SYLLABI

FOR

M.COