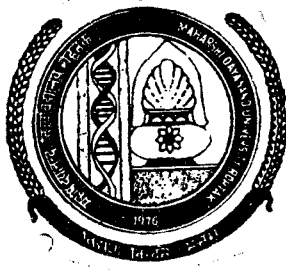


Maharshi Dayanand University Rohtak



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Ordinances, Syllabus and Courses of Reading for B.Com. Part-III (Hons.) Examination

Session—1998-99

Available from :

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Maharshi Dayanand University
Rohtak-124 001 (Haryana)

Price :

At the Counter : Rs. 50/-
By Regd. Parcel : Rs. 75/-
By Ordinary Post : Rs. 60/-

**ORDINANCE : B.A./B.SC./B.COM.(HONOURS)
EXAMINATION**

1. The Bachelor of Arts(Hons.), the Bachelor of Science (Hons.) and the Bachelor of Commerce (Hons.) Examinations shall be in three parts. Part-I Examination shall be held at the end of the first year Part-II Examination at the end of the second year and Part-III Examination at the end of the third year.

The Examinations in Part-I,II & III shall be held once a year, ordinarily in the month of April/May, on such dates as may be fixed by the Vice-Chancellor.

A supplementary Examination for those who are to re-appear in one or more subsidiary or/and qualifying subject in Part-III shall be held ordinarily in the month of September/October of the same year on a date to be fixed by the Vice-Chancellor.

- 2.(a) No one shall be eligible to join the first year (Part-I) class of B.A./B.Sc./B.Com. (Hons.) Course unless he/she has passed (a) Senior Secondary Certificate (10+2) Examination of Haryana Board of School Education, Bhiwani or (b) B.A./B.Sc./B.Com./B.Sc. (Home Science) Part-I Examination, as the case may be under old scheme of this University; or (c) any other Examination recognised by this University as equivalent to (a) or (b) above, obtaining :-
- i) For admission to B.A. (Hons.) 50% marks in aggregate or 50% marks in the subject of Hons. course.
 - ii) For B.Sc. (Hons.) 60% marks in aggregate and 65% marks in the subjects of Hons. Course.
 - iii) For B.Com. (Hons.) 55% marks in aggregate or 55% marks in the subject of Hons. Course.
- b) No one shall be eligible to join the 2nd year (Part-II), class of the B.A./B.Sc./B.Com. (Hons.) course unless he has passed First year (Part-I) Exam. of the B.A./B.Sc./B.Com. (Hons.) under new scheme of this University.

- c) No one shall be eligible to join the third year (Part-III), class of the B.A./B.Sc./B.Com. (Hons.) Course of this University, unless he had passed 2nd year (Part-II) Exam. (Hons.) under new scheme of this University.
- d) A regular candidate of a Department/College admitted to the privileges of this University in the subject of B.A./B.Sc./B.Com./ (Hons.) can attend the course of subsidiary and qualifying subjects in other College/Deptt. in case there is no arrangement to teach these subjects in the College/Deptt. where he has taken admission for his main subjects of Hons. Course. The Principal/Head of the College/Deptt. where a student is attending subsidiary and qualifying subjects shall certify that the said student has completed the prescribed number of lectures etc.
3. The Examination in Part-I/Part-II/Part-III shall be open to person.
- A. Who has passed not less than one academic year previously the requisite Examination as laid down in Clause-2 above.
- B. i) who has been on the rolls of a University Teaching Deptt./College admitted to the privileges of this University throughout the academic year preceding the Examination.
- ii) Whose name is submitted to the Registrar/Controller of Examinations by the Head of the Department/Principal of College he has last attended provided that the Head of the Department/Principal of the College certified that the candidate has :
- a) attended not less than 75% of the full courses delivered to his class in each subject offered by him and 75% of the periods assigned to practical work in each Science subject.
- (Lectures and Practical work shall be counted upto 21 days before the commencement of the Examination).
- b) satisfactorily performed the work of his class; and

