

SCHOOL OF COMMERCE & BUSINESS MANAGEMENT
MAULANA AZAD NATIONAL URDU UNIVERSITY
M.COM. III – Semester
PAPER 301
RESEARCH METHODOLOGY

UNIT-I :- Introduction to Business Research: Meaning, Scope, Role of Business Research, Objectives of Business Research, Ethics of Research, Types of Business Research, Scientific Method, Stages of Research Process.

UNIT-II:-Research Design : Formulation of Business Research Problem, Problem identification, Literature Survey, Research Design, Types of Research Design, Exploratory Research, Descriptive Research, Casual Research.

UNIT III:- Data Collection: Methods & Forms :Primary Data, Sources, Merits & Demerits of Primary Data; Secondary data, Sources Merits & Demerits, Questionnaire Design, Questionnaire Types.

UNIT IV: - Sampling Technique: Sampling Procedure, Types of Samples, Sample Size determination, Measurement & Scaling Techniques, Types of Scales, Attitude Measuring Scales, Reliability & Validity of Scales.

UNIT V:- Data Analysis Presentation of Data & Report Writing: Analysis of Data Using various Quantitative Techniques, Editing, Coding, Classification and Tabulation. Types of Reports, Stages in Preparation of Report, Characteristics of good Report, Structure of Report.

Suggested Readings:

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|---|---|
| 1. William G Zikmund | : Business Research Methods 7 th Edition Cengage Learning. |
| 2. Tull Donald and Hawkins | : Marketing Research, PHI. |
| 3. Mark Saunders, Philip Lewis | : Research Methods for Business students, Pearson Adrian Thornhill Education-2003 |
| 4. Luck David and Rubin Ronal | : Marketing Research, PHI. |
| 5. Ajai S Gaur & Sanjay S. Gaur | : Statistical Methods for Practice & Research-A guide to data Analysis using SPSS. Response books-2006. |
| 6. Green E. Paul, Tull S. Donald
Albaum Gerald | : Research for Marketing decisions'' - 6 th Edition. PHI |
| 7. Churchill, Locobucci, Israel | : Marketing Research, A South Asian Perspective- Cengage Learning-2009. |

MAULANA AZAD NATIONAL URDU UNIVERSITY

M.COM. III - Semester

PAPER: 302

INCOME TAX

UNIT-I :- Introduction to Income Tax: Nature-Features-Importance-Objectives of Income Tax-
Cannons of Taxation-Direct Tax-Features-Merits-Demerits-Types of Direct Taxes-Indirect Taxes-
Features-Merits-Demerits-Types of Indirect Taxes-Incomes Exempted from Tax Fully and Partially
exempted Income

UNIT-II:-Basic Concepts : Person-Assessee-Previous Year-assessment Year-PAN-Residential Status-
Incidence of Tax - Individual-Partnership Firm – Company- -Gross total Income-taxable Income- -Tax
structure- Income Tax authorities-Functions

UNIT III:- Assessment of Income From Salary: Meaning of Salary-Nature of salary- Income
included in salary- Dearness Allowances- House Rent Allowances-Travelling Allowances-
Entertainment Allowances-Perquisites-Meaning of perquisites-Type of Perquisites- Deductions-
Computation of Tax liability.

UNIT IV:- Hindu Undivided Families :Introduction-Schools of Hindu Laws-Dayabhaga and
Mitakshara-Residential Status of HUF –Basic conditions for assessment of HUF.

UNIT V: - ASSESSMENT OF COMPANIES: Meaning of Company-Types of Companies-
Computation of Gross Total Income of Company-Deductions-Carry Forward and set Off of losses-
MAT-- Tax on Distributed Profits-Tax on income in certain cases such as Royalties-Copy Rights- and
Literary works etc.,

Suggested Readings:

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|---------------------------|---|--|
| 1. Vinod K. Singhania | : | Taxman's Direct Tax Laws |
| 2. Bhagawati Prasad | : | Direct Tax Laws and Practices. |
| 3. Manmohan | : | Direct Taxes with Tax Planning aspects. |
| 4. B.B.Lal and N.Vashisht | : | Income Tax, Wealth Tax and tax Planning. |
| 5. V.S.Datey | : | Indirect Taxes, Taxman Publishers. |

***NOTE: Students are required to Use Tax Packages such as Taxmann or Computax to
Work out the problems with reference to Assessment of Tax***

**SCHOOL OF COMMERCE & BUSINESS MANAGEMENT
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M.Com. III - Semester

PAPER 303

Cost Accounting

Unit I : INTRODUCTION

Introduction – Meaning of Cost. Costing & Cost Accounting - - Differences between Financial Accounts and Cost Accounts – Application of Cost Accounting

Unit II: COST CONCEPT

Cost Concept and classification of costs- cost unit – Cost centre – element of Cost Preparation of Cost Sheet – Tender and Quotation – Problems.

