan Publishing House, Bombay.
- J.J. Hampton : Financial Decision Making Concepts. Problems and Cases, Prentice Hall of India, New Delhi.

• • Assignment will be based on practical aspects of financial management of Company.

(2023-24 & 2024-25)
Syllabus of M.Com.-I (IInd Semester)

CORE PAPER
PAPER : MCOP1201T: ADVANCED ACCOUNTING

Teaching Hours per week : 5
Time Allowed: 3 Hrs.

Internal Assessment: 30 Marks
External Assessment: 70 Marks
Credit : 5

INSTRUCTIONS FOR PAPER SETTER/EXAMINERS

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 12 marks. Section C will be compulsory with 11 short-answer type questions of 02 marks each, which will cover the entire syllabus.

UNIT-I

Accounting Standards: Purpose, Development of International and Indian Accounting Standards, Convergence of Indian Accounting Standards with International Accounting Standards, Indian Accounting Standards: (Ind AS) 1- Presentation of Financial Statements, (Ind AS) 2- Inventories, (Ind AS) 10- Events after the Reporting Period, (Ind AS) 17- Leases, (Ind AS)-19 Employee Benefits, (Ind AS) 34- Interim Financial Reporting. International Financial Reporting Standards: IFRS 1- First time Adoption of International Financial Reporting Standards, IFRS 3- Business Combinations, IFRS 4- Insurance Contracts, IFRS 10- Consolidated Financial Statements. Corporate Reporting Practices in India and its evaluation. Creative Accounting: Concept and implications.

UNIT-II

Accounting for Price Level Changes: Nature and Techniques; Accounting for Human Resources: Need, Models for Valuation; Areas of Corporate Social Performance: Measurement and Public reporting of Corporate Social Performance; Environment Accounting.

Contemporary Issues in Accounting: Value chain analysis; Activity Based Costing, Activity Based Budgeting, Target and Life-Cycle Costing, Kaizen Costing, Back Flush Costing.

Course Outcome: With this course the students will have an understanding about the Indian Accounting Standards and IFRS. This will also help the students to know about various contemporary issues in accounting.

Suggested Readings:

- Lal Jawahar, Accounting Theory and Practice, Himalaya Publishing House.
- Porwal L.S., Accounting Theory, Tata Mc Graw Hill
- Rawat D.S., Accounting standards, Taxmann Publication, New Delhi.
- Kamal Garg, IFRS Concepts and Applications, Bharat Law House Pvt. Limited.
- Ghosh T.P. IFRSs For Finance Executives, Taxmann Allied Services Private Limited.
- John K. Shank, Cases in Cost Management: A Strategic Emphasis, South-Western Publishing, Thomson Learning.

(2023-24 & 2024-25)
Syllabus of M.Com.-I (IInd Semester)
CORE PAPER

PAPER: MCOP1202T: BUSINESS ENVIRONMENT

Teaching Hours per week : 5
Time Allowed: 3 Hrs.

Internal Assessment: 30 Marks
External Assessment: 70 Marks
Credit : 5

INSTRUCTIONS FOR PAPER SETTER/EXAMINERS

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 12 marks. Section C will be compulsory with 11 short-answer type questions of 02 marks each, which will cover the entire syllabus.

UNIT-I

Theoretical framework of Business Environment: concept, significance and nature of business environment; Elements of Business Environment: Internal and external; changing dimensions of business environment; techniques of environmental scanning and monitoring.

Economic Environment: Economic planning: Historical Background, Basic Strategy, Objectives, Achievements and Failures of current five year plan, NITI Aayog and its role and functions ; Economic policies: Fiscal Policy, Monetary Policy, EXIM Policy. *Latest changes in Economic Policy.*

Policy Environment: Economic reforms; liberalization, privatization and Globalisation, Second generation reforms; Industrial Policy: Historical Background, Current Industrial Policy and implementation, industrial growth and structural changes.

UNIT-II

Political Environment and Its Critical elements. Legal Environment : Competition Act, Consumer Protection Act, Right to Information Act, Environment Protection Act.

