

## List of Paper B.Com (Honours) for 1<sup>st</sup> & 2<sup>nd</sup> Semester

### Core Papers

1. COM-HC-1026: Financial Accounting
2. COM-HC-1036: Business Law
3. COM-HC-2026: Corporate Accounting
4. COM-HC-2036: Corporate Laws

### General Elective Papers

1. COM-GE-1046(A): Micro Economics
2. COM-GE-1046(B): Investing in Stock Markets
3. COM-GE-2046(A): Macro Economics
4. COM-GE-2046(B): Insurance & Risk Management

### Ability-Enhancement Compulsory Course Papers

1. BCM-AE-1014: Business Communication/MIL
2. ENV-AE-2014: Environmental Studies

## B. Com. (Hons.): Three-Year (6-Semester) CBCS Programme

<b>Course Structure</b>		
<b>Semester I</b>		
BCM-AE-1014	Business Communication/(MIL)	<b>Ability-Enhancement Compulsory Course (AECC)-1</b>
COM-HC-1026	Financial Accounting	<b>Core Course C-1</b>
COM-HC-1036	Business Law	<b>Core Course C-2</b>
COM-GE-1046(A)/ COM-GE-1046(B)	Micro Economics/ Investing in Stock Markets	<b>Generic Elective (GE)-1 Generic Elective (GE)-1</b>
<b>Semester II</b>		
ENV-AE-2014	Environmental Studies	<b>Ability-Enhancement Compulsory Course (AECC)-2</b>
COM-HC-2026	Corporate Accounting	<b>Core Course C-3</b>
COM-HC-2036	Corporate Laws	<b>Core Course C-4</b>
COM-GE-2046(A)/ COM-GE-2046(B)	Macro Economics/ Insurance & Risk Management	<b>Generic Elective (GE)-2 Generic Elective (GE)-2</b>

## BCM-AE-1014: BUSINESS COMMUNICATION

**Duration: 3 hrs.**

**Marks: 50**

**Lectures: 30**

**Objective:** To equip students of the B.Com (Hons.) course effectively to acquire skills in reading, writing, comprehension and communication, as also to use electronic media for business communication.

### **Contents:**

#### **Unit 1: Introduction:**

**6 Lecture**

Nature of Communication, Process of Communication, Types of Communication (verbal & Non Verbal), Importance of Communication, Different forms of Communication  
Barriers to Communication Causes, Linguistic Barriers, Psychological Barriers, Interpersonal Barriers, Cultural Barriers, Physical Barriers, Organizational Barriers

#### **Unit 2: Business Correspondence:**

**6 Lecture**

Letter Writing, presentation, Inviting quotations, Sending quotations, Placing orders, Inviting tenders, Sales letters, claim & adjustment letters and social correspondence, Memorandum, Inter-office Memo, Notices, Agenda, Minutes, Job application letter, preparing the Resume.

#### **Unit 3: Report Writing:**

**6 Lecture**

Business reports, Types, Characteristics, Importance, Elements of structure, Process of writing, Order of writing, the final draft, check lists for reports.

#### **Unit 4: Vocabulary:**

**6 Lecture**

Words often confused, Words often misspelt, Common errors in English.

#### **Unit 5: Oral Presentation:**

**6 Lecture**

Importance, Characteristics, Presentation Plan, Power point presentation, Visual aids.

### **Suggested Readings:**

1. Bovee, and Thill, *Business Communication Essentials*, Pearson Education
2. Shirley Taylor, *Communication for Business*, Pearson Education
3. Locker and Kaczmarek, *Business Communication: Building Critical Skills*, McGraw Hill Education
4. Herta A Murphy, Herbert W Hildebrandt, Jane P. Thomas, *Effective Business Communication (SIE)*, McGraw Hill Education
5. Dona Young, *Foundations of Business Communication: An Integrative Approach*, McGraw Hill Education
6. Raymond V. Lesikar, Marie E. Flatley, Kathryn Rentz, Paula Lentz, and Neerja Pande, *Business Communication: Connecting in a Digital World (SIE)*, McGraw Hill Education