Unit III: MATERIAL COSTING

Classification of Material – Material Control – Purchasing procedure – Store keeping – techniques of Inventory Control – Setting of Stock level – EOQ – Methods of Pricing materials issues – Problems.

Unit IV : LABOUR COSTING

Control of Labour Cost – Labour Turn over – Causes and Effects of Labour turnover – Meaning of time and motion study, Merit rating Job Analysis, Time keeping and time booking – Idle time, Causes and treatment – Overtime - methods of Wage Payment, Time rate & Piece rate – Problems.

Unit V : OVERHEAD COSTING

Classification of Overhead – Procedure for Accounting and control of overheads – Allocation of Overheads – Apportionment of Overheads – Machine Hour rate – Problems.

References:

1. *Cost Accounting* By Lal Nigam & Sharma New Delhi
2. *Cost Accounting* By Jain & Narang , Kalyani publication, New Delhi
3. *Cost Accounting* By B.K. Bahar publication, New Delhi
4. *Cost Accounting* By Patanshetty and Palekar S. Chand Publication New – Delhi
5. *Cost Accounting* By Prasad Publication, Bombay
6. *Cost Accounting* By Kalatippi and Others, Subhas Stores Bangalore.

**SCHOOL OF COMMERCE & BUSINESS MANAGEMENT
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**M.Com. III – Semester
PAPER – 304
Islamic Banking and Finance**

Unit I –Convention Financial System and Banking

Component of Financial System- Financial Instrument, Financial Market, Financial Intermediaries; Regulators of Financial Market – RBI, SEBI, IRDA; Indian Banking system and its structure; Money Market – types and instruments; Capital Market – types & instrument; Financial intermediaries – Merchant Bank, Stock Exchanges, Credit rating, Mutual Fund, Venture Capital.

Unit II –Introduction to Islamic Economic and Finance

Principles of Islamic Economic system- Property right, Property obligations, Contracts, Trust, Work, Wealth, Risk Sharing; Factors of production; Principles of consumption; Business and commercial ethics in Islam; Islamic system of Wealth distribution; Role of state.

Shariah and its sources; Principles and Objectives of Shariah; Major Prohibitions- Riba, Gharar, Maysir.

Unit III - Islamic Financial Contracts:

Conditions of contract; Waad, Muwaahda, Aqd; Elements of contract; Contracting parties, subject matter, offer and acceptance; Types of contract: Mudaraba, Musharaka, Murabaha, Ijara, Salam, Istisna, Wakala (Agency contract)

Unit IV–Islamic Banking Operation

Islamic appraisal of conventional banking; Operating structure of an Islamic Bank- Sources and Applications of Funds; Products offered by Islamic Banks.

Unit V- Islamic Capital Market

Basic concept of financial market; Capital market instruments; Islamic capital market (ICM) – Features and instruments, Shariah Screening of stocks, Dividend Purification; Islamic Mutual Fund; Sukuk and its features; Role of Islamic capital market;

Suggested Readings

1. Obaidullah, Mohammed, Islamic Financial Services, Scientific Publishing Centre, King Abdul Aziz University, Jeddah, 2005.
2. Ragie Z A, Business Principles in Islam, Markazul Maarif, New Delhi, 1995
3. Metwally MM, Essay on Islamic Economics, Academic Publishers, 1998, Aligarh
4. Peerzade, Afzal, Readings in Islamic Fiscal Policy, Adam Publishers, 1996, New Delhi
5. Mills, Paul S. and John R Presley, Islamic Finance: Theory and Practice, London, MacMillan, 1999

SCHOOL OF COMMERCE & BUSINESS MANAGEMENT
MAULANA AZAD NATIONAL URDU UNIVERSITY
M.Com. III – Semester
Paper -305
Advance Financial Management

Unit – I Introduction

Concept, Scope, Function and Objective of financial management – Financial planning, Concept and Types – Profit Maximisation Vs Wealth Maximisation – Capitalisation Theories, Over and Under Capitalisation, Cause and Remedial measures (Theory only)

Unit – II Financing Decision

Concept of Capital Structure, Determinants of Capital, Capital Structure Theories, Net Income Approach, Net Operating Income Approach – M M Approach – Leverage – Operating, Financial Leverage – EBIT and EPS Analysis(Theories and Problems)

Unit – III Working Capital Decision

Concept, Components and Determinants of Working Capital – Operating Cycle – Forecasting Working Capital requirements – Management of Inventory, Receivable and Cash

