

SYLLABUS

1. The Companies Act 1956- its amendments - Applicability of the Act- Special features of the Act- Machinery for administration of the Act - Company Law Board establishment, Constitution, powers of the CLB - appeals against orders of CLB.
2. Company secretary - definition, qualifications, appointment, legal position. Provisions of the Company Secretaries Act 1980 and the company Secretaries Regulation 1982.
3. Director - Definition, position, appointment, powers, duties, liabilities, removal of Directors.  
Managing Director : Definition, Appointment, remuneration.

Schedule XIII

4. Formation of a Public Company - Documents and forms relating to formation including Memorandum of Association, Articles of Association, Prospectus, statutory declaration, Certificate of Incorporation, Certificate to Commence Business - legal effect of Memorandum and Articles.
5. Companies incorporated outside India (sec.591-608)  
Application of Companies Act to Companies by Special Acts and to Government Companies (Sec. 615-620).
6. Issue and Allotment of shares and debentures - Payment of dividend and Interest - Transfer and transmission of shares  
secretarial work there to - Listing provisions relating to shares and debentures.
7. Company Meetings - Notice, Quorum, Chairman, Poll, Proxy, Resolutions, Annual General Meeting - Provisions and procedure- Documents concerning Annual General Meeting - Chairman's speech
8. Schedules and Guidelines :  
Schedule I - Tables B to F  
V - Annual Return  
VI - Balance sheet and Profit & Loss Account  
XIII - Appointment and Remuneration of Managing Director  
XIV - Rate of Depreciation.  
Guidelines including those issued by SEBI :
  - (a) - Issue of Bonus shares
  - (b) - Issue of fresh capital
  - (c) - Issue of Cumulative convertible preference shares
  - (d) - Issue of debentures by public limited companies

SYLLABUS (From June, 1993)

M.Com. Part-I

Principles & Practices of Management

Section I (Principles & Techniques of Management)

1. Basic concepts of Management - Role and Importance of Management in modern society, Management as a social system, approaches to management.
2. Decision Making Process - Decision Theories - Game Theory - Simulation, optimisation and Decision Models, Control Process - Control Techniques - Budgetary control - statistical Quality control techniques.
3. Management information system and Management - MIS - meaning and nature - Need for MIS in Decision Making - Role of computers in MIS - Characteristics of effective MIS - Limitations of MIS.
4. Important concepts in Management - Motivation Maslow's Theory of Motivation - Management Theory X Vs Management Theory Y. Management by Objectives - meaning & Need - classification of objectives - Implimentation of MBO philosophy - limitations of MBO.

SECTION - II

Management Practices in India .

5. Management in corporate sector - Structure of company Management - Agencies of Management - Board of Directors - Managing Director - General Manager, Role of Shareholders in Company Management - Problems of corporate Management.
6. Management in Public Sector - Management Pattern of Public Sector Enterprises - Agencies of Management - Board of Directors - Managing Director - General Manager. Role of Professional Managers. Accountability and Ministerial control Autonomy Vs. Parliamentary Control.
7. Management in Co-operative Sector - Management Pattern of Co-operative sector - Agencies of Management - Role of Board of Directors - Professionalisation of Co-operative Management - Developing co-operative Executives.

8. Agricultural Management - Importance - Agricultural Efficiency and Management of Agriculture - Agricultural Management Education & Training Programme - Recent Trends in Agricultural Management.

: BOOKS RECOMMENDED. :

<u>Author</u>	<u>Name of the Book</u>
1. R.S. Davar	General Management
2. S.A. Sherlekar	Modern Business Organisation and Management (Systems Approach)
3. N.K. Sen Gupta	Corporate Management in India.
4. B.C. Tandon	Management of Public Sector.
5. K.K. Taimini	Co-Operative Organisation & Management.
6. G.S. Kamat	New Pimensions of Co-operative Management.
7. K.R. Gupta	Issues in Indian Agricultural
8. Shivastav/Shenoy/Sharma	Quantitative Techniques for Managerial Decision Making .

SYLLABUS From June, 1993.

