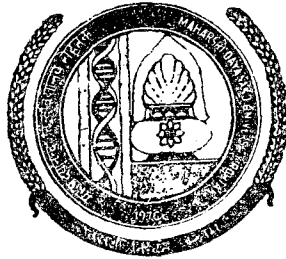


Maharshi Dayanand University Rohtak



Syllabus and Courses of Reading for M.Com. (Previous) Examination Session—1998-99

Available from :

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EXAMINATION PROGRAMME FOR THE MASTER'S DEGREE IN COMMERCE

The entire programme for the Master's Degree in Commerce is comprised of the two parts which would have two years duration. The examination in Part-I and Part-II shall be held once a year ordinarily in the month of April, or on such dates as may be fixed by the Vice-Chancellor. Part-I of the programme may be referred to as M.Com.(Previous) and five compulsory courses shall be offered by the students. In M.Com.(Final) students may opt five courses out of the list of courses offered by the Head of the Department. A candidate who has passed the M.Com.(Previous) examination with atleast 55 percent marks in the aggregate, may offer the subject of Dissertation.

The programme of Master's Degree in Commerce shall consist of the following papers, each written paper shall be of 100 marks and of 3 hours duration except the paper on 'Computer Applications' to Business which shall be of 6 hours duration.

M.Com. (Previous)

Paper-I	Management Accounting
Paper-II	Conceptual Foundation of Management
Paper-III	Managerial Economics
Paper-IV	Business & Government
Paper-V	Business Statistics

M.Com. (Final)

Paper-VI	Income Tax Laws
Paper-VII	Tax Planning
Paper-VIII	Indirect Taxation-Law and Procedures
Paper-IX	Personnel Management and Industrial Relations
Paper-X	Financial Management
Paper-XI	Marketing Management
Paper-XII	Advertising and Sales Management
Paper-XIII	International Marketing
Paper-XIV	Company Law
Paper-XV	Advanced Accounting
Paper-XVI	Advanced Cost Accounting
Paper-XVII	Accounting Theory
Paper-XVIII	Organisation Theory and Behaviour
Paper-XIX	Production and Operations Management
Paper-XX	International Economic Relations
Paper-XXI	Computer Applications to Business
Paper-XXII	Dissertation

**SYLLABI AND COURSES OF READING FOR
M.COM.(PREVIOUS)**

Paper-I **MANAGEMENT ACCOUNTING** Max. Marks: 100
Time: 3 Hrs.

1. Introduction:

Functions, Techniques, Principles, Scope, Importance, Limitations Essentials for success of Management Accounting.

2. Budgetary Control:

Managerial Control Process, Steps for Budgeting, Essentials to Successful budgeting, Installation of Budgetary Control System Different types of Budgets, Zero Base Budgeting, Budget Report.

3. Standard Costing:

Applicability, Variance Analysis-Material, Labour, Overhead Sales Variances, Control of Variances, Variance Reporting to Management.

4. Marginal Costing and Break-even Analysis:

Tools, Break-even point for Multi-Product Firms, Applications.

5. Decisions involving alternative Choices:

Relevant Cost Concepts, Specific Management Decisions such as make or buy, expand or contract, retain or replace, optimum sales mix etc. Capital Budgeting:-
Appraisal methods under situations of Certainty and Uncertainty

6. Financial Statements:

Analysis and Interpretation, Tools, Accounting Ratios in Details.

7. Funds Flow Statement and Cash-Flow Statement, Preparation, Uses and Comparison.

8. Responsibility Accounting:

Reporting to Management-Significance, Types of Reports.

Note: (i) The paper-setter will set ten questions in all spreading over all the course contents, out of which five questions are required to be attempted.

(ii) At least three numerical questions are to be set by the paper-setter.

