

**UNIVERSITY OF JAMMU**  
**B.COM SEMESTER COURSES**

**SEMESTER 1**

Course No.	Course Title	Marks		Exam hours
		External Exams	Internal Assignment	
	General English	80	20	
BCG: 101	Financial Accounting	80	20	3
BCG: 102	Management Theory and Practice	80	20	3
BCG:103	Micro Economics	80	20	3
	<b>Elective (Any one of the following)</b>			
BCG: 104 BCG: 105	Basic Business Communication OR Business Mathematics	80	20	3
BCG:106(Vocational)	Tax Procedure and Practice:(Public Finance)	80	20	3
BCG:107(Vocational)	Computer Application I:(Computer Fundamentals)	80	20	3
BCG: 108	Tax Planning	80	20	3

**UNIVERSITY OF JAMMU**  
**B.COM.FIRST SEMESTER**

**FINANCIAL ACCOUNTING**

**(Syllabus for examination to be held in Dec. 2014, 2015, 2016)**

**OBJECTIVE:** The course has been designed to give basic knowledge of accounting practices being adopted by Non-corporate entities.

**UNIT-I: ACCOUNTING STANDARDS & FINANCIAL STATEMENTS OF NON CORPORATE ENTITIES**

- Basic accounting terms, Accounting standards issued by ICAI, International financial reporting system.
- Preparation of manufacturing A/c; Trading A/c; P&L A/c and B/S (With adjustments)

**. UNIT-II: HIRE PURCHASE SYSTEM**

Meaning and difference between hire purchase and installment system

- Preparation of books of hire purchaser and hire seller excluding stock and debtor system; Default and repossession-Complete and partial,
- Preparation of books when cash prices is given, cash price not given, rate of interest given, rate of interest not given.

**UNIT-III: ROYALTY (EXCLUDING SUB LEASE)**

- Meaning of royalty, lessor, lessee, short working, surplus and right of recoupment; Preparation books of lessor and lessee-Journal and ledger.

**UNIT – IV: INSOLVENCY**

- Insolvency cases of sole proprietary concerns under Presidency Town Insolvency Act 1909 and Provincial Act 1920; List of preferential creditors; Preparation of statement of affairs and deficiency account.

**SKILL DEVELOPMENT (GUIDELINES FOR CLASS ROOM TEACHING AND INTERNAL ASSESSMENT)**

- ❖ Create awareness among the students about importance of accounting standards.
- ❖ Help students in developing skills of preparation of Journal, Ledger and financial statements relating to topics specified in the syllabus.
- ❖ Create deep understanding of all concepts specified in the syllabus.

**BOOKS RECOMMENDED**

- 1 Jain, S.P & Narang, K.L. : Financial Accounting, Kalyani Publishers, New Delhi.
- Shukla, M.C, Grewal, T.S & Gupta, S.C : Advance Accounts Vol-I & II, S. Chand Pub., New Delhi
- 3 Maheshwari, S.N. & Maheshwari S. : Advance Accounts Vol-I & II, Vikas Pub. New Delhi
- 4 Kishore, R.M. : Financial Accounting, Taxman Pub., New Delhi
- 5 Pillai, R.S.N, Bagavathi & Uma, S. : Fundamentals of Adv. Accounting Vol –I &II, S. Chand Pub. New Delhi
- 6 Gangwar, Sharad & Gangwar K. : Financial Accounting, Himalaya Publishing House, New Delhi
- 7 Rajasekaran : Financial Accounting, Pearson Pub., New Delhi
- 8 Singhal & Roy : A Text Book of Financial Accounting, Vayu Education of India, New Delhi
- 9 Banerjee : Financial Accounting-Concepts, Analysis, Methods and Uses, PHI Learning Pub. New Delhi
- 10 Bhatia and Arora : Financial Accounting, Alpha Pub., New Delhi

question of ten marks similar to specimen of skill development prescribed in the syllabus.

### **NOTE FOR PAPER SETTER**

Equal weightage shall be given to all the units of the syllabus. The external Paper shall be of the two sections viz, A & B of three hours duration.

**Section-A:** This section shall contain four short answer questions selecting one from each unit. Each question shall carry 5 marks .A candidate shall be required to attempt all the four questions. Total weightage to this section shall be of 20 marks.

**Section-B:** This section shall contain eight long answer questions of 15 marks each. Two questions with internal choice shall be set from each unit. A candidate shall have to attempt any four questions selecting one from each unit. Total weightage to this section shall be of 60 marks.

**MODEL QUESTION PAPER**

**FINANCIAL ACCOUNTING**

**Max.Marks-80**

**Time allowed- 3 hrs**

**SECTION A**

**Attempt all the questions. Each question carries 5 marks.**

1. Define accounting standards and explain its significance.
2. What is Hire Purchase system and give two points of distinction between H.P.S. & Installment purchase system.
3. Explain the following terms in reference to royalty accounts.
  - (i) Minimum rent
  - (ii) Shortworking
  - (iii) Right of recoupment.
4. Explain difference between balance Sheet & statement of affairs.

## SECTION B

**Attempt any four questions, selecting one from each unit. Each question carries 15 marks.**

1. What is capital expenditure & explain the difference between:

- (a) Capital expenditure & revenue Expenditure (b) Capital receipts & revenue Receipts.

Or

Following is the Trail balance of M/s Kasturi Agencies as on 31<sup>st</sup> March, 2010. Prepare Trading and Profit & Loss Account for the year ended 31<sup>st</sup> March, 2010 and a Balance sheet on that date:

	Dr. Rs		Cr. Rs.
Capital		Buildings	1,00,000
Drawings	18,000		
	15,000		
Furniture & fittings	7,500		
Motor Van	25,000		
Loan from Hari @ 12% interest (1-4-2009) paid on above	900		15,000 Interest
Sales			1,00,000
Purchases	75,000		
Opening stock	25,000		
Establishment Expenses	15,000		
Wages	2,000		
Insurance	1,000		
Commission received			4,500
Sundry Debtors	28,100		
Bank Balance	<u>20,000</u>		
Sundry Creditors			10,000
Interest			<u>3,000</u>

Adjustments: (a) The value of closing stock on 31<sup>st</sup> March, 2010 was Rs. 32,000. (b) Outstanding Wages Rs. 500. (c) Prepaid insurance Rs. 300. (d) Commission received in advance Rs. 1,300. (e) Allow interest on capital @ 10%. (f) Depreciate: building 2.5% Furniture & fitting 10%, Motor van 10%. (g) Charge interest on drawing Rs. 500. (h) Accrued interest Rs. 500.

2. X purchased a machine for manufacturing steel utensils on Hire- Purchase system from Y. Payment was to be made as Rs. 18,000 at contract and three annual instalments of Rs. 18,000 each, interest charged at 20% p.a. which was included in the annual payments of Rs. 18,000. Depreciation charged by X was 10% p.a. on straight line method. Calculate cash price and prepare Machinery Account and Y's Account in the books of X.

OR

Delhi co. purchased from Mumbai Co. three machines costing Rs. 40,000 each on the Hire- Purchase System. Payment was to be made Rs. 30,000 down and the remainder in three equal instalments together with interest at 5%. Delhi Co. writes off depreciation @ 20% on the diminishing balance. It paid the instalment due at the end of the first year but could not pay the next.

Give the necessary ledger Accounts in the books of both the parties for two years if the hire vendor took possession of all the three machines. The hire vendor spent Rs. 5,800 on getting the machines thoroughly overhauled and sold them for Rs. 70,000.

3. A owned certain patent rights. He granted a licence to B to use such patent rights on royalty basis. Following are the relevant particulars:

Year	I	II	III	IV	V
Minimum rent (Rs.)	1,750	2,000	2,250	2,500	2,500
Royalty Earned (Rs.)	1,500	1,800	1,900	2,750	2,600

The deficiency of any year is to be set off against the excess payable within the next two years. Give journal entries in the books of B.

Or

Give the journal entries in he books of lessee & lessor when the royalty is more than the M.R. & S.Ws of previous year are to be recouped (using imaginary figure)

4. A merchant became insolvent on 1-1-2010 on which date his total asset were Rs. 75,000 and liabilities Rs. 65,000 and he estimated a deficiency of Rs. 20,000 before taking the following items into consideration which were not passed through his account books:
- (1) Interest on his capital of Rs. 25,000 @ 6% for one year.
  - (2) A contingent liability for Rs. 3,000 on bills discounted by him for Rs. 8,000.
  - (3) Amount due was wages Rs. 300; as salaries Rs. 600; as rent Rs. 500; as rates and taxes Rs. 1,000.
  - (4) A loan of Rs. 5,000 taken from a friend for the marriage of his daughter, and Rs. 2,000 from his wife.
  - (5) Prepare a statement of affairs and a deficiency Account.

OR

Calculate the amount of preferential and unsecured creditors from the following figures pertaining to an insolvent debtor according to Presidency Towns Insolvency Act and Provincial Insolvency Act.

Sales Tax	25,000	Wages of 2 servants for 4 months	800
Income Tax	15,000	Wages of 5 Labourers for 3 months	3,000
Municipal Tax	5,000	Salary of the Manager	5,000
4 Month's rent due to Landlord	20,000	Salary of 2 clerks for 4 months	2,400

### **NOTE FOR INTERNAL ASSESSMENT**

#### **For Regular Students**

20% of the total marks i.e. 20 marks in each course shall be reserved for comprehensive internal assessment which shall be as under: -

- (a) 20 marks shall be reserved for only one Internal Assessment Test of one hour duration to be conducted at the end of the semester i.e., after completion of the syllabus.
- (b) Minimum 75% attendance shall be required for being eligible to appear in internal assessment test and university examination.

### **Note for setting of internal assessment question paper.**

Eight (08) short answer questions of 5 marks each based on skill development (guidelines for classroom teaching and internal assessment) shall be asked selecting at least two question from each unit and the student shall have to answer any 4 of them.

**Note for students of Distance education:** - four (04) short answer questions of 5 marks each shall be asked selecting one question from each unit

**UNIVERSITY OF JAMMU**

**B.COM.FIRST SEMESTER**

**MANAGEMENT THEORY AND PRACTICE**

C.No. BCG-102

Max Marks = 100

Internal assessment = 20

External exam. = 80

**(Syllabus for examination to be held in Dec. 2014, 2015, 2016)**

**OBJECTIVE:** The basic objective of this course is to provide fundamental knowledge about business management & organisation.

#### **UNIT – I: INTRODUCTION**

Management – Concept, significance, functions, levels of management, management as a profession, science and art. Contribution to management thought by F.W. Taylor and Henry Fayol, concept of MBO & MBE.

#### **UNIT-II: PLANNING & ORGANISING**

Planning-meaning, definition, nature, importance, process of planning, limitations of planning, Organizing – meaning, definition, importance, steps in the process of organizing, meaning and features of formal & informal organization, delegation of authority- meaning, elements, importance and process, concept of centralization and decentralization.

#### **UNIT – III: STAFING AND DIRECTING**

Staffing- meaning, nature, importance, steps in staffing process;

Directing – meaning features and importance; Motivation,- meaning, types, Maslow's hierarchy needs; leadership- meaning, nature, leadership styles;

#### **UNIT-IV: COORDINATION AND CONTROLLING**



Coordination- meaning, nature, importance. Distinguish between co-ordination and co operation, co- ordination as the essence of management; Controlling- meaning, nature, importance; process of control,

### **SKILL DEVELOPMENT (GUIDELINES FOR CLASS ROOM TEACHING AND INTERNAL ASSESSMENT)**

- ❖ Exhibit the structure of different levels of management.
- ❖ Exhibit different types of organisations.
- ❖ Exhibit different types of leadership styles.
- ❖ Clarify concepts representation of MBO and MBE.
- ❖ Create deep understanding of all concepts specified in the syllabus.

### **BOOKS RECOMMENDED**

- 1 Rao, P. Subha : Principles of Management—Himalaya Publishing House, New Delhi
- 2 Ramaswamy T. : Principles of Management, Himalaya Publishing House, New Delhi.
- 3 Sharma, Bhalla and Gupta : Principles of Management, Kalyani Publishers, New Delhi.
- 4 Prasad, L.M : Management –Theory and Practice, Sultan Chand, New Delhi
- 5 Koontz : Principles of Management, Tata McGraw Hill
- 6 Chandan, J.S : Management Concepts and Strategies, Vikas Publications, New Delhi
- 7 Stoner Freeman & Gilbert Jr. : Management, Prentice Hall of India. 8  
Robbins & Coulter : Management, Prentice Hall of India.
- 9 Robbins S.P & Decenzo David : Introduction of Management Science, A. Essential Concepts and Applications, Pearson Education.
- 10 Hillier Frederick & Hillier : Introduction to Management Science: A Mark S. Modeling and Case Studies Approach with Spreadsheets, Tata McGraw Hill
- 11 Rao, V.S. P & Krishna, V. : Management-Text and Cases, Excel Book Harri Pub., New Delhi

### **NOTE FOR PAPER SETTER**

Equal weightage shall be given to all the units of the syllabus. The external Paper shall be of the two sections viz, A & B of three hours duration.

**Section-A:** This section shall contain four short answer questions selecting one from each unit. Each question shall carry 5 marks .A candidate shall be required to attempt all the four questions. Total weightage to this section shall be of 20 marks.

**Section-B:** This section shall contain eight long answer questions of 15 marks each. Two questions with internal choice shall be set from each unit. A candidate shall have to attempt any four questions selecting one from each unit. Total weightage to this section shall be of 60 marks.

### **MODEL QUESTION PAPER MANAGEMENT THEORY AND PRACTICE**

**Max marks: - 80**

**Time allowed: 3 hrs**

**Section –A (20 Marks)**

**Attempt all the questions. Each question carries five marks.**

1. Briefly explain the concept of scientific management?
2. Discuss the principles of effective delegation of authority?
3. Explain briefly the leadership styles?
4. Write a note on coordination?

**Section –B (60 Marks)**

**Attempt any four questions selecting one question from each unit. Each question carries 15 marks.**

1. Define management. Is management science or an art or both.

Or

Explain the contribution of Henry Fayol.

2. Define planning. Explain its importance and limitation.

Or

Define organizing. Discuss the steps in the process of organizing.

3. Define staffing. Discuss different steps in staffing process.

Or

Define motivation. Explain different types of motivation.

4. Define controlling. Explain nature and significance of controlling.

Or

“Coordination is an essence of management”. Discuss.

**NOTE FOR INTERNAL ASSESSMENT**

**For Regular Students**

20% of the total marks i.e. 20 marks in each course shall be reserved for comprehensive internal assessment which shall be as under: -

- (a) 20 marks shall be reserved for only one Internal Assessment Test of one hour duration to be conducted at the end of the semester i.e., after completion of the syllabus.
- (b) Minimum 75% attendance shall be required for being eligible to appear in internal assessment test and university examination.

**Note for setting of internal assessment question paper.**

Eight (08) short answer questions of 5 marks each based on skill development (guidelines for classroom teaching and internal assessment) shall be asked selecting at least two question from each unit and the student shall have to answer any 4 of them.

**Note for students of Distance education:** - four (04) short answer questions of 5 marks each shall be asked selecting one question from each unit.

**UNIVERSITY OF JAMMU  
B.COM. FIRST SEMESTER**

**MICRO ECONOMICS**

C.No. BCG-103

Max Marks = 100

Internal assessment = 20

External exam. = 80

**(Syllabus for examination to be held in Dec. 2014, 2015, 2016)**

**OBJECTIVE:** The objective of this course is to develop basic understanding about the economic concepts, tools and techniques for rational business decisions.

### **UNIT-I: INTRODUCTION AND UTILITY ANALYSIS**

Nature, scope of micro economics, Fundamental economic concept — Scarcity of resources. Utility- meaning, law of diminishing marginal utility, law of equi-marginal utility, concept of consumer surplus.

Indifference curve analysis, meaning and properties of indifferent curves, consumer equilibrium under utility and indifference curve approaches.

### **UNIT-II: DEMAND AND SUPPLY ANALYSIS**

Demand function : Meaning, types and determinants; Law of demand; Elasticity of demand — Meaning, types and its measurement; Supply function — Meaning and its determinants, Law of supply.

### **UNIT-III: PRODUCTION AND COST ANALYSIS**

Cost analysis-Kinds of costs, short run and long run cost functions

Factors of production, fixed and variable inputs; Law of variable proportions; Law of returns to scale; Economies and diseconomies of scale.

### **UNIT - IV: MARKET STRUCTURES AND PRICE DETERMINATION**

Different market structures and their characteristics, short run and long run price- output decisions under perfect competition, monopolistic competition, monopoly and oligopoly.

### **SKILL DEVELOPMENT (GUIDELINES FOR CLASS ROOM TEACHING AND INTERNAL ASSESSMENT)**

- ❖ Identify products and apply the concept of elasticity on them.
- ❖ Present a case study showing economies and diseconomies of scale
- ❖ Select few products and show how their price is determined under different market structure
- ❖ Create deep understanding of all concepts specified in the syllabus.

### **BOOKS RECOMMENDED**

- 1 Chopra P.N. : Economic Theory, Kalyani Publishers, New  
Delhi
- 2 Ahuja H.L : Advance Economic Theory, S.Chand,New  
Delhi

- 3 Mehta P. L : Managerial Economics, S.Chand ,Delhi 4 Mehta P. L. : Managerial Economics, Sultan Chand & Sons.
- 5 Koutsoyiannis : A Modern Micro Economics, Macmillan Press Ltd.
- 6 Dwivedi D.N : Principles of Economics, Vikas Publishing House Pvt. Ltd., New Delhi
- 7 Mithani, D.M : Micro Economics; Himalaya Publishing House, New Delhi
- 8 Misra & Puri : Principles of Micro Economics, Himalaya Publishing House, New Delhi

**NOTE FOR PAPER SETTER**

Equal weightage shall be given to all the units of the syllabus. The external paper shall be of the two sections viz, A & B of three hours duration.

**Section-A:** This section shall contain four short answer questions selecting one from each unit. Each question shall carry 5 marks .A candidate shall be required to attempt all the four questions. Total weightage to this section shall be of 20 marks.

**Section-B:** This section shall contain eight long answer questions of 15 marks each. Two questions with internal choice shall be set from each unit. A candidate shall have to attempt any four questions selecting one from each unit. Total weightage to this section shall be of 60 marks.

**MODEL QUESTION PAPER**  
**MICRO ECONOMICS**

**Max marks: - 80**

**Time allowed: - 3 hrs**

**Section A**

**Attempt all the questions. Each question carries five marks.**

1. State the properties of indifference curve?
2. Discuss briefly the concept of market equilibrium?
3. State the Law of diminishing return to scale?
4. Differentiate between monopoly and monopolistic competition

**Section B**

**Attempt any four questions selecting one question from each section. Each question carries 15 marks.**

1. Discuss the nature and scope of micro economics?

OR

Explain law of Diminishing marginal utility. What is its assumption?

2. Define elasticity of demand. State its application in business?

OR

Explain in detail Law of demand.

3. Explain Law of variable proportion?

OR

State the relationship between short term and long term cost curves?

4. How price-output is reached under monopolistic competition? OR

What is Oligopoly? State its characteristics. How prices determined under oligopoly?

### **NOTE FOR INTERNAL ASSESSMENT**

#### **For Regular Students**

20% of the total marks i.e. 20 marks in each course shall be reserved for comprehensive internal assessment which shall be as under: -

- (a) 20 marks shall be reserved for only one Internal Assessment Test of one hour duration to be conducted at the end of the semester i.e., after completion of the syllabus.
- (b) Minimum 75% attendance shall be required for being eligible to appear in internal assessment test and university examination.

#### **Note for setting of internal assessment question paper.**

Eight (08) short answer questions of 5 marks each based on skill development (guidelines for classroom teaching and internal assessment) shall be asked selecting at least two question from each unit and the student shall have to answer any 4 of them.

**Note for students of Distance education:** - four (04) short answer questions of 5 marks each shall be asked selecting one question from each unit.



**UNIVERSITY OF JAMMU B.COM.FIRST  
SEMESTER**

**BASIC BUSINESS COMMUNICATION**

C.No. BCG-104

Max Marks = 100

Internal assessment = 20

External exam. = 80

**(Syllabus for examination to be held in Dec. 2014, 2015, 2016)**

**OBJECTIVE:** To impart knowledge about basic communication to enable the students to think, observe and express effectively in this competitive world.

**UNIT-I: INTRODUCTION**

Communication - meaning, definition, features and importance; Communication as a science and an art; Elements of communication process; Barriers to communication and measures to overcome them; Principles of effective communication including 7 Cs.

**UNIT-II: COMMUNICATION CHANNELS**

Formal communication- meaning, merits, demerits and types of formal communication; Informal communication – meaning, importance and types; Formal VS informal communication.

**UNIT-III: VERBAL & NON- VERBAL COMMUNICATION**

Meaning of verbal & non-verbal communication; Written and oral communication- meaning, merits and demerits; Types of non-verbal communication; improving non-verbal communication.

Principles of effective oral communication.

**UNIT-IV: BUSINESS LETTERS & REPORTS**

Business letters- meaning, functions and essentials of an effective business letter; Guidelines for drafting an enquiry letter; Circular letter – meaning, objectives and situations when circular letter is written.

Office Memorandum - meaning and drafting a memo.

Report- meaning, types of business reports & characteristics of a good business report.

**SKILL DEVELOPMENT (GUIDELINES FOR CLASS ROOM TEACHING AND  
INTERNAL ASSESSMENT)**

- ❖ To enhance the ability of students to express clearly.
- ❖ To make the students well versed in writing business letters.
- ❖ To create clear understanding of barriers and principles for bringing effectiveness in communication.
- ❖ Create deep understanding of all concepts specified in the syllabus.

**BOOKS RECOMENDED**

- 1 C.S Rayudu : Business Communication, Himalaya Publishing House, New Delhi
- 2 Varinder Kumar & Bodh Raj : Business Communication, Kalyani Publishers, New Delhi.
- 3 Rajinder Pal & J.S Korlakalli : Essentials of Business Communication, Sultan Chand and Sons
- 4 P.D Chaturvedi : Business Communication, Pearson Education, New Delhi  
Media K: Principles of effective oral communication.

## **NOTE FOR PAPER SETTER**

Equal weightage shall be given to all the units of the syllabus. The external Paper shall be of the two sections viz, A & B of three hours duration.

**Section-A:** This section shall contain four short answer questions selecting one from each unit. Each question shall carry 5 marks .A candidate shall be required to attempt all the four questions. Total weightage to this section shall be of 20 marks.

**Section-B:** This section shall contain eight long answer questions of 15 marks each. Two questions with internal choice shall be set from each unit. A candidate shall have to attempt any four questions selecting one from each unit. Total weightage to this section shall be of 60 marks.

## **MODEL QUESTION PAPER**

### **BASIC BUSINESS COMMUNICATION**

**Max Marks: 80**

**Time allowed: 3 hrs**

#### **Section –A (Marks 20)**

**Attempt all the questions. Each question carries five marks.**

1. Explain the process of communication.
2. Differentiate between formal and informal communication.
3. Explain the various principles of oral communication.
4. What are business letters? How can they be made effective?