Unit – IV Dividend Decision

Concept of Dividend – Types of Dividends – Dividend Decision – Dividend Vs Profit retention decision – Dividend Policies – Factor influencing on dividend decision policies – Dividend Theories, Relevance and Irrelevance of dividend – Walter, Gordon and M.M Approach(Theories and problems)

Unit – V Investment Decision

Nature of Capital Budgeting Decision – Investment Evaluation Criterion – Traditional Technique – Pay Back Period, Accounting Rate of Return – Discounted Cash flow techniques – Net Present Value – Profitable Index, Internal Rate of Return(Theories and Problems)

Suggested Readings:

1. Ravi M. Kishore : Financial Management, Taxman Publications
2. Khan and Jain : Financial Management, TataMcGrawhills.
- 3.S.N.Maheshwari :Financial Management-Principles and Practice; Sultanchand Publications.
4. I.M.Pandey :Financial Management, Vikas Publishers
5. Prasanna Chandra :Financial Management Theory and Practice, TataMcGraw hills.
6. John J Hampton : Financial Management
7. William Salvatore and Kulkarni : Finance Management

MAULANA AZAD NATIONAL URDU UNIVERSITY
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M. COM -IV SEM
PAPER- 401
COMPUTERS APPLICATIONS IN ACCOUNTING

- UNIT – I** Introduction : Importance of Computer Applications in Accounting – MS Excel Application in Financial Management : Calculation of Operating and financial Leverage –EBIT and EPS – NPV – IRR – Preparation of Statement of Working Capital Forecast.
- UNIT – II** MS Excel Application in Cost Accounting: Calculation and preparation of Marginal Costing Statement –BEP and CVP analysis – BEP Charts – Profit Planning – Production and Sales Budgets. Functional Budgets: Flexible Budgets- Preparation of Projected Income Statement and Balance sheet.
- UNIT – III** Accounting Packages: Features Importance – Differences in Accounting Packages and Spread Sheet Applications – Creation of Accounts – Voucher – Voucher Number – Journal Subsidiary Journals – Ledger- Preparation of Bank Reconciliation Statement.
- UNIT – IV** Calculation of Depreciation – Preparation of Trial Balance – Income Statement – Balance sheet (Sole Proprietor Partnership and Joint Stock Companies.)
- UNIT – V** Inventory Stock levels – Stock Ledger – Tax Registers – Audit Feature – Security in Accounting Packages – Problems of Accounting Packages: Power Problems -Virus Problems
(For Units III, IV, and V Accounting Packages : Tally or Wings may be used)

SUGGESTED READINGS:

1. Peter Norton : Introduction to Computers, TMH, New Delhi 1998.
2. Maheswari , S N. Financial Management ,Sultan Chand Publications Pvt.Ltd New Delhi.2000.
3. Maheswari S.N. Cost and Management Accounting , Sultan Chand Publications Pvt. Ltd New Delhi 2000.
4. Work Book on Tally.
5. Work Book on Wings.

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DEPARTMENT OF MANAGEMENT & COMMERCE

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PAPER- 402

BUSINESS ETHICS

UNIT-I:Business Ethics - Definition and nature - Objectives of Ethics – Need and Importance of Ethics in Business –Relationship between ethics and business – Integrated view of ethics – Stages of Ethical Consciousness.

UNIT – II:Ethical Organization and its Corporate Code – Characteristics of ethical organization – Stakeholders – Corporate Governance – Corporate Code – Implementation of Corporate Codes- Ethical responsibility towards competitors and business partners

UNIT – III:Corporate Social Responsibility-Historical perspective of CSR from industrial revolution to social activism – Stakeholders – Shareholders – Employees – Management – External Stakeholders - Consumers – Suppliers – Competitors – Creditors – Community – Corporation as a ‘Moral person’ – Corporate expectations of Society- Current CSR Practices of Firms in India.

UN –IV:Ethical Dilemmas at work place – Ethical dilemmas in decision making – power – authority – secrecy – confidentiality – trust and loyalty - Ethical Leadership – Managerial integrity and decision making.

UNIT –V:Corporate Governance — Committees of Corporate Governance – Role and functions of Chairman and Managing Director – Role and functions of Committees – Audit Committee — Cadbury Committee – OECD Committee – K.M Birla Committee on Corporate Governance.

Reference Books:

1. Business Ethics: Concepts and Cases Velasquez, M. G. Prentice Hall of India 2005
2. Sadri: *Business Ethics~ concepts and cases*, TMH, 1998
3. Chakraborty SK *Foundations of Managerial Work Contributions from Indian thought*, Himalaya Publishing House, Delhi, 1998.
4. *Management by Values*, Oxford University Press, 1991.
5. Gandhi M.K *The Story of My Experiments with Truth*, Navjivan Publishing House, New Delhi.
6. Mathur, *Corporate Governance and Business Ethics*, Macmillan India Ltd., Chennai, 2006.