**Note: Latest edition of text books may be used.**

**201 : FUNCTIONAL MIL - I : ASSAMESE**

BCM - AE - 1014 (A) Marks : 50

- Unit - 1 :** নিৰ্বাচিত পাঠ্যপুথি : ভাৰতীয় চিন্তা ৩০  
অসম প্ৰকাশন পৰিষদৰ দ্বাৰা প্ৰকাশিত।  
নিৰ্বাচিত পাঠ :  
১। লিখক আৰু বৰ্তমানৰ সংকট : ড° সৰ্বপল্লী ৰাধাকৃষ্ণণ  
২। শকুন্তলা : ৰবীন্দ্ৰনাথ ঠাকুৰ
- Unit - 2 :** বাণিজ্যিক বিজ্ঞাপন, বিজ্ঞাপন প্ৰকাশ বা প্ৰচাৰৰ পদ্ধতি, উপস্থাপন কৌশল আদি হিচাপে ১০  
লৈ বিজ্ঞাপন সম্পৰ্কীয় চমু আলোচনা।
- Unit - 3 :** বাণিজ্য বিষয়ক যোগাযোগ পত্ৰ : বিশেষভাৱে - ১০  
ক) নিযুক্তিৰ আবেদন পত্ৰ।  
খ) নিৰ্দেশ পত্ৰ।  
গ) সম্পাদকলৈ পত্ৰ।

201 : FUNCTIONAL MIL - I : BENGALI  
BCM-AE - 1014 (B) Marks : 50

Unit - 1 :	প্রবন্ধ	৩০
	১। লাইব্রেরী	
	২। পনেরো আনা	
Unit - 2 :	বাণিজ্যিক বিজ্ঞাপন, বিজ্ঞাপন রচনা ও প্রচারের পদ্ধতি উপস্থাপনা কৌশল ইত্যাদি হিসেবে নিয়ে বিজ্ঞাপন সম্পর্কীয় সংক্ষিপ্ত আলোচনা।	১০
Unit - 3 :	বাণিজ্য বিষয়ক যোগাযোগ পত্র :	১০
	ক) কর্মপ্রার্থীর আবেদন পত্র।	
	খ) নির্দেশ পত্র।	
	গ) পত্রিকার প্রকাশের জন্য সম্পাদকের প্রতি লিখিত পত্র।	

201: FUNCTIONAL MIL:-HINDI

MARKS:50

(BCM-AE-1014 (C))

ग्रन्थ-निबंध निकष

समपादक-प्रो.महेन्द्र प्रताप

डॉ.कैलाश चन्द्र अग्रवाल

UNIT -1 : निबंधो के नाम

क)धोखा-प्रताप नारायण मिश्र ।

ख) मेघदूत- महावीर प्रसाद द्विवेदी ।

UNIT -2: वाणिज्यिक विज्ञापन के प्रचार और प्रसार पद्धति, उपसथापन कौशल आदि पर आधारित विज्ञापन सम्बन्धी आलोचना एवं वर्ण

UNIT-3:वाणिज्य सम्बन्धी पत्र

क)नियुक्ति आवेदन पत्र

ख)विभिन्न प्रतिष्ठानों के लिए पत्र।

ग)सम्पादकीय पत्र।

30

10  
10

Unit-1: सायबनाथ फरा:

(क) आसामनि शिल्प-फालांगि : कनकलाल बरुवा

36

(रा.सो. - भौमिक चन्द्र वर')

(ख) फालांगिभारि सौलोथाभनि गोवांथि : अनिल कुमार शर्मा

(रा.सो. खर्ण प्रभा चैकरी -)

Unit-2: फालांगिभारि फोसावदिनाय, फोसावदिनाय ~~विनाय~~ सुजुनाथ आरो  
गोसावहोनाथ खन्धि, फोसावनाथ आरुण बायदिखी लानाये फोसावदिनायनि  
सोमोदे सुंदवे सावरायनाथ ।

16

Unit-3: फालांगिभारि आयदानि आरज विलाडु लिनाय:

