

ASIAN EDUCATIONAL INSTITUTE
(An Autonomous College)



Ordinances and
Outlines of Tests, Syllabi and Courses of Reading
PG Programme in Commerce
M.COM
1st & 2nd semester

PROGRAM CODE: MCOP2AEI

For Regular Students

SESSION 2025-26

Gurdip S Batra

ORDINANCES
MASTER OF COMMERCE EXAMINATIONS (SEMESTER SYSTEM)

1.

(a) The examination for the degree of Master of Commerce shall be held in two parts to be called M.Com Part-I and M.Com. Part-II. Each part shall consist of two semesters viz. Semester Ist and 2nd in Part-I and Semester 3rd and 4th in Part-II. The examination shall be held in the months of November/December for 1st and 3rd Semester and April/May for 2nd and 4th Semester or on such other dates as may be fixed by the University.

(b)

(i) The amount of admission fee to be paid by a candidate per semester for the external examinations shall be as prescribed from time to time.

(ii) Last date by which the admission forms and fee for the external examinations must reach the Registrar shall be as follows:

Semester Examination	Without Late fee	With Rs. 800/- Late Fee	With Rs. 1200/- Late Fee	With Rs. 5000/- Late Fee	With Rs. 10000/- Late Fee
November/December (odd)	Sept. 30	Oct. 15	Oct. 21	Oct. 31	Nov. 10*
April/May (Even)	Feb. 28	March 15	March 21	March 31	April 15*

Note:- The fine amount and deadlines are subject to change as per the revised schedule issued by the College.

1. The M.Com. Part-I shall be open to a candidate who has passed B.Com. B.B.A., B.M.I.T. B.Com (Professional), Bachelor of Accounting & Finance, B. Com. (Hons), B. Com. (Hons. School) FYIC, B. VOC.(Banking, Insurance & Retailing) and B.VOC Retail Management examinations with at least 50% marks in the aggregate from this University or any other University recognized as equivalent thereto by the Academic Council.
2. The Assessment in each semester of M.Com. course will be 30% internal and 70% external for each written paper. The result of the Internal Assessment shall be conveyed to the students/examination branch by the Head of the Department according to prescribed schedule.

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INTERNAL ASSESSMENT

Total Marks 30

CLASS TEST (40%) – 12 Marks

(Two tests in each semester out of which one best will be taken for internal assessment)

ASSIGNMENT (40%) – 12 Marks

(Assignment shall be based upon Journals/ Magazines/ News Papers/ Research work/ Industrial visits)

CLASS PARTICIPATION/ PERFORMANCE/ SNAP TEST (20%) – 6 Marks

Note: If a case comes to notice of Controller of Examinations where the marks awarded by the Teacher are on a very Higher/Lower side, the award will be got moderated by the following committee.

2. Chairman
 3. Controller of Examination
 4. Principal/Head of the Department concerned.
 5. If considered necessary, a member can be appointed by the principal on the recommendations of the Head of the concerned Department.
 6. The syllabus for the session may be revised from time to time based on the recommendations of the Board of Studies and as approved by the Academic Council of the College.
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3. M.Com Part-II shall be open to any person who has passed M. Com Part-I examination or has cleared at least 50% papers prescribed for first and second semester of M.Com. Course.
 4. M. Com. examination is open only to candidate who satisfies the following requirements:
 - (a) Has been on the rolls of the University/College throughout the Semester Term proceeding the examination.
 - (b) Of having good moral character.
 - (c) Of having attended not less than 75% lectures delivered to that class in each paper as well as 75% of the laboratory work, seminars etc. separately. Provided that a deficiency in attendances may be condoned for special reasons, as per the University rules.
 5. The medium of instruction and examination shall be English.
 6. (i) The minimum number of marks required to pass a paper shall be 40% in the aggregate of internal and external examination in each paper. There is no pass percentage for internal part of the assessment.

(a) If a student gets 'F' grade in a subject he/she will appear for reappear exam only and his/her internal marks obtained during regular semester will be consider and carried forward.

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(b) If a student gets 'D' grade (Detained) in a subject then he /she will have to appear in reappear exam as well as Internal Examination. However Internal Examination in this case will carry maximum marks equal to the total Internal Marks. E.g. If Internal Weightage is 30% of total 100 marks for a paper, then this special Internal Test will be of 30 Marks. Candidate will submit application to Head of Department for this Purpose.

(c) Only the candidates who need to reappear only in External Examination, his/her Internal marks will be carried forward.

The grace marks shall be allowed according to the general ordinances relating to "Award of Grace Marks".

II) Provided further that the entire M. Com course has to be completed in a total period of four years from the date of his joining first semester of the course, otherwise, he shall be declared fail.

9. Subject to completion of attendance requirement and these Ordinances, there will be no condition of passing papers for promotion from odd semester to even semester in an Academic Session.

A candidate placed under reappear in any paper will be allowed two chances to clear the reappear, which should be availed within consecutive two years/chances i.e. to pass in a paper the candidate will have a total of three chances, one as regular student and two as reappear candidate.