M.Com Part-I

ORGANISED MARKETS

1. Organised Markets - Concept of Organised and Unorganised Markets - Types of organised Markets - Organised Markets and Regulated Markets - Organised Markets and Development of Business and Economy - Organised Markets in India - History, development and prospects.
2. Produce Exchange - Meaning - Types of produce exchanges - Speculative Dealings - Hedging contracts - some Terminologies - State regulation of future trading in India.
3. Co-operative Marketing - structure and working of co-operative marketing with special reference to primary, State and National level Societies. Agricultural Produce Market committees - statutory Regulations - Feature, limitations, functions of Agricultural Marketing in India - Suggestions for improvement.
4. Stock Exchanges in India - Government Regulations. Role of Stock Exchanges in Raising Business Finance. Organisation of Stock Exchanges in India - Membership, Governing Body, Rules of Trading, Role of Securities and Exchange Board of India (SEBI), Investors protection and the counter Exchange of India (OTCEI), challenges before stock Exchanges in India.
5. Money Market - Nature of Transactions - Role of Money Market in Development of Economy, Nature and Shortcoming of Indian Money Market - Suggestions RBI and Money Market .
6. Bullion Market - History - Ready delivery and future trading - Role in the present state of economy.

: BOOKS RECOMMENDED :

<u>Author</u>	<u>Name of the Book</u>
1. Dr. Memoria, Joshi and N.P.Chatterjee	Principles and Practice of Marketing in India.
2. Datta Sundaram	Indian Economy.
3. G.L. Karkel	Unorganised Markets.
4. S.L. Sinha	The capital Market of India.
5. U.L. Gupta	Working of Stock Exchanges in India.
6. W.R. Natu	Regulated Markets.

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SYLLABUS (From June, 1993)

M.Com. Part - I

MANAGEMENT OF COOPERATIVES

1. Cooperation - Principles of Co-operative Sector and Economic Development - Co-operatives Management-Professionalised Management of Co-operatives.
2. State and Co-operative Movement-Effect of Co-operative Law on Management-Cooperative Mergers-Taxation of Co-operatives-need for Cost Audit in Co-operative Business Organisations.
3. Industrial Relations in Co-operative-Public Relations-Integrated Approach to Co-operative Development-Co-operatives Marketing-supply of Agricultural Inputs-Financial Structures and Problems of Marketing Co-operative.
4. Co-operative Credit-Short-term and Long-term Credit Structures Role of central Co-operative Banks-Co-operative Land Development Banks-Nationalised Banks and Agricultural Finance-Urban Co-operative Banking-Public Distribution and Role of Co-operative-Management of Sugar Co-operatives-Consumers' Co-operative Management-Modernising Administration in Co-operatives.

BOOK RECOMMENDED

1. Kamat, G.S. - New Dimensions of Co-operative Management.
2. Goel and Goel - Principles, Problems and Prospects of Co-operative Administration.
3. Mahfoozur Raha man- Co-operative Credit and Agriculture Development.
4. Raghunathrao L. - Rural Co-operatives.
5. Gupta, R.K. - Indian Issues in Agriculture.

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Subject :- PUBLIC ENTERPRISES.

SECTION - I

PRINCIPLES OF PUBLIC ENTERPRISE AND PUBLIC UTILITIES.

1. Role <sup>of</sup> public investment in a planned economy. Nationalisation of industries, Public Enterprises in a Mixed economy, Joint sector.
2. Role of state in relation to business, control of growth in Monopolies, The socio-economic role of public ownership in developing economics.
3. Public Utility concept, Evolution of public utilities, types of public utility, Distinction between public utility and public commercial under-takings, The meaning of public interest.
4. Principle of utility, rate making concept of "a fair rate of return", Fairness Vs functional efficiency as a objective of rate, Marginal cost Vs. full cost, pricing of public utilities.

SECTION - II

MANAGEMENT PROBLEMS AND POLICIES.

5. Pattern and management of public enterprise, Financial administration, personnel management, Investment output and pricing policies.
6. Efficiency of public enterprises, managerial responsibilities, Location and the size of public enterprises.
7. Public Enterprises in India, Pricing Policy, Drawbacks of public sector pricing, Public relations: its aims and objectives, Labour unrest in public sector industries - causes and remedies.
8. Personnel management in India, Recruitment, selection, Training, grievences, Labour welfare, workers Participation in management, changing patterns of industrial relations.

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M.Com. Part-I

SYLLABUS (From June, 1993)

Subject :- APPLIED ECONOMICS.

SECTION - I

1. Indian Economy :- Salient features, Basic problems-Poverty, Unemployment, population, Environmental degradation, inflation, inequality, parallel Economy, Industrial sickness, capital-formation and consumer protection.
2. Indian public Finance :- Budgetary system, types of budget capital and revenue, Balanced, surplus and Deficit-Fiscal deficit and revenue deficit.
3. Taxation :- Role of Direct and Indirect Taxes in Indian economy, Excise duty, sales Tax & other taxes, taxation on Agricultural income.
4. Centre :- State Financial relations Broad review-Finance commissions, Fiscal Policy in India - objectives and Limitations.
5. National income of India :- Trends, Estimates and problems.