**Section –B (Marks 60)**

**Attempt any four questions selecting one question from each unit. Each question carries 15 marks.**

1. Define communication? Explain briefly the importance of communication and discuss its barriers?

OR How

communication can be made effective?

2. What do you mean by informal communication? Give its merits and demerits. OR Define formal communication. Explain its various types?

3. “Verbal communication is more important than non-verbal communication”. Discuss. OR

What do you mean by non-verbal communication? Discuss the various types of nonverbal communication.

4. What is a business report? Discuss its various types.

OR

What is a memo? Discuss its advantages. Draft a specimen memo for explanation for not attending the duty.

**NOTE FOR INTERNAL ASSESSMENT**

**For Regular Students**

20% of the total marks i.e. 20 marks in each course shall be reserved for comprehensive internal assessment which shall be as under: -

- (a) 20 marks shall be reserved for only one Internal Assessment Test of one hour duration to be conducted at the end of the semester i.e., after completion of the syllabus.
- (b) Minimum 75% attendance shall be required for being eligible to appear in internal assessment test and university examination.

**Note for setting of internal assessment question paper.**

Eight (08) short answer questions of 5 marks each based on skill development (guidelines for classroom teaching and internal assessment) shall be asked selecting at least two question from each unit and the student shall have to answer any 4 of them.

**Note for students of Distance education:** - four (04) short answer questions of 5 marks each shall be asked selecting one question from each unit.

**UNIVERSITY OF JAMMU B.COM.FIRST  
SEMESTER**

**TAX PROCEDURE AND PRACTICE (PUBLIC FINANCE)**

C.No. BCG-106

Max Marks = 100

Internal assessment = 20

External exam. = 80

**(Syllabus for examination to be held in Dec. 2014, 2015, 2016)**

**OBJECTIVE:** The objective of the paper is to equip the students with the working of public finance.

**UNIT 1: INTRODUCTION**

Meaning and scope of public finance, role of public finance, principle of maximum social advantage and their limitations, public goods and externalities resource allocation, normative theory of public finance.

## **UNIT II: PUBLIC REVENUE**

Meaning, need and sources of public revenue; Classification of public revenue; Principles of public revenue; Significance and effects of public revenue; Public debt- Meaning, sources, kinds; Objectives of public debt management

## **UNIT III: PUBLIC EXPENDITURE**

Meaning: Objectives and scope of public expenditure; Reasons for growth of public expenditure; Classification of public expenditure; Effects of public expenditure on production, distribution, stability and growth;

## **UNIT IV: DEFICIT FINANCING**

Meaning, objective of deficit financing; Tools of deficit financing; Impact of deficit financing on economic condition of a country.

## **SKILL DEVELOPMENT (GUIDELINES FOR CLASS ROOM TEACHING AND INTERNAL ASSESSMENT)**

- ❖ Enable students to understand the various concepts with the help of examples of National Budgets.
- ❖ Create deep understanding of all concepts specified in the syllabus.

## **BOOKS RECOMMENDED**

1. Richard A. Musgrave (1989), Public Finance in Theory and Practice McGraw Hill Book Company, New York.
2. Buchaman J.M. (1970), The Public Finances, Richard D. Irwin, Homewood.
3. Jha H. (1998), Modern Public Economics, Routledge, London.
4. Singh S.K. (1986) Public Finance in Developed and Developing Countries, S.Chand and Company Ltd, New Delhi.
5. Chelliah R.J. (1971), Fiscal Policy in Underdeveloped Countries.
6. Hemlata Rao (2006) Fiscal Federalism –Issues and Policies, New Country Publications, New Delhi.
7. Atkinson A.B. and J.E. Siglitz (1980). Lectures on Public Economics, Tata MacGraw

## **NOTE FOR PAPER SETTER**

Equal weightage shall be given to all the units of the syllabus. The external Paper shall be of the two sections viz, A & B of three hours duration.

**Section-A:** This section shall contain four short answer questions selecting one from each unit. Each question shall carry 5 marks .A candidate shall be required to attempt all the four questions. Total weightage to this section shall be of 20 marks.

**Section-B:** This section shall contain eight long answer questions of 15 marks each. Two questions with internal choice shall be set from each unit. A candidate shall have to attempt any four questions selecting one from each unit. Total weightage to this section shall be of 60 marks.

### **MODEL QUESTION PAPER TAX PROCEDURE AND PRACTICE (PUBLIC FINANCE)**

**Max Marks: 80**

**Time allowed: 3 hrs**

#### **Section A (20 Marks)**

**Attempt all the questions. Each question carries five marks.**

1. State the role of public finance?
2. Briefly state the principles of public revenue?
3. State the reasons for growing public expenditure?
4. What are the objectives of deficit financing?

#### **Section B (60 Marks)**

**Attempt any four questions selecting one question from each unit. Each question carries 15 marks.**

1. Explain the normative theory of public finance?

OR

What are the advantages and limitations of principles of maximum social advantage?

2. Explain the meaning and sources of public debt?

OR

Briefly explain the classification of public revenue?

3. Explain the effects of public expenditure on production and distribution?

OR

Explain with examples developmental and non development expenditure?

4.State the impact of deficit financing on an economy?

OR

Explain the various tools of deficit financing?

### **NOTE FOR INTERNAL ASSESSMENT**

#### **For Regular Students**

20% of the total marks i.e. 20 marks in each course shall be reserved for comprehensive internal assessment which shall be as under: -

- (a) 20 marks shall be reserved for only one Internal Assessment Test of one hour duration to be conducted at the end of the semester i.e., after completion of the syllabus.
- (b) Minimum 75% attendance shall be required for being eligible to appear in internal assessment test and university examination.

#### **Note for setting of internal assessment question paper.**

Eight (08) short answer questions of 5 marks each based on skill development (guidelines for classroom teaching and internal assessment) shall be asked selecting at least two question from each unit and the student shall have to answer any 4 of them.

**Note for students of Distance education:** - four (04) short answer questions of 5 marks each shall be asked selecting one question from each unit

### **UNIVERSITY OF JAMMU B.COM SEMESTER**

#### **COURSES SEMESTER 11**

Course No.	Course Title	Marks		Exam hours
		External Exams	Internal Assignment	



	General English	80	20	
BCG: 201	Advanced Financial Accounting	80	20	3
BCG: 202	Business Ethics	80	20	3
BCG:203	Economics for Managerial Decisions	80	20	3
	<b>Elective (Any one of the following)</b>	80	20	3
BCG:204 BCG: 205	Communication Skills OR Business Mathematics II	80	20	3
BCG:206(Vocational)	Tax Procedure & Practice(Federal Finance)			
BCG:207(Vocational)	Computer Application II(PC Software)	80	20	3
BCG: 208	Tax Planning	80	20	3

**UNIVERSITY OF JAMMU  
B.COM. SECOND SEMESTER**

**ADVANCED FINANCIAL ACCOUNTING**

C.No. BCG-201

Max Marks = 100

Internal assessment = 20

External exam. = 80

**(Syllabus for examination to be held in May 2015, 2016, 2017)**

**OBJECTIVE:** To impart the knowledge regarding problems concerning companies

## **UNIT 1-ACCOUNTS OF CONSIGNMENT AND JOINT VENTURE**

**CONSIGNMENT:** features, accounting treatment in the books of the consignor and consignee.

**JOINT VENTURES:** Accounting procedures: joint Bank Account, Records Maintained by Co-venture of (a) all transaction (b) only his own transactions.

## **UNIT-II: BRANCH ACCOUNTING**

Meaning and objectives of preparing branch accounts; Various types of branches including dependent, independent and foreign branches; Preparation of branch accounts under debtor system; Stock and debtor system; Final accounts system; Wholesale branch system and independent branch system (excluding foreign branches).

## **UNIT – III: DEPARTMENTAL ACCOUNTS**

Meaning and objectives for preparing various departmental accounts; Difference between branch accounting and departmental accounting; Preparing departmental Trading a/c and Profit and loss a/c

## **UNIT-IV: INSURANCE CLAIMS**

Meaning of insurance claim, steps for ascertaining insurance claim. Computation of loss of stocks with abnormal items excluding consequential loss of profit and application of average clause.

## **SKILL DEVELOPMENT: (GUIDELINES FOR CLASS ROOM TEACHING AND INTERNAL ASSESSMENT)**

- ❖ Critically evaluation of consignment and joint venture financial accounts.
- ❖ Comparison of financial statement of branches and different departments.
- ❖ Create deep understanding of all concepts specified in the syllabus.

## **BOOKS RECOMMENDED**

- 1 Jain, S.P & Narang, K.L : Corporate Accounting, Kalyani Publishers, New Delhi.
- 2 Shukla, M.C, Grewal, T.S & : Advance Accounts Vol-I & II, S. Chand Pub.,  
Gupta, S.C New Delhi

- 3 Maheshwari, S.N & Maheshwari : Advance Accounts Vol-I & II, Vikas Pub. New  
S. Delhi
- 4 Pillai, R.S.N, Bagavathi & Uma, : Fundamentals of Adv. Accounting Vol –I &II, S.  
S. Chand Pub. New Delhi
- 5 Gangwar, Sharad & Gangwar K. : Financial Accounting, Himalaya Publishing  
House, New Delhi
- 6 Rajasekaran : Financial Accounting, Pearson Pub., New Delhi
- 7 Singhal & Roy : A Text book of Financial Accounting, Vayu  
Education of India, New Delhi
- 8 Banerjee : Financial Accounting-Concepts, Analysis,  
Methods and Uses, PHI Learning Pub. New  
Delhi
- 9 Bhatia and Arora : Financial Accounting, Alpha Pub., New Delhi
- 10 Gupta : Financial Accounting for Management, Pearson  
Pub., New Delhi
- 11 Mehra & Pankaj : Accounting in Corporate Business, Alpha Pub.,  
New Delhi

**NOTE FOR PAPER SETTER**

Equal weightage shall be given to all the units of the syllabus. The external Paper shall be of the two sections viz, A & B of three hours duration.

**Section-A:** This section shall contain four short answer questions selecting one from each unit. Each question shall carry 5 marks .A candidate shall be required to attempt all the four questions. Total weightage to this section shall be of 20 marks.

**Section-B:** This section shall contain eight long answer questions of 15 marks each. Two questions with internal choice shall be set from each unit. A candidate shall have to attempt any four questions selecting one from each unit. Total weightage to this section shall be of 60 marks.

**MODEL QUESTION PAPER**  
**ADVANCE FINANCIAL ACCOUNTING**

**Max.Mark-80**  
**Time allowed- 3 hour**

**SECTION A**

**Attempt all the questions. Each question carries 5 marks.**

1. Define joint venture & differentiate between joint venture & consignment.
2. What are the main types of branches from accounting point of view and give any three objectives of branch Accounting.
3. What is the meaning of Departmental A/c & give the difference between branch & departmental system of Accounting.
4. Explain procedure of determining the amount of claim for the loss of stock.

**SECTION B**

**Attempt any four questions, selecting one from each unit. Each question carries 15 marks.**

1. Entries and accounts in consignor's books.

On 10<sup>th</sup> April, 2012, The Raza Sugar Factory Ltd. Rampur, consigned to Mr. Shahid Ali to Lahore 400 bags of sugar @ Rs. 250 per bag. They also paid cartage and freight etc., Rs. 2,500. On 12<sup>th</sup> April, 2012, the consignor drew on consignee as an advance against the consignment at 3 months for Rs. 60,000, which they discounted at their bank at 5%. The consignee sold off the goods on 1st July, 2012, rendered an account sales, showing that the goods realised Rs. 1,20,000, out of which he deducted his charges amounting to Rs. 800 and his commission @ 5%. Make entries and show ledger accounts in respect of the above transactions in the books of the consignor.

Or

A & B enter into joint venture. A agrees to bring capital in cash. A deposited Rs. 80,000 in the joint bank account.

B buys goods worth Rs. 50,000 as part of his share of capital, further goods worth Rs. 1,18,000 were purchased from C, paying Rs. 60,000 and the balance by a promissory note signed by A & B.

The goods were sent to Calcutta for sale. Expenses amounting to Rs. 5,000 were incurred for sending the goods. Parts of the goods were damaged and a sum of Rs. 25,000 was recovered from the Insurance Company. The balance of goods were sold for Rs. 2,20,000.

Write up the necessary accounts in the books of joint venture assuming that the promissory note was duly met. A & B share profits equally.

2. C Ltd. of Kolkata has a branch at Delhi. The goods are invoiced to the branch at selling price which is cost plus 20%. From the following particulars, make out branch A/c to show the profit or loss of the branch:

	Rs.		Rs.
Stock on 1st January, 2009		Cash received from debtors	40,000
(Invoice Price)	15,000	Bad debts written off	250
Debtors on 1st January, 2009	11,400	Discount allowed to customers	300
Goods invoiced to branch during year (invoice price)	67,000	Expenses at branch	6,700
Sales at Branch	Rs.	Stocks on 31 <sup>st</sup> December, 2009	(Invoice Price)
Cash	31,000		13,400
Credit	<u>37,400</u>		
	68,400		

Or

PQ Ltd., Kolkata, started a branch in Mumbai on 1st April, 2009 to which goods were sent at 20% above cost. The branch makes both credit and cash sales. Branch expenses are met from branch cash and balance money remitted to H.O. The branch does not maintain double entry books of account and necessary accounts relating to branch are maintained in H.O.

Following further details are given for year ended on 31<sup>st</sup> March, 2010:

	Rs.		Rs.
Cost of goods sent to Branch	50,000	Cash n hand at Branch on	
Goods received by Branch till 31 <sup>st</sup> March, 2010 at invoice price	54,000	31 <sup>st</sup> March, 2010	2,000
Credit sales for the year	48,000	Cash remitted by H.O to Branch	
Debtors as on 31 <sup>st</sup> March, 2010	20,800	during the year	3,000
Bad Debts and Discount written off	200	closing stock at Branch at	
Cash remitted to H.O.	43,000	invoice price	6,000
		Expenses incurred at Branch	12,000

Show the necessary Ledger A/cs in the books of Head Office (Under Stock and Debtors System) and determine the profit and Loss of the Branch for the year ended on 31<sup>st</sup> march, 2010.

3. Following purchases were made by a business house having three departments:

Department A	1,000 units				
Department B	2,000 units	at	a	total	of Rs. 1,00,000
Department C	2,400 units				

Stocks on 1st January were;

Department A	120 units
Department B	80 units, and Department C
	152 units.

The sales were:

Department A 1,020 units @ Rs. 20.00 each. Department

B 1,920 units @ Rs. 22.50 each.

Department C 2,496 units @ Rs. 25.00 each.

The rate of gross profit is the same in each case.

Prepare Departmental Trading Accounts.

OR

What is the meaning of Departmental Accounts and explain the basis of Allocation of expenses over various Departments of a Departmental organization.

4. On 30<sup>th</sup> September, 2009, the stock of Fred Pery was lost in a fire accident. From the following available records prepare a statement showing amount of claim to be lodge on the insurers:

Rs. Stock at cost on 1-4-2008	37500	
Stock at cost on 31-3-2009		52,000
Purchases less returns for the year ended 31-3-2009		2,53,750 Sales
less returns for the year ended 31-3-2009		3,15,000
Purchases less returns upto 30-9-2009		1,45,000
Sales less returns upto 30-3-2009		1,84,050

In valuing stock on 31-3-2009, due to obsolescence 50% of the value of the stock which originally cost Rs. 6,000 had been written off. In May 2009, three – fourths of this stock had been sold at 90% of the original cost and it is now expected that the balance of the obsolete stock would also realize the same price. Subject to the above, gross profit had remained uniform throughout.

Stock to the value of Rs. 7,200 was salvaged.

OR

A fire occurred in the premises of Ranjan on 25<sup>th</sup> November, 2009 when a large part of the stock was destroyed. The value of salvaged stock was Rs. 1,50,000. Ranjan gives you the following information for the period 1<sup>st</sup> April, 2009 to 25<sup>th</sup> November, 2009:

- (i) Purchases: Rs. 8,05,000.
- (ii) Sales: Rs. 9,00,000.
- (iii) Goods costing Rs. 5,000 were taken away by Ranjan for his personal use.
- (iv) Cost price of the stock on 1<sup>st</sup> April, 2009: Rs. 4,00,000.

Over the last few years, Ranjan has been selling goods at a consistent rate of gross margin of 33 1/3 % on sales.

The insurance policy is for Rs. 5,00,000. It includes an average clause.

Ranjan asks you to prepare a statement of claim to be made on the insurance company.

## **NOTE FOR INTERNAL ASSESSMENT**

### **For Regular Students**

20% of the total marks i.e. 20 marks in each course shall be reserved for comprehensive internal assessment which shall be as under: -

- (a) 20 marks shall be reserved for only one Internal Assessment Test of one hour duration to be conducted at the end of the semester i.e., after completion of the syllabus.
- (b) Minimum 75% attendance shall be required for being eligible to appear in internal assessment test and university examination.

### **Note for setting of internal assessment question paper.**

Eight (08) short answer questions of 5 marks each based on skill development (guidelines for classroom teaching and internal assessment) shall be asked selecting at least two question from each unit and the student shall have to answer any 4 of them.

**Note for students of Distance education:** - four (04) short answer questions of 5 marks each shall be asked selecting one question from each unit.

## **UNIVERSITY OF JAMMU B.COM. SECOND SEMESTER**

### **BUSINESS ETHICS**

C.No. BCG-202

Max Marks = 100

Internal assessment = 20

External exam. = 80

**(Syllabus for examination to be held in May 2015, 2016, 2017)**

**OBJECTIVE:** The basic objective of this course is to provide the knowledge on ethics and value system in general and business in particular

## **UNIT-I: INTRODUCTION TO BUSINESS ETHICS**

Concept of business ethics- Need, factors, principles, ethical values for success in business; Ethical problems faced by managers; Arguments against business ethics, ethics and Indian value system.

## **UNIT-II: BELIEFS AND STANDARDS**

Brief introduction to the meaning of values, norms, beliefs and moral standards; Values Meaning and types, features; difference between values and skills, positive and negative values, business values, Indian ethos for management.

## **UNIT-III: ETHICS AT WORK PLACE**

Importance of work place ethics; Guidelines for managing ethics at work place; Factors influencing work place ethics; Forms of discrimination; Ethical arguments against discrimination; Types of discrimination practices and prevention of harassment at work place

## **UNIT-IV: ETHICS IN MARKETING AND CONSUMER PROTECTION**

Ethical issues in marketing, need for ethical behavior in marketing, social effects of advertising, factors determining advertising ethics; Consumer protection- Need for consumer protection, brief introduction about machinery for redressal of consumer grievances, ethical approaches to consumer protection.

## **SKILL DEVELOPMENT (GUIDELINES FOR CLASS ROOM TEACHING AND INTERNAL ASSESSMENT)**

- ❖ Explain clearly the ethical values for business decision making.
- ❖ List different ethical issues in present business situation.
- ❖ Critical appraisal of portrayal of woman in advertising.
- ❖ Deep understanding of all concepts specified in the syllabus

## **BOOKS RECOMMENDED**

1 Murthy, C.S.V : : Business Ethics: Himalaya Publishing House, New Delhi

2 Badi, R.V & Badi, N.V : Business Ethics, Varinda Publications, Delhi



- 3 Bhalla S.K : Business Ethics & Corporate Governance, Deep & Deep Publication New Delhi
- 4 Gavai, A.K : Business Ethics, Himalaya Publication
- 5 Hundepar, S.G : Business Ethics & Human Values ,Excel Books, New Delhi
- 6 Ghosh, Biswanath : Ethics in Management and Indian Ethos, Vikas Publishing House, New Delhi.
- 7 Rupami, Riya : Business Ethics and Corporate Governance, Himalaya Publishing House, New Delhi.
- 8 Gupta, C.B. : Business Ethics and Communication, Sultan Chand & Sons, New Delhi.

**NOTE FOR PAPER SETTER**

Equal weightage shall be given to all the units of the syllabus. The external Paper shall be of the two sections viz, A & B of three hours duration.

**Section-A:** This section shall contain four short answer questions selecting one from each unit. Each question shall carry 5 marks .A candidate shall be required to attempt all the four questions. Total weightage to this section shall be of 20 marks.

**Section-B:** This section shall contain eight long answer questions of 15 marks each. Two questions with internal choice shall be set from each unit. A candidate shall have to attempt any four questions selecting one from each unit. Total weightage to this section shall be of 60 marks.

**MODEL QUESTION PAPER**  
**BUSINESS ETHICS**

**Max Marks: -80**

**Time allowed: - 3 hrs**

**Section –A (20 Marks)**

**Attempt all the questions. Each question carries five marks.**

1. Briefly discuss various types of values?
2. Explain the importance of work place ethics?
3. What are advertising ethics? Explain them briefly?
4. Write a short note on consumer protection.

**Section –B ( 60 Marks)**

Attempt any four questions selecting one question from each unit. Each question carries 15 Marks.

1. Discuss the relevance of ethical values in the success of business?

OR

State the arguments against business ethics. Support your answer with suitable examples?.

2. Differentiate between values and beliefs. Give suitable examples. ?

OR

Briefly state the various steps for enforcing effective code of ethics at work place?

3. Explain ethical considerations with regard to types of discrimination in an organization?

OR

What is sexual harassment. Suggest measures to prevent sexual harassment at work place ?

4. Briefly explain the various ethical approaches to consumer protection in India?

OR

Discuss different factors that influence ethical marketing behavior?

### **NOTE FOR INTERNAL ASSESSMENT**

#### **For Regular Students**

20% of the total marks i.e. 20 marks in each course shall be reserved for comprehensive internal assessment which shall be as under: -

- (a) 20 marks shall be reserved for only one Internal Assessment Test of one hour duration to be conducted at the end of the semester i.e., after completion of the syllabus.
- (b) Minimum 75% attendance shall be required for being eligible to appear in internal assessment test and university examination.

#### **Note for setting of internal assessment question paper.**

Eight (08) short answer questions of 5 marks each based on skill development (guidelines for classroom teaching and internal assessment) shall be asked selecting at least two question from each unit and the student shall have to answer any 4 of them.

**Note for students of Distance education:** - four (04) short answer questions of 5 marks each shall be asked selecting one question from each unit.

**UNIVERSITY OF JAMMU**  
**B.COM. SECOND SEMESTER**

**ECONOMICS FOR MANAGERIAL DECISIONS**

C.No. BCG-203

Max Marks = 100  
Internal assessment = 20  
External exam. = 80

**(Syllabus for examination to be held in May 2015, 2016, 2017)**

**OBJECTIVE:** This course aims to prepare the students to understand and analyse over a remarkable range of business issues and phenomena of decision making.

**UNIT-I: INTRODUCTION**

Nature, importance, role of managerial economics; Principles in managerial decision analysis; Managerial economics- A positive or normative science; Relationship between micro, macro and managerial economics.

**UNIT-II: MARKET DEMAND ANALYSIS**

Meaning, determinants of demand, factors influencing market demand, types of demand , forecasting of demand-significance and techniques.

**UNIT-III: PRICING POLICY/ STRATEGIES**

Introduction, objectives of price policy, factors determining price policy, methods of pricing – cost plus pricing, multiple product pricing, transfer pricing and peak load pricing.