(क) साबुभाव भिसननाथनि आरज विलाडु लिनाय

(ख) बायदि कसंथाननिसिम आरज विलाडु लिनाय

(ग) रण्डाळ विलाडुनि सुजुगिरिसिम लारुजाम लिनाय

फराविजाष : 1. ख-थाडु-नायभाडु विदा : सुजुगिरि :- भुपेन नारजारी-

2. सुजु विजाष : मधुराम वर'

**BCM-AE-1014(E): Functional MIL (Nepali)**  
**Credit 4**

Total Marks: 50

1. Text literature 30 Marks

- a) Satya Sojho Huncha : Laxmi Prasad Devkota
- b) Oojyalo : Indra Bahadur Rai
- c) Peepal Ko Chhahari : Krishna Prasad Gewali

Text Book:

NEPALI SHATIYA MANJARJI : (ed) Assam Nepali Sahitya Sabha

2. Translation: From English to Nepali 10 Marks

3. Business letter (any one) 10 Marks

- a) Application with C.V. to the Director of a company seeking job.
- b) Letter to a company Director making enquiry of a particular product.
- c) Letters to Editor
- d) Letter to newspaper editor to publish company advertisement.

**COM-HC-1026: Financial Accounting**  
**Marks: 100 (Theory: 80 and Lab Practical:20)**

**Lectures 65**

**Objectives:** The objective of this paper is to help students to acquire conceptual knowledge of the Financial Accounting and to impart skills for recording various kinds of business transactions.

**CONTENTS**

**Unit 1: Theoretical Framework**

**Lectures 16**

- i. Accounting as an information system, the users of financial accounting information and their needs. Qualitative characteristics of accounting, information. Functions, advantages and limitations of accounting. Branches of accounting. Bases of accounting: cash basis and accrual basis.
- ii. The nature of financial accounting principles : entity, money measurement, going concern, cost, realization, accruals, periodicity, consistency, prudence (conservatism), materiality and full disclosures.
- iii. Accounting Standards: Concept, needs and objectives; procedure for issuing Accounting Standards in India. Salient features of First-Time Adoption of Indian Accounting Standard (Ind-AS) 101. Salient features of Indian Accounting Standards Ind AS 1, 2, 16 and AS 9. International Financial Reporting Standards (IFRS): - Need and procedures of Issue.

**Unit 2: Computerised Accounting System**

**Lectures 16**

Computerised Accounting Systems: Meaning, components, and advantages, Difference between manual and computerised accounting, Various types of Accounting packages/software and their advantages and disadvantages; Tally 9 and its features, working on TALLY. Simple Practical Problems (Lab work) (Lab work -10 and Theory-6)

**Unit 3: Measurement of Business Income**

**Lectures 16**

- i. Measurement of business income-Net income, Application of accounting period, continuity doctrine and matching concept in the measurement of net income. Objectives of measurement.
- ii. Capital and revenue expenditures and receipts
- iii. Revenue recognition: Recognition of income and expenses as per AS 9.
- iv. Inventory Valuation: Meaning and Significance.

**Unit 4: Final Accounts**

**Lectures 16**

Preparation of financial statements of non-corporate business entities: Sole proprietorship and Partnership firms.

**Unit 5: Hire-Purchase, Instalment Systems and Branches:**

**Lectures 16**

- i) **Accounting for Hire-Purchase and Instalment Systems:** Meaning, features, advantages and disadvantages of Hire Purchase and Instalment Systems, Rights of Hire Purchaser and Hire Vendor, Journal entries and preparation of ledger accounts excluding default and repossession.
- ii) **Accounting for Branches:** Meaning, Needs and Objectives of Branch Accounting. Systems of dependent Branch Accounting and their Accounting Treatments (Only debtors system, stock and debtors system).