- c) Obtained-not less than 25% marks in the aggregate of all the subject(s) paper(s) of the result of half yearly house examination held in November/December with 100 marks in each subject.
4. a) A student who is unable to appear in the Annual Examination due to shortage of attendance and has complied with the requirements of Clause-3 (b) (ii) (c) may be exempted from this requirement when he appears in the Examination in the following year or thereafter, after making up the deficiency in lectures.
- b) A student who has completed the required percentage of Lectures and practicals may be permitted to appear in the Examination in the same year or the following year as an ex-student even if as a regular student he did not comply with the requirements of Clause-3 (b) (ii) (c).
- i) For promotion from B.A./B.Sc./B.Com.(Hons). Part-I to Part-II a candidate shall be required to clear 50% of theory papers atleast one theory papers of the main subject and from part-II to Part-III he shall have to clear atleast 50% of the theory paper of the main subject of Part-I and Part-II taken together. While calculating 50% papers fraction may be ignored. For Example, if the number of papers is 5 the candidate will be required to clear atleast two papers. A student will be considered to have cleared Honours Paper(s) if he obtains atleast 40% marks in that/ those paper(s).

Provided that a student joining Honours in the 2nd year may be allowed to clear the first year. Honours paper either in second year or in second and third year together.

- ii) For promotion from Part-II to Part-III, a student shall be required to clear all the subsidiary/qualifying subjects of Part-I of the Honours Course even if such a subject is studied in 2nd year in terms of Clause-2 (b) (ii).

5. a) A student after passing B.A./B.Sc./B.Com.(Hons.) Part-I Examination may be permitted to change over to the B.A./B.Sc./B.Com. Part-II Course within one month of the start of admission to this course provided that the Principal of the College/Head of Department where he is studying, is satisfied that the student will be able to carry on with the new course.

Provided a student after passing B.Sc./B.Com. (Hons.) Part-I Examination shall have to appear in the subject of English of B.A. Part-I alongwith B.A. Part-II Examination, unless he has already qualified in this subject.

- b) A student who joins B.A. Part-II class may be allowed to change one or more of his elective subjects within one month of his joining B.A. Part-II Class.
- c) A candidate appearing in B.A. Part-II Privately may offer elective subjects other than taken by him for B.A. (Hons.) Part-I Examination.
6. The amount of admission fee shall be as under :-

Name of Examination	Regular students	Ex-students
1. B.A.(Hons.) I,II &III	100/-	110/-
2. B.Sc.(Hons.) I,II &III	120/-	130/-
3. B.Com.(Hons.) I,II &III	100/-	110/-

Plus Rs.10/- per practical subject for B.A./B.Sc./B.Com.(Pass & Hons.)

7. A candidate shall submit his admission application to the Registrar/Controller of Examinations on the prescribed form with the required certificates signed by the Head of the University Teaching Department/Principal of the college, the candidate has last attended, both in the case of students of University Teaching Departments/College admitted to the privileges of the University and ex-student.

8. i) The medium of instruction shall be:-

- (a) Hindi in case of Hindi
- (b) English in case of English, Physics, Chemistry and Maths;
- (c) English/Hindi or Sanskrit in case of Sanskrit
- (d) English/Hindi in case of other subjects.

ii) The question papers will be set:

- (a) in Hindi in case of Hindi
- (b) in English in case of English, Physics, Chemistry and Maths:
- (c) in English and Hindi in case of Sanskrit.
- (d) English/Hindi in case of other subjects.

iii) The candidates shall write their answers:

- (a) in Hindi in case of Hindi.
- (b) in Hindi or English or Sanskrit in case of Sanskrit.
- (c) in English in case of English, Physics, Chemistry and Mathematics; and
- (d) in English or Hindi in case of other subjects.