**UNIT- IV: PROFIT POLICY**

Profit as business objective, profit maximization as business objective, theories of profit- Hawley's risk theory, Schumpeter's innovation theory, problems in profit measurement, making a reasonable profit a practical approach, profit as a control measure. .

## **SKILL DEVELOPMENT (GUIDELINES FOR CLASS ROOM TEACHING AND INTERNAL ASSESSMENT)**

- Clarify various approaches to managerial decisions.
- Identify the factors influencing price policy.
- Familiarize the students with various pricing practices used by different firms.
- Create deep understanding of all concepts specified in the syllabus.

### **BOOKS RECOMMENDED**

- 1 Mithani, D.M. : Managerial Economics-Theory & Application, Himalaya Publishing House Pvt. Ltd., New Delhi
- 2 Diwedi ,D.N. : Managerial Economics, Vikas Publishing House Pvt. Ltd., New Delhi
- 3 Gupta, G.S. : Macro-Economic-Theory & Application, Tata McGraw Hill Publishing House, New Delhi.
- 4 Vaish, M.C. : Macro-Economic Theory, Vikas Publishing House Pvt. Ltd., New Delhi
- 5 Mishra, S.K. & Puri, V.K. : Modern Macro Economic Theory, Himalayan Publishing House
- 6 Edward Shapiro : Macro-Economic Analysis, Tata McGraw Hill, New Delhi
- 7 Jhingam, M.L. & Stephen, J.K : Managerial Economics, Vrinda Publications Pvt. Ltd. Delhi
- 8 Dingra, I.C : Managerial Economics, Sultan Chand, New Delhi.

### **NOTE FOR PAPER SETTER**

Equal weightage shall be given to all the units of the syllabus. The external Paper shall be of the two sections viz, A & B of three hours duration.

**Section-A:** This section shall contain four short answer questions selecting one from each unit. Each question shall carry 5 marks .A candidate shall be required to attempt all the four questions. Total weightage to this section shall be of 20 marks.

**Section-B:** This section shall contain eight long answer questions of 15 marks each. Two questions with internal choice shall be set from each unit. A candidate shall have to attempt any four questions selecting one from each unit. Total weightage to this section shall be of 60 marks.

## **MODEL QUESTION PAPER**

### **ECONOMICS FOR MANAGERIAL DECISIONS**

Max Marks: -80

Time allowed: -3 hrs

#### **Section A( 20 Marks)**

**Attempt all the questions. Each question carries five marks.**

1. State the role of managerial economics?
2. Briefly state the various types of demand?
3. What are the objectives of price policy?
4. Explain briefly profit maximization as a business objective?

**Section –B (60 Marks)**

**Attempt any four questions selecting one question from each unit. Each question carries 15 marks.**

1. Discuss the principles of managerial decision analysis?

OR

State the relationship between micro economics, macro economics and managerial economics?

2. Explain various techniques of demand forecasting?

OR

Explain the factors influencing market demand?

3. Explain the methods of price determination?

OR

Briefly state the criteria for acceptable rate of return on investment?

4. Explain risk theory of profit.

OR

Explain how profit is used as control measure. What problems are associated with the used of profit figure as a control measure?

**NOTE FOR INTERNAL ASSESSMENT**

**For Regular Students**

20% of the total marks i.e. 20 marks in each course shall be reserved for comprehensive internal assessment which shall be as under: -

- (a) 20 marks shall be reserved for only one Internal Assessment Test of one hour duration to be conducted at the end of the semester i.e., after completion of the syllabus.
- (b) Minimum 75% attendance shall be required for being eligible to appear in internal assessment test and university examination.

**Note for setting of internal assessment question paper.**

Eight (08) short answer questions of 5 marks each based on skill development (guidelines for classroom teaching and internal assessment) shall be asked selecting at least two question from each unit and the student shall have to answer any 4 of them.

**Note for students of Distance education:** - four (04) short answer questions of 5 marks each shall be asked selecting one question from each unit.

**UNIVERSITY OF JAMMU  
B.COM. SECOND SEMESTER**

**COMMUNICATION SKILLS**

C.No. BCG-204

Max Marks = 100  
Internal assessment = 20  
External exam. = 80

**(Syllabus for examination to be held in May 2015, 2016, 2017)**

**OBJECTIVE:** The basic objective of this course is to develop the communication skills among students to enable them to be successful in this competitive and changing business world.

**UNIT-I: LISTENING AND READING SKILLS**

Listening – Meaning, Nature, significance and factors affecting listening process; Requirement (skills) for effective listening; Barriers to effective listening and measures to overcome them; Guidelines for effective listening; Reading – Meaning, nature, types and importance of reading for effective communications.

**UNIT-II: WRITING SKILLS**

Writing tender/ quotation; Guidelines for writing effective collection letter; Stages in collection letter series



Sales Letter – meaning, objectives, functions and writing sales letter; Minutes – meaning, types and guidelines for writing minutes and resolutions pertaining to meetings.

.

### **UNIT-III: SPEAKING SKILLS**

Speech – Introduction and characteristics of good speech; Interview – introduction, types, guidelines for preparing to appear in selection interview; Group discussion – meaning and guidelines for preparation to appear in group discussion; Skills to perform well in group discussion.

### **UNIT-IV: PRESENTATION AND RESUME WRITING**

Presentation – meaning and structure; Do's and Don'ts of presentation; Resume – meaning, contents and guidelines for preparing an effective resume; difference between resume and CV.

### **BOOKS RECOMMENDED**

- 1 Rao, Nageshwar & Das, : Communication Skills, Himalaya Publishing House, New Delhi  
Rajendra P
- 2 Ray, Reuben : Communication Today -Understanding Creative Skill, Himalaya Publishing House, New Delhi.
- 3 Raydu,C.S : Business Communication, Himalaya Publishing House, New Delhi
- 4 Chaturvedi, P.D : Business Communication, Pearson Education, New Delhi
- 5 Meenakshi, Raman : Technical Communication, Oxford University Press
- 6 Pal, Rajinder & Korlakalli ,J.S : Essentials of Business Communication, Sultan Chand Publishers, New Delhi
- 7 Ramesh, M.S & Pattanshetti, : C.C Business Communication, S. Chand and Co, New Delhi.

8 Aggarwal, Rohini

:

Business Communication, Organisation and Management, Taxmann's Publisher, New Delhi.

8 Lesikar, R.V & Pettet Jr. J.D

:

Business Communication: Theory and Application, Tata McGraw Hill

**SKILL DEVELOPMENT (GUIDELINES FOR CLASS ROOM TEACHING AND INTERNAL ASSESSMENT)**

- ❖ Make the students well versed in the art of writing various business letters specified in the syllabus.
- ❖ Make the students able to participate in GD with confidence.
- ❖ Create confidence in the students for appearing in interviews.
- ❖ Make the students able to enrich their listening and reading skills.
- ❖ Create deep understanding of all concepts specified in the syllabus.

**NOTE FOR PAPER SETTER**

Equal weightage shall be given to all the units of the syllabus. The external Paper shall be of the two sections viz, A & B of three hours duration.

**Section-A:** This section shall contain four short answer questions selecting one from each unit. Each question shall carry 5 marks .A candidate shall be required to attempt all the four questions. Total weightage to this section shall be of 20 marks.

**Section-B:** This section shall contain eight long answer questions of 15 marks each. Two questions with internal choice shall be set from each unit. A candidate shall have to attempt any four questions selecting one from each unit. Total weightage to this section shall be of 60 marks.

**MODEL QUESTION PAPER**  
**COMMUNICATION SKILLS**

**Max marks: -80**

**Time allowed: -3 hrs**

**Section A (20 Marks)**

**Attempt all the questions. Each question carries five marks.**

1. What is listening? How it can be made effective?
2. What is a sales letter? Explain its functions?
3. What skills are required to perform well in group discussion?
4. Differentiate between a CV and Resume?

**Section –B (60 Marks)**

**Attempt any four questions selecting one question from each unit. Each question carries 15 marks.**

1. What is effective reading is reading important for effective communication?

Or

What is listening? Explain the barriers to effective listening. Suggest the measures to over comes these barriers.

2. What is collection letter? Explain the stages of collection letter series.

Or

What do you understand minutes? What points should be kept in mind while writing minutes of a meeting.

3. What is interview? What preparation will you make for appearing in an interview for job?

Or

What is group discussion? What are the requirements for preparing for group discussion?

4. What is presentation? Explain the Do's and Don'ts of presentation.

Or

What is resume? What points will you keep in mind while prepare in your resume?

## **NOTE FOR INTERNAL ASSESSMENT**

### **For Regular Students**

20% of the total marks i.e. 20 marks in each course shall be reserved for comprehensive internal assessment which shall be as under: -

- (a) 20 marks shall be reserved for only one Internal Assessment Test of one hour duration to be conducted at the end of the semester i.e., after completion of the syllabus.
- (b) Minimum 75% attendance shall be required for being eligible to appear in internal assessment test and university examination.

### **Note for setting of internal assessment question paper.**

Eight (08) short answer questions of 5 marks each based on skill development (guidelines for classroom teaching and internal assessment) shall be asked selecting at least two question from each unit and the student shall have to answer any 4 of them.

**Note for students of Distance education:** - four (04) short answer questions of 5 marks each shall be asked selecting one question from each unit.

## **UNIVERSITY OF JAMMU B.COM. SECOND SEMESTER**

### **TAX PROCEDURE AND PRACTICE (FEDERAL FINANCE)**

C.No. BCG-206

Max Marks = 100  
Internal assessment = 20      External exam. =

(Syllabus for examination to be held in May 2015, 2016, 2017 )

**OBJECTIVE:** To impart knowledge about functioning of federal finance in India

**UNIT 1 : FINANCIAL ADMINISTRATION IN INDIA**

Meaning and principles of financial administration, duties and powers of Comptrollers and Auditors; General preparations and enactment of budget, parliamentary control on public expenditure, public account committee, estimate committee and committee of public accounting control.

**UNIT 2: INDIAN FEDERAL FINANCE**

Justification of federal setup, problems of federal set-up, principles of federal finance ; Allocation of resources between state and central under constitution; Local finances; Fiscal policy- Meaning, objectives and critical appraisal; Brief introduction to fiscal responsibility and budget management bill-2000

**UNIT 3: VALUE ADDED TAX IN INDIA**

Brief introduction to **VAT, MODVAT, CENVAT**

**GST**= General sales tax, GST vs. VAT

**GST**= Goods and services tax

**UNIT 4: UNION BUDGET**

Appraisal of latest budget: Salient features of latest budget, composition of revenue, composition of expenditure; Critical appraisal of the latest union budget; J&K State latest budget- Its critical appraisal.

**SKILL DEVELOPMENT (GUIDELINES FOR CLASS ROOM TEACHING AND INTERNAL ASSESSMENT)**

- ❖ Enable students to understand the various concepts with the help of examples of National Budgets/ case studies.
- ❖ Create deep understanding of all concepts specified in the syllabus.

## **BOOKS RECOMMENDED**

1. Public Finance in Theory & Practice by Dr. S.K.Singh, published by S.Chand & Company, New Delhi
2. Modern Economic Theory by Dr. K.K. Dewett and Sh M.H. Navalur published by Shyam Lal Charitable Trust, New Delhi (sole distributor S.Chand & Company Ltd, New Delhi)
3. Union Budget
4. Government Accounting Standards issued by the GASAB
5. Fiscal Responsibility and Budget Management Act, 2003

## **NOTE FOR PAPER SETTER**

Equal weightage shall be given to all the units of the syllabus. The external Paper shall be of the two sections viz, A & B of three hours duration.

**Section-A:** This section shall contain four short answer questions selecting one from each unit. Each question shall carry 5 marks .A candidate shall be required to attempt all the four questions. Total weightage to this section shall be of 20 marks.

**Section-B:** This section shall contain eight long answer questions of 15 marks each. Two questions with internal choice shall be set from each unit. A candidate shall have to attempt any four questions selecting one from each unit. Total weightage to this section shall be of 60 marks.

## **MODEL QUESTION PAPER**

### **TAX PROCEDURE AND PRACTICE(FEDERAL FINANCE)**

**Max Marks: 80**

**Time allowed: 3 hrs**

#### **Section A (20 Marks)**

**Attempt all the questions. Each question carries five marks.**

1. Briefly state the principles of fiscal administration?
2. State the various problems of federal finance in India?
3. Differentiate between GST and VAT?
4. State the salient features of latest budget?

#### **Section B (60 Marks)**

**Attempt any four questions selecting one question from each unit. Each question carries  
15 marks**

1. Briefly discuss the duties of Comptroller and Auditor General in India?

OR

Discuss the manner in which parliament exercises control over the public expenditure

2. Critically evaluate the latest fiscal policy in India?

OR

Briefly state the main provisions of Budget Management Bill 2000?

3. What is MODVAT. Explain its main features? OR

Explain the main provisions of GST?

4. Explain the composition of revenue of Union budget? OR

Critical evaluate the latest J&K budget?

### **NOTE FOR INTERNAL ASSESSMENT**

#### **For Regular Students**

20% of the total marks i.e. 20 marks in each course shall be reserved for comprehensive internal assessment which shall be as under: -

- (a) 20 marks shall be reserved for only one Internal Assessment Test of one hour duration to be conducted at the end of the semester i.e., after completion of the syllabus.
- (b) Minimum 75% attendance shall be required for being eligible to appear in internal assessment test and university examination.

#### **Note for setting of internal assessment question paper.**

Eight (08) short answer questions of 5 marks each based on skill development (guidelines for classroom teaching and internal assessment) shall be asked selecting at least two question from each unit and the student shall have to answer any 4 of them.

**Note for students of Distance education:** - four (04) short answer questions of 5 marks each shall be asked selecting one question from each unit



**UNIVERSITY OF JAMMU B.COM SEMESTER****COURSES SEMESTER 111**

Course No.	Course Title	Marks		Exam hours
		External Exams	Internal Assignment	
	General English	80	20	
BCG: 301	Corporate Accounting	80	20	3
BCG: 302	Income Tax - I	80	20	3
BCG:303	Business Law	80	20	3
	<b>Elective (Any one of the following)</b>	80	20	3
BCG:304	Entrepreneurship For Small Business	80	20	3
BCG:305(Vocational)	Tax Procedure & Practice :(Service Tax and VAT)			
BCG:306(Vocational)	Computer Application III:(Database Management System)	80	20	3
BCG: 307	Tax Planning	80	20	3

**C.No. BCG-301**

**Max Marks = 100**

**Internal assessment = 20**

**External Exam. = 80**

**(Syllabus for examination to be held in Dec. 2015, 2016, 2017 )**

**OBJECTIVE:** To acquaint the students with the concept and methods of corporate accounting.

**UNIT-I: PROFIT PRIOR TO INCORPORATION**

Concept of profit prior to incorporation, procedure for ascertaining P/L prior to incorporation; Computation of time ratio, sales ratio, procedure and basis of allocation of expenses and incomes.

Computation of profit prior to incorporation as per prescribed form.

**UNIT- II: BANKING COMPANIES**

Meaning of banking companies, important terms in banking business – rebate on bill discounted, statutory reserve, cash credit. Concept of non-performing assets (NPA's)

Preparation of P&L A/c, contents of schedule no. 13,14,15,16.

Preparation of B/S, various contents of schedule no 1 to 11; Treatment of contingent liabilities as per schedule no. 12.

**UNIT-III: ACCOUNTS OF INSURANCE COMPANIES**

Meaning of insurance types of insurance, statutory and subsidiary books, important terms in insurance.

Preparation of revenue account & balance sheet of life insurance companies as per prescribed form.

**UNIT — IV: ACCOUNTS OF HOLDING COMPANIES**

Accounts of holding companies (Two concerns only), concept of holding & subsidiary companies, legal requirements for holding companies; Meaning of minority interest, cost of control/ capital reserve, revenue profit and capital profits.

Preparation of consolidated balance sheet as per prescribed form including treatment of unrealized profit, revaluation of assets and mutual owing.

**SKILL DEVELOPMENT (GUIDELINES FOR CLASS ROOM TEACHING AND INTERNAL ASSESSMENT)**

- ❖ Critically evaluate financial statements (Published) of any reputed company. Interaction with persons/officials concerned with LIC business.
- ❖ Comment upon the consolidated financial statement of any holding co. ❖ Create deep understanding of all concepts specified in the syllabus.

## **BOOKS RECOMMENDED**

1. Jain & Narang Corporate Accounting, Kalyani Publishers, New Delhi.
- 2 Gupta R.L. and Radha Swamy : Advanced Company Accounts, Sultan Chand & Son, New Delhi
- 3 Maheshwari S.N. : Corporate Accountancy, Vikas Publishing House, New Delhi
- 4 Monga J.R. Ahuja, : Financial Accounting, Mayur Paper Books, Noida  
Girish and Sehagl Ashok
- 5 Shukia, M.C. Grewal : Advanced Accounts, S. Chand and Co. New Delhi T.S.  
and Gupta SC
- 6 Moore C.L. and Jaedicke R.K. Managerial Accounting, South Western Publishing Co.,  
Cinnannati, Ohia
6. Tulsain, P.C Corporate Accounting, S. Chand Publication, New  
Delhi.

### **NOTE FOR PAPER SETTER**

Equal weightage shall be given to all the units of the syllabus. The external Paper shall be of the two sections viz, A & B of three hours duration.

**Section-A:** This section shall contain four short answer questions selecting one from each unit. Each question shall carry 5 marks .A candidate shall be required to attempt all the four questions. Total weightage to this section shall be of 20 marks.

**Section-B:** This section shall contain eight long answer questions of 15 marks each. Two questions with internal choice shall be set from each unit. A candidate shall have to attempt any four questions selecting one from each unit. Total weightage to this section shall be of 60 marks.

## **MODEL QUESTION PAPER**

### **CORPORATE ACCOUNTING**

**Max marks: -80**  
**Time allowed: -3 hrs**

#### **Section A (20 Marks)**

**Attempt all the questions. Each question carries 5 marks.**

1. How are profits prior to incorporation dealt with? How will you ascertain such profits?
2. What are the main features of bank's accounting system?
3. What is meant by re-insurance How is it helpful to insurance companies?
4. How would you ascertain the amount of minority interest?

**Section B (60 Marks)**

**Attempt any four questions, selecting one question from each unit. Each question carries 15 marks each**

1. ABC Ltd. was incorporated on 1<sup>st</sup> July, 2012 to take over the business of XYZ Ltd. with effect from 1<sup>st</sup> April 2012. The following profit and loss account for the year ended 31<sup>st</sup> March, 2013 was drawn up:

To commission	Rs. 2625	By Gross profit	Rs. 98000
To Advertisement	5250	By Bad debts recovered	500
To Managing director's remuneration	9000		
To Depreciation	2800		
To Salaries	18000		
To Insurance	600		
To Preliminary exp.	700		
To Rent and rates	3000		
To Discount	350		
To Bad debts	1250		
To Net profit	54925		
	98500		98500

The following details are available:

1. The average monthly turnover from July 2012 onwards are double than that of the previous months
2. Rent for the first 3 months was paid @ Rs. 200 p.m. and thereafter at a rate increased by Rs. 50 p.m.
3. Bad debts are Rs. 350, related to sales effected after 1<sup>st</sup> September, 2012 and realisation of bad debts was in respect of debts written off during 2010.
4. Advertisement expenses were directly proportionate to the sales.

You are required to find out the profit prior to incorporation and state the treatment thereof in the books of the company.

OR

Define profit prior to incorporation. Explain the steps for computation of profit prior to incorporation.

2. Prepare profit and loss account of People's Bank from the following particulars for the year ended 31<sup>st</sup> March, 2012:

	Rs. ('000)
Interest on loan	250
Interest on savings A/C	150
Interest on cash credits	160
Interest on fixed deposits	190
Interest on overdrafts	70
Payments to employees	150
Discount on bill discounted	40
Rent and rates	5
Commission and brokerage	15
Auditors fees	10
Directors fee and expenses	20

OR

Prepare Profit and loss A/c of Laxmi Bank from the following particulars for the year ended 31<sup>st</sup> March, 2012:

	Rs.('000)
Payment to employees	74
12,500 shares of Rs. 100 each	1250
Statutory reserve	600
Current a/c and deposits a/c	7732
Interest paid	27

Govt. securities	600
Other securities	825
Shares and stock	637
Dep. on Premises	22
Interest, discount and commission	245
Cash in hand with Reserve Bank of India	20
Money at call and short notice	274
Bills discounted	379
Loans and advances	4665
Bank Premises and Furniture	480
Non Banking Assets	337

Make a provision for rebate on bills discounted Rs 3,000.

3. The Life Assurance Fund of an Insurance company on 31<sup>st</sup> March, 2012 showed a balance of Rs. 87,76,500. It was later found that the following were not taken into account:
- Dividend from investment Rs. 4,80,000.
  - Income tax on above Rs. 48,000.
  - Bonus in reduction of Premium Rs. 8,77,500 ( not taken as expense).
  - Claims covered under re-insurance Rs. 4,23,000.
  - Claims intimated, but not accepted by the company Rs. 7,62,000. Ascertain correct balance of the fund.

OR

- Explain the meaning and types of Life Insurance?
- Prepare (with imaginary figures) the Balance sheet of a Life Insurance Company.

4. Define a holding company. How would you ascertain the amount of minority interest and cost of control ?

OR

H Ltd. acquired all the shares in S Ltd. on 1<sup>st</sup> Jan.2012 and the balance sheet of the two companies on 31<sup>st</sup> March, 2012:

<b>Liabilities</b>	<b>H Ltd.</b>	<b>S Ltd</b>	<b>Assets</b>	<b>H Ltd</b>	<b>S Ltd</b>
	<b>Rs.</b>	<b>Rs.</b>		<b>Rs.</b>	<b>Rs.</b>

Share Capital	50,000	30,000	Sundry	65,000	70,000
Reserve on 1-4-11	20,000	15,000	Assets		
Profit & loss A/c	25,000	10,000	Shares in S	50,000	-
Creditors	20,000	15,000	Ltd at cost		
	1,15,000	70,000		1,15,000	70,000

The profit and loss account of S Ltd. had a credit balance of Rs. 3,000 on 1<sup>st</sup> April, 2011. Prepare Consolidated Balance Sheet as on 31<sup>st</sup> March, 2012.

### **NOTE FOR INTERNAL ASSESSMENT**

#### **For Regular Students**

20% of the total marks i.e. 20 marks in each course shall be reserved for comprehensive internal assessment which shall be as under: -

- (a) 20 marks shall be reserved for only one Internal Assessment Test of one hour duration to be conducted at the end of the semester i.e., after completion of the syllabus.
- (b) Minimum 75% attendance shall be required for being eligible to appear in internal assessment test and university examination.

#### **Note for setting of internal assessment question paper.**

Eight (08) short answer questions of 5 marks each based on skill development (guidelines for classroom teaching and internal assessment) shall be asked selecting at least two question from each unit and the student shall have to answer any 4 of them.

**Note for students of Distance education:** - four (04) short answer questions of 5 marks each shall be asked selecting one question from each unit.

**UNIVERSITY OF JAMMU  
B.COM. THIRD SEMESTER**

**INCOME TAX LAW AND PRACTICE - 1**

**C.No. BCG-302**

**Max Marks = 100**  
**Internal assessment = 20**  
**External Exam. = 80**

**(Syllabus for examination to be held in Dec. 2015, 2016, 2017 )**

**OBJECTIVE:** To impart knowledge about basic concepts pertaining to theory and practice of income tax

**UNIT I: BASIC TERMS**

Assessment year, previous year; Assessee: Deemed assessee, assessee in default, residential status, Person; Income: Capital receipts and revenue receipts, capital expenses vs. revenue expenses, capital losses vs. revenue losses, exempted incomes;

**UNIT II: SALARY**

Taxability of provident fund- Public, statutory, superannuation and recognized and unrecognized provident fund; Allowances- Exempted, fully and partially taxable; Perquisites- Exempted, taxable in all cases, taxable in specified cases; Profits in lieu of salary; Computation of gross salary, deductions out of gross salary, computation of income from salary.

**UNIT III: HOUSE PROPERTY**

**House Property-** Concept of annual rental value, MRV, FRV, ERV, standard rent, treatment of unrealized rent, vacancy, interest on loan- post & pre-construction period interest, deduction U/S24, computation of income from 'let out' and 'self-occupied house'.

**UNIT IV: GAINS FROM BUSINESS AND PROFESSION**

Deductions allowed u/s 30 to 44A, expenses expressly disallowed, treatment of depreciation, computation of taxable business income, computation of professional income.



## **SKILL DEVELOPMENT (GUIDELINES FOR CLASS ROOM TEACHING AND INTERNAL ASSESSMENT)**

Enable the students to compute income under various heads.

Create deep understanding of all concepts specified in the syllabus.

### **BOOKS RECOMMENDED**

1. Income Tax Law & Accounts by Dr H C Meharotra and Dr S P Goyal : Sahitya Bhavan Publications.
2. Income tax Law and Practice by V.P.Gaur & D.B. Narang: Kalyani Publishers.
3. Direct taxes Law and Practices by V.K. Singhanian & Kapil Singhanian- Taxman publication.
4. Income tax Law and Practices by Mahesh Chandra, D.C. Shukla, K.A.Mahajan, M.A. Shah – Pragati publication, New Delhi.
5. Conceptual clarity on Income Tax & Wealth Tax by Arvind Tuli & Dr. Mrs. Neeru chadda – Kalyani Publication, New Delhi

### **NOTE FOR PAPER SETTER**

Equal weightage shall be given to all the units of the syllabus. The external Paper shall be of the two sections viz, A & B of three hours duration.

**Section-A:** This section shall contain four short answer questions selecting one from each unit. Each question shall carry 5 marks .A candidate shall be required to attempt all the four questions. Total weightage to this section shall be of 20 marks.

**Section-B:** This section shall contain eight long answer questions of 15 marks each. Two questions with internal choice shall be set from each unit. A candidate shall have to attempt any four questions selecting one from each unit. Total weightage to this section shall be of 60 marks.

## **MODEL QUESTION PAPER**

### **INCOME TAX LAW AND PRACTICE - I**

**Section A (20 Marks)**

**Attempt all the questions. Each question carries five marks.**

1. Define any two of the following
  - (a) Assessee
  - (b) Residential status
  - (c) Person
  - (d) Capital and revenue losses
2. Explain various types of allowances or perquisites.
3. Discuss briefly any two with suitable examples.
  - (a) ARV
  - (b) MRV (c) FRV
  - (d) ERV
4. Write a short note on expenses expressly allowed or disallowed in computation of business income.

**Section B (60 Marks)**

**Attempt any four questions selecting one question from each unit. Each question carries 15 marks.**

**UNIT - I**

1. Discuss revenue and capital incomes and expenses and also various systems of accounting with suitable examples.

**OR**

Discuss residential status of various 'Persons' with suitable examples.

**UNIT - II**

2. X' ltd. has advanced an interest free loan of Rs. 5,00,000 to R for purchase of car on 1-052008. R has been regularly repaying the loan in instalments of Rs. 20,000 p.m at the end of each month.
  - a. Compute the value of perquisite on account of interest assuming the interest charged by SBI is 10% p.a.
  - b. What shall be the valuation if the loan is being regularly repaid on the first of the next month instead of the end of the month.

**OR**

Discuss various deduction allowed u/s 80c.

### UNIT - III

3. X' owns a house property. It is used by him throughout the previous year \_\_\_\_\_ for his (and his family members) residence. Municipal value of the property is Rs. 1,66,000 whereas fair rent is Rs. 1,76,000 and standard rent is Rs. 1,50,000. The following expenses a incurred by 'X'- repairs: Rs. 20,000, municipal taxes Rs. 16,000, insurance Rs. 2,000, interest on capital borrowed to construct the property Rs. 1,36,000, interest on capital borrowed on mortgaging the property for daughter's marriage, Rs. 20,000 (in either case capital is borrowed before April 1, 1999). Calculate income from house property of Mr. X for the previous year \_\_\_\_\_.

OR

Calculate house property income of Mr. Z from the following information given below. Compute income from house property from the particulars given below for the assessment year \_\_\_\_\_.

Municipal rental value	24,000 p.a	Actual
rent received	30,000 p.a	
Municipal taxes	2,400 p.a	
Date of completion	31-3-2009	
Date of letting	1-4-2009	
Fire insurance premium (due)	400 p.a	
Ground rent (due)	600 p/a	
Interest on delayed payment of interest.	1000	

### UNIT - IV

4. Mr. A is a registered medical practitioner. He has prepared the following income and expenditure account for the year \_\_\_\_\_. You are required to prepare is statement showing his income from professional.

**Income and expenditure account**

	<b>Rs.</b>		<b>Rs.</b>
Household Expenses	20,000	Consultation fees	10,000
Car purchased	30,000	Visiting fees	20,000
Travelling Expenses (Person)	4,000	Gains on Race (gross)	10,000
Charity & Donations	1,000	Share in sale proceeds of an	
Income Tax	2,000	ancestral house	34,000
Salaries	8,000	Profit on sale of securities	6,000
Gift to daughter	7,000	Dividend on shares (gross)	5,000
Establishment Exp.	1,000	Interest on P.O. Saving Bank	600
Surgical Equipment	4,000	Gift from Father – in – Law	2,000
Books	2,000	bad debts recovered (Not	
Life insurance premium	2,000	Allowed in earlier year)	2,000
Wealth – Tax	1,000	Interest on fixed deposit	1,300
Interest on capital	1,000		
Surplus	<u>7,900</u>		_____
	<u>90,900</u>		<u>90,900</u>

Rate of depreciation allowable on car is 15% and surgical equipment is at 15%. In case of books for profession the rate of depreciation is 60%.

OR

Following is the profit and loss Account of Mr. A for the previous year \_\_\_\_\_.

### **PROFIT AND LOSS ACCOUNT**

	Rs.		Rs.
To Salaries	25,650	By Gross profit	80,000
To Rent	1,000	By Bank interest	450
To Commission on sales	100	By Bad Debts recovered (Last	
To Income – tax	2,600	year allowed)	2,000
To Entertainment expenses	600	By rent from house property	4,800
To commission paid to collect interest on securities	25	By interest on commercial securities	2,000
To Embezzlement by cashier	1,000		
To Municipal tax of H.P.	600		
To bad Debts (allowed)	450		
To Repairs to house	1,625		
To Office expenses	9,180		
To Depreciation	5,000		
L.I.C. premium	1,320		
To Net Profit	<u>40,100</u>		
	<u>89,250</u>		<u>89,250</u>

Depreciation on all assets is Rs. 4500.

Compute taxable business income for the previous year \_\_\_\_\_.

### **NOTE FOR INTERNAL ASSESSMENT**

**For Regular Students**

20% of the total marks i.e. 20 marks in each course shall be reserved for comprehensive internal assessment which shall be as under: -

- (a) 20 marks shall be reserved for only one Internal Assessment Test of one hour duration to be conducted at the end of the semester i.e., after completion of the syllabus.
- (b) Minimum 75% attendance shall be required for being eligible to appear in internal assessment test and university examination.

**Note for setting of internal assessment question paper.**

Eight (08) short answer questions of 5 marks each based on skill development (guidelines for classroom teaching and internal assessment) shall be asked selecting at least two question from each unit and the student shall have to answer any 4 of them.

**Note for students of Distance education:** - four (04) short answer questions of 5 marks each shall be asked selecting one question from each unit.

**UNIVERSITY OF JAMMU  
B.COM. THIRD SEMESTER  
BUSINESS LAW**

**Course No. BCG- 303**

**Max Marks = 100  
Internal assessment = 20  
External exam. = 80**

**OBJECTIVE:** The basic objective of this course is to provide knowledge about Business Laws.

#### **UNIT-I: LAW OF CONTRACT-I**

**Contract** - Definition and essential elements of a valid contract; kinds of Contract – void, voidable, valid, express, Implied, executed executory unilateral and bilateral contract;

**Offer** – definition, legal rules as to offers;

**Acceptance** – Definition, legal rules as to acceptance;

**Free consent** - definition, legal implications of coercion, undue influence, fraud, misrepresentation and mistake.

#### **UNIT-II: LAW OF CONTRACT-II**

**Consideration**— definition, legal rules as to consideration.

**Capacity to contract** – contract with minor, contract with persons of unsound mind, persons disqualified from contracting by law; Discharge of contract; remedies for breach of contract.

#### **UNIT-III: – SPECIAL CONTRACTS – I**

**Bailment and pledge** – bailment definition, rights and duties of bailor and bailee, rights and obligation of finder of lost goods;

**Pledge** – definition, rights and duties of pawnor and pawnee;

**Indemnity and guarantee** – contract of indemnity, definition, rights of indemnity holder when sued and rights of indemnifier;

**Contract of guarantee** - definition, features, rights and liability of surety;

#### **UNIT IV: SPECIAL CONTRACTS – II**

**Sales of goods act** – contract of sales of goods, essential of contract of sale, sale and agreement to sell, rights of an unpaid seller. **Conditions and warranties**, difference between condition and warranty, implied conditions and warranties; **unpaid seller** – meaning and rights of unpaid seller against goods and buyer.

#### **SKILL DEVELOPMENT (GUIDELINES FOR CLASS ROOM TEACHING AND INTERNAL ASSESSMENT)**

- ❖ Enable students to understand provision of law with the help of case studies.
- ❖ Create deep understanding of all concepts specified in the syllabus.

#### **BOOKS RECOMMENDED**

- 1 Bulchandani, K.R. : Business Law for Management, Himalaya Pub. House, New Delhi.

- 2 Chawla and Garg : Business Law, Kalayani Publishers, New Delhi
- 3 Kapoor N.D : Business Law, Sultan Chand & Sons, New Delhi
- 4 Gulshan J.J : Business Law Including Company Law, New Age International Publisher
- 5 Kuchhal M.C. : Business Law, Vikas Publication
- 6 Singh Avtar : The Principles of Mercantile Law, Eastern Book Company, Lucknow
- 7 Maheshwari & Maheshwari : Business Law, National Publishing House, New Delhi
- 8 Chadha P.R. : Business Law, Galgotia Publishing Company, New Delhi
- 9 Khergamwala J.S. : The Negotiable Instruments Act, N.M Tripathi Pvt, Ltd, Mumbai
- 10 Bhushan Bharat, Abbi Rajni : Business & Industrial Law, Sultan Chand, New Delhi

**NOTE FOR PAPER SETTER**

Equal weightage shall be given to all the units of the syllabus. The external Paper shall be of the two sections viz, A & B of three hours duration.

**Section-A:** This section shall contain four short answer questions selecting one from each unit. Each question shall carry 5 marks .A candidate shall be required to attempt all the four questions. Total weightage to this section shall be of 20 marks.

**Section-B:** This section shall contain eight long answer questions of 15 marks each. Two questions with internal choice shall be set from each unit. A candidate shall have to attempt any four questions selecting one from each unit. Total weightage to this section shall be of 60 marks.



**MODEL QUESTION PAPER**  
**BUSINESS LAW**

**Max Marks: -80**

**Section A (20 Marks)**

**Time Allowed: -3 hrs**

**Attempt all the questions. Each question carries five marks.**

1. Define consideration. Give exception to the rule “No consideration no contract”.
2. Define coercion. Discuss its elements?
3. What is meant by Contract of Indemnity and Guarantee?
4. Differentiate between sale and agreement to sell?

**Section B (60 Marks)**

**Attempt any four questions selecting one question from each unit. Each question carries 15 marks.**

1. Define contract. Discuss the essentials of a valid contract?

Or

Define offer. Explain legal rules as to offer.

2. What is meant by free consent? Differentiate between coercion and undue influence.

OR

Who is a minor? Explain the minor position in regard to contract.

3. Define bailment. Explain rights and duties of bailer.

Or

Differentiate between Indemnity and Guarantee?

4. Who is an unpaid seller? Discuss his rights?

Or

Discuss the main features of contract of sale?

### **NOTE FOR INTERNAL ASSESSMENT**

#### **For Regular Students**

20% of the total marks i.e. 20 marks in each course shall be reserved for comprehensive internal assessment which shall be as under: -

- (a) 20 marks shall be reserved for only one Internal Assessment Test of one hour duration to be conducted at the end of the semester i.e., after completion of the syllabus.
- (b) Minimum 75% attendance shall be required for being eligible to appear in internal assessment test and university examination.

#### **Note for setting of internal assessment question paper.**

Eight (08) short answer questions of 5 marks each based on skill development (guidelines for classroom teaching and internal assessment) shall be asked selecting at least two question from each unit and the student shall have to answer any 4 of them.

**Note for students of Distance education:** - four (04) short answer questions of 5 marks each shall be asked selecting one question from each unit.

**UNIVERSITY OF JAMMU  
B.COM. THIRD SEMESTER**

**ENTREPRENEURSHIP FOR SMALL BUSINESS**

**C.No. BCG-304**

**Max Marks = 100**

**Internal assessment = 20**

**External exam. = 80**

**(Syllabus for examination to be held in Dec. 2015, 2016, 2017)**

**OBJECTIVES:** To provide exposure to the students regarding entrepreneurial culture so that they can set and manage their own small units.

**UNIT – I: INTRODUCTION TO ENTREPRENEURSHIP**

Entrepreneurship-Meaning, concept, characteristics of an entrepreneur, functions; Factors responsible for emergence of entrepreneurship; Relevance of entrepreneurship in career growth;

Opportunities analysis – Project identification and selection; Preparation of project report; Methods of project appraisal;

**UNIT – II: ENTREPRENEURIAL BEHAVIOUR AND MOTIVATION**

Entrepreneurial behaviour- Definition, characteristics; Reasons for promoting entrepreneurs; Difference between entrepreneur and intrapreneurs; Psycho- theories (Maslow and McClland – Achievement motivation).

Women entrepreneurs – Scope of entrepreneurship among women, institutional support to women entrepreneurs, problems of women entrepreneurs.

**UNIT III: ENTREPRENEURIAL DEVELOPMENT PROGRAMME (EDPs)**

Definition and objective of EDPs, features of a sound EDP; Obstacles in the smooth conduct of EDPs and suggestions to make them successful; Role of state in fostering entrepreneurial development; Role of NSIC, SSIC& DICs in Entrepreneurship development.

## **UNIT – IV: ENTREPRENEURSHIP AND SMALL SCALE INDUSTRIES**

SSIs – Conceptual frame work, definition of SSI undertaking, SSI policy statement - 1991; Latest policy measures of the Govt. of India for SSI sector; Challenges before small scale industries in the era of globalisation ; Small business as a seed bed of entrepreneurship. Export potential of small units; TQM in SSIs – Concept, process; Brief introduction to International Standard Organisation (ISO)

### **SKILL DEVELOPMENT (GUIDELINES FOR CLASS ROOM TEACHING AND INTERNAL ASSESSMENT)**

- ❖ Help students in the preparation of a project report to start SSI unit.
- ❖ Draw a format of a business plan.
- ❖ Discuss with students success stories of woman entrepreneur in Jammu region.
- ❖ Create deep understanding of all concepts specified in the syllabus.

### **BOOKS RECOMMENDED**

1. Agarwal ,Punam and : Entrepreneurship and Small Business, S. Kaur  
,Amandeep Pub.Vikas & Co. New Delhi.
2. Desai ,Vasant : Dynamics of Entrepreneurial Development and  
Management, Himalaya Publishing House,  
Mumbai.
3. Gupta,C.B. :Entrepreneurial Development in India, Sultan  
Chand Publishers, New Delhi
4. Gupta,C.B. & Khanka, S.S. : Entrepreneurship and Small Business  
Management, Sultan Chand Publishers, New  
Delhi
5. Sontaki,V.C. : Project Management, Himalaya Publication,  
New Delhi.
6. Swami, Gupta & Varshna : Economic and Business Environment, R.B.D,  
Publication, Jaipur
7. Chopra & Tiwari: : Principles of Business Management and  
Entrepreneurship, Sun Publication, New Delhi.
8. Sudha,G.S. : Fundamentals of Entrepreneurship; Ramesh  
Publication, Jaipur
9. Tandon, B.C : Environment and Entrepreneur, Chug  
Publication, Allahabad.
10. Holt: : Entrepreneurship – New Venture Creation,  
Prentice Hall of India, New Delhi.

11. Padey, I.M: : Venture Capital – The Indian Experience, Prentice Hall of India, New Delhi.
12. Chandra, Prasanna: : Project Preparation, Appraisal & Implementation, Tata McGraw Hill, New Delhi.
- 13 Saini, J.S. & Dhameja, S.K. : Entrepreneurship and Small Business. International Publications (P) Ltd.

**NOTE FOR PAPER SETTER**

Equal weightage shall be given to all the units of the syllabus. The external Paper shall be of the two sections viz, A & B of three hours duration.

**Section-A:** This section shall contain four short answer questions selecting one from each unit. Each question shall carry 5 marks. A candidate shall be required to attempt all the four questions. Total weightage to this section shall be of 20 marks.

**Section-B:** This section shall contain eight long answer questions of 15 marks each. Two questions with internal choice shall be set from each unit. A candidate shall have to attempt any four questions selecting one from each unit. Total weightage to this section shall be of 60 marks.

ENTREPRENEURSHIP FOR SMALL BUSINESS

Max Marks: -80

Time allowed: -3

hrs

**Section- A (Marks 20)**

**Attempt all the four questions. Each question carries five marks.**

1. State the factors for the emergence of an entrepreneur?
2. Define the term external environment?
3. Define the term entrepreneurial competency?
4. What is ISO 9000?

**Section- B( Marks 60)**

**Attempt any four questions selecting one question from each unit. Each question carries 15 marks.**

1. Discuss the obstacles in the growth of entrepreneurship in India?

Or

Define entrepreneurship. Discuss functions of an entrepreneur.

2. Discuss the recent trends in the development of women entrepreneurship in India?

Or

Write a note on the prominent central agencies that provide institutional support to women entrepreneurs?

3. Outline the role of state in fostering entrepreneurial development in India?

Or

Enumerate the obstacles encountered in the preparation of entrepreneurial development programme?

4. Critically analyse the present policy of the Govt. for the growth of small scale industries?

OR

Differentiate between ISO 9000 and TQM?

**NOTE FOR INTERNAL ASSESSMENT**

**For Regular Students**

20% of the total marks i.e. 20 marks in each course shall be reserved for comprehensive internal assessment which shall be as under: -

- (a) 20 marks shall be reserved for only one Internal Assessment Test of one hour duration to be conducted at the end of the semester i.e., after completion of the syllabus.
- (b) Minimum 75% attendance shall be required for being eligible to appear in internal assessment test and university examination.

**Note for setting of internal assessment question paper.**

Eight (08) short answer questions of 5 marks each based on skill development (guidelines for classroom teaching and internal assessment) shall be asked selecting at least two question from each unit and the student shall have to answer any 4 of them.

**Note for students of Distance education:** - four (04) short answer questions of 5 marks each shall be asked selecting one question from each unit.

**UNIVERSITY OF JAMMU  
B.COM. THIRD SEMESTER**

**TAX PROCEDURE AND PRACTICE (SERVICE TAX AND VAT)**

C.No. BCG-305

**Max Marks = 100**  
**Internal assessment = 20**  
**External exam. = 80**

**(Syllabus for examination to be held in Dec. 2015, 2016, 2017 )**

**OBJECTIVES :** To impart knowledge of the basic principles underlying the substantive provisions of service tax and value added tax laws to the students.

**UNIT 1**

**Service Tax:** Background, statutory provisions, taxable services, valuation, administrative mechanism and procedural aspects, rate and computation of tax; collection of service Tax.

**UNIT II**

Introduction to VAT: Features of VAT, Merits of VAT, Demerits of VAT, VAT in India. Different definitions under the act: Business, Dealer, Declared Goods, goods, Manufacturer, Person, Purchase price, Sale price, Tax Free Goods, Who is liable to pay tax under M-VAT Act, Rates of Taxes.

**UNIT III**

Registration Procedure under the VAT Act; Application for registration; Grant of registration certificate; Cancellation certificate of registration; Types of dealer : Various types of dealer under VAT; Unregistered dealer, Composite Dealer, Registered Dealer, Regular Dealer,

**UNIT IV**

Computation of tax liability under VAT, Computation of Tax liability of composite dealer, Unregistered dealer, Regular Dealer and Registered Dealer under VAT Act.

**SKILL DEVELOPMENT (GUIDELINES FOR CLASS ROOM TEACHING AND INTERNAL ASSESSMENT)**

- ❖ Enable students to understand the various concepts with the help of case studies.
- ❖ Create deep understanding of all concepts specified in the syllabus.

**BOOKS RECOMMENDED**

Income Tax VAT & Service Tax- T. N. Manoharan : Snow White Publication

2) Tax Laws-ICSI, New Delhi([www.icsi.edu](http://www.icsi.edu),[www.icaai.org](http://www.icaai.org))



## **NOTE FOR PAPER SETTER**

Equal weightage shall be given to all the units of the syllabus. The external Paper shall be of the two sections viz, A & B of three hours duration.

**Section-A:** This section shall contain four short answer questions selecting one from each unit. Each question shall carry 5 marks .A candidate shall be required to attempt all the four questions. Total weightage to this section shall be of 20 marks.

**Section-B:** This section shall contain eight long answer questions of 15 marks each. Two questions with internal choice shall be set from each unit. A candidate shall have to attempt any four questions selecting one from each unit. Total weightage to this section shall be of 60 marks.

## **MODEL QUESTION PAPER SERVICE TAX AND VAT**

**Max Marks: 80**

**Time allowed: 3 hrs**

### **Section A (20 Marks)**

**Attempt all the questions. Each question carries five marks.**

1. List the statutory provisions relating to service tax?
2. Define value added tax?
3. How is return filed under VAT?
4. State the scope of VAT?

### **Section B (60 Marks)**

**Attempt any four questions selecting one question from each unit. Each question carries 15 marks**

1. Briefly explain taxable service?

OR

State the administrative mechanism for implementing service tax?

2 . Explain the legislative provisions relating to VAT in India?

OR

State the relationship of VAT with inter –state commerce?

3. Explain how VAT is computed?

OR

Explain the rate structure of VAT?

4. Explain the powers of authorities under VAT?

OR

Explain the concept of VAT on services?

### **NOTE FOR INTERNAL ASSESSMENT**

#### **For Regular Students**

20% of the total marks i.e. 20 marks in each course shall be reserved for comprehensive internal assessment which shall be as under: -

- (a) 20 marks shall be reserved for only one Internal Assessment Test of one hour duration to be conducted at the end of the semester i.e., after completion of the syllabus.
- (b) Minimum 75% attendance shall be required for being eligible to appear in internal assessment test and university examination.

#### **Note for setting of internal assessment question paper.**

Eight (08) short answer questions of 5 marks each based on skill development (guidelines for classroom teaching and internal assessment) shall be asked selecting at least two question from each unit and the student shall have to answer any 4 of them.

**Note for students of Distance education:** - four (04) short answer questions of 5 marks each shall be asked selecting one question from each unit

### **UNIVERSITY OF JAMMU B.COM SEMESTER COURSES SEMESTER 1V**

<b>Course No.</b>	<b>Course Title</b>	<b>Marks</b>	
-------------------	---------------------	--------------	--

		<b>External Exams</b>	<b>Internal Assignment</b>	<b>Exam hours</b>
	General English	80	20	
BCG: 401	Advance Corporate Accounting	80	20	3
BCG: 402	Income Tax - II	80	20	3
BCG:403	Corporate Law	80	20	3
	<b>Elective (Any one of the following)</b>			
BCG:404	Business Environment	80	20	3
BCG:405 (Vocational)	Tax Procedure and Practice( Central Excise & Custom Duty)	80	20	3
BCG: 406 (Vocational)	Computer Application IV( Web Designing Tools and Techniques)	80	20	3
BCG: 407	Tax Planning	80	20	3

**UNIVERSITY OF JAMMU  
B.COM. FOURTH SEMESTER**

**ADVANCE CORPORATE ACCOUNTING**

**C.No. BCG-401**

**Max Marks = 100  
Internal assessment = 20  
External exam. = 80**

**(Syllabus for examination to be held in May. 2016, 2017, 2018)**

**OBJECTIVE:** To acquaint the students with the concept and methods of corporate accounting.

### **UNIT-I: VALUATION OF GOODWILL**

Valuation of goodwill-Meaning, need, factors affecting goodwill; Methods of valuation of goodwill.

Computation of goodwill by Simple and weighted average method, super profits method, capitalization method, and Annuity method.

### **UNIT II: VALUATION OF SHARES**

Meaning of shares, different types of shares, needs for valuation of shares, methods of Valuation of shares.

Computation of value of equity shares by net worth method/ net assets backing method, yield method & fair value method.

### **UNIT -III : LIQUIDATION OF THE COMPANIES**

Meaning of liquidation, modes of liquidation; Concept of contributory; Various types of creditors, calculation of liquidator's remuneration;

Preparation of statement of affairs as regards creditors and contributors; liquidator's final statement of account.

### **UNIT -IV : ALTERATION OF SHARE CAPITAL & INTERNAL RECONSTRUCTION**

Meaning of internal reconstruction; Procedure for reducing the share capital, scheme of internal reconstruction & various steps involved in the process of internal reconstruction;

Journal entries to effect the scheme of reconstruction & balance sheet after reconstruction. .

### **SKILL DEVELOPMENT (GUIDELINES FOR CLASS ROOM TEACHING AND INTERNAL ASSESSMENT)**

- ❖ .Clarify the reasons compelling a company to resort to internal reconstruction.
- ❖ Help the students in solving numerical problems relating the topics specified above.
- ❖ Create deep understanding of all concepts specified in the syllabus.

### **BOOKS RECOMMENDED**

1. Jain & Narang

Corporate Accounting, Kalyani Publishers, New

- Delhi.
- 2 Gupta, R.L. and Swamy,Radha : Advanced Company Accounts, Sultan Chand & Son,  
New Delhi
- 3 Maheshwari ,S.N. : Corporate Accountancy, Vikas Publishing House,  
New Delhi
- 4 Monga ,J.R. Ahuja, : Financial Accounting, Mayur Paper Books, Noida  
Girish and Sehgel Ashok
- 5 Shukia, M.C. Grewal : Advanced Accounts, S. Chand and Co. New Delhi T.S.  
and Gupta SC
- 6 Moore, C.L. and Jaedicke, R.K. Managerial Accounting, South Western Publishing Co.,  
Cinnannati, Ohia
- 7 Tulsain, P.C Corporate Accounting, S. Chand Publication, New  
Delhi.

**NOTE FOR PAPER SETTER**

Equal weightage shall be given to all the units of the syllabus. The external Paper shall be of the two sections viz, A & B of three hours duration.

**Section-A:** This section shall contain four short answer questions selecting one from each unit. Each question shall carry 5 marks .A candidate shall be required to attempt all the four questions. Total weightage to this section shall be of 20 marks.

**Section-B:** This section shall contain eight long answer questions of 15 marks each. Two questions with internal choice shall be set from each unit. A candidate shall have to attempt any four questions selecting one from each unit. Total weightage to this section shall be of 60 marks.

**MODEL QUESTION PAPER  
ADVANCE CORPORATE ACCOUNTING**

**Max Marks: -80  
Time allowed: -3 hrs**

**Section- A (Marks 20)**

**Attempt all questions. Each question carries five marks.**

1. Explain different methods for calculation of goodwill?
2. Explain various steps involved in the process of internal reconstruction?.
3. List various statutory provisions regarding CSR?
4. Concept of liquidation and modes of liquidation?

**Section- B (Marks 60)**

**Attempt any four questions selecting one question from each unit. Each question carries 15 marks.**

1. (Purchase of average Profits): Following particulars are available in respect of the business carried on by X Ltd

Profits earned by X Ltd. : 2009 Rs. 50,000 ; 2010 Rs. 48,000 and 2011 Rs. 52,000.

Profits of 2010 is reduced by Rs. 5,000 due to stock destroyed by fire and profit of 2009 included a non – recurring income of Rs. 3,000.

Profits of 2011 include Rs. 2,000 income on investment.

The stock is not insured and it is thought prudent to insure the stock in future. The insurance premium is estimated at Rs. 500 p.a.

Fair remuneration to the proprietor (not taken in the calculation of profits) is rs. 10,000 p.a.

You are required to compute the value of goodwill on the basis of 2 years purchase of average profits of the last three years.

Or

What is goodwill? How is it generally valued? Explain and illustrate at least three important methods of its valuation.

2. From the following information, calculate the value per equity share by yield basis method:

	Rs.
2,000, 9% Preference shares of Rs. 100 each	2,00,000
50,000 Equity Shares of Rs. 10 each Rs. 8 per share paid up	4,00,000
Expected profits per year before tax	2,18,000
Rate of tax	50%
Transfer to General Reserve every year	20% of the profit
Normal rate of earning	15%

Or

Describe two methods of valuation of shares and discuss which method, in your view, is most appropriate.

3. The directors of a company prepared a scheme of reconstruction as follows:
- (a) to forfeit 3,000 equity shares of Rs. 10 each on which Rs. 3 per share call money is not paid.
  - (b) To reduce the remaining 9,000 equity shares of Rs. 10 each by Rs. 3 per share.
  - (c) To reissue the forfeited shares at Rs. 5 per share.
  - (d) To make Use of provision for taxation available Rs. 4,000.
  - (e) To reduce the assets as follows:  
Goodwill Rs. 10,000 to nil. Machinery From Rs. 15,000 to Rs. 10,000.  
Stock Rs. 30,000 to Rs. 15,000. Debtors from Rs. 20,000 to Rs. 10,000. Pass the Journal Entries to record the above transaction.

Or

Explain various factors that you keep in mind while framing a reconstruction scheme.

4. Give a proforma of the statement of Affairs with imaginary figures.

Or

Differentiate between winding up of a company and dissolution of a company. State the various modes by which the winding up of a company can be brought about? Note for paper setter - Atleast one numerical question from each unit.

### **NOTE FOR INTERNAL ASSESSMENT**

#### **For Regular Students**

20% of the total marks i.e. 20 marks in each course shall be reserved for comprehensive internal assessment which shall be as under: -

- (a) 20 marks shall be reserved for only one Internal Assessment Test of one hour duration to be conducted at the end of the semester i.e., after completion of the syllabus.
- (b) Minimum 75% attendance shall be required for being eligible to appear in internal assessment test and university examination.

#### **Note for setting of internal assessment question paper.**

Eight (08) short answer questions of 5 marks each based on skill development (guidelines for classroom teaching and internal assessment) shall be asked selecting at least two question from each unit and the student shall have to answer any 4 of them.

**Note for students of Distance education:** - four (04) short answer questions of 5 marks each shall be asked selecting one question from each unit.



**UNIVERSITY OF JAMMU  
B.COM. FOURTH SEMESTER**

**INCOME TAX LAW AND PRACTICE - II**

**Course No. BCG-402**

**Max Marks = 100**

**Internal assessment = 20**

**External exam. = 80**

**(Syllabus for examination to be held in May. 2016, 2017, 2018)**

**OBJECTIVES: OBJECTIVE:** To impart knowledge about basic concepts pertaining to theory and practice of income tax

**UNIT I: CAPITAL GAINS**

Meaning of capital assets; Short term and long term capital gain and loss, computation of capital gain, indexing of cost of acquisition and improvement. Deductions u/s 54, 54B, 54D, 54EC, 54ED, 54F **Income from Other Sources:**

Computation of general income u/s 56(1) and specific income u/s 56(2), and grossing up of income falling under other sources, Interest on securities, types of securities.

**UNIT II:** Set off and carry forward of losses, aggregation of income, deductions from gross total income for individuals, HUF's and Firms

**UNIT III:** Assessment of individuals and H.U.F including computation of tax liability.

**UNIT IV:** Assessment of firms and association of persons. including computation of tax liability

## **SKILL DEVELOPMENT (GUIDELINES FOR CLASS ROOM TEACHING AND INTERNAL ASSESSMENT)**

- ❖ Create deep understanding of all concepts specified in the syllabus.
- ❖ Enable the students in computing income and tax liability of various assesses as specified above.

### **BOOKS RECOMMENDED**

1. Income Tax Law & Accounts by Dr H C Meharotra and Dr S P Goyal : Sahitya Bhavan Publications.
2. Income tax Law and Practice by V.P.Gaur & D.B. Narang: Kalyani Publishers.
3. Direct taxes Law and Practices by V.K. Singhanian & Kapil Singhanian- Taxman publication.
4. Income tax Law and Practices by Mahesh Chandra, D.C. Shukla, K.A.Mahajan, M.A. Shah – Pragati publication, New Delhi.
5. Conceptual clarity on Income Tax & Wealth Tax by Arvind Tuli & Dr. Mrs. Neeru chadda – Kalyani Publication, New Delhi

### **NOTE FOR PAPER SETTER**

Equal weightage shall be given to all the units of the syllabus. The external Paper shall be of the two sections viz, A & B of three hours duration.

**Section-A:** This section shall contain four short answer questions selecting one from each unit. Each question shall carry 5 marks .A candidate shall be required to attempt all the four questions. Total weightage to this section shall be of 20 marks.

**Section-B:** This section shall contain eight long answer questions of 15 marks each. Two questions with internal choice shall be set from each unit. A candidate shall have to attempt any four questions selecting one from each unit. Total weightage to this section shall be of 60 marks.

## **MODEL QUESTION PAPER**

### **INCOME TAX LAW AND PRACTICE – II**

**Section- A (Marks 20)**

**Attempt all questions. Each question carries five marks.**

1. Discuss the concept of book profit with suitable example.
2. Write a short note on set off and carry forward of losses.
3. Calculate tax payable in case of individual for the assessment year ..... with suitable example.
4. Discuss long term capital gain & short term capital gain.

**Section- B (Marks 60)**

**Attempt any four questions selecting one from each unit. Each question carries 15 marks.**

**UNIT-I**

1. Mr. X purchased a house in 1976 for Rs. 1,00,000. He incurred the following expenses for the improvement of the house.  
Renovation of the house for Rs. 25,000 and addition of 2 rooms after one year for Rs. 50,000. The F.M.V. of the house on 1-4-81 was Rs. 110,000. He sold the house in May 2012 for Rs. 14,00,000.  
He purchased another house property within 2 months for Rs. 3,00,000 and invested in capital gains account scheme Rs. 50,000. Calculate taxable capital gain for the previous year \_\_\_\_\_. Cost inflation index for 1981-82 was 100 and for 1912-13 is 852.

OR

Following are the particulars for the year \_\_\_\_\_. Compute income under the head other sources.

	Rs.
(i) Card games loss	12000
(ii) From the activity of owning and Maintaining horses for race purpose	
(a) Loss at Bombay	40,000
(b) Profit at Bangalore	20,000
(iii) Dividend (gross)	6000
(iv) Betting in horse races	400

**UNIT-II**

2. Mr. X earned gross total income of Rs. 5,00,000. In the previous year \_\_\_\_\_ and made the following donation during the year.
  - (i) Rs. 10,000 to chief Minister's earthquake relief fund.
  - (ii) Rs. 15,000 to National foundation for communal harmony.
  - (iii) Rs. 20,000 for municipal corporation approved for promotion of family planning.
  - (iv) Rs. 45,000 to approved institutions.Calculate the amount of deduction admissible to him u/s 80G.

OR

Discuss with suitable example rules regarding set off and carry forward of losses.

### UNIT-III

3. Mr. K.L Seth a resident of Delhi [population above 25 lakhs] submits the following details of his income for the financial year.....

Salary	7000 p.m
DA	6000 p.m
Entertainment allowance	350 p.m
City compensatory allowance	250 p.m
Bonus	7000
Employer's contribution to RPF	12000
His own contribution to RPF	12000
Interest on RPF balance @ 13%	7800

He is provided with an unfurnished accommodation for which employer charges Rs. 200 p.m. The municipal value of the house owned by employer is Rs. 22050 p.a. He is also provided by employer with chauffeur driven car of 1.8 lt. capacity. The car is used for official purposes only and the entire expenses of its running and maintenance are met by the employer. During the year Mr. K.L Seth has received dividends from co-op, society amounting to Rs. 14000. He paid insurance premium of Rs. 3000 on a policy taken on his the life of his father who is not dependent on him. During the year he had following income also.

- Winnings from lottery Rs. 50000 out of which tax @30% has been deducted at source.
- He went to Nepal and won Rs. 35000 from gambling in a casino.
- He lost Rs. 20000 in card games during Diwali season.
- He earned Rs. 14910 from his term deposits with a bank.

Computes his total income and tax liability for the assessment year.....

OR

HUF with more than one co-parcener entitled to claim partition, owns a property which is let out at Rs. 600 p.m per unit. The property consists of 10 identical residential units. The municipal rental value of the property is Rs. 60,000p.a.

Following deductions are claimed as Rs. expenses:

Municipal taxes	4200
Lift maintenance	2000

Water pump expenses	800
Actual expenses on repairs	8000
Cost of renovation of the property	50000
Education cess levied by the state govt.	2000
Rent collector monthly salary	200
Interest on loan taken by mortgaging the property and loan was used for the family business	5000

Income from the family business for the assessment year .....was Rs. 160000 after charging interest on loan. A lottery ticket worth Rs. 100 was purchased out of family funds on the name HUF. It won a prize of rs. 100000. The Karta had acquired a shop out of his own savings which he wife. Shop has an annual income (computed under the head house property) of Rs. 24000.

Compute total income of HUF and tax payable for the assessment year .....

### UNIT-IV

4. From the information given below find out the amount of remuneration which can be debited to P & L A/c of the firm and how much income of partners shall be chargeable to tax under the head profits and gains. Salary and interest to partners has been paid as per deed.

Rs.

Books profit (after debiting the following) 40000

Following payments have been made as per partnership deed, which had been submitted along with return for the assessment year

.....

Salary to X (working partner) 84000

Salary to Y (non working partner) 20000

Commission to Z (working partner) 60000

Interest on capital to partners @ 16%

To X 12000

To Y 9000

To Z 6000

OR

Mr. K, Mrs. L and Mr. M are members of an AOP sharing profits and losses equally. During the year ending .....total income of AOP was Rs. 237000. The details of individual incomes of its members are given below:

**Mrs. K** **Rs.**

Rent from house property:	60000
Interest on deposits with HUDCO	36000
Bank interest	50000
<b>Mrs. L</b>	
House property income (computed)	20000
Bank interest on fixed deposits:	96000
Interest on debentures (gross)	30000
<b>Mr. M</b>	
Pension from government	136000
Interest accrued on NSC VIII issue	12600
Interest on Govt. securities	15000

Compute tax liability of AOP and its members.

### **NOTE FOR INTERNAL ASSESSMENT**

#### **For Regular Students**

20% of the total marks i.e. 20 marks in each course shall be reserved for comprehensive internal assessment which shall be as under: -

- (a) 20 marks shall be reserved for only one Internal Assessment Test of one hour duration to be conducted at the end of the semester i.e., after completion of the syllabus.
- (b) Minimum 75% attendance shall be required for being eligible to appear in internal assessment test and university examination.

#### **Note for setting of internal assessment question paper.**

Eight (08) short answer questions of 5 marks each based on skill development (guidelines for classroom teaching and internal assessment) shall be asked selecting at least two question from each unit and the student shall have to answer any 4 of them.

**Note for students of Distance education:** - four (04) short answer questions of 5 marks each shall be asked selecting one question from each unit.

**UNIVERSITY OF JAMMU  
B.COM. FOURTH SEMESTER**

**CORPORATE LAWS**

**C.No. 403**

**Max Marks = 100**

**Internal assessment = 20**

**External exam. = 80**

**(Syllabus for examination to be held in May 2016, 2017, 2018)**

**OBJECTIVE:** The basic objective of this course is to provide the knowledge of concepts of corporate laws to the students.

**UNIT-I: INTRODUCTION TO CORPORATE LAW**

Meaning and features of a company; ; stages in Formation of company, Types of companies, Difference between private and public company, Conversion of private company into public company, special privileges of a private company; concept of lifting of corporate veil.

**UNIT-II: DOCUMENTS**

Memorandum of Association – meaning contents and procedure for alteration of memorandum of association, Doctrine of Ultra Vires, Articles of Association – Meaning, contents and its alteration, Doctrine of indoor management Prospectus - meaning and contents.

**UNIT-III: APPOINTMENT OF DIRECTORS**

Appointment of directors; qualifications, powers, duties and liabilities of directors; legal provisions relating to remuneration.

**UNIT-IV: MEETINGS & WINDING UP OF A COMPANY**

Meaning, essentials of a valid meeting; legal provision pertaining to statutory meeting, annual general meeting and extra ordinary general meeting; resolution – meaning, legal provision pertaining to ordinary, special and resolution requiring special notice; Winding up of a company –Meaning and modes of Winding company.

**SKILL DEVELOPMENT (GUIDELINES FOR CLASS ROOM TEACHING AND INTERNAL ASSESSMENT)**

- ❖ Enable students to understand various provision of law with the help of case studies.
- ❖ Create deep understanding of all concepts specified in the syllabus.

**BOOKS RECOMMENDED**

- 1 Chawla and Garg : Company Law, Kalyani Publisher, New Delhi
- 2 Kapoor ,N.D : Elements of Mercantile Law, Sultan Chand Publications.
- 3 Gogna.,P.P.S.. : A Text Book of Company Law ,Sultan Chand Publications
- 4 Singh, Harpal : Indian Company Law, Galgotia Publishing Company
- 5 Kapoor ,N.D : A Book of Company Law, Sultan Chand Publications
- 6 Bagrial, A.K : Company Law, Vikas Publishing House, New Delhi



**NOTE FOR PAPER SETTER**

Equal weightage shall be given to all the units of the syllabus. The external Paper shall be of the two sections viz, A & B of three hours duration.

**Section-A:** This section shall contain four short answer questions selecting one from each unit. Each question shall carry 5 marks .A candidate shall be required to attempt all the four questions. Total weightage to this section shall be of 20 marks.

**Section-B:** This section shall contain eight long answer questions of 15 marks each. Two questions with internal choice shall be set from each unit. A candidate shall have to attempt any four questions selecting one from each unit. Total weightage to this section shall be of 60 marks.

**MODEL QUESTION PAPER  
CORPORATE LAWS**

**Max Marks: -80**

**Section –A (Marks 20)**

**Attempt all the questions. Each question carries five marks.**

1. State the privileges of a private company?
2. Explain doctrine of indoor management.
3. Who can be the director of a company?
4. Explain the concept of winding up of public company?

**Section –B (Marks 60)**

**Attempt any four questions selecting one question from each unit. Each question carries 15 marks.**

1. Define a company. What are the special features of a company?

OR

Discuss the various stages in the formation of the company?

2. Define prospectus. Give its contents?

OR

Distinguish between Memorandum of association & Articles of Association of a company.

3. Explain the liabilities of a director in a company?

OR

Explain the legal provisions relating to the appointment of a director?

4. Define Meeting. Explain in detail legal provision pertaining to holding of Annual General Meeting.

OR

Describe the various modes by which a company is wound up.

**NOTE FOR INTERNAL ASSESSMENT**

**For Regular Students**

20% of the total marks i.e. 20 marks in each course shall be reserved for comprehensive internal assessment which shall be as under: -

- (a) 20 marks shall be reserved for only one Internal Assessment Test of one hour duration to be conducted at the end of the semester i.e., after completion of the syllabus.
- (b) Minimum 75% attendance shall be required for being eligible to appear in internal assessment test and university examination.

**Note for setting of internal assessment question paper.**

Eight (08) short answer questions of 5 marks each based on skill development (guidelines for classroom teaching and internal assessment) shall be asked selecting at least two question from each unit and the student shall have to answer any 4 of them.

**Note for students of Distance education:** - four (04) short answer questions of 5 marks each shall be asked selecting one question from each unit.

**UNIVERSITY OF JAMMU  
B.COM. FOURTH SEMESTER**

**BUSINESS ENVIRONMENT**

**C.No. BCG 404**

**Max Marks = 100  
Internal assessment = 20  
External exam. = 80**

**(Syllabus for examination to be held in May. 2016, 2017, 2018)**

**OBJECTIVE:** The basic objective of this course is to familiarise the students with the nature and dimensions of business environment causing impact on managerial decisions.

### **UNIT 1: INTRODUCTION**

Concept of business environment; types of environment (Environmental factors); Techniques for environmental analysis; steps in environmental forecasting.

### **UNIT II: SOCIAL & ECONOMIC ENVIRONMENT**

Meaning of Social responsibility of business; Areas of Social responsibility of business; Social audit – Concept and importance; Economic systems; Capitalism- features, merits and demerits; Socialism- features, merits and demerits; Mixed economy- features, merits and demerits;

### **UNIT III: FINANCIAL ENVIRONMENT**

Money market – Concept and constituents; Capital market – Concept and constituents; Factors contributing to the growth of capital market in India; Stock exchange – Concept and functions; SEBI – objectives and functions

### **UNIT IV: GOVT. POLICIES – RELATED ENVIRONMENT**

Fiscal policy – Objectives and instruments; New industrial policy of 1991 and its rationale; Monetary policy – Objectives and instruments of credit control

### **SKILL DEVELOPMENT (GUIDELINES FOR CLASS ROOM TEACHING AND INTERNAL ASSESSMENT)**

- ❖ Create awareness amongst students about Social Responsibility business.
- ❖ Familiarize the students with the functioning of NSE and BSE.
- ❖ Critical appraisal of instruments of credit control being used by the GOI.
- ❖ Create deep understanding of all concepts specified in the syllabus.