<p><b>Note: Practical (with computer) in Computerised Accounting System (Unit 2) <u>WILL</u> be compulsory</b></p>
--



**Examination Scheme for Computerised Accounts: 6 marks will be included in Question Paper and 10 marks for Practical with computer. The practical examination will be for 1 hour.**

**Thus, the Theory Exam shall carry 70 marks**

**Suggested Readings:**

1. Robert N Anthony, David Hawkins, Kenneth A. Merchant, *Accounting: Text and Cases*. McGraw- Hill Education, 13<sup>th</sup> Ed. 2013.
2. Charles T. Horngren and Donna Philbrick, *Introduction to Financial Accounting*, Pearson Education.
3. J.R. Monga, *Financial Accounting: Concepts and Applications*. Mayur Paper Backs, New Delhi.
4. M.C.Shukla, T.S. Grewal and S.C.Gupta. *Advanced Accounts. Vol.-I*. S. Chand & Co., New Delhi.
5. B. B. Dam, H C Gautam and others, *Financial Accounting*, Gayetri Publications, Guwahati
6. K. R. Das & K. M. Sinha. *Financial Accounting*
7. S.N. Maheshwari, and. S. K. Maheshwari. *Financial Accounting*. Vikas Publishing House, New Delhi.
8. Deepak Sehgal. *Financial Accounting*. Vikas Publishing H House, New Delhi.
9. Bhushan Kumar Goyal and HN Tiwari, *Financial Accounting*, International Book House
10. Goldwin, Alderman and Sanyal, *Financial Accounting*, Cengage Learning.
11. Tulsian, P.C. *Financial Accounting*, Pearson Education.
12. *Compendium of Statements and Standards of Accounting*. The Institute of Chartered Accountants of India, New Delhi

**Note: Latest edition of the text books should be used.**

## COM-HC-1036: BUSINESS LAWS

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objective:** The objective of the course is to impart basic knowledge of the important business legislation along with relevant case law.

**Contents:**

### **Unit 1: The Indian Contract Act, 1872: General Principle of Law of Contract**

**13 Lectures**

- a) Contract – meaning, characteristics and kinds
- b) Essentials of a valid contract - Offer and acceptance, consideration, contractual capacity, free consent, legality of objects.
- c) Void agreements
- d) Discharge of a contract – modes of discharge, breach and remedies against breach of contract.
- e) Contingent contracts
- f) Quasi - contracts

### **Unit 2: The Indian Contract Act, 1872: Specific Contract**

**13 Lectures**

- a) Contract of Indemnity and Guarantee
- b) Contract of Bailment
- c) Contract of Agency

### **Unit 3: The Sale of Goods Act, 1930**

**13 Lectures**

- a) Contract of sale, meaning and difference between sale and agreement to sell.
- b) Conditions and warranties
- c) Transfer of ownership in goods including sale by a non-owner
- d) Performance of contract of sale
- e) Unpaid seller – meaning, rights of an unpaid seller against the goods and the buyer.

### **Unit 4: Partnership Laws**

**13 Lectures**

#### **A) The Partnership Act, 1932**

- a. Nature and Characteristics of Partnership
- b. Registration of a Partnership Firms
- c. Types of Partners
- d. Rights and Duties of Partners
- e. Implied Authority of a Partner
- f. Incoming and outgoing Partners
- g. Mode of Dissolution of Partnership

#### **B) The Limited Liability Partnership Act, 2008**

- a) Salient Features of LLP
- b) Differences between LLP and Partnership, LLP and Company
- c) LLP Agreement,
- d) Partners and Designated Partners
- e) Incorporation Document
- f) Incorporation by Registration
- g) Partners and their Relationship

**Unit 5 (A): The Negotiable Instruments Act 1881**

**13 Lectures**

- a) Meaning, Characteristics, and Types of Negotiable Instruments : Promissory Note, Bill of Exchange, Cheque
- b) Holder and Holder in Due Course, Privileges of Holder in Due Course.
- c) Negotiation: Types of Endorsements
- d) Crossing of Cheque
- e) Bouncing of Cheque

**5(B):** Right to Information Act 2005: Important definitions, object, scope, obligation of public authorities under the act; rights for obtaining information; disposal of request, information commission, appeal and penalties.