The examination of reappear papers of odd semester will be held with regular examination of the odd semester and reappear examination of the even semester will be held with regular examination of even semester. **(The schedule of reappear examinations may be revised as per the decision of the Academic Council of the College)** But if a candidate is placed under reappear in the last semester of the course, he will be provided chance to pass the reappear with the examination of the next semester, provided his reappear of lower semester does not go beyond next semester.

In case he fails within the prescribed period, as aforesaid, he shall be declared fail. He may, however, seek fresh admission to the first semester on merit with the new applicants. It is understood that a 'reappear' or 'failed' candidate shall be allowed to take the examination in papers not cleared by him according to the date sheets of the semester examinations in which such papers may be adjusted.

After completing two years of studies (i.e. four semester course), he shall not be admitted to any semester of the same course and will not have any privileges of a regular student.

10.

(i) The viva-voce examination in all the centers shall be conducted by the Examination Branch (Practical Section) of the College.

(ii) Two external experts nominated out of the panel recommended by Board of Post-Graduate Studies in Commerce shall conduct the viva-voce examination and there shall be no internal subject expert. In case one of the experts fails to turn up then viva-voce examination will be conducted by one expert. The expert will ensure direct delivery of the awards to the Examination branch (secrecy section).

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11. As soon as possible after the completion of each semester, the Registrar shall publish a list of successful candidates showing their result. Each candidate shall be supplied with a card containing his/her details of marks. The list of successful candidates on the competition of M.Com course shall be arranged in three divisions and the division obtained by the candidate will be stated in the degree.

12. Successful candidates who obtain 60% or more of the aggregate number of marks in Part-I and Part-II examinations taken together, shall be placed in first division; those who obtain 50% marks or more but less than 60% shall be placed in the second division; and those who obtain less than 50% and more than 35% shall be placed in the third division. Successful candidates who obtain 75% or more marks in the aggregate will be placed in the "First Division with Distinction".

13. A candidate who has passed M. Com examination from this University shall have one chance, within a period of two years, after passing the examination, to improve his division in a maximum of 1/3 of total theory papers offered in both M.Com. I & II examinations. The candidates shall also be entitled to grace marks as admissible under the ordinance relating to grace marks.

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Syllabus

M.Com. Part-I under CBCS (Semester I & II) 2025-26

SEMESTER – I

CORE PAPER

Paper Code	Paper Name	Theory	Internal Assessment	Credit
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

Paper Code	Paper Name	Theory	Internal Assessment	Credit
MCOP1105T	Accounting Theory and International Accounting	70	30	5

GROUP – II : FINANCE

Paper Code	Paper Name	Theory	Internal Assessment	Credit
MCOP1106T	Financial Management	70	30	5

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SEMESTER – II

CORE PAPER

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

ELECTIVE PAPER (ANY ONE GROUP)

GROUP – I : ACCOUNTING & MANAGEMENT

Paper Code	Paper Name	Theory	Internal Assessment	Credit
MCOP1205T	Management Information and Control System	70	30	5

GROUP – II : FINANCE

Paper Code	Paper Name	Theory	Internal Assessment	Credit
MCOP1206T	Financial Institutions and Markets	70	30	5

MCOP1207V – *Viva-voce in lieu of Seminar for students of Department of Distance Education.*

QUALIFYING PAPER:

ਵਪਾਰਕ ਪੰਜਾਬੀ– 50 Marks

OR

ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ (ਮੁਲਾਂਖ ਵਿਦਿਆਰਥੀ) – Theory 70 | Internal Assessment 30

Note: Open Elective Subject (2025-26)

Paper – Basics of Accounting (For other Department Students Part-I, 2nd Semester)

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DEPARTMENT OF COMMERCE
ASIAN EDUCATIONAL INSTITUTE, PATIALA
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As per Choice Based Credit Scheme (CBCS) and University policy, the student of M.Com. course of the Department of Commerce, Asian Educational Institute, Patiala, may opt any one subject from the following courses run by different departments (Allied and non-allied subjects) in addition to the elective subjects offered in this course.

Allied Subject

Department of Management: MBA

Non-Allied Subject

Department of Humanities: MA Punjabi

Department of Humanities: MA History

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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 syllabi 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.

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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. Decenzo, *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*, McGraw Hill.

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Syllabus of M.Com.-I (1st Semester)

CORE PAPER

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 syllabi 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.

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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 the 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.

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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 syllabi 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 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.

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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:

- Koutsyiannis, 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.

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Syllabus of M.Com.-I (1st Semester)

CORE PAPER

**PAPER: MCOP1104T: RESEARCH METHODOLOGY AND STATISTICAL
TECHNIQUES**

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 syllabi 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.

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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.

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.
- Geode, 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*.

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Syllabus of M.Com.-I (1st 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 syllabi 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

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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.

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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 syllabi 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

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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, M. Y., Jain, P. K., *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.

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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 syllabi 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.

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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 McGraw 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.

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**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 syllabi 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

Policy Environment: Economic reforms; liberalization, privatization and Globalisation, Second generation reforms.

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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.

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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 syllabi 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.