9. The minimum number of marks required to pass shall be as under:-

- i) Main subject (Honours) 40% marks in the aggregate and 35% in each papers (written and practical separately).
- ii) Qualifying and subsidiary subjects: 35% marks in each for qualifying and subsidiary subjects (written and practical separately)

10.i) A candidate who fails in one or more qualifying/subsidiary subjects(s) may be admitted to the supplementary exam. held in the same year and/or at the next annual Examination in the subjects(s) and if he passes in it he shall be deemed to have passed the examination.

A candidate who fails in one or more paper(s) of main subjects of Hons. Part-I/Part-II may be allowed on the recommendation of the Principal of the college/Head of the Deptt. concerned to appear/re-appear in the Examination in the papers(s) as an ex-student, without attending a fresh course of instructions within the period permissible to him to clear the papers of Hons. Part-III under clause-12.

ii) A candidate who fails in an Examination or having been eligible fails to appear in an Examination, shall take the Examination as an ex-student according to the syllabus prescribed by the University for regular students appearing for the Examination provided that the syllabus for the candidates who are to re-appear in the Supplementary Examination to be held in September shall be the same as was in force for the regular student in the last Annual Examination.

11. A candidate who has completed the prescribed course of instruction in a recognised College/University Department for B.A./B.Sc./B.Com.(Hons.) Part-III Examination but does not appear in it or having appeared fails, may be allowed on the recommendation of the Principal of the College/Head of the University Deptt. concerned, two consecutive chances as an ex-student to appear/re-appear in the subject(s)/paper(s), as the case may be without attending a fresh course of instruction. While re-appearing in the Examination, the candidate shall be exempted from re-appearing in paper(s) and or practical(s) in which he has obtained atleast 40 marks.

Provided that the candidate who does not pass the B.A./B.Sc./B.Com.(Hons.) Examination with the two consecutive chances as an ex-student, may be awarded B.A./B.Sc./B.Com.(Pass) Degree without division, if he obtains atleast 35% marks in each qualifying/subsidiary subject, theory and practical separately and in each paper of the main(Honours) subject, theory and practical separately. Provided further that if he does not satisfy the conditions for the award of pass Degree without division as mentioned

above, he shall be declared to have failed in the Examination and shall be required to appear in the Examination de novo, after attending the College/Department as a regular student.

12. The successful candidates of B.A./B.Sc./B.Com.(Hons.) Examination who obtain 60% marks or more in the aggregate of the main subject shall be placed in the first Division, those who obtain less than 60% marks but not less than 50% marks in the Second Division and those who obtain less than 50% marks in the Third Division. For the purpose of determining division at the end of Honours Part-III Examination the marks obtained by the candidate in the Hons. subject only at the Honours Part-I, Part-II and III Examination shall be taken in to account.

However the marks obtained in qualifying subjects and subsidiary subjects will be shown in the result card.

13. Six weeks after the termination of the Examination or as soon as thereafter as is possible, the Registrar/Controller of Examinations shall publish a list of the candidates who have passed the examination. Each successful candidate of B.A./B.Sc./B.Com.(Hons.) Examination shall received a Degree stating the division he obtains.

14. A candidate:

- i) Who has passed B.A./B.Sc./B.Com.(Hons.) Examination of this University or ;
- ii) Who resides within the territorial jurisdiction of the University and has passed an Examination declared equivalent to the B.A./B.Sc./B.Com.(Hons.) Examination of this University may appear in a subsequent B.A./B.Sc./B.Com. subsidiary Examination in one or more subjects prescribed for the Examination except the subject in which he has passed the Examination.

A candidate appearing under this Clause shall sit for Part-I and Part-II Examination simultaneously and shall pay admission fee of as prescribed for to the whole examination and additional fee of Rs. 10/- per Science subject Provided that if

the candidate is appearing in a Science subject, he shall study in a College admitted to the privileges of this University for both Part-I and Part-II classes for atleast one academic year preceding the Examination.

The minimum percentage of marks required to pass in each subject shall be as given in Clause-9 above.

15. The candidates who have passed the B.A./B.Sc./B.Com.(Hons.) Examination in the second or third division be allowed to re-appear in one or more subject(s) (Theory papers only) of main subjects of the Part-I,II and Part-III Examination for improvement of division.