**Suggested Readings:**

1. M.C. Kuchhal, and Vivek Kuchhal, *Business Law*, Vikas Publishing House, New Delhi.
2. Avtar Singh, *Business Law*, Eastern Book Company, Lucknow.
3. Ravinder Kumar, *Legal Aspects of Business*, Cengage Learning
4. SN Maheshwari and SK Maheshwari, *Business Law*, National Publishing House, New Delhi.
5. Aggarwal S K, *Business Law*, Galgotia Publishers Company, New Delhi.
6. Bhushan Kumar Goyal and Jain Kinneri, *Business Laws*, International Book House
7. Sushma Arora, *Business Laws*, Taxmann Publications.
8. Akhileshwar Pathak, *Legal Aspects of Business*, McGraw Hill Education, 6<sup>th</sup> ed.
9. P C Tulsian and Bharat Tulsian, *Business Law*, McGraw Hill Education
10. Sharma, J.P. and Sunaina Kanojia, *Business Laws*, Ane Books Pvt. Ltd., New Delhi

**Note: Latest edition of text books may be used.**

## COM-GE-1046(A): MICRO ECONOMICS

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objective:** The objective of the course is to acquaint the students with the concepts of microeconomics dealing with consumer behavior. The course also makes the student understand the supply side of the market through the production and cost behavior of firms.

### CONTENTS

#### **Unit 1: Demand and Consumer Behaviour**

**13 lectures**

Concepts of revenue: marginal and Average: Revenue under conditions of Perfect and imperfect competition Elasticity of demand: price, income and cross.

Consumer Behaviour: Indifference curve analysis of consumer behavior; Consumer's equilibrium (necessary and sufficient conditions). Price elasticity and price consumption curve, income consumption curve and Engel curve, price change and income and substitution effects. Indifference curves as an analytical tool (cash subsidy v/s. kind subsidy). Revealed Preference Theory.

#### **Unit 2: Production and Cost**

**13 lectures**

Production isoquants, marginal rate of technical substitution, economic region of production, optimal combination of resources, the expansion path, isoclines, returns to scale using isoquants.

Cost of Production: Social and private costs of production, long run and short run costs of production. Economies and diseconomies of scale and the shape to the long run average cost. Learning curve and economies of scope.

#### **Unit 3: Perfect Competition**

**13 lectures**

Perfect competition: Assumptions. Equilibrium of the firm and the industry in the short and the long runs, including industry's long run supply curve. Measuring producer surplus under perfect competition. Stability Analysis - Walrasian and Marshallian. Demand - supply analysis including impact of taxes and subsidy.

#### **Unit 4: Monopoly**

**10 lectures**

Monopoly: Monopoly short run and long run equilibrium. Shifts in demand curve and the absence of the supply curve. Measurement of monopoly power and the rule of thumb for pricing. Horizontal and vertical integration of firms. The social costs of monopoly power including deadweight loss. Degrees of price discrimination.

#### **Unit 5: Imperfect Competition**

**16 lectures**

Monopolistic Competition and Oligopoly: Monopolistic competition price and output decision-equilibrium. Monopolistic Competition and economic efficiency Oligopoly and Interdependence - Cournot's duopoly model, Stackelberg model, Kinked demand model. Prisoner's dilemma, collusive oligopoly - price-leadership model - dominant firm, cartels, sales maximization, Contestable markets theory. Pricing Public Utilities.

**Suggested Readings:**

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

**Note: Latest edition of text books shall be used.**

Objective: This paper intends to provide basic skills to operate in stock markets and the ways of investing in it. It will enable the student to take up investment in stock markets independently.

## Contents

### **Unit I: Investing Fundamentals**

**15 Lectures**

Types of Investment- Equity shares, IPO/FPO, Bonds, Indian Securities Market: the market participants, trading of securities, security market indices. Sources of financial information; Stock exchanges in India; BSE, NSE, MCX, Buying and selling of stocks: using brokerage and analysis recommendations. Use of limit order and market order.

### **Unit II: Stock Analysis and Valuation**

**20 Lectures**

Online trading stock. Understanding stock quotations, types and placing of order. Risk its valuation and mitigation. Analysis of the company; financial characteristics (as explained by ratio analysis, future prospects of the company, assessing quality of management using financial and non-financial data, balance sheet and quarterly results, cash flows and capital structure). Comparative analysis of companies. Stock valuation, using ratios like PF ration PEG ratio and price revenue ratio. Use of historic prices, simple moving average, basic and advanced interactive charts. Examining the shareholding pattern of the company.