Global Environment : Foreign Direct Investment, Modes and growth of FDI in India. International economic institutions : IMF, World Bank, IFC, IDA and ADB

Course Outcome: With this course the students can analyse overall business environment and evaluate its various components.

Suggested Readings:

- Cherunilam, Francis, Business Environment, Himalaya Publishing House, New Delhi.
- K Ashwathappa, Essentials of Business Environment, Himalaya Publishing House, New Delhi.
- M. Adhikary, Economic Environment for Business, Sultan Chand & Sons, New Delhi.
- Paul Justin, Business Environment: Text and Cases, Tata McGraw Hill Publishing

(2023-24 & 2024-25)
Syllabus of M.Com.-I (IInd Semester)
CORE PAPER

PAPER : MCOP1203T: E-COMMERCE

Teaching Hours per week : 5
Time Allowed: 3 Hrs.

Internal Assessment: 30 Marks
External Assessment: 70 Marks
Credit : 5

INSTRUCTIONS FOR PAPER SETTER/EXAMINERS

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 12 marks. Section C will be compulsory with 11 short-answer type questions of 02 marks each, which will cover the entire syllabus.

UNIT-I

Introduction to E-Commerce: Meaning and concept, Importance in the context of today's business, technical components, functions, advantages of e-commerce as compared with traditional system of commerce, disadvantages and scope of E-Commerce, difference between e-commerce and e-business, Internet and its relation to e-commerce. State of e-commerce in India, problems and opportunities of e-commerce in India.

Framework of E-Commerce: B2B, B2C, C2C, C2B. Supply Chain Management, product and service digitization; Planning Online-Business: Web sites as market place, E-commerce, pure online vs. brick and click business.

Unit -II

Operations of E Commerce: Electronic Payment Systems : Special features required in payment systems for e-commerce ; types of e-payment system; cash and currency servers, e-cheques, credit cards, smart cards, electronic purses and debit cards, Risk management options for e - payment systems. E-Marketing : Concept, types of e-marketing, means of advertising [Banner, Pop-up, sponsored link, email], e-branding. E-Finance : Areas of e-financing: e-banking and e-trading; E-Accounting.

Security and Legal Aspects of E-Commerce: Threats in E-Commerce, Security of Clients and Service-Provider; Cyber Law - Information Technology Act 2000: An overview of major provisions *and amendments*

Course Outcome: This will impart the students with higher level knowledge and understanding of contemporary trends in E-commerce. It will also provide adequate knowledge and understanding about E-commerce practices to the students.

Suggested Readings:

- Joseph, P.T. E-Commerce – An Indian Perspective, Prentice Hall of India.
- Schneider, Gary P. E-Commerce: Strategy, Technology and Implementations, Cengage Learning India Private Limited.
- Murthy, C.S.V. E-Commerce; Concepts, models, Strategies; Himalaya Publishing House.
- Agarwala, Kamlesh N., Amit Lal and Deeksha Agarwala, Business on the Net: An Introduction to the Whats and Hows of E-Commerce, Macmillan India Ltd.
- Bajaj, Deobyani Nag, E-Commerce, Tata McGraw Hill Company, New Delhi.
- Turban, E., et. al., Electronic Commerce: A Managerial Perspective, Pearson Education Asia.

(2023-24 & 2024-25)
Syllabus of M.Com.-I (IInd Semester)
ELECTIVE PAPER

GROUP-I: ACCOUNTING & MANAGEMENT

PAPER- MCOP1205T MANAGEMENT INFORMATION AND CONTROL SYSTEM

Teaching Hours per week : 5
Time Allowed: 3 Hrs.

Internal Assessment: 30 Marks
External Assessment: 70 Marks
Credit : 5

INSTRUCTIONS FOR PAPER SETTER/EXAMINERS

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 12 marks. Section C will be compulsory with 11 short-answer type questions of 02 marks each, which will cover the entire syllabus.

UNIT-I

Introduction to Management Information System (MIS): Meaning and Role, MIS concepts, Types, Information Flow in Management. Development of Management Information System. Managing Information System: Information System Security and Control; Challenges of Management Information Systems; Ethical and Social Impact of Information System.

MIS for Management Support: Planning with MIS, Control with MIS, Problem Solving and Decision Making.