MAULANA AZAD NATIONAL URDU UNIVERSITY

PAPER – - 403

M.Com – Syllabus International Finance

- UNIT – I International Financial System:**
Evaluation of International Financial System – Gold Standard; Breton wood Standard; Floating Exchange Rate; Currency Board; Euro Currency Market; Bond Market; International Money Market; International Financial Institutions – IMF; Foreign Bonds; Global Bonds; Euro Equity.
- UNIT – II Foreign Exchange Market:** Structure of Foreign Exchange Market in India; Spot Market; Forward Market; Arbitrage; Nominal Effective Exchange Rate (NEER); Real Effective Exchange Rate (REER); Balance of Payment (BOP), BOP Trends in India; Purchasing Power Parity (PPT); Interest Rate Parity; International Fisher Effect.
- UNIT – III Risk Management in Multinational Corporation:** Types of Risk; Currency Risk; Interest Rate Risk; Political Risk; Financial Risk; Risk Management through Hedging; Hedging with Currency; Forward Market Hedge; Options Market Hedge; Money Market Hedge.
- UNIT – IV Multinational Corporate Decision in International Markets:** Foreign Direct Investment (FDI); FDI Theories; Modes of Foreign Investment; Financial Goals of MNC; Financial Performance Measurement; International Cash Management; Multinational Capital Structure Decision.
- UNIT – V International Tax Environment:** Sources of Tax; Types of Tax; Value Added Tax (VAT); Taxation Methods; Foreign Tax Credit; Taxes and Location of Foreign Operations; Taxation of Foreign Sources of India; Taxation Rates and Methods.

References:

1. P.G. Apte : International Financial Management, Second Edition, TMH Publishing Co., New Delhi, 1998.
2. Alan C. Shapiro : Multinational Financial Management, John Wiley 2001.
3. A.K. Seth : International Financial Management, Galgotia Publishing Company, New Delhi, 2000.
4. A.V. Rajwade : Foreign Exchange, International and Risk Management Academy of Business Studies, 1995.
5. C. Jeevanandam : Foreign Exchange Arithmetics, Sultan Chand and Sons, New Delhi, 1996.

MAULANA AZAD NATIONAL URDU UNIVERSITY
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M. COM -IV SEM
PAPER- 404
Indian Financial System

- UNIT – I *Financial System:***
The Structure of Financial System; Features; Components; Functions of Financial System; Money Market; Capital Market; Financial System and Economic Development; Financial Reforms; External Financial Market Reforms.
- UNIT – II *Banking and Non-Banking Institutions:***
Commercial Banks; Role of Commercial Banks; Function of Commercial Banks; Public Sector Banks; Private Sector Banks; Interest Rate; Banking Innovations.

Non-Banking Institution: Function of Co-operative Banks; Characteristics; Sources of Fund; Types of Non-Banking Financial Entities; UTI ; Operation of UTI; Strength; Weaknesses and Structure of UTI.
- UNIT – III *Financial Services Based Assets / Funds:***
Concept of Leasing; Classification of Lease; Steps involved in Leasing Transaction; Factoring – Mechanism; Functions; Advantages; Housing Finance; Venture Capital Financing; Forfeiting – Parties; Cost; Benefits of forfeiting.
- UNIT – IV *Financial and Securities Markets:***
Call Money Market – Functions; Advantages & Drawback of Call Money Market; Govt. Securities Market – Role of RBI in Govt. Securities; Treasury Bill Market; Commercial Bill Market.

Securities – Functions of Securities Market; Structure Segments; Listing of Securities; Trading and Settlement; Role of SEBI – in Primary & Secondary Market.
- UNIT – V *Introduction to Investment Banking:***
Introduction; Functions; Activities; Underwriting Bankers to an Issue; Debenture Trustees; Portfolio Managers; Opportunities in Investment Bankers; Challenges faced any Investment Bankers.

Reference Books:

Oroon K. Ghosh, the Indian financial system, Kitab Mahal, New Delhi
D. K. Murthy, Dr. D.K. Murthy, Indian Financial System, I. K. International Pvt Ltd. New Delhi
Subramanyam, Investment Banking, Tata McGraw-Hill Education.
Rajesh Kothar, Financial Services in India: Concept and Application, SAGE Publications Ltd.
Sudhindra Bhat, Security Analysis & Portfolio Management, Excel Books India. New Delhi.

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PROJECT WORK

FROM THE VARIOUS PAPERS OF ALL SEMESTERS