The candidates may also be allowed to improve their score of marks upto 45% in the same manner. However for improvement of division from III to II and to I as well as improvement of score of marks upto 45% only one chance shall be allowed.

Only two consecutive chances will be allowed for improvement. A candidate re-appearing in one or more subject(s)/paper(s) for the purpose of passing/improvement of division shall pay fee as for the whole examination.

The higher score in the paper(s)/subject(s) in which he re-appears for improvement will be taken into account towards the final result and the marks already obtained by the candidate in the paper(s)/subject(s) in which he has not opted to improve his result shall be carried forwarded. In case the candidate does not improve the division his result shall be declared as, Previous Result Stands.

16. Notwithstanding the integrated nature of this course which spread over than one academic year, the Ordinance in force at the time a student join the course shall hold good only for the Examination held during or at the end of the academic year and nothing in this Ordinance shall be deemed to debar the University, from amending the Ordinance and the amended Ordinance, if any shall apply to all students, whether old or new.

**SYLLABUS OF B.COM. (HONOURS) PART-III
FOR THE ACADEMIC SESSION--1998—99**

B.COM. (HONOURS) III YEAR

(Paper H. 3.1)

INCOME-TAX LAW

Max Marks : 100

Time : 3 Hours

Course Contents

- Unit-I** Definitions; Computation of Income under Salaries; Income from House Property, Profits OR Gains of Business OR Profession.
- Unit-II** **Computation of Income** under Capital Gains and Income from other sources; Clubbing Provisions; set-off and Carry forward of Losses; Other Exempted Incomes including exemption on the basis of residential status.
- Unit-III** Deductions from Gross Total Incomes; Assessment of individuals including Computation of Tax.
- Unit-IV** Computation of Total Income of HUFs, Firms and Companies. (including computation of Tax).
- Unit-V** **Assessment & Appeals Procedure**—Tax authorities and Assessment Procedure; Advance Payment of Tax & Deduction of Tax at Source. Rectification of Mistakes; Appellate Procedure—Appeals and Revision; Appellate Authorities; Offences, Penalties & Prosecution.

(Paper H 3.2.)

AUDITING

Max. Marks : 100

Time : 3 Hours

Course Contents :

- Unit-I** **Audit and Audit Process**
- (a) Audit—The Attest Function, Meaning, Importance, Objects & Various Classes of Audit.
- (b) Audit Process—Internal Control; Internal Audit & Internal Check; Planning the Audit; Audit Programme; Evidence and Working Papers; Audit Sampling.

Unit-II Audit Procedures-Routine Checking; Vouching; Verification & Valuation of Assets & Liabilities.

Unit-III Audit of Limited Companies & Public Undertaking- Qualifications and Appointment of Company Auditor; Their Powers, Duties and Liabilities; Audit of Share Capital & Debentures; Share Transfers and Managerial Remuneration; Depreciation and Reserves; Divisible Profits & Dividends; Audit of Public Undertaking.

Unit-IV Audit of Specialised Units & Investigation :—

- (a) Audit of Specialised Units-Special Features of Audit of Banking Companies, Educational Institutions & Co-operative Societies.
- (b) Investigation-Meaning, Difference between Auditing and Investigation & various classes of Investigation.

Unit-V Auditor's Communication & Recent Trends :—

- (a) Auditor's Communication - Standard & Qualified Reports; Statutory Report.
- (b) **Recent Trends in Auditing-** Cost Audit; Tax Audit; Management Audit; Relevance of Auditing Standards.

(Paper H. 3.3.) **MANAGEMENT ACCOUNTING AND
FINANCIAL MANAGEMENT**

Max. Marks : 100

Time : 3 Hours

Course Contents :

- Unit-I**
- (a) **Management Accounting—**Meaning, Functions, Techniques, Principles, Scope Importance and Limitations.
 - (b) **Financial Management—**Meaning, Functions, Scope and Goals.
 - (c) **Capital Budgeting—**Concept, Importance, Components, Appraisal Methods.