UNIT-II

Nature of Management Control System (MCS): Basic concepts, boundaries of Management Control. Management Control Environment; Understanding Strategies, Goals, Business Unit Strategy. Behaviour in organizations, Goal Congruence, Informal factors influencing goal congruence, Formal Control Systems.

Responsibility Centres: Concept, nature, types. Expense Centres: Administrative & Support Centres, R & D centres. Revenue Centres, Profit Centres: General considerations, Business Unit as profit centre. Transfer pricing: objectives, methods of transfer pricing. Investment Centres: Structure of analysis, EVA vs ROI. Budget preparation process; Performance Measurement Systems, Interactive Control.

Course Outcome: With this course the students will understand the basic principles regarding MIS and MCS. They will be able to suggest suitable MIS and MCS for the various organisations.

Suggested Readings:

- Anthony, Robert N., and Govindrajana, Vijay, Management Control System, McGraw Hill
- Merchant, Kenneth A., Modern Management Control Systems: Text and Cases, Pearson Education Asia.
- Merrdick and Ross, Information Systems for Management, Tata McGraw Hill, New Delhi.
- O' Brian, James A, Management Information Systems, Prentice Hall of India, New Delhi.
- Gordon B Davis, Management Information System; Prentice Hall of India, New Delhi
- Post Gerals V and Anderson, David L. Management Information Systems, Tata McGraw Hill, New Delhi
- Jaiswal & Mittal, Management Information System, Oxford University Press

(2023-24 & 2024-25)
Syllabus of M.Com.-I (IInd Semester)
ELECTIVE PAPER

GROUP-II: FINANCE

PAPER: MCOP1206T: FINANCIAL INSTITUTIONS AND MARKETS

Teaching Hours per week : 5
Time Allowed: 3 Hrs.

Internal Assessment: 30 Marks
External Assessment: 70 Marks
Credit : 5

INSTRUCTIONS FOR PAPER SETTER/EXAMINERS

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 12 marks. Section C will be compulsory with 11 short-answer type questions of 02 marks each, which will cover the entire syllabus.

UNIT-I

Financial System: Meaning, nature, structure, role, flow of funds in financial system, Financial systems and economic development. An overview of Indian Financial System.

Financial Institutions : Banking System in India- Brief history and present structure of commercial banks in India, Importance of banking business.

Development Banks- concept, objectives, & functions, promotional role, resource mobilization, project evaluation & follow up. Role played by IFCI, SIDBI, SFCs SIDCs in Development of various sectors of Indian economy.

NBFCs- concept, nature, role, sources of finance, RBI guidelines. Regulatory Bodies: RBI: Organisation, functions, credit creation, credit control, Recent Monetary Policy. NABARD- role & functions , SEBI- Organisation, Functions, SEBI as a regulator.

UNIT-II

Financial Markets: Meaning, nature, structure, significance of Financial markets. Financial Markets in India: an Overview.

Money market; Money market meaning, constituents, functions of money market; Money market instruments- call money, treasury bills, certificates of deposits, commercial bills, trade bills etc; Recent trends in Indian money market; Capital market- primary and secondary markets; role, recent developments in Indian Capital Markets. International Stock Exchanges.

Course Outcome: After the completion of this course students will be able to understand about Banking and non-banking financial institutions operating in India. They will further acquire knowledge about capital and money market.

Suggested Readings:

- Khan M.Y., Financial System, Tata McGraw Hill, New Delhi.
- Machiraju, Indian Financial System, Vikas Publishers.
- Bhole, L.M., Financial Institutions and Markets, Tata McGraw Hill, New Delhi.
- Pathak, B.V., The Indian Financial System : Markets, Institutions and Services, Pearson Publishers.
- Shah Ajay, Indian Financial Markets: An Insider's Guide to How the Markets Work.
- P N Varshney & D K Mittal, Indian Financial System, Sulthan Chand & Sons