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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.

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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 syllabi 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.

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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*
- O'Brian, James A., *Management Information Systems*, Tata McGraw Hill, 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

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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 syllabi 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.

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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

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Qualifying Paper

ਵਪਾਰਕ ਪੰਜਾਬੀ

Time Allowed: 3 hrs

Period per week: 5

Pass Marks: 40%

Max Marks: 50 Marks

Internal Assessment: 50

ਭਾਗ ਪਹਿਲਾ

ਈ-ਵਪਾਰ ਦੀ ਜਾਣ-ਪਛਾਣ: ਈ-ਵਪਾਰ ਦੀ ਪਰਿਭਾਸ਼ਾ, ਈ-ਕਾਮਰਸ ਦੀ ਵਰਤੋਂ, ਈ-ਕਾਮਰਸ ਦਾ ਇਤਿਹਾਸ, ਈ-ਕਾਮਰਸ ਦੇ ਤੱਤ, ਈ-ਵਪਾਰ ਦੀਆਂ ਵਿਸ਼ੇਸ਼ਤਾਵਾਂ, ਈ-ਵਪਾਰ ਦੀ ਕਾਰਜ ਵਿਧੀ, ਈ-ਵਪਾਰ ਦੇ ਕੰਮ/ਲਾਭ/ਨੁਕਸਾਨ/ਜ਼ਰੂਰਤ, ਈ-ਵਪਾਰ ਦੀਆਂ ਯੋਜਨਾਵਾਂ, ਈ-ਵਪਾਰ ਕਾਂਗਰਸ ਵਿਧੀਆਂ ਬਣਾਉਣ ਵਧਾਈਤੀ ਕਾਰਜ ਵਿਧੀਆਂ, ਈ-ਵਪਾਰ ਦਾ ਖੇਤਰ, ਈ-ਵਪਾਰ ਦੇ ਮੁੱਖ ਮਾਡਲ/ਈ-ਵਪਾਰ ਦੀਆਂ ਕਿਸਮਾਂ, ਮੁੱਖਤਾਈ ਸੇਵਾ।

ਭਾਰਤ ਵਿੱਚ ਈ ਕਾਮਰਸ: ਜਾਣ-ਪਛਾਣ, ਈ-ਕਾਮਰਸ ਦੀ ਭਾਰਤ ਵਿੱਚ ਸਥਿਤੀ, ਭਾਰਤ ਵਿੱਚ ਈ-ਕਾਮਰਸ ਦੀਆਂ ਅੜਚਣਾਂ, ਭਾਰਤ ਈ-ਕਾਮਰਸ ਦੇ ਸੌਕੇ, ਭਾਰਤ ਵਿੱਚ ਈ-ਕਾਮਰਸ ਦਾ ਭਵਿੱਖ।

ਭਾਰਤ ਵਿੱਚ ਈ-ਵਪਾਰ ਨਾਲ ਸੰਬੰਧਤ ਕਾਨੂੰਨੀ ਮਸਲੇ: ਕਾਨੂੰਨੀ ਪ੍ਰਬੰਧਨ, ਸੰਬੰਧਿਤ ਵਰਣਨ, ਭਾਰਤ ਵਿੱਚ ਸਾਈਬਰ ਸੁਰੱਖਿਆ ਦੇ ਖੇਤਰ ਵਿੱਚ ਹਾਲ ਹੀ ਹੋਈਆਂ ਗਤੀਵਿਧੀਆਂ।

ਈ-ਬੁਗਤਾਨ: ਜਾਣ ਪਛਾਣ: ਅਰਥ ਅਤੇ ਪਰਿਭਾਸ਼ਾ, ਇੰਟਰਨੈਟ ਰਾਹੀਂ ਲੈਣ-ਦੇਣ, ਮੁੱਖ ਵਿਸ਼ੇਸ਼ਤਾਵਾਂ/ਲੋਕਾਂ ਅਤੇ ਲਾਭ, ਈ-ਬੁਗਤਾਨ 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 ਬਚਾਅ, ਈ-ਸੁਰੱਖਿਆ ਦੀ ਲੋੜ, ਨਿਤਾ 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 ਵਿੱਚ ਅੰਤਰ, ਈ-ਬੈਂਕਿੰਗ ਸੇਵਾਵਾਂ ਦੀਆਂ

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ਕਿਸਮਾਂ, ਬੈਂਕਿੰਗ ਦਾ ਮਹੱਤਵ, ਲਾਭ/ਗੁਣ ਈ-ਬੈਂਕਿੰਗ ਦੀਆਂ ਸੀਮਾਵਾਂ ਭਾਰਤ ਵਿੱਚ ਈ-ਬੈਂਕਿੰਗ ਦੀ ਵਰਤਮਾਨ ਸਥਿਤੀ, ਭਾਰਤ ਵਿੱਚ ਇੰਟਰਨੈੱਟ ਬੈਂਕਿੰਗ ਦਾ ਭਵਿੱਖ, ਉਨਤਲ ਭਵਿੱਖ ਦੇ ਤੱਤ।

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

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