Unit-II Financial Statement Analysis—Forms, Nature, Limitations and Importance of Financial Statements, Uses, Limitations & Types and Tools of Analysis; Comparative Financial Statements, Common Size Statements; Ten Percentages; Ratio-Analysis.

Unit-III Preparation of Funds-- Flow and Cash-Flow Statements.

Unit-IV (a) Business Finance--Sources of Finance; Over and Under Capitalization; Planning Capital Structure; Optimum Capital Structure; Trading on Equity.

(b) **Leverages**-- Operating, Financial and Composite Leverages; Significance.

(c) **Cost of Capital**-Classification; Theories of Capital Structure and Cost of Capital; Cost of Debt; Cost of Different Types of Capital.

Unit-V (a) Working Capital Management-Concept, Needs, Types and Determinants of Working Capital; Estimating Working Capital Requirements; Optimum Level of Current Assets.

(b) **Dividend Decisions**- Meaning, Importance and Forms; Determinants of Dividend Policy.

(Paper H. 3.4)

Marketing Management

Unit-I Course Content.

M. M. : 100

Time : 3 Hrs.

Introduction

(a) **Concept, Nature & Scope**- Concepts of Market, Marketing and Marketing Management, Systems Approach to Marketing, Goals of Marketing Systems; Functions of Marketing.

(b) **The Consumer Behaviour**- Meaning and Factors affecting it; Buyer's Motivation & Incentives; Buyer Decision Processes.

(c) **Product Planning & Development**- Meaning and Significance; Organising for Product Planning; Product Life Cycle; Product Development Meaning, New Product Development & Product Development Process.

Unit-II Marketing Planning Segmentation & Structure-

- (a) **Marketing Planning-** Nature & Process of Marketing Planning, Marketing Decision Making.
- (b) **Market Segmentation-** Meaning and Importance; Product Differentiation and Market Segmentation; Market Selection Strategies.
- (c) **Marketing Structure-** Retailing Functions and Dimension; Operating Problems of Retailers and Whole-salers; Large Scale Retailing System; Marketing of Services.

Unit-III Pricing & Channels of Distributions-

- (a) **Pricing-Pricing objectives** N Meaning and Importance of Price; Basic methods of Price, determination; New Product Pricing Strategies; Product Mix Pricing Strategies.
- (b) **Channels of Distribution-** Selection of Channels and their relative importance; Decision Areas in Channels Distribution; Managing Distribution Channels.

Unit-IV Market Promotion & Marketing Research-

- (a) **Market Promotion-** The Promotional Programme Advertising; Sales Promotion and Publicity; Personal Selling and Sales Management.
- (b) **Marketing Research-** Market & Market Research; Applicability of Marketing Research to Problems of Marketing; Marketing Information System.

Unit-V Government and Marketing- State Policy Regarding Marketing; State Trading in India; Administered Prices and Regulated Markets; Government and Consumer Protection.

(Paper H. 3.5)

M. M. : 100

Time : 3 Hrs.

INTERNATIONAL TRADE

Course Contents

- Unit-I Introduction-** Economics & Rationale of International Trade; Theories of International Trade-Comparative Cost Theory; Hockscher Cholin's Theory of International Trade; Leontiaf Paradox.
- Unit-II Regulation of International Trade-** Gains from International Trade & Its Measurement; Terms of Trade-Different Concepts; Theory of Reciprocal Demand; Factors affecting Terms of Trade; Free Trade Vs. Protection Tariffs, Quota & Dumping.
- Unit-III Foreign Exchange & Balance of Payment-**
- (a) **Foreign Exchange-** Fluctuation in Foreign Exchange Causes, Consequence & Limitations; Foreign Exchange Rates-Importance and Determination; Fixed Parity with IMF and its Abandonment; Emergence of Floating Rates; Exchange Control-Meaning, Objects and Methods; Exchange Control in India.
 - (b) **Balance of Payment-** Concept and Importance; Balance of Payment and Balance of Trade; Disequilibrium in Balance of Payment-Kinds. Causes & Measures for Correction.
- Unit-IV International Institutions :** Trade Agreements Bilateral and Multilateral Trade Systems; Customes Union; GATT. UNCTAD, ECM, COMECON and Concept of Asian Common Market.
- Unit-V India's Foreign Trade—**Brief History & Recent Trends regarding Volume, Composition and Direction; Export Promotion and Import Substitution; Foreign Exchange Problems in India; FERA.