SECTION - II

6. Money and Banking :- RBI's definition of money supply- M1.... M4., Demand for money and supply of money in India. Monetary policy in India objectives and limitations, Role of Banking system in India, Development Banking in India.
7. Money Market and capital Market :- Role of financial institutions, RBI, Foreign Banks, SEBI, functioning of the money market in India - problems and limitations, functioning of stock-markets, Role of Brokers, Bank Receipts and other Instruments.
8. Exchange Rates :- Fixed-flexible and floating exchange rates- Determination of exchange rate-India's Exchange Rate - currency Basket, convertibility of Rupee.
9. International Marketing :- Scope and challenges, export procedure and documentation terms of payments, export credit Duty drawback, Replishment, Role of international institutions - GATT, UNCTAD, IMF, import substitution, India and SAARC, ADB and EEC.
10. India's New Economic Policy :- Broad Features.

SYLLABUS (From June, 1993)

M.Com. Part - I

Financial Business Finance and Management Accountancy

~~1st Term~~ Section I

1. Business Finance :  
Meaning-Scope-Importance, Finance function :  
concept, Approach, Scope, classification, description,  
goals, organisation - Duties of financial executives.
2. Management Accounting :  
-Definition, need and importance.  
-Comparative study of Management Accounting,  
Financial Accounting and cost Accounting.  
- Management Accountant - His functions, duties and  
responsibilities.
3. Financial Management :  
- Capital Needs, types of capital.  
- Sources of capital : Nature and choice of sources.  
- capital gearing.  
- Working capital - Meaning, nature, requirement,  
sources.  
- Study of Movement of funds for financial control -  
cash flow statement, funds flow statement.  
- Over capitalisation Under capitalisation.  
- Trading on Equity.
4. Analysis and Interpretation of financial statements :  
- Accounting ratios - Balance Sheet Ratios, Profitability,  
Liquidity and solvency Ratios and overall performance  
ratios.

NOTE : The paper should consist of examples and problems of  
atleast 50%.

Suggestion : ~~The appropriate name for this paper shall be~~  
Financial Analysis and Management Accountancy.

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## SECTION II

### 1. Budgets and Budgetary Control :

- Meaning definition and scope of budgets and budgetary control.
- Types of budgets = Financial budgets, Master budget, Fixed and flexible budgets, Capital budget.

### 2. Marginal Costing and Break-Even Analysis:

- Concepts of Marginal cost, Incremental cost, Differential cost.
- Comparative study of Absorption costing and Marginal costing.
- Fixed cost and variable cost.
- Concept of contribution, key factor, P/V Ratio, Break Even Point, Margin of safety, Angle of Incidence.
- Decisions based on contribution, key factor, P/V Ratio.
- Shift in Break-Even-Point.
- Graphical Presentation of Break-Even Point.

### 3. Standard Costing :

- Concepts of standards and different types of standards.
- Setting up of standard costs.
- Use and utility of standard cost.
- Different types of variances - Materials, Labour and Overhead variances.

### 4. Institutional Financing in India :

- Objectives, functions and role of following institutions in the industrial development.
  - a) Industrial Development Bank of India (I.D.B.I)
  - b) Industrial Finance Corporation of India (I.F.C.I.)
  - c) Industrial Credit and Investment Corporation of India. (I.C.I.C.I.).
  - d) State Financial Corporations (S.F.C.).

Note :- This section should consist examples of atleast 50 %.

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SYLLABUS OF M.Com PART - I From June, 1993.

SUBJECT :- Computer Applications for Business ( 1st Term)

1. Introduction to Computers -  
Different parts of computers.
2. Data Processing :  
Meaning of data, information.  
Codification of data- BCD, EBCDIC, ASCII.  
Number System- Decimal, Binary, Octal and Hexa decimal.  
Types of Processing- On line data processing, Batch processing, Realtime processing.
3. Types of Memory.
4. Concept of files, records.
5. Concept of constants and variables.
6. Flow charts - System and program flow charts.

IIInd TERM

7. Concept of Database, Database Management system.
8. Review of data and file structure :  
Data base models : Entity Relationship Model, Network Model, Hierarchical and Relational Models.
9. Logical and Physical database designs.
10. Development of Accounts Receivable, Accounts payable and financial Accounting system with specific reference to Data-base Management and system flowcharts.

PRACTICALS :

Ist Term : Use of Wordstar in Office correspondence.  
(Atleast 16 clock hours)

IIInd Term : Development of database design for financial Accounting on computer.  
(Atleast 16 clock hours).

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