### **BOOKS RECOMMENDED**

1. Cherunilam, Francis : Business Environment: Himalaya Publishing House Mumbai.

2. Ashwathappa : Business Environment: Himalaya Publishing House Mumbai.
3. Rosy, Joshi & Kappor, Sangam : Business Environment, Kalyani Publishers, New Delhi.
4. Kazmi, Azhar : Business Policy and Strategic Mgt. McGraw-Hill publishing Co. Ltd. New Delhi.
5. Dhar, P.K. : Indian Economy & Its Growing Dimensions: Kalyani Publishers, New Delhi.
6. Khan, M.Y. : Indian Financial System, Tata McGraw-Hill Publishing Co. Ltd. New Delhi.
7. Machiraju, H.R. : Indian Financial System, Vikas Publishing House, New Delhi.
8. Paul, R.R. : Money Banking and International Trade, Kalyani Publishers, New Delhi.
9. Michael, V.P. : Business Policy and Environment, S. Chand and Co. Ltd., New Delhi.
10. Mishra and Puri : Indian Economy, Himalaya Publishing House, Mumbai.

### **NOTE FOR PAPER SETTER**

Equal weightage shall be given to all the units of the syllabus. The external Paper shall be of the two sections viz, A & B of three hours duration.

**Section-A:** This section shall contain four short answer questions selecting one from each unit. Each question shall carry 5 marks. A candidate shall be required to attempt all the four questions. Total weightage to this section shall be of 20 marks.

**Section-B:** This section shall contain eight long answer questions of 15 marks each. Two questions with internal choice shall be set from each unit. A candidate shall have to attempt any four questions selecting one from each unit. Total weightage to this section shall be of 60 marks.

**MODEL QUESTION PAPER**  
**BUSINESS ENVIRONMENT**

**Max Marks: -80**

**Time allowed: -3 hrs**

**Section- A (Marks .20)**

**Attempt all the four questions. Each question carries five marks.**

1. What is business environment?
2. What are the features of mixed economy?
3. What is stock exchange and what are its functions.
4. List the objectives of monetary policy?

**Section- B (Marks 60)**

**Attempt any four questions selecting one question from each unit. Each question carries fifteen marks.**

1. Explain the steps involved in environmental forecasting?

Or

Explain internal and external environmental factors?

2. What is meant by Social Responsibility . Discuss various areas of Social Responsibility of Business?

Or

What is social audit. Describe the major considerations of social audit?

3. What is capital market. What are its constituents?

Or Explain

the objectives and functions of SEBI?

4. What is Fiscal Policy? Discuss various instruments of fiscal Policy?

Or

What is monetary policy. Explain the instruments of credit control?

### **NOTE FOR INTERNAL ASSESSMENT**

#### **For Regular Students**

20% of the total marks i.e. 20 marks in each course shall be reserved for comprehensive internal assessment which shall be as under: -

- (a) 20 marks shall be reserved for only one Internal Assessment Test of one hour duration to be conducted at the end of the semester i.e., after completion of the syllabus.
- (b) Minimum 75% attendance shall be required for being eligible to appear in internal assessment test and university examination.

#### **Note for setting of internal assessment question paper.**

Eight (08) short answer questions of 5 marks each based on skill development (guidelines for classroom teaching and internal assessment) shall be asked selecting at least two question from each unit and the student shall have to answer any 4 of them.

**Note for students of Distance education:** - four (04) short answer questions of 5 marks each shall be asked selecting one question from each unit.

**UNIVERSITY OF JAMMU**  
**B.COM. FOURTH SEMESTER**  
**TAX PROCEDURE AND PRACTICE (CENTRAL EXCISE & CUSTOMS DUTY)**

**C.No. BCG 405**

**Max Marks = 100**  
**Internal assessment = 20**  
**External exam. = 80**

**(Syllabus for examination to be held in May. 2016, 2017, 2018 )**

**OBJECTIVE:** To impart knowledge about central excise and custom duty

**UNIT – I**

Nature & meaning of Central Excise; Distinction between Central Excise and Central Sales Tax; Law relating to Central excise; Important definitions.

Classification of goods in Central Excise; General principles of classification; Valuation of excisable goods; Valuation rules; Exemption from assessable value.

**UNIT – II**

Computation of Central Excise Duty; MRP based valuation;. Appeals & revision, collection & refund, penalties & prosecution removal of goods for exports.

**UNIT – III**

Customs duty – Introduction, meaning nature & scope; Important definition; Types of custom duty.

Procedure of import & export; Export promotion scheme; Types of import; Cargo, baggages & stores.

**UNIT – IV**



Custom duty - Valuation rules; Meaning & interpretation of transaction value; Computation of assessable value; Calculation of customs duty payable.

**SKILL DEVELOPMENT (GUIDELINES FOR CLASS ROOM TEACHING AND INTERNAL ASSESSMENT)**

- ❖ Enable students to understand the various concepts with the help of case studies.
- ❖ Create deep understanding of all concepts specified in the syllabus.

**BOOKS RECOMMENDED**

1. Central Excise by R.Krishnan,R.Parthasarthy
2. Handbook of Central Excise and Taxation by Thakur Shailender Nath
3. Custom Tariff 2012-13

**NOTE FOR PAPER SETTER**

Equal weightage shall be given to all the units of the syllabus. The external Paper shall be of the two sections viz, A & B of three hours duration.

**Section-A:** This section shall contain four short answer questions selecting one from each unit. Each question shall carry 5 marks .A candidate shall be required to attempt all the four questions. Total weightage to this section shall be of 20 marks.

**Section-B:** This section shall contain eight long answer questions of 15 marks each. Two questions with internal choice shall be set from each unit. A candidate shall have to attempt any four questions selecting one from each unit. Total weightage to this section shall be of 60 marks.

**MODEL QUESTION PAPER  
CENTRAL EXCISE & CUSTOMS DUTY)**

**Max Marks: 80**

**Time allowed: 3 hrs**

**Section A (20 Marks)**

**Attempt all the questions. Each question carries five marks.**

1. Differentiate between Central Excise and Central Sales Tax?
2. What is MRP?
3. What are the different types of custom duties?
4. How custom duty is calculated?

**Section B (60 Marks)**

**Attempt any four questions selecting one question from each unit. Each question carries 15 marks**

1. State briefly the laws related to Central Excise?

OR

Explain the valuation of excisable goods?

2. State the computation of Central Excise Duty?

OR

State the procedure for appeals and revisions under Central Excise?

3. Explain in details the recent export promotion scheme?

OR

Explain the different types of imports?

4. How is assessable value of imports and exports is calculated?

OR

Explain briefly the powers of custom authorities?

## **NOTE FOR INTERNAL ASSESSMENT**

### **For Regular Students**

20% of the total marks i.e. 20 marks in each course shall be reserved for comprehensive internal assessment which shall be as under: -

- (a) 20 marks shall be reserved for only one Internal Assessment Test of one hour duration to be conducted at the end of the semester i.e., after completion of the syllabus.
- (b) Minimum 75% attendance shall be required for being eligible to appear in internal assessment test and university examination.

### **Note for setting of internal assessment question paper.**

Eight (08) short answer questions of 5 marks each based on skill development (guidelines for classroom teaching and internal assessment) shall be asked selecting at least two question from each unit and the student shall have to answer any 4 of them.

**Note for students of Distance education:** - four (04) short answer questions of 5 marks each shall be asked selecting one question from each unit

## **UNIVERSITY OF JAMMU B.COM SEMESTER COURSES SEMESTER V**

Course No.	Course Title	Marks		Exam hours
		External Exams	Internal Assignment	
	General English	80	20	
BCG: 501	Cost Accounting	80	20	3
BCG: 502	Business Statistics	80	20	3
BCG:503	Contemporary Management	80	20	3
	<b>Elective (Any one of the following)</b>			

BCG: 504	Economic Regulations of Domestic and Foreign Exchange	80	20	3
BCG:505 (Vocational)	Tax Procedure and Practice( Tax Planning and Management-1)	80	20	3
BCG: 506 (Vocational)	Computer Application (Computer Networks and Internet)	80	20	3
BCG: 507	Tax Planning	80	20	3

**UNIVERSITY OF JAMMU**  
**B.COM. FIFTH SEMESTER**  
**COST ACCOUNTING**

**C.No. BCG 501**

**Max Marks = 100**

**Internal assessment = 20**

**External exam. = 80**

**(Syllabus for examination to be held in Dec. 2016, 2017, 2018)**

**OBJECTIVE:** To provide knowledge to students about use of accounting data for cost ascertainment, cost control and managerial decision making.

**UNIT – I: INTRODUCTION:** Cost Accounting- meaning, scope, objectives and limitations; Difference between Cost and financial Accounting; Items excluded from cost accounts; Costing as an aid to management.

**Numerical:** Preparation of cost sheet and tender (Quotation)

**UNIT – II: ACCOUNTING FOR MATERIALS:** Meaning and classification of materials; Meaning and objectives of store keeping;

**Numerical:** Requisitioning for stores – Calculation of Re- ordering level and economic Ordering Quantity (Formula Method Only)

Methods of valuing material issues – FIFO, LIFO, simple average Cost and weighted average cost method.

**UNIT – III: ACCOUNTING FOR LABOUR AND OVERHEADS COST:** Idle time-meaning and causes; Methods of wage payment; Overheads – meaning and difference between overhead allocation and apportionment; meaning and causes of under and over absorption of overheads;

Numerical: Methods of absorption of overheads – Direct labour hour rate and machine hour rate.

**UNIT – IV: METHODS OF COSTING:** Contract costing – meaning and types of contracts; Concept of Retention money and work in progress;

Process Costing – Meaning and features; Concepts of normal & abnormal wastage and abnormal gain;

Numerical: Preparation of contract Accounts; Preparation of Process Accounts with normal process loss, abnormal process loss and abnormal gain.

### **SKILL DEVELOPMENT (GUIDELINES FOR CLASS ROOM TEACHING AND INTERNAL ASSESSMENT)**

- ❖ Enable students to clearly identify elements of cost.
- ❖ Make students able to prepare cost sheet and tender.
- ❖ Create clear understanding about issues relating to materials.
- ❖ Create clear understanding in the minds of students about the calculation of labour and machine hour rate.
- ❖ Teach the preparation of contract and process accounts as per specifications mentioned in the syllabus.
- ❖ Create deep understanding of all concepts specified in the syllabus.

### **BOOKS RECOMMENDED**

- 1 Narang ,K.L & Jain ,S.P. : Cost Accounting: Theory and Practice, Kalyani Publishers, New Delhi.
- 2 Khan & Jain : Cost Accounting, Tata McGraw, New Delhi

- 3 Jain ,I. C & Nigam, B.M.L : Cost Accounting Principles and Practice, Prentice Hall of India, New Delhi.  
Cost Accounting, Pub. S. Chand & Co. Ltd, New Delhi.
- 4 Pillai, R.S.N. and Bhgavati, V.
- 5 Iyengar, S.P. : Cost Accounting, Sultan Chand & Sons, New Delhi
- 6 Pareek, Govid & Khandelwal, : Cost & Management Accounting, RBD  
M.C Professional Publication, Jaipur
- 7 Made ,Gowda : Cost Accounting, Himalaya Publishing House,  
New Delhi.
- 8 Rathnam, P.V. : Cost Accounting- Theory, Problems and  
Solutions, Himalaya Publishing House, New  
Delhi

**NOTE FOR PAPER SETTER**

Equal weightage shall be given to all the units of the syllabus. The external Paper shall be of the two sections viz, A & B of three hours duration.

**Section-A:** This section shall contain four short answer questions selecting one from each unit. Each question shall carry 5 marks .A candidate shall be required to attempt all the four questions. Total weightage to this section shall be of 20 marks.

**Section-B:** This section shall contain eight long answer questions of 15 marks each. Two questions with internal choice shall be set from each unit. A candidate shall have to attempt any four questions selecting one from each unit. Total weightage to this section shall be of 60 marks.

**MODEL QUESTION PAPER**  
**COST ACCOUNTING**

**Max marks: -80**

**Time allowed: 3 hrs**

**Section A (20 Marks)**

**Attempt all the questions. Each question carries five marks.**

1. Differentiate between cost and financial accounting.
2. What is store keeping? What are the objectives of store keeping?
3. Differentiate between allocation and apportionment of overheads.
4. Write short note on Retention money and work in progress under contract costing.

**Section B (60 Marks)**

**Attempt any four questions, selecting one question from each unit. Each question carries 15 marks.**

1. The following data relate to the manufacture of a product during the month of May

Raw materials consumed	= Rs.80000.
Direct wages	= Rs. 48000.
Machine hours worked	= 8000
Machine hour Rate	=Rs.4
Office overheads	= 10% of works cost.
Selling overheads	= Rs.1.50 per unit sold.
Units produced	=4000
Units sold	=3600 at Rs. 50 each.

Prepare a cost sheet and show (a) Cost per unit and (b) Profit for the period.

**OR**

The accounts of a machine manufacturing company disclose the following information for the six months ending 31<sup>st</sup> December, 2006:

Materials used Rs. 1,50,000; Direct wages Rs. 1,20,000; Factory overheads Rs. 30,000 and Administrative Expenses Rs. 15,000.

Prepare the cost sheet of the machines and calculate the price which the company should quote for the manufacture of a machine requiring materials valued Rs. 1,250 and expenditure in productive wages Rs. 750 so that the price might yield a profit of 20% on the selling price. Absorb factory overheads on the basis of Direct Wages and Administration Expenses on works cost basis.

2. Given the annual consumption of a material is 1,800 units, ordering costs are Rs. 2 per order, price per unit of material is 32 paise and storage costs are 25% per annum of stock value, find the Economic order quantity.

**OR**

The stock in hand of a material as on 1<sup>st</sup> September, 2006, was 500 units at Re. 1 per unit. The following purchase and issues were subsequently made. Prepare the store Ledger account showing how the value of the issues would be recorded under (a) FIFO and (b) LIFO methods.

Purchased			Issues			
September 6	100 units at Rs. 1.10		September 9	500 units	20	
	700	1.20		22	500	
	27	400		30	500	
	October 13	1,000		October 15	500	
	20	500		22	500	
	November 17	400		November 11	500	
		1.60				

3. Meaning and causes of under and over absorption of overheads.

**OR**

Machine X cost Rs. 1,10,000 and has a life of 15 years and its expected to yield a scrap value of Rs. 5,000. The normal working hours p.a. are 2,400 inclusive of 10% for preventive maintenance. The following information is available for the machine: Rent Rs. 2,400 p.a. ; Light Rs. 50 p.m. ; Power @ 10 p.per unit rs. 700 p.m. ; Supplies rs. 1,800 p.a. ; repairs rs. 3,600 p.a. ; Wages of the operators Rs. 2.00 per hour and supervision Rs. 600 p.m. ascertain the comprehensive machine hour rate. If the machine is idle for want of materials for 10 hours, how much is the loss?



4. M/s Promising Company undertook a contract for erecting sewerage treatment plant for Prosperous Municipality for a total value of Rs. 24 lakhs. It was estimated that the job would be completed by 31<sup>st</sup> January, 2007.

You are asked to prepare the contract Account for the year ending 31<sup>st</sup> January, 2007 from the following particulars:

- |        |  |              |
|--------|--|--------------|
| (i)    | Materials  | Rs. 3,00,000 |
| (ii)   | Wages  | Rs. 6,00,000 |
| (iii)  | Overhead charges   | Rs. 1,20,000 |
| (iv)   | Special Plant  | Rs. 2,00,000 |
| (v)    | Work certified was for Rs. 16,00,000 and 80% of the same was received in cash.   |              |
| (vi)   | Material lying at site as on 31-1-2007 Rs. 40,000.   |              |
| (vii)  | Depreciate Plant by 10%  |              |
| (viii) | 5% of the value of material issued and 6% of wages may be taken to have been incurred for the portion of the work completed, but not yet certified. Overheads are charged as a Percentage of Direct Wages. |              |
| (ix)   | Ignore depreciation of plant for use on uncertified portion of work.   |              |
| (x)    | Ascertain the amount to be transferred to profit and loss A/c on the basis of realized profit.   |              |

**Or**

In a factory the product passes through two processes A and B. A loss of 5% is allowed in process A and 2% in process B, nothing being realized by disposal of wastage. During April, 2012, 10,000 units of material costing Rs. 6 per unit were introduced in process A. the other costs are:

	Process A	Process B
	Rs.	Rs.
Materials	—	6,140
Labour	10,000	6,000
Overheads	6,000	4,600

The output was 9,300 units from process A. 9,200 units were produced by Process B, which were transferred to the warehouse.

8,000 units of the finished product was sold @ Rs. 15 per unit. The selling and distribution expenses were Rs. 2 per unit.

Prepare (i) Process Accounts ; and (ii) A statement of profit or loss of the firm for April 2012, assuming there were no opening stocks of any type.

## **NOTE FOR INTERNAL ASSESSMENT**

### **For Regular Students**

20% of the total marks i.e. 20 marks in each course shall be reserved for comprehensive internal assessment which shall be as under: -

- (a) 20 marks shall be reserved for only one Internal Assessment Test of one hour duration to be conducted at the end of the semester i.e., after completion of the syllabus.
- (b) Minimum 75% attendance shall be required for being eligible to appear in internal assessment test and university examination.

### **Note for setting of internal assessment question paper.**

Eight (08) short answer questions of 5 marks each based on skill development (guidelines for classroom teaching and internal assessment) shall be asked selecting at least two question from each unit and the student shall have to answer any 4 of them.

**Note for students of Distance education:** - four (04) short answer questions of 5 marks each shall be asked selecting one question from each unit.

**UNIVERSITY OF JAMMU**  
**B.COM. FIFTH SEMESTER**  
**BUSINESS STATISTICS**

(Syllabus for examination to be held in Dec. 2016, 2017, 2018)

**OBJECTIVE:** The basic objective of this course is to make students aware of the importance of business statistics in solving business problems.

### **UNIT-I: INTRODUCTION & ANALYSIS OF QUANTITATIVE DATA**

Meaning, scope, importance and limitation of statistics measures of Central Tendency Arithmetic Mean (Simple & weighted) Median, Quartiles, Deciles, Percentiles, Mode; Merits, demerits and uses of mean, median & mode;.

Requirements of a good average;

### **UNIT –II: MEASURES OF DISPERSION**

Range, semi-inter quartile range, Quartile deviation, Mean deviation, Standard deviation and their coefficients, Coefficient of variation & skewness – Karl Pearson’s, Bowley’s and Kelly’s coefficient of skewness.

### **UNIT- III: INDEX NUMBERS**

Meaning and uses of Index numbers; Methods of construction of index numbers Unweighted Indices - Simple aggregative method, simple average of price relative method, Weighted Indices-Laspeyre’s method, Paasche’s method, Fisher’s ideal index number including time and factor reversal tests; Cost of living index: Aggregative expenditure method and family budget method.

### **UNIT- IV: CORRELATION AND REGRESSION**

Correlation-Meaning, types & importance; methods of studying correlation Karl Pearson’s coefficient of correlation, Rank correlation and concurrent deviations, (Ungrouped data only), probable error and interpretation of data.

Regression analysis: Meaning & objectives; Regression lines, Regression equation of X on Y and Y on X (Ungrouped data only)

### **SKILL DEVELOPMENT (GUIDELINES FOR CLASS ROOM TEACHING AND**

## INTERNAL ASSESSMENT)

- ❖ To develop the practical knowledge about simple average and positional average amongst the students.
- ❖ State the practical importance of measure of dispersion
- ❖ Construct index numbers taking examples from real life situations ❖ Find the practical utility of correlation and regression.
- ❖ Create deep understanding of all concepts specified in the syllabus.

## BOOKS RECOMMENDED

1. Gupta, S.C : Fundamentals of Statistics, Himalaya Pub., New Delhi
2. Hans, Gupta & Aggarwal : Business Statistics, Kalyani Publishers, New Delhi
3. Gupta, S.C & Gupta, M.P. : Business Statistics, Sultan Chand Pub., New Delhi
4. Tulsain & Jhunjnawalla : Business Statistics, S.Chand Pub., New Delhi
5. Chandan, J.S. : Statistics for Business and Economics, Vikas Pub., New Delhi
6. Sancheti and Kapoor : Statistics, S.Chand, New Delhi
7. Elhance, D.N. : Principles of Statistics, Kitab Mahal, New Delhi
8. Gupta, S.P : Statistical methods, S. Chand Pub. New Delhi

## NOTE FOR PAPER SETTER

Equal weightage shall be given to all the units of the syllabus. The external Paper shall be of the two sections viz, A & B of three hours duration.

**Section-A:** This section shall contain four short answer questions selecting one from each unit. Each question shall carry 5 marks .A candidate shall be required to attempt all the four questions. Total weightage to this section shall be of 20 marks.

**Section-B:** This section shall contain eight long answer questions of 15 marks each. Two questions with internal choice shall be set from each unit. A candidate shall have to attempt

any four questions selecting one from each unit. Total weightage to this section shall be of 60 marks.

## **MODEL QUESTION PAPER**

### **BUSINESS STATISTICS**

**Max. Marks: -80**

**Time allowed: 3 hrs**

#### **Section- A (Marks 20)**

**Attempt all the four questions. Each question carries five marks.**

1. Define statistics?
2. What is coefficient of variation?
3. State the utility of wholesale price index number?
4. Differentiate between correlation and regression?

#### **Section- B (Marks 60)**

**Attempt any four questions selecting one from each unit. Each question carries 15 marks.**

1. There were 500 workers working in a factory. Their mean wage was calculated as 200. Later on it was discovered that the wage of two workers were misread as 100 and 20 in place of 80 and 220. Find the correct average ?

OR

Find out medium and mode from the following?

Less than 10 , 20 ,30 , 40, 50, 60

Frequency 5, 13, 25, 37, 45, 50

2. Find quartile deviation and mean deviation from the following data :

Size : 5 8 10 12 19 20 32

Frequency : 3 10 15 20 8 7 6

OR

Find the coefficient of variation from the data given below :

Class : 0 – 10 10 – 20 20 – 30 30 – 40 40 – 50 50 – 60 60 – 70

No. of Students : 10 15 25 25 10 10 5

3. Calculate index numbers from the following data by :

1) Laspeyre's 2) Paasche's 3) Fisher's method.

Commodity

	p0	q0	p1	q1
A	8.0	5	10	11
B	8.5	6	9	9
C	9.0	4	12	6

OR

Construct the cost of living index from the information given below.