Pitfalls to avoid while investing: high P/E stocks, low price stocks, stop loss, excess averaging.

### **Unit III: Investing in Mutual Funds**

**15 Lectures**

Background of Mutual Funds: Needs and advantages of investing in Mutual Funds. Net Asset Value. Types of Mutual Funds; Open ended, closed ended, equity, debt, hybrid, money market. Load vs no load funds. Factors affecting choice of mutual funds CRISIL Mutual Fund Ranking and its Usage.

### **Unit IV: understanding Derivatives**

**15 Lectures**

Futures, Options, trading in futures and options. Understanding stock market quotes on futures and options. Types of orders, Put and Call options: how Put and Call options work. Commodities, Derivatives of commodities, trading of commodity derivatives on MCX, Currency, derivatives and its trading.

### **Suggested Readings:**

1. Gitman and Joehnk, Fundamentals of Investing, Pearson.
2. Madura, Jeff, Personal Finance, Pearson.
3. Chandra, Prasanna, Investment Analysis and Portfolio Management, Tata McGraw Hill.
4. Damodaran, Aswath, Investment Valuation Tool and Techniques for Determining.

## COM-HC-2026: CORPORATE ACCOUNTING

Total Marks : 100

Lectures 65

**Objectives:** To help the students to acquire the conceptual knowledge of the corporate accounting and to learn the techniques of preparing the financial statements

### Unit - I: Final Accounts

16

Preparation of Final Accounts of a Joint Stock Company (as per Companies Act, 2013) with necessary adjustments.

### Unit - II Incentive Equity, Buy Back, and Valuation of shares and goodwill:

16

- i. **Incentive Equity:** Right and Bonus Shares – Meaning, Advantages and Disadvantages, Provisions as per Companies Act, 2013 and their Accounting Treatment.
- ii. **Buy back of shares:** Meaning, Provisions of Companies Act, 2013 and Accounting Treatment.
- iii. **Valuation of shares and goodwill:** Meaning, provision of Companies Act on Valuation of Shares and Valuation of Goodwill, Concepts and calculation: simple problem only.

### Unit III: Internal Reconstruction of Companies :

16

Concept and meaning of Internal Reconstruction, Different forms of Internal Reconstruction; Provisions as per Companies Act and Accounting treatment for Alteration of Share Capital and Reduction of Share Capital; Preparation of Balance Sheet after Internal Reconstruction.

### Unit - IV Amalgamation of Companies:

16

Meaning and objectives; Provisions as per Accounting Standard 14; Amalgamation in the nature of Merger and Purchase; Consideration for Amalgamation; Accounting Treatment for Amalgamation and preparation of Balance Sheet after Amalgamation.

### Unit V. Accounts of Holding Company

16

Concept and meaning of different terms: holding company, subsidiary company, pre-acquisition profit/loss, post acquisition profit/loss, minority interest; cost of control.

Meaning and needs for consolidation of financial statements as per AS 21.

Preparation of consolidated balance sheet of a holding company with one subsidiary.

**Note:**

1. **The relevant Indian Accounting Standards in line with the IFRS for all the above topics should be covered.**
2. **Any revision of relevant Indian Accounting Standard would become applicable immediately.**

### Suggested Readings:

1. Hanif and Mukherjee: *Corporate Accounting*
2. B. B. Dam, H C Gautam and others, *Corporate Accounting*, Gayetri Publications, Guwahati
3. K. R. Das & K. M. Sinha. *Corporate Accounting*
4. M.C.Shukla, T.S. Grewal and S.C.Gupta. *Advanced Accounts*. S. Chand & Co., New Delhi.
5. S. N. Maheshwari *Corporate Accounting* -, Vikash Publishing House
6. S. Sehgal & D. Sehgal, *Advanced Accounting* Taxmann Publication
7. *Modern Accounting* by Hanif and Mukherjee, Tata McGraw Hill.
8. V. K. Saxena *Advanced Accounting* - Sultan Chand & sons.

## COM-HC-2036: CORPORATE LAWS

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objective:** The objective of the course is to impart basic knowledge of the provisions of the Companies Act 2013 and the Depositories Act, 1996. Case studies involving issues in corporate laws are required to be discussed.