(Paper H. 3.6)

M. M.: 100

Time : 3 Hrs.

COMPANY LAW & SECRETERIAL PRACTICE

Course Contents :

- Unit-I** Concept of Body Corporate, Characteristics of a Company;—Distinction between Company & Partnership; Types of Companies; Conversion of Private Company into Public Company and Vice-versa; Provision of Indian Company Law with reference to Formation of Company; Certificate of Incorporation Commencement of Business; Memorandum & Articles of Association; Prospectus and Statement in lieu of Prospectus.
- Unit-II** Issue of Shares at Premium or Discount;—Allotment of Shares; Borrowing Powers; Issue of Debentures; Floating Charges; Membership of Company; Rights, Liabilities and Register of Members; Meeting (All Types) and Resolution.
- Unit-III** Appointment, Removal, Rights and Duties of Managerial Personnel and their Remuneration; Investigations Winding up of Company.
- Unit-IV** Secretarial Practice- Company Secretary and Secretary's office; Appointment; Qualifications; Legal Position, Duties, Rights, Liabilities, Secretary's Office-Office organisation & Management; office Accommodation and Layout; office Equipment and Maintenance of Records; Communication and Correspondence, Internal and External Staff Relations; Management of Staff.
- Unit-V** Secretarial Work in Connection with Formulation of Company;—Alteration of M/A & A/A; Issue of Share Certificates and Share Warrant; Issue, Allotment and Calls on Shares, Board Meetings; General Meetings; Notice, Quorum; Chairman, Resolutions/Amendments and Proxy etc. & Winding up of a Company.

SCHEME OF EXAMINATIONS
FOR B.COM. (HONOURS) Part-I, II & III
FOR THE ACADEMIC SESSION-1998-99

B.Com. (Honours) : Part-I

It will consist of the following-
Seven Compulsory Papers

		Max. Marks	Time Allowed
H.1.1	Business Organisation & Management	100	3 Hrs.
H.1.2	Business Laws	100	3 Hrs.
H.1.3	Business Economics	100	3 Hrs.
H.1.4	Environmental Studies	100	3 Hrs.
H.1.5	Financial Accounting	100	3 Hrs.
H.1.6	Business Mathematics & Computer Awareness	100	3 Hrs.
H.1.7	Communication Skills	100	3 Hrs.

B.Com. (HONOURS) : PART-II

It will consist of the following-
Six Compulsory Papers:

H.2.1	Higher Financial Accounting	100	3 Hrs.
H.2.2	Cost Accounting	100	3 Hrs.
H.2.3	Production Management	100	3 Hrs.
H.2.4	Personnel Management & Industrial Relations	100	3 Hrs.
H.2.5	Monetary Economics and Public Finance	100	3 Hrs.
H.2.6	Statistics	100	3 Hrs.

B.Com. (HONOURS) : PART-III

It will consist of the following-

Six Compulsory Papers.

H.3.1	Income Tax Law	100	3 Hrs.
H.3.2	Auditing	100	3 Hrs.
H.3.3	Management Accounting and Financial Management	100	3 Hrs.
H.3.4	Marketing Management	100	3 Hrs.
H.3.5	International Trade	100	3 Hrs.
H.3.6	Company Law & Secretarial Practice	100	3 Hrs.

NOTE : Ten questions shall be set and students will be required to attempt any five, save as otherwise mentioned.