Suggested Readings

1. Management Accounting and Financial Control by S.N. Maheshwari (Sultan Chand & Sons, New Delhi).

2. Management Accounting, Financial Management and Holding Company Accounts by S.Nagartnam (S. Chand & Co., New Delhi).
3. Management Accounting by N.L. Hingorani and A.R. Ramanathan (Sultan Chand & Sons, New Delhi).
4. Financial Policy and Management Accounting by B. Banerjee (The World Press Private Ltd., Calcutta).
5. Principles of Management Accounting by Man Mohan & S.N. Goel (Sahitya Bhavan, Agra).
6. Management Accounting and Financial Management by Dr. S.N. Mittal (Shree Mahaveer Book Depot (Publishers) Delhi).
7. Accounting for Financial Analysis by J.D. Aggarwal (Indian Institute of Finance, New Delhi).
8. Management Accounting-----Tools and Techniques by N.Vinayakam and I.B. Sinha (Himalya Publishing House, Delhi).
9. Management Accounting Text & Cases by Robert. N. Anthony and James S.Reece (Richard D. Irvin, INC Illinois).
10. Fundamentals of Management Accounting by Robert. N. Anthony and Glem A. Welsch (O.B. Taraporenala Sons & Co. Pvt. Ltd., Bombay).
11. Management Accounting-A decision emphasis by Don. T. Decoster and Eldon L. Schafer (John Wiley & Sons Inc. New-York).
12. Management Accounting by Nafees Baig (Ashish Publishing House, New Delhi).
13. Management Accounting by Harper.
14. Management Accounting by Morre, Carl L. and Jaidicke Robert K. (Prentice Hall Delhi) Ohio USA.

Paper-II CONCEPTUAL FOUNDATIONS OF MANAGEMENT

Max. Marks : 100

Time : 3 Hrs.

1. Definition of Management, Functions of Managers, The evolution management theory, different approaches to management, contribution of Frederic Taylor, Henery Fayol and Peter F. Drucker.

2. Management by objectives, management by exceptions, managerial and organizational efficiency and effectiveness, productivity and productivity management.
3. Management and External environment of organizations, Direct and Indirect actions, components of external environment, organizational change and development.
4. Planning : Its nature, steps in planning, strategic planning, problems solving and decision making.
5. Orgnizing : Meaning, basis of Departmentation, span of management delegation and decentralization.
6. Staffing : Human resource planning, recruitment and selection, Training and Development, Performance appraisal.
7. Leading : Meening and techniques, recongnition of human factor, Motivation and its various models, Leadership styles, interpersonal and organizational communication.
8. Control, Meaning and Process of Control, control methods, Characteristics of effective Control System.

Note : The paper setter will set ten questions in all spreading over all the course contents, out of which five questions are required to be attempted.

Suggested Readings

1. Management : Principles, Practices, Techniques (2nd Ed.) by Dharam Vir Aggarwala, 1989 "Deep & Deep Publications Delhi-27).
2. Essentials of Management, by Reddy & Appannaiah (3rd Ed. 1991 "Himalaya Publishing House, New Delhi-110002."
3. Management Principles and Practice, by Sherlekar and Sherlekar (6th ed.) 1990. "Himalaya Publishing House, New Delhi-110002.
4. Allen, L.A. "Management and Organisation"-(New York Mc Graw Hill Book Company).
5. Drucker, Peter F. : Management, Tasks, Responsibilities, Practices--(Delhi, Allied Publishers).
6. Banerjee, M. Modern Management.
7. Albane " Management".
8. Stoner : Management.
9. Rao, V.S.P. and Narayana, P.S. "Principles and Practice of Management.
10. Prasad , Lallan and Gulshan S.S. : Management Principles and Practice : (Delhi S. Chand).

Paper-III **MANAGERIAL ECONOMICS** Max. Marks : 100
Time : 3 Hrs.

1. Definition, nature, scope, importance and limitations of Managerial Economics, Role and responsibility of Managerial Economists and business.
2. The Central problems of an economy and their solutions through price mechanism under different types of economic systems.
3. Theory of consumer behaviour-utility analysis, indifference curve techniques and revealed preference theory, law of demand, elasticity of demand and supply, price, income cross and substitution elasticity, elasticity of expectations.
4. Forecasting Techniques : levels of forecasting, the elements of a forecasting system, quantitative and qualitative forecasting techniques with special reference to demand and price forecasting.
5. The concept of revenue, relationship of cost and revenue, average revenue, marginal revenue and elasticity of demand, geometrical derivation of average revenue and marginal revenue from the total revenue curve, price output determination under monopoly and oligopoly.
6. Theory of the determination of income and employment under Classical and Keynesian model, trade cycles, measures to control trade cycles.
7. Introduction to Linear Programming (LP) graphical solution of LP, Requirement and basic assumptions of LP, Applications and uses of LP.
8. Domestic Trade Vs Foreign trade, Classical and Modern Theory of International Trade, balance of trade and balance of payment, disequilibrium and adjustment in balance of payment.