ਵਪਾਰਕ ਪੰਜਾਬੀ

Time Allowed : 3 hrs
Period per week : 5
Pass Marks 40%

Max Marks: 50 Marks
Internal Assessment : 50

ਭਾਗ ਪਹਿਲਾ

ਈ-ਵਣਜ ਦੀ ਜਾਣ-ਪਛਾਣ: ਈ-ਵਣਜ ਦੀ ਪਰਿਭਾਸ਼ਾ, ਈ-ਕਾਮਰਸ ਦੀ ਵਰਤੋਂ, ਈ-ਕਾਮਰਸ ਦਾ ਇਤਿਹਾਸ, ਈ-ਕਾਮਰਸ ਦੇ ਤੱਤ, ਈ-ਵਣਜ ਦੀਆਂ ਵਿਸ਼ੇਸ਼ਤਾਵਾਂ, ਈ-ਵਣਜ ਦੀ ਕਾਰਜ ਵਿਧੀ, ਈ-ਵਣਜ ਦੇ ਕੰਮ/ਲਾਭ/ਮਹੱਤਵ/ਜ਼ਰੂਰਤ, ਈ-ਵਣਜ ਦੀਆਂ ਘਾਟਾਂ, ਈ-ਵਣਜ ਕਾਰਜ ਵਿਧੀਆਂ ਬਨਾਮ ਰਵਾਇਤੀ ਕਾਰਜ ਵਿਧੀਆਂ, ਈ-ਵਣਜ ਦਾ ਖੇਤਰ, ਈ-ਵਣਜ ਦੇ ਮੁੱਢਲੇ ਮਾਡਲ/ਈ ਵਣਜ ਦੀਆਂ ਕਿਸਮਾਂ, ਮੁਖਤਾਰੀ ਸੇਵਾਵਾ।

ਭਾਰਤ ਵਿਚ ਈ ਕਾਮਰਸ: ਜਾਣ-ਪਛਾਣ, ਈ-ਕਾਮਰਸ ਦੀ ਭਾਰਤ ਵਿਚ ਸਥਿਤੀ, ਭਾਰਤ ਵਿਚ ਈ-ਕਾਮਰਸ ਦੀਆਂ ਔਕੜਾਂ, ਭਾਰਤ ਈ-ਕਾਮਰਸ ਦੇ ਮੌਕੇ, ਭਾਰਤ ਵਿਚ ਈ ਕਾਮਰਸ ਦਾ ਭਵਿੱਖ।

ਭਾਰਤ ਵਿੱਚ ਈ-ਵਣਜ ਨਾਲ ਸੰਬੰਧਿਤ ਕਾਨੂੰਨੀ ਮਸਲੇ: ਕਾਨੂੰਨੀ ਪ੍ਰਾਵਧਾਨ, ਸੂਚਨਾ ਤਕਨੀਕ ਐਕਟ ਦਾ ਸੰਖੇਪ ਵਰਨਣ, ਭਾਰਤ ਵਿਚ ਸਾਈਬਰਜ ਸੁਰੱਖਿਆ ਦੇ ਖੇਤਰ ਵਿਚ ਹਾਲ ਵਿਚ ਹੋਣ ਵਾਲੀਆਂ ਗਤੀਵਿਧੀਆਂ।

ਈ-ਭੁਗਤਾਨ: ਜਾਣ ਪਛਾਣ: ਅਰਥ ਅਤੇ ਪਰਿਭਾਸ਼ਾ, ਇੰਟਰਨੈਟ ਰਾਹੀਂ ਲੈਣ-ਦੇਣ, ਈ-ਭੁਗਤਾਨ ਪ੍ਰਣਾਲੀ ਦੀਆਂ ਮੁੱਖ ਵਿਸ਼ੇਸ਼ਤਾਵਾਂ/ਲੋਕਾਂ ਅਤੇ ਲਾਭ, ਈ-ਭੁਗਤਾਨ ਪ੍ਰਣਾਲੀ ਦੀਆਂ ਕਿਸਮਾਂ।