### **UNIT 1: Introduction**

**15 Lectures**

Administration of Company Law [including National Company Law Tribunal (NCLT), National Company Law Appellate Tribunal (NCLAT), Special Courts]; Characteristics of a company; lifting of corporate veil; types of companies including one person company, small company, and dormant company; association not for profit; illegal association; formation of company, on-line filing of documents, promoters, their legal position, pre-incorporation contract; on-line registration of a company.

### **UNIT 2: Documents**

**15 Lectures**

Memorandum of association, Articles of association, Doctrine of constructive notice and indoor management, prospector-shelf and red herring prospectus, misstatement in prospectus, GDR; book-building; issue, allotment and forfeiture of share, transmission of shares, buyback and provisions regarding buyback; issue of bonus shares.

### **UNIT 3: Management**

**15 Lectures**

Classification of directors, women directors, independent director, small shareholder's director; disqualifications, director identity number (DIN); appointment; Legal positions, powers and duties; removal of directors; Key managerial personnel, managing director, manager;  
*Meetings:* Meetings of shareholders and board of directors; Types of meetings, Convening and conduct of meetings, Requisites of a valid meeting, postal ballot, meeting through video conferencing, e-voting.  
Committees of Board of Directors - Audit Committee, Nomination and Remuneration Committee, Stakeholders Relationship Committee, Corporate Social Responsibility Committee

### **UNIT 4:**

**15 Lectures**

**Dividends, Accounts, Audit:** Provisions relating to payment of Dividend, Provisions relating to Books of Account, Provisions relating to Audit, Auditors' Appointment, Rotation of Auditors, Auditors' Report, Secretarial Audit.

**Winding Up:** Concept and modes of Winding Up.

**Insider Trading, Whistle Blowing:** Insider Trading; meaning & legal provisions; Whistle-blowing : Concept and Mechanism.

### **UNIT 5: Depositories Law**

**5 Lectures**

The Depositories Act 1996 – Definitions; rights and obligations of depositories; participants issuers and beneficial owners; inquiry and inspections, penalty.

### **Suggested Readings:**

1. MC Kuchhal, *Modern Indian Company Law*, Shri Mahavir Book Depot (Publishers), Delhi.
2. GK Kapoor and Sanjay Dhamija, *Company Law*, Bharat Law House, Delhi.
3. Anil Kumar, *Corporate Laws*, Indian Book House, Delhi



4. Reena Chadha and Sumant Chadha, *Corporate Laws*, Scholar Tech Press, Delhi.
5. Avtar Singh, *Introduction to Company Law*, Eastern Book Company
6. Ramaiya, *A Guide to Companies Act*, LexisNexis, Wadhwa and Buttersworth.
7. *Manual of Companies Act, Corporate Laws and SEBI Guideline*, Bharat Law House, New Delhi,.
8. *A Compendium of Companies Act 2013, along with Rules*, by Taxmann Publications.
9. Gower and Davies, *Principles of Modern Company Law*, Sweet & Maxwell
10. Sharma, J.P., *An Easy Approach to Corporate Laws*, Ane Books Pvt. Ltd., New Delhi

**Note: Latest edition of text books may be used.**

## COM-GE-2046 (A): MACRO ECONOMICS

**Duration: 3 hrs.**

**Marks: 100**

**Lectures: 65**

**Objectives:** The course aims at providing the student with knowledge of basic concepts of the macro economics. The modern tools of macro-economic analysis are discussed and the policy framework is elaborated, including the open economy.

### Contents

#### Unit 1: Introduction

**5 Lectures**

concepts and variables of macroeconomics, income, expenditure and the circular flow, components of expenditure. Static macroeconomic analysis short and the long run – determination of supply, determination of demand, and conditions of equilibrium

#### Unit 2: Economy in the short run

**20 Lectures**

IS–LM framework, fiscal and monetary policy, determination of aggregate demand, shifts in aggregate demand, aggregate supply in the short and long run, and aggregate demand–aggregate supply analysis.