Suggested Readings

1. Dean, Joel : Managerial Economics
2. Mote, Paul and Gupta S.S. : Managerial Economics
3. Dahiya, L.N. : Forecasting Techniques in Business and Economics.
4. F. Bigham & J. Pappas : Managerial Economics
5. Koutsoyiannis, A. : Modern Micro Economics
6. Marshall, A. : Principles of Economics

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|---------------------------|---|---|
| 7. Baumol, W.J. | : | Economic theory and operations Analysis. |
| 8. Samuelson, Pal A. | : | Economics. |
| 9. Stonier W. & Hague, D. | : | A Text Book of Economic Theory. |
| 10. Lipsy, R.G. | : | An Introduction to Positive Economics. |
| 11. Robinson, J. | : | The Economics of Imperfect Competition. |
| 12. Chamberlin, E.M. | : | The Theory of Monopolistic Competition. |
| 13. Ohlin, B. | : | Inter-regional and International Trade. |
| 14. Kindleberger, C.P. | : | International Economics. |
| 15. Singh, H.K.M. | : | Demand Theory Economic Calculations in Mixed Economy. |
| 16. Solow, R. | : | Linear Programming. |
| 17. Keynes, J.M. | : | A General Theory of Employment Interest and Money. |

Paper-IV BUSINESS AND GOVERNMENT Max. Marks : 100
Time : 3 Hrs.

1. Role of government in relation to business, social responsibility of business, economic implications of Indian Constitution.
2. Government regulation of Industries : Industrial Policy Industries (Development & Regulations) Act, 1951, Industrial Licensing, Salient Features of Monopolies and Restrictive Trade Practice Act.
3. Guidelines of SEBI regarding fresh Issues, Policy of Foreign investment and collaborations, Import-export policy (latest).
4. Development Financing and the role of Government in India.
5. Public Sector Enterprises : Nature and Forms of organisation, Pattern of management, their problems and pricing policy.

6. Small Scale Industrial Sector : Their role and problems, policies relating to the growth of small scale industries; problems of industrial sickness and its remedy.
7. Industrial Relations : Importance of good industrial relations, Industrial Relations Machinery, Workers participation in Management.
8. Economic Planning : Concept and its types, Critical evaluation of Plans since 1980.

Note :The paper setter will set ten questions in all spread over all the course contents, out of which five questions are required to be attempted.

Suggested Readings

1. Cherunilam, Francis : Business and Government.
2. Cherunilam, Francis : Business Environment.
3. Dasgupta & Sengupta : Government and Business.
4. Amarchand, D. : Government and Business.
5. Aggarwal, A.N. : Indian Economy-Problems of Development & Planning.
6. Dutt Rudder & Sundram : Indian Economy.
7. Ashtwathapa. K. : Legal Environment of Business in India.
8. Kuchhal, S.C. : Industrial Economy of India.
9. Govt. of India Reports : RBI Publications and other journals like, Economic and Political weekly southern Economist, Chartered Accountant, Chartered Secretary etc. and daily News Papers.

Paper-V

BUSINESS STATISTICS

Max. Marks: 100

Time : 3 Hrs.

1. Moments and Kurtosis, Sheppard's correction.
2. Association of Attributes, Criterion of Independences, Consistency of data, (Two and three attributes)
3. Regression Analysis Bivariate, Partial and Multiple Correlation and Regression.

4. Time Series Analysis : Components of Time Series. Measurement of trend (Linear and non-linear) Seasonal variations.
5. Probability Theory : Application of addition and multiplication theorems : Bay's theorem.
6. Theoretical Frequency Distribution : Binomial, Poissons and Normal distribution.
7. Testing of hypothesis : Sampling tests-Attributes, Chisquare, large samples.
8. Sampling test for small samples--'T'. test.'Z' test'F' test.
9. Statistical quality Central, Business forecasting.

Note:(i) The paper setter will set ten questions in all, spreading over all the course contents, out of which five questions are required to be attempted.

(ii) Atleast three numerical questions are to be set by the paper-setter.

Suggested Readings

1. Cochran, W.G. Sampling Techniques, John Willey, New-York.
2. Croxton and Cowden 'Practical Business Statistics' (Prentice Hall, London).
3. Karmel, P.H. 'Applied Statistics for Economists. Sir, Issac Pitmen and Sons Itel London).
4. Spiegel R. Murray, Theory and Problems of Statistics, 'Schum Publishing Co. New York).
5. Riggelman and Frisbee, 'Business Statistics, Mc Graw, Hill Book Co. New York.
6. Gupta S. P., Statistical Methods' Sultan Chand, New Delhi.
7. Yule and Kendall ' An introduction to the theory of statistics London.
8. Richardson, C.H. 'An Introduction to Statistical Analysis, New Delhi.