ਭਾਗ ਦੂਜਾ

ਈ-ਸੁਰੱਖਿਆ: ਜਾਣ-ਪਛਾਣ, ਅਰਥ ਇੰਟਰਨੈਟ ਸੁਰੱਖਿਆ ਦੇ ਖੇਤਰ/ਸੁਰੱਖਿਆ ਨੂੰ ਖਤਰੇ, ਈ-ਸੁਰੱਖਿਆ ਲਈ ਸਾਵਧਾਨੀਆਂ, ਸੁਰੱਖਿਆ ਉਲੰਘਣ ਅਤੇ ਉਲੰਘਣ ਤੋਂ ਬਚਾਉ, ਈ-ਸੁਰੱਖਿਆ ਦੀ ਲੋੜ, ਨਿੱਜਤਾ ਦੀਆਂ ਤਕਨੀਕਾਂ/ਸਾਧਨ।

ਈ ਬੈਂਕਿੰਗ: ਜਾਣ ਪਛਾਣ-ਈ-ਬੈਂਕਿੰਗ ਕੀ ਹੈ, ਈ-ਬੈਂਕਿੰਗ ਦੀਆਂ ਵਿਸ਼ੇਸ਼ਤਾਵਾਂ, ਈ-ਬੈਂਕਿੰਗ ਦੁਆਰਾ ਦਿੱਤੀਆਂ ਜਾਣ ਵਾਲੀਆਂ ਸੇਵਾਵਾਂ, ਪਰੰਪਰਾਗਤ ਬੈਂਕਿੰਗ ਅਤੇ ਈ-ਬੈਂਕਿੰਗ ਵਿਚ ਅੰਤਰ, ਈ-ਬੈਂਕਿੰਗ ਵਿਧੀ, ਈ-ਬੈਂਕਿੰਗ ਸੇਵਾਵਾਂ ਦੀਆਂ ਕਿਸਮਾਂ, ਬੈਂਕਿੰਗ ਦਾ ਮਹੱਤਵ, ਲਾਭ/ਗੁਣ ਈ-ਬੈਂਕਿੰਗ ਦੀਆਂ ਸੀਮਾਵਾਂ ਭਾਰਤ ਵਿੱਚ ਈ-ਬੈਂਕਿੰਗ ਦੀ ਵਰਤਮਾਨ ਸਥਿਤੀ, ਭਾਰਤ ਵਿਚ ਇੰਟਰਨੈਟ ਬੈਂਕਿੰਗ ਦਾ ਭਵਿੱਖ, ਉਜਵਲ ਭਵਿੱਖ ਦੇ ਤੱਤ।

ਈ-ਵਪਾਰ: ਜਾਣ-ਪਛਾਣ, ਅਰਥ, ਈ-ਵਪਾਰ ਦੀਆਂ ਜ਼ਰੂਰਤਾਂ, ਈ-ਵਪਾਰ ਦੀ ਕਾਰਜ-ਵਿਧੀ, ਰਿਵਾਇਤੀ ਵਪਾਰ ਬਨਾਮ ਈ-ਵਪਾਰ, ਈ-ਟਰੇਡਿੰਗ ਦੇ ਲਾਭ, ਈ-ਟਰੇਡਿੰਗ ਦੀ ਭਾਰਤ ਵਿੱਚ ਮੌਜੂਦਾ ਸਥਿਤੀ, ਕੀ ਕਰਨ ਦੀ ਲੋੜ ਹੈ? ਭਾਰਤ ਵਿਚ ਮੌਜੂਦਾ ਹਾਲਤ।

ਈ-ਮਾਰਕੀਟਿੰਗ: ਜਾਣ ਪਛਾਣ, ਅਰਥ, ਈ-ਮਾਰਕੀਟਿੰਗ ਦੀਆਂ ਵਿਸ਼ੇਸ਼ਤਾਵਾਂ, ਈ-ਮਾਰਕੀਟਿੰਗ ਦੇ ਚਾਰ, ਪਰੰਪਰਾਵਾਦੀ ਮਾਰਕੀਟਿੰਗ ਬਨਾਮ ਈ-ਮਾਰਕੀਟਿੰਗ, ਈ-ਮਾਰਕੀਟਿੰਗ ਦੇ ਲਾਭ, ਈ-ਮਾਰਕੀਟਿੰਗ ਦੇ ਦੋਸ਼, ਭਾਰਤ ਵਿਚ ਈ-ਮਾਰਕੀਟਿੰਗ ਦੀ ਸਥਿਤੀ।