#### Unit 3: Inflation, Unemployment and Labour market

**20 Lectures**

Inflation: Causes of rising and falling inflation, inflation and interest rates, social costs of inflation; Unemployment – natural rate of unemployment, frictional and wait unemployment. Labour market and its interaction with production system; Phillips curve, the trade-off between inflation and unemployment, sacrifice ratio, role of expectations adaptive and rational

#### Unit 4: Open economy

**13 Lectures**

Open economy – flows of goods and capital, saving and investment in a small and a large open economy, exchange rates, Mundell – Fleming model with fixed and flexible prices in a small open economy with fixed and with flexible exchange rates, interest-rate differentials case of a large economy.

#### Unit 5:

**7 Lectures**

Behavioral Foundations- Investment –determinants of business fixed investment, effect of tax, determinants of residential investment and inventory investment. Demand for Money – Portfolio and transactions theories of demand for real balances, interest and income elasticities of demand for real balances. Supply of money

### Suggested Readings

1. Mankiw, N. Gregory. *Principles of Macroeconomics*. Cengage Learning
2. Robert J Gordon, *Macroeconomics*, Pearson Education
3. Branson, William H. *Macroeconomic Theory and Policy*. HarperCollins India Pvt. Ltd.
4. Rudiger Dornbusch and Stanley Fischer, *Macroeconomics*. McGraw-Hill Education.
5. Rudiger Dornbusch, Stanley Fischer, and Richard Startz, *Macroeconomics*. McGraw-Hill Education
6. Oliver J. Blanchard, *Macroeconomics*, Pearson Education
7. G. S. Gupta, *Macroeconomics: Theory and Applications*, McGraw-Hill Education
8. Shapiro, *Macroeconomic Analysis*,
9. Paul A Samuelson, William D Nordhaus, and Sudip Chaudhuri, *Macroeconomic*, McGraw-Hill Education
10. S N Singh, *□□□B □□□□Σ*, Pearson Education

**Note: Latest edition of text books may be used.**

## COM-GE-2046(B): Insurance & Risk Management

**Marks: 100**

**Lectures 65**

Objective: To develop an understanding among students about identifying, analyzing and managing various types of risk. Besides, the students will be in a position to understand principles of insurance and its usefulness in business along with its regulatory framework.

### **Unit I:**

15 Lectures

Concept of Risk, Types of Risk, Managing Risk, Sources and Measurement of Risk, Risk evaluation and Prediction, Disaster Risk Management, Risk Retention and transfer.

### **Unit II:**

15 Lectures

Concept of Insurance, Need for Insurance, Globalization of Insurance Sector, Reinsurance, Co-insurance, Assignment Endowment.

### **Unit III:**

20 Lectures

Nature of Insurance Contract, Principle of utmost Good Faith, Insurable Interest, proximate cause, contribution and subrogation, indemnity, Legal Aspect of insurance contract. Types of insurance. Fire and Motor Insurance, Health insurance, Marine Insurance, Automobile Insurance.

### **Unit IV:**

15 Lectures

Control of Malpractices, Negligence, Loss Assessment and Loss Control, Exclusion of Perils, Actuaries, Computation of Insurance Premium.

Regulatory Framework of Insurance: Role, Power and Functions of IRDA, Composition of IRDA, IRDA Act, 1999.

### **Suggested Readings:**

1. George, E. Rajda, Principles of Risk Management and Insurance, Pearson Education.
2. Dorfman, Marks S., Introduction to Risk Management and Insurance, Pearson.
3. All the three modules of Insurance and Risk Management by Institute of Chartered Accountants of India.
4. Gupta P.K. Insurance and Risk Management, Himalay Publishing House.
5. Mishra, M.N. Principles and Practices of Insurance, S. Chand and Sons.
6. Dinsdale, W.A. Elements of Insurance, Pitman.
7. Black, K. and H.D. Skipper, Life and Health Insurance, Pearson Education.
8. Crane, F., Insurance Principles and Practices, John Wiley and Sons, New York.
9. Vaughan, E.J. and Vaughan T., Fundamentals of Risk & Insurance, Wiley and Sons, New York.
10. Hansell, D.S. Elements of Insurance, MacDonalld and Evans Ltd.

*Note: Latest edition of test book may be used.*