Expenses	percentage	price in Rs. (2013)	price in Rs. (2014)
Food	35	125	150
Fuel	15	50	60
Clothing	20	100	120

4. Calculate the coefficient of correlation between x and y series from the following data :

x :	1	2	3	4	5
y :	3	4	6	7	10

OR

Solve two regression equations x on y and y on x. Age

of husband            25, 26, 27, 28, 29, 30

Age of wife            20, 22, 25, 26, 27, 28

Find out the age of husband when wife's age is 24.

### **NOTE FOR INTERNAL ASSESSMENT**

#### **For Regular Students**

20% of the total marks i.e. 20 marks in each course shall be reserved for comprehensive internal assessment which shall be as under: -

- (a) 20 marks shall be reserved for only one Internal Assessment Test of one hour duration to be conducted at the end of the semester i.e., after completion of the syllabus.
- (b) Minimum 75% attendance shall be required for being eligible to appear in internal assessment test and university examination.

#### **Note for setting of internal assessment question paper.**

Eight (08) short answer questions of 5 marks each based on skill development (guidelines for classroom teaching and internal assessment) shall be asked selecting at least two question from each unit and the student shall have to answer any 4 of them.

**Note for students of Distance education:** - four (04) short answer questions of 5 marks each shall be asked selecting one question from each unit.

**UNIVERSITY OF JAMMU  
B.COM. FIFTH SEMESTER**

**CONTEMPORARY MANAGEMENT**

**C.No. BCG-503**

**Max Marks = 100  
Internal assessment = 20  
External Exam. = 80**

**(Syllabus for examination to be held in Dec. 2016, 2017, 2018)**

**OBJECTIVE:** The basic objective of this course is to provide knowledge about contemporary issues in the business management & organization.

**UNIT-I: APPROACHES TO MANAGEMENT AND GLOBALISATION**

Approaches to management; Contingency approach to management; Quantitative approach to management; Behavioral approach to management and modern approach to management.

Globalization of management, changing profile of business environment, Managerial functions in global business.

**UNIT-II: KNOWLEDGE MANAGEMENT**

Concept, strategies, framework and tools of Knowledge Management; KM practices; six sigma- Concept, steps involved in launching six sigma and benefits derived.

**UNIT-III: MANAGEMENT OF CHANGE**



Concept of change, nature of change, factors affecting change; Human response to change- Causes for resistance to change, overcoming resistance to change, conditions favoring change management.

#### **UNIT-IV: MANAGEMENT OF CONFLICT AND STRESS MANAGEMENT**

Concept and features of conflict, changing scenario of conflict, functional and dysfunctional conflict, stages of conflict, types of conflicts, styles of conflict resolution. Meaning and nature of stress, techniques to manage stress.

#### **SKILL DEVELOPMENT (GUIDELINES FOR CLASS ROOM TEACHING AND INTERNAL ASSESSMENT)**

- ❖ Create clear understanding of various approaches to management amongst the students
- ❖ Create clear understanding of tools of k- management.
- ❖ Expose students to various type of conflicts that get created in an organization.
- ❖ Teach the student various ways to handle stress.
- ❖ Create deep understanding of all concepts specified in the syllabus.

#### **BOOKS RECOMMENDED**

- 1 Rao, P. Subha : Management & Organisational Behaviour,  
Himalaya Publishing House, New Delhi
- 2 Rao, V.S. P & Krishna, V. : Management-Text and Cases, Excel Book  
Harri Pub., New Delhi
- 3 Singh, P. Kour, R. and : Principals of Management, Kalyani  
Singh, H Publishers, New Delhi.
- 4 Prasad, L.M : Management –Theory and Practice, Sultan  
Chand, New Delhi
- 5 Koontz : Principles of Management, Tata McGraw Hill,
- 6 Chandan, J.S : Management Concepts and Strategies, Vikas  
Publications, New Delhi
- 7 Gupta, S.K. and Joshy, R : Human Resource Management, Kalyani  
Publishers, New Delhi.
- 8 Robbins & Coulter : Management, Prentice Hall of India, 8<sup>th</sup>  
Edition.

- 9 Robbins S.P & Decenzo David : Introduction of Management Science:  
A. Essential Concepts and Applications, Pearson  
Education.
- 10 Awad Elias M, Ghaziri Hassan M. Knowledge Management, Pub. Pearson  
Education, New Delhi.

**NOTE FOR PAPER SETTER**

Equal weightage shall be given to all the units of the syllabus. The external Paper shall be of the two sections viz, A & B of three hours duration.

**Section-A:** This section shall contain four short answer questions selecting one from each unit. Each question shall carry 5 marks .A candidate shall be required to attempt all the four questions. Total weightage to this section shall be of 20 marks.

**Section-B:** This section shall contain eight long answer questions of 15 marks each. Two questions with internal choice shall be set from each unit. A candidate shall have to attempt any four questions selecting one from each unit. Total weightage to this section shall be of 60 marks.

## MODEL QUESTION PAPER

### CONTEMPORARY MANAGEMENT

**Max marks: -80**

**Time allowed: 3 hrs**

#### Section –A (20 Marks)

**Attempt all the questions. Each question carries five marks.**

1. Explain briefly contingency approach to management?
2. Briefly explain the nature of knowledge management?
3. Is resistance to change a Red flag (Bad)?
4. Distinguish between eustress and distress?

#### Section-B (60 Marks)

**Attempt any four questions selecting one question from each unit. Each question carries 15 marks.**

1. Explain the behavioural approach to management?

Or

Explain changing role of manager in globalised business environment?

2. What is knowledge management? Discuss various strategies of knowledge management?

Or

What is six sigma? Explain the benefits derived from six sigma methodology?

3. What do you understand by management of change? Explain the causes of change?

Or

Give detailed account of employee's resistance to change?

4. Are organisational conflicts dysfunctional? Discuss fully?

Or

Outline the organisational approach to reduce stress?

## **NOTE FOR INTERNAL ASSESSMENT**

### **For Regular Students**

20% of the total marks i.e. 20 marks in each course shall be reserved for comprehensive internal assessment which shall be as under: -

- (a) 20 marks shall be reserved for only one Internal Assessment Test of one hour duration to be conducted at the end of the semester i.e., after completion of the syllabus.
- (b) Minimum 75% attendance shall be required for being eligible to appear in internal assessment test and university examination.

### **Note for setting of internal assessment question paper.**

Eight (08) short answer questions of 5 marks each based on skill development (guidelines for classroom teaching and internal assessment) shall be asked selecting at least two question from each unit and the student shall have to answer any 4 of them.

**Note for students of Distance education:** - four (04) short answer questions of 5 marks each shall be asked selecting one question from each unit.

**MARKETS**

**C.No. BCG 504**

**Max Marks = 100**

**Internal assessment = 20**

**External exam. = 80**

**(Syllabus for examination to be held in Dec. 2016, 2017, 2018)**

**UNIT I: INDUSTRIES DEVELOPMENT REGULATION**

An overview of current Industrial Policy; Regulatory mechanism under Industries Development and Regulation Act., 1951. The Micro, Small and Medium Enterprises Development Act., 2006.

**UNIT II: CONSUMER PROTECTION ACT 1986**

The Consumer Protection Act, 1986: Definitions; Restrictive Trade Practice, Unfair Trade Practice; Central Consumer Protection Council, State Consumer Protection Councils and the District Consumer Protection Council, Power of and procedure application to the National Commission..

**UNIT III: THE COMPETITION ACT, 2002**

Definitions: Acquisition, Agreement, Cartel, Consumer, Enterprise, Goods Person, Price, Service, Trade. Prohibition of agreements, Anti-competitive agreements, Abuse of Dominant Position, Combination, Regulation of Combinations. Competition Commission of India: Establishment of Commission, Composition of Commission, Term of office of Chairperson and other members, Duties, powers and functions of Commission.

**UNIT IV: FEMA, 2000**

**Definitions:** - Authorized person, Capital account Transaction, Current account transaction, Foreign exchange, Person, Person resident in India, Repatriate to India. **Current legal framework of FEMA 2000**, Scope of FEMA 2000,

**Regulation and management of foreign exchange:** Dealing in foreign exchange, holding of foreign exchange, current account transactions, capital account transactions,

### **SKILL DEVELOPMENT (GUIDELINES FOR CLASS ROOM TEACHING AND INTERNAL ASSESSMENT)**

- ❖ Enable students to understand the various provisions of law with the help of case studies.
- ❖ Create deep understanding of all concepts specified in the syllabus.

### **BOOKS RECOMMENDED**

1. J. P. Sharma, Sunaina Kanojia, Economic Regulations of Domestic And Foreign Exchange Markets, Ane Books Pvt Ltd, New Delhi
2. R.G. Lipsey & K.A. Chrystal- Principles of Economics, Oxford Univ. Press.
3. Taxmann"s Students Guide to Economics Laws, Taxman Allied Services Pvt. Ltd, New Delhi.
4. Taxman"s, Consumer Protection Law Manual with Practice Manual, Taxmann Allied Services Pvt. Ltd., New Delhi.
5. Suresh T. Viswanathan, Law & Practice of Competition Act. 2002, Bharat Law House, New Delhi.
6. Study Material Economic and Labour Laws (Paper 5) – The Institute of Company Secretaries of India.

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

### **NOTE FOR PAPER SETTER**

Equal weightage shall be given to all the units of the syllabus. The external Paper shall be of the two sections viz, A & B of three hours duration.

**Section-A:** This section shall contain four short answer questions selecting one from each unit. Each question shall carry 5 marks .A candidate shall be required to attempt all the four questions. Total weightage to this section shall be of 20 marks.

**Section-B:** This section shall contain eight long answer questions of 15 marks each. Two questions with internal choice shall be set from each unit. A candidate shall have to attempt

any four questions selecting one from each unit. Total weightage to this section shall be of 60 marks.

**MODEL QUESTION PAPER**  
**ECONOMIC REGULATIONS OF DOMESTIC AND FOREIGN EXCHANGE**  
**MARKETS**

**Max marks: -80**

**Time allowed: -3 hrs**

**Section A (20 Marks)**

**Attempt all the questions. Each question carries five marks.**

1. List the salient features of micro enterprises as per the micro small and medium enterprises act 2006?
2. What are unfair trade practices?
3. Explain anti-competitive agreements?
4. Who is called Person Resident in India?

**Section B (60 Marks)**

**Attempt any four questions selecting one question from each unit. Each question carries 15 marks**

1. Explain the salient features of current Industrial Policy?

OR

Explain the salient features of Micro, Small and Medium Enterprises Development Act., 2006.

2. Explain the salient features of Consumer Protection Act, 1986?

OR

Explain the powers of National Commission under consumer protection Act 1986?

3. Explain the composition of Competitive Commission of India?

OR



What are the duties, powers and functions of Competition Commission of India?

4. Explain the Scope of FEMA 2000?

OR

Write short notes on:

- a) current account transactions,
- b) capital account transactions?

### **NOTE FOR INTERNAL ASSESSMENT**

#### **For Regular Students**

20% of the total marks i.e. 20 marks in each course shall be reserved for comprehensive internal assessment which shall be as under: -

- (a) 20 marks shall be reserved for only one Internal Assessment Test of one hour duration to be conducted at the end of the semester i.e., after completion of the syllabus.
- (b) Minimum 75% attendance shall be required for being eligible to appear in internal assessment test and university examination.

#### **Note for setting of internal assessment question paper.**

Eight (08) short answer questions of 5 marks each based on skill development (guidelines for classroom teaching and internal assessment) shall be asked selecting at least two question from each unit and the student shall have to answer any 4 of them.

**Note for students of Distance education:** - four (04) short answer questions of 5 marks each shall be asked selecting one question from each unit.

**UNIVERSITY OF JAMMU  
B.COM. FIFTH SEMESTER**

**TAX PROCEDURE AND PRACTICE –VI (TAX PLANNING & MANAGEMENT-1)**

**C.No. BCG-505**

**Max Marks = 100  
Internal assessment = 20  
External exam. = 80**

**OBJECTIVE:** To impart knowledge about various techniques of tax planning for minimize cost and improving business profitability.

**UNIT -1**

Concept of tax planning : Meaning, scope, importance, objectives of tax planning

**UNIT -II**

**Areas of tax planning :** Ownership aspect, activity aspects & locational aspects, nature of the business & tax planning.

**UNIT III**

**Tax planning and setting up new business :** Deductions available to new industrial undertakings; Special tax provisions - Tax provisions relating to free trade zones, infrastructure sector & backward areas.

**UNIT -IV**

**Tax management:** Introduction, difference between tax planning and tax management; Areas of tax management, return of income and assessment, penalties and prosecutions, appeals and revisions

**SKILL DEVELOPMENT (GUIDELINES FOR CLASS ROOM TEACHING AND INTERNAL ASSESSMENT)**

- ❖ Enable students to understand the various concepts with the help of case studies ❖
- Create deep understanding of all concepts specified in the syllabus.

**BOOKS RECOMMENDED**

1. Corporate Tax Planning and Management , S.C.Mehrotra and Dr.S.P.Goyal, Sahitya Bhavan Publications, Agra.
2. Corporate Tax planning ,Monika Duggal, R.B.S.A. Publication, 340, Chaura Rasta, Jaipur

3. Corporate Tax Planning Handbook , R.N. Lakhotiya and Subhash Lakhotiya,  
Vision
4. Books Pvt. Ltd., 24 Feroz Gandhi Road, Lajpath Nagar, III New Delhi, India.
5. Direct Taxes : Law and Practice – Singhania V.K., Taxman’s Publication, New Delhi.
6. Direct Tax Planning and Management – Vinod K. Singhania, Taxman’s Publication,  
New Delhi.

### **NOTE FOR PAPER SETTER**

Equal weightage shall be given to all the units of the syllabus. The external Paper shall be of the two sections viz, A & B of three hours duration.

**Section-A:** This section shall contain four short answer questions selecting one from each unit. Each question shall carry 5 marks. Candidates shall attempt all the four questions. Total weightage to this section shall be of 20 marks.

**Section-B:** This section shall contain eight long answer questions of 15 marks each. Two questions with internal choice shall be there. Candidates shall have to attempt any four questions selecting one from each unit. Total weightage to this section shall be of 60 marks.

### **MODEL QUESTION PAPER**

#### **TAX PROCEDURE AND PRACTICE –VI (TAX PLANNING & MANAGEMENT-1)**

**Max Marks: 80**

**Time allowed: 3 hrs**

#### **Section A (20 Marks)**

**Attempt all the questions. Each question carries five marks.**

1. Define the concept of tax planning?
2. How ownership aspects influence tax planning?
3. List the tax provisions relating to free trade zones?
4. Differentiate between tax planning and tax management?

#### **Section B (60 Marks)**

**Attempt any four questions selecting one question from each unit. Each question carries 15 marks**

1. Discuss the scope and importance of tax planning? OR  
State the objectives of tax planning?
2. Explain how the nature of business influences tax planning?

OR

'Is tax planning is influenced by location'. Justify your answer with suitable examples?

3. Briefly state the tax deduction available to new industrial undertaking?

OR

State the tax incentives available to industries located in backward areas?

4. Explain the areas of tax management?

OR

Explain the penalties available in case of tax evasion?

### **NOTE FOR INTERNAL ASSESSMENT**

#### **For Regular Students**

20% of the total marks i.e. 20 marks in each course shall be reserved for comprehensive internal assessment

- (a) 20 marks shall be reserved for only one Internal Assessment Test of one hour duration to be conducted on the syllabus.
- (b) Minimum 75% attendance shall be required for being eligible to appear in internal assessment tests

#### **Note for setting of internal assessment question paper.**

Eight (08) short answer questions of 5 marks each based on skill development (guidelines for class) selecting at least two questions from each unit and the student shall have to answer any 4 of them.

**Note for students of Distance education:** - four (04) short answer questions of 5 marks each shall be

**UNIVERSITY OF JAMMU B.COM SEMESTER  
COURSES SEMESTER VI**

Course No.	Course Title	Marks		Exam hours
		External Exams	Internal Assignment	
	General English	80	20	
BCG: 601	Advanced Management Accounting	80	20	3
BCG: 604	Logistic Management	80	20	3
BCG:603	Auditing	80	20	3
	<b>Elective (Any one of the following)</b>			
BCG: 602	Insurance Management	80	20	3
BCG:605 (Vocational)	Tax Procedure and Practice( Tax Planning &Management-11)	80	20	3
BCG: 606(Vocational)	Computer Application VI: C-Language Programming	80	20	3
BCG:607	Tax Planning	80	20	3

**ADVANCED MANAGEMENT ACCOUNTING**

**C.No. BCG-601**

**Max Marks = 100**  
**Internal assessment = 20**  
**External exam. = 80**

**(Syllabus for examination to be held in May. 2017, 2018, 2019)**

**OBJECTIVE:** To acquaint the students with the knowledge of cost accounting and management accounting methods and technique to take optimal managerial decisions.

**UNIT – I: MANAGEMENT ACCOUNTING AND WORKING CAPITAL**

**MANAGEMENT**

Meaning and importance of management accounting and its limitation, distinguish between management accounting, cost accounting & financial accounting. Meaning and uses of working capital. Factors determining working capital requirement. Computation of working capital requirement of a concern.

**UNIT-II: COST VOLUME PROFIT ANALYSIS**

Meaning of marginal cost and marginal costing; Marginal costing Vs absorption costing; Assumptions of marginal costing; Advantages and limitations of marginal costing; Profit Volume Ratio- Meaning and importance; Breakeven point- Meaning and its uses; Managerial applications of marginal costing- Pricing decision, profit planning, make or buy decision, selection of profitable sales mix ; Numerical problems on Cost- Volume- Profit analysis.

**UNIT-III: ACCOUNTING FOR VARIANCE**

Meaning of standard costing; Difference between standard costing and estimated cost; Merits and demerits of standard costing; Calculation of material variances- Cost, price, usage, mix and yield variances; Calculation of labour variances- cost, rate, efficiency, mix and idle time variance.

**UNIT-IV: CAST FLOW ANALYSIS**

Meaning of cash flow statement; classification of cash flow; Comparison between fund flow and cash flow; Uses and significance of cash flow statement; limitation of cash flow statement. Meaning of budget and its features.

Preparation of cash flow statement using AS-3 (Revised) Preparation of cash budget.

### **SKILL DEVELOPMENT (GUIDELINES FOR CLASS ROOM TEACHING AND INTERNAL ASSESSMENT)**

- ❖ Draw a break –even chart with imaginary figures.
- ❖ Help the students in understanding the various concepts by solving numerical problems.
- ❖ Create deep understanding of all concepts specified in the syllabus.

### **BOOKS RECOMMENDED**

- 1 Sharma ,R.K, Gupta :Management Accounting, Kalyani Publishing S.K House, New Delhi
- 2 Arora ,M.N : Management Accounting, Himalaya Publishing House, New Delhi
- 3 Saxena, V.K & Vashist, : C.D Advance Cost and Management Accounting- Text, Sultan Chand Pub., New Delhi
- 4 Garrison, Ray H. & : Managerial Accounting, Tata McGraw, New Noreen ,Eric W Delhi
- 5 Khan ,M.Y & Jain ,P.K : Management Accounting, Tata McGraw, New Delhi
- 6 Lal ,Jawahar : Accounting for Manager, Tata McGraw, New Delhi
- 7 Maheshwari ,S.N : Management Accounting, Shri Mahabir Depot, New Delhi
- 8 Panday, I.M : Management Accounting, Vikas Publishing House, New Delhi
- 9 Rathan, P.V & Lalitha :Management Accounting & Financial Analysis, Kitab Mahal Publishers
- 10 Horgreen T. : Introduction of Management Accounting, Charles Sundem Gary L. Prentice Hall of India, New Delhi
- 11 Bhattacharya : Management Accounting, Pearson Pub., New Delhi

- 12 Singhvi & Bodhan : Management Accounting-Text and Cases, PHI Learning Pub., New Delhi
- 13 Bhatia and Arora : Advance Management Accounting, Alpha Pub., New Delhi
- .

### **NOTE FOR PAPER SETTER**

Equal weightage shall be given to all the units of the syllabus. The external Paper shall be of the two sections viz, A & B of three hours duration.

**Section-A:** This section shall contain four short answer questions selecting one from each unit. Each question shall carry 5 marks .A candidate shall be required to attempt all the four questions. Total weightage to this section shall be of 20 marks.

**Section-B:** This section shall contain eight long answer questions of 15 marks each. Two questions with internal choice shall be set from each unit. A candidate shall have to attempt any four questions selecting one from each unit. Total weightage to this section shall be of 60 marks.

## **MODEL QUESTION PAPER**

### **ADVANCED MANAGEMENT ACCOUNTING**

**Max marks: -80**

**Time allowed: 3 hrs**

#### **Section A (20 Marks)**

**Attempt all the questions. Each question carries five marks.**

1. Define breakeven point and list its uses?



2. State the difference between standard cost and actual cost?
3. Described the uses of cash flow statement?
4. Discuss the various factors determining working capital requirement?

**Section –B (60 Marks)**

**Attempt all four questions selecting one question from each unit. Each question carries 15 marks.**

1. From the following information, estimate the working capital requirements of the borrower:

(i)	Expected level of production	120000 units
(ii)	Raw materials to remain in stock on an average	2 months
(iii)	Processing period for each unit of product	1 month
(iv)	Finish goods to remain in stock on an average	3 months
(v)	Credit allowed to customer from the date of dispatch	3 months
(vi)	Expected ratio of cost to selling price:	
(a)	Raw material	60%
(b)	Direct wages	10%
(c)	Overheads	20%
(vii)	Selling price per unit	Rs. 10
(viii)	Expected margin	10%

Or

From the following data, estimate the working capital requirements of the A Ltd.:

- a. Budgeted sales = Rs.2600000
- b. Raw materials to remain in stock on an average = 3 weeks
- c. Factory Processing period assuming 100% for raw materials, wage and i. overheads = 3 weeks
- d. Finish goods to remain in stock on an average = 2 weeks
- e. Credit allowed to customer from the date of dispatch = 8 weeks
- f. Suppliers will give credit for = 5 weeks
- g. Expected ratio of cost to selling price:
 

(d)	Raw material	Rs. 0.30
(e)	Direct wages	Rs. 0.40
(f)	Overheads	Rs. 0.20
- h. Expected margin = 10%

2. From the following data, calculate:

- (i) P/V ratio
- (ii) Profit when sales are Rs. 20,000, and
- (iii) New break-even point if selling price is reduced by 20%.

Rs. Fixed expenses	4,000
Break-even point	10,000

OR

The sales of Forma Ltd. in the first half of 2004, amounted to Rs. 2,70,000 and profit earned was Rs. 7,200. The sales in the second half year registered an increase and amounted to Rs. 3,42,000. The profit earned was Rs. 20,700 in that half year. Assuming no change in fixed costs, calculate (i) the profit volume ratio, (ii) the amount of profit when sales are Rs. 2,16,000 and (iii) the amount of sales required to earn a profit of Rs. 36,000.

3. A factory is engaged in producing a product using two grades of materials A and B mixed in the ratio of 3 : 2. The standard price of material A is Rs. 4 per unit and that of B Rs. 3 per unit. Normal loss in production is expected at 10%. Due to shortage of materials it was not possible to use the standard mix. However, normal loss is still expected to be 10% as earlier.

The actual result was as follow:

Material A	280 tons at Rs. 3.80
Material B	120 tons at Rs. 3.60

Actual production 364 tons.

Calculate Material Price Variance, material Mix Variance, Material Yield Variance and Material cost Variance.

OR

Calculate the variance from the following information according to originating cause:

Standard direct cost per unit:

Rs. Material Cost	= 5 kg	50
Labour Cost	= 20 hours	<u>10</u>
		60

For the production of 500 units material consumption amounted to Rs. 25,650 against 207 M.T. wage payment was Rs. 6,050 for 11,000 hours including 20 hours idle time due to machine breakdown.

4. A company finds on 1<sup>st</sup> January, 2009 that it is short of funds with which to

implement its programme of expansion. On 1<sup>st</sup> January 2008, it had a bank balance of Rs.1,80,000. From the following information, prepare a statement for Board of Directors to show how the overdraft of Rs.68, 750 as at 31<sup>st</sup> December 2008, has arisen:

Figures as per B/S as at 31<sup>st</sup> December of each year are as follow:

	2007	2008
	Rs.	Rs.
Fixed assets	7, 50,000	11, 20, 000
Stock and stores	1, 90,000	3, 30,000
Debtors	3, 80,000	3, 35,000
Bank balance	1, 80,000	68,750(O/D)
Trade creditors	2, 70,000	3, 50,000
Share capital in shares of Rs. 10 each	2, 50,000	3, 00,000
Bills receivable	87,500	95,000

The profit for the year ended 31<sup>st</sup> December, 2008 before charging depreciation and taxation amounted to Rs. 2, 40,000. The 5,000 shares were issued on 31<sup>st</sup> January, 2008 at premium of Rs.5 per share. Rs. 1, 37,500 were paid in March, 2008 by way of Income tax. Dividend was paid as 2007 (final) on the capital on 31-12-2007 at 10% less tax at 25%. 2008 (interim) 5% free of tax.

Or

The balance sheet of Paplu Ltd. is as follow:

Liabilities	1.1.2007	31.12.2007	Assets	1.1.2007	31.12.2007
	Rs.	Rs.		Rs.	Rs.
Equity capital	100000	100000	Cash	10000	7200
General reserve	100000	100000	Debtors	70000	76800
Profit & loss A/c	96000	98000	Stock	50000	44000
Current liabilities	72000	82000	Land	40000	60000
Loan from associate co.	-	40000	Buildings	100000	110000
Loan from bank	62000	50000	Machinery	160000	172000
Total	430000	470000		430000	470000

During the year Rs. 52000 was paid as dividend. The provision for depreciation against machinery as on 1.1.2007 was Rs.54000 and on 31.12.2007 Rs.72000. You are required to prepare cash flow statement from the above information.

### **NOTE FOR INTERNAL ASSESSMENT**

**For Regular Students**

20% of the total marks i.e. 20 marks in each course shall be reserved for comprehensive internal assessment which shall be as under: -

- (a) 20 marks shall be reserved for only one Internal Assessment Test of one hour duration to be conducted at the end of the semester i.e., after completion of the syllabus.
- (b) Minimum 75% attendance shall be required for being eligible to appear in internal assessment test and university examination.

**Note for setting of internal assessment question paper.**

Eight (08) short answer questions of 5 marks each based on skill development (guidelines for classroom teaching and internal assessment) shall be asked selecting at least two question from each unit and the student shall have to answer any 4 of them.

**Note for students of Distance education:** - four (04) short answer questions of 5 marks each shall be asked selecting one question from each unit.

**UNIVERSITY OF JAMMU  
B.COM. SIXTH SEMESTER**

**LOGISTIC MANAGEMENT**

**C.No. BCG- 604**

**Max Marks = 100  
Internal assessment = 20  
External exam. = 80**

**(Syllabus for examination to be held in May. 2017, 2018, 2019)**

**OBJECTIVE:** The course is designed to explain basic theory and techniques of logistics to examine the issues and problems associated with logistics in a changing business environment and to show how logistics could improve enterprise effectiveness

**UNIT-I: INTRODUCTION**

Meaning of logistics and its interface with production and marketing; Types of logistics; Logistics management- Meaning, scope and importance, need for logistic management and logistical activities. Logistic system design.

**UNIT- II: WAREHOUSING MANAGEMENT SYSTEM**

Nature and importance of warehousing; Relationship between warehousing and other logistic functions; Types of warehouses; Decisions regarding optimal warehousing network; Warehouse facility development; Uses of warehousing management system.

### **UNIT- III: TRANSPORTATION PLANNING SYSTEM**

Transportation system planning; Role of transportation in logistics; Trip generation and distribution; Load planning- Transportation modes, carrier selection decisions, other activities of transport managers,

### **UNIT- IV: LOGISTICS AUDIT AND CONTROL**

Concept and importance of logistics audit and control; Elements of logistics control system; Types of control system; Significant aspects of control systems; Types of corrective action.

### **SKILL DEVELOPMENT (GUIDELINES FOR CLASS ROOM TEACHING AND INTERNAL ASSESSMENT)**

- ❖ Enable the students to understand importance of logistics in modern business. ❖
- Suggest strategies to improve logistic management in any manufacturing organization ❖
- Create deep understanding of all concepts specified in the syllabus.

### **BOOKS RECOMMENDED**

1. Bhat, K. Shridhara : Logistics Management, Himalaya Pub. House , New Delhi
2. Ballalu- Renald H : Business Logistics Management
3. Beal ,K : A Management Guide to Logistics Engineering
4. Benjamin, S.B : Logistics Engineering and Management.
5. Bowersox, D J : Logistics Management- A System Integration of and closs, D J Physical distribution.
6. Christopher, M. : Logistics and Supply Chain Management: Strategies for Reducing Costs And Improving Services.
7. James, C.J. and : Contemporary Logistics, Wood Donald F
8. Shapiro, R : Logistics Strategy- Cases and Concepts
- 8.Bell G. et al. : The Business of Transport

**NOTE FOR PAPER SETTER**

Equal weightage shall be given to all the units of the syllabus. The external Paper shall be of the two sections viz, A & B of three hours duration.

**Section-A:** This section shall contain four short answer questions selecting one from each unit. Each question shall carry 5 marks .A candidate shall be required to attempt all the four questions. Total weightage to this section shall be of 20 marks.

**Section-B:** This section shall contain eight long answer questions of 15 marks each. Two questions with internal choice shall be set from each unit. A candidate shall have to attempt any four questions selecting one from each unit. Total weightage to this section shall be of 60 marks.

## **MODEL QUESTION PAPER**

### **LOGISTIC MANAGEMENT**

**Max marks: - 80**

**Time allowed: -3 hrs**

#### **Section- A (Marks .20)**

**Attempt all the four questions. Each question carries five marks.**

1. Explain the concept of logistics management?
2. Explain the uses of warehousing management system?
3. Briefly discuss the role of transportation in logistics?
4. Explain briefly the elements of logistics control system?

#### **Section- B (Marks 60)**

**Attempt any four questions selecting one from each unit. Each question carries 15 marks.**

1. What is logistics? State its various components?

Or

Explain the need for logistics management?

2. Explain the various operations of warehousing?

Or

Enumerate the relationship between warehousing with other functions of logistic management?

3. Explain the various activities of transportation managers?

Or

Discuss the general criteria for carrier selection?

4. What is logistics audit. How is it done?

Or

Discuss the three types of corrective actions used in logistics control systems?

## **NOTE FOR INTERNAL ASSESSMENT**

### **For Regular Students**

20% of the total marks i.e. 20 marks in each course shall be reserved for comprehensive internal assessment which shall be as under: -

- (a) 20 marks shall be reserved for only one Internal Assessment Test of one hour duration to be conducted at the end of the semester i.e., after completion of the syllabus.
- (b) Minimum 75% attendance shall be required for being eligible to appear in internal assessment test and university examination.

### **Note for setting of internal assessment question paper.**

Eight (08) short answer questions of 5 marks each based on skill development (guidelines for classroom teaching and internal assessment) shall be asked selecting at least two question from each unit and the student shall have to answer any 4 of them.

**Note for students of Distance education:** - four (04) short answer questions of 5 marks each shall be asked selecting one question from each unit.



**UNIVERSITY OF JAMMU  
B.COM. SIXTH SEMESTER**

**AUDITING**

**C.No. 603**

**Max Marks = 100  
Internal assessment = 20  
External exam. = 80**

**(Syllabus for examination to be held in May. 2017, 2018, 2019 )**

**OBJECTIVE:** The basic objective of this course is to acquaint the students with the knowledge and practice of audit techniques and methods so as to ensure transparency in business transaction

**UNIT- I: INTRODUCTION TO AUDITING**

Auditing- meaning, objectives, Difference between (a) Accountancy & Auditing (b) Auditing & Investigation. Basic Principles governing an audit as per Audit & Assurance Standard (AAS - I). Advantages & limitations of Auditing. Conduct of Audit: Continuous Audit, Periodical Audit & Interim Audit. Auditing in Electronic Data Processing (EDP) Environment – meaning, problems and approaches.

**UNIT-II: AUDIT PLANNING, INTERNAL CONTROL, INTERNAL CHECK AND INTERNAL AUDIT**

Steps to be taken before commencement of an Audit. **Audit programme** , Advantages & disadvantages. **Working papers** - meaning purpose and ownership of working papers. **Internal control**- Meaning, objectives, characteristics of internal control, Auditors duty as regard to internal control. **Internal check**- Meaning, objectives, principles of a good internal check system. **Internal audit**- Meaning, objectives, distinction between internal check and internal audit;

**UNIT-III: VOUCHING AND VERIFICATION**

**Vouching**-Meaning, importance, kinds of vouchers; points to be noted while vouching. Vouching of cash book. **Verification** meaning and objectives of verification of assets and liabilities with special reference to land and building, plant and machinery, Investments, Stock –in Trade, trade debtors, cash in hand, Cash at bank, Sundry creditors, loans, Share Capital & Contingent liabilities.

**UNIT – IV: COMPANY AUDITOR**

Qualifications, disqualification, appointment, removal, rights, duties & Liabilities of a company Auditors.

Audit report: Meaning types - clean and qualified Report.

### **SKILL DEVELOPMENT (GUIDELINES FOR CLASS ROOM TEACHING AND INTERNAL ASSESSMENT)**

- ❖ List the principles of an audit as per Audit and Assurance standard.
- ❖ Draw the specimen of an audit programme.
- ❖ Create deep understanding of vouching of receipts and payments of cash book. ❖ Give specimen of clean report/ qualified report.
- ❖ Create deep understanding of all concepts specified in the syllabus.

### **BOOKS RECOMMENDED**

1. R.G. Saxena : Principles and Practice of Auditing, Himalaya  
Publishing House, New Delhi
2. Pardeep Kumar, Baldev Sachdeva and : Auditing- Theory and Practice, Kalyani  
Jagwant Singh Publishing House, New Delhi
3. R.C. Bhatia : Auditing, Vikas Publishing House, New Delhi
4. S.D. Sharma : Auditing-Principles and Practice, Taxmann  
Publishing House, New Delhi
5. B. N. Tandon : Principles of Auditing, S. Chand Publishing  
House, New Delhi
6. Kamal Gupta : Contemporary Auditing, Tata McGraw Hill, New  
Delhi
7. T.R. Sharma : Auditing - Principles and Problems, Sahtiya  
Bhawan, Agra
8. Dinkar Pagare : Principles and Practice of Auditing, Sultan Chand  
& Sons Publishing House, New Delhi
9. Jagdish Prakash : Auditing -Principles Practice and Problems,  
Kalyani Publishing House, New Delhi

### **NOTE FOR PAPER SETTER**

Equal weightage shall be given to all the units of the syllabus. The external Paper shall be of the two sections viz, A & B of three hours duration.

**Section-A:** This section shall contain four short answer questions selecting one from each unit. Each question shall carry 5 marks .A candidate shall be required to attempt all the four questions. Total weightage to this section shall be of 20 marks.

**Section-B:** This section shall contain eight long answer questions of 15 marks each. Two questions with internal choice shall be set from each unit. A candidate shall have to attempt any four questions selecting one from each unit. Total weightage to this section shall be of 60 marks.

**MODEL QUESTION PAPER  
INTRODUCTION TO AUDITING**

**Max marks: -80**

**Time allowed: -3 hrs**

**Section- A. (Marks 20)**

**Attempt all the four questions. Each question carries five marks.**

1. Define Auditing. Point out its objectives?
2. Write short note on Internal Audit?
3. What is a voucher? Briefly explain its types.

4. Differentiate between clean & qualified report.

**Section- B. (Marks 60)**

**Attempt any four questions selecting one question from each unit. Each question carries 15 marks.**

1. Define auditing. Outline its principles?

OR

Write short note on importance of Auditing in Electronic Data Processing.

2. What are working papers? Explain their purpose & comment on ownership of working papers.

OR

Define Internal Control? Explain its characteristics.

3. Explain the Vouching of debit side of cash book.

OR

What is verification? Differentiate between vouching & verification.

4. Explain briefly the provisions regarding the appointment of an Auditor of a company.

OR

Explain the duties of a company Auditor.

**NOTE FOR INTERNAL ASSESSMENT**

**For Regular Students**

20% of the total marks i.e. 20 marks in each course shall be reserved for comprehensive internal assessment which shall be as under: -

- (a) 20 marks shall be reserved for only one Internal Assessment Test of one hour duration to be conducted at the end of the semester i.e., after completion of the syllabus.
- (b) Minimum 75% attendance shall be required for being eligible to appear in internal assessment test and university examination.

**Note for setting of internal assessment question paper.**

Eight (08) short answer questions of 5 marks each based on skill development (guidelines for classroom teaching and internal assessment) shall be asked selecting at least two question from each unit and the student shall have to answer any 4 of them.

**Note for students of Distance education:** - four (04) short answer questions of 5 marks each shall be asked selecting one question from each unit.

**UNIVERSITY OF JAMMU  
B.COM. SIXTH SEMESTER**

**INSURANCE MANAGEMENT**

**C.No. BCG 602**

**Max Marks = 100  
Internal assessment = 20  
External exam. = 80**

**(Syllabus for examination to be held in May, 2017, 2018, 2019)**

**OBJECTIVE:** The basic objective of this course is to provide knowledge of insurance and risks involved.

**UNIT-I: INTRODUCTION**

Evolution of insurance business; Basic nature of insurance; Importance of insurance; Types and classifications of insurance; Brief introduction to IRDA 1999.

## **UNIT-II: RISK MANAGEMENT**

Basic concept of risk, classification of risks and process of risk management; Identification and evaluation of risk—Risk analysis; Risk control—Loss prevention and its importance; Risk finance and transfer of risk.

## **UNIT-III: LIFE INSURANCE**

Economic, legal and actuarial principles of life insurance; Basic elements in computation of premium; Peculiarity of life insurance products and classification; Procedures for settlement of various types of claims

## **UNIT-IV: NON-LIFE INSURANCE PRODUCTS AND CLAIM MANAGEMENT**

Principles of indemnity; Causa proxima; Subrogation; BANK-ASSURANCE- Meaning, benefits to banks, causes of growth of bank-assurance; Procedures for settlement for claims in Fire & Marine insurance.

## **SKILL DEVELOPMENT (GUIDELINES FOR CLASS ROOM TEACHING AND INTERNAL ASSESSMENT)**

- ❖ List the features of an existing insurance product.
- ❖ List the factors to be considered for fixation of insurance premium.
- ❖ Draw a sketch regarding the terms of settlement of claims.
- ❖ Identify some new areas where insurance concept can be introduced.
- ❖ Create deep understanding of all concepts specified in the syllabus.

## **BOOKS RECOMMENDED**

- 1 Panda, Ghansham : Principles of Insurance, Kalyani Publishing House, New Delhi
- 2 Mittal, Alka & Gupta, S.L : Principles of Insurance and Risk Management, Sultan Chand & Sons, New Delhi
- 3 Mishra, M.N & Mishra, S.B : Insurance Principles and Practice, S. Chand, New Delhi
- 4 Gupta, P.K : Fundamentals of Insurance, Himalaya Pub., New Delhi

- 5 Periasamy, P : Principles and Practice of Insurance,  
Himalaya Pub., New Delhi
- 6 Rajeda : Principles of Risk Management and  
Insurance, Pearson Pub, New Delhi
- 7 Tripathi & Pal : Insurance-Theory and Practice, PHI  
Learning Pub., New Delhi
- 8 Gupta, R.C & Jain, T.C : Insurance and Risk Management, Alpha  
Pub., New Delhi

**NOTE FOR PAPER SETTER**

Equal weightage shall be given to all the units of the syllabus. The external Paper shall be of the two sections viz, A & B of three hours duration.

**Section-A:** This section shall contain four short answer questions selecting one from each unit. Each question shall carry 5 marks .A candidate shall be required to attempt all the four questions. Total weightage to this section shall be of 20 marks.

**Section-B:** This section shall contain eight long answer questions of 15 marks each. Two questions with internal choice shall be set from each unit. A candidate shall have to attempt any four questions selecting one from each unit. Total weightage to this section shall be of 60 marks.

## **MODEL QUESTION PAPER**

### **INSURANCE MANAGEMENT**

**Max marks: - 80**

**Time allowed: - 3 hrs**

#### **Section –A (20 Marks)**

**Attempt all the questions. Each question carries five marks.**

1. Does insurance accelerate the process of growth? Explain?
2. Distinguish between dynamic and static risk?
3. Define a life insurance contract?
4. Point out the development and growth of Bank assurance?

#### **Section –B (60 Marks)**

**Attempt any four questions selecting one question from each unit. Each question carries 15 marks.**

1. Trace out the history of insurance business in India?

Or

Briefly discuss the various kinds of insurance?

2. Define risk. Give a classification of risk and discuss each briefly with relevant examples?

Or

Discuss the importance of loss prevention and control. Who benefits from such activities?

- 3 What are the Principles of life policy?

Or



What is insurable interest? Discuss in relation to life insurance?

4. Define Bank assurance. Explain the causes of growth of Bank assurance.

Or

Explain the maxim “Causa Proxima”

**NOTE FOR INTERNAL ASSESSMENT**

**For Regular Students**

20% of the total marks i.e. 20 marks in each course shall be reserved for comprehensive internal assessment which shall be as under: -

- (a) 20 marks shall be reserved for only one Internal Assessment Test of one hour duration to be conducted at the end of the semester i.e., after completion of the syllabus.
- (b) Minimum 75% attendance shall be required for being eligible to appear in internal assessment test and university examination.

**Note for setting of internal assessment question paper.**

Eight (08) short answer questions of 5 marks each based on skill development (guidelines for classroom teaching and internal assessment) shall be asked selecting at least two question from each unit and the student shall have to answer any 4 of them.

**Note for students of Distance education:** - four (04) short answer questions of 5 marks each shall be asked selecting one question from each unit.

**TAX PROCEDURE AND PRACTICE –VI (TAX PLANNING & MANAGEMENT-11)**

**C.No. BCG- 605**

**Max Marks = 100**  
**Internal assessment = 20**  
**External exam. = 80**

**(Syllabus for examination to be held in May. 2017, 2018, 2019 )**

**OBJECTIVE :** To equip the students with the knowledge about corporate tax Planning and management

**UNIT 1:** Tax planning with reference to depreciation polices, expenditure on scientific research, acquisition of patents and copyrights, preliminary expenses, payment to association/ institutions carrying out rural development programmes and conservation of natural resource and interest on borrowed capital.

**UNIT 11:** Tax Planning with reference to managerial Decision: Lease and purchase of assets, make or buy Decisions, repairs – renewals – renovation.

**UNIT 111:** Tax Planning in respect of business restructuring: Amalgamations and demergers, transfer of assets between holding and subsidiary companies.

**UNIT IV:** Tax Management: Return and assessment of income, Advance payment of taxes, TDS and procedure for filing TDS return, interest and penalties.

**SKILL DEVELOPMENT (GUIDELINES FOR CLASS ROOM TEACHING AND INTERNAL ASSESSMENT)**

- ❖ Enable students to understand the various concepts with the help of case studies.
- ❖ Create deep understanding of all concepts specified in the syllabus.

## **BOOKS RECOMMENDED**

1. Direct Taxes Law and Practice: V.K. Singhania and Kapil Singhania, Taxmann Publicationa.
2. Direct Taxes: Income Tax, Wealth tax and Tax Planning: B.B. Lal and N. Vashist, Pearson Ed.
3. Income Tax-law and practice: V.P. Gaur & D.B. Narang, Kalyani Publications.
4. Direct Taxes-Planning and Management: V. K. Singhania, K. Singhania, M. Singhania, Taxma.
5. Corporate tax Planning: E.A. Srinivas, Tata McGraw Hill.

## **NOTE FOR PAPER SETTER**

Equal weightage shall be given to all the units of the syllabus. The external Paper shall be of the two sections viz, A & B of three hours duration.

**Section-A:** This section shall contain four short answer questions selecting one from each unit. Each question shall carry 5 marks .A candidate shall be required to attempt all the four questions. Total weightage to this section shall be of 20 marks.

**Section-B:** This section shall contain eight long answer questions of 15 marks each. Two questions with internal choice shall be set from each unit. A candidate shall have to attempt any four questions selecting one from each unit. Total weightage to this section shall be of 60 marks.

## **MODEL QUESTION PAPER**

### **TAX PROCEDURE AND PRACTICE –VI (TAX PLANNING & MANAGEMENT-11)**

**Max Marks: 80**

**Time allowed: 3 hrs**

#### **Section A (20 Marks)**

**Attempt all the questions. Each question carries five marks.**

- 1 .Explain tax planning in respect to depreciation policies?
2. Explain the tax provision relating to lease and purchase of assets?

3. Explain tax planning in respect to business restructuring?
4. Explain the tax provision relating to advance payment of taxes?

**Section- B (Marks 60)**

**Attempt any four questions selecting one from each unit. Each question carries 15 marks.**

1. Define patent. What are the tax provision relating to acquisition to patents?

OR

What is copy right. Explain its relevant tax provisions?

2. What are the tax provision relating to renewal and renovation?

OR

What are the tax planning provisions relating to make or buy decisions?

3. What are the tax provisions relating to transfer of assets between holding and subsidiary companies?

OR

What are the tax planning provisions relating to amalgamation and demergers?

4. Explain TDS and 3-TDS return, interest and penalties?

OR

Explain tax penalties in respect to income tax?

**NOTE FOR INTERNAL ASSESSMENT**

**For Regular Students**

20% of the total marks i.e. 20 marks in each course shall be reserved for comprehensive internal assessment which shall be as under: -

- (a) 20 marks shall be reserved for only one Internal Assessment Test of one hour duration to be conducted at the end of the semester i.e., after completion of the syllabus.
- (b) Minimum 75% attendance shall be required for being eligible to appear in internal assessment test and university examination.

**Note for setting of internal assessment question paper.**

Eight (08) short answer questions of 5 marks each based on skill development (guidelines for classroom teaching and internal assessment) shall be asked selecting at least two question from each unit and the student shall have to answer any 4 of them.

**Note for students of Distance education:** - four (04) short answer questions of 5 marks each shall be asked selecting one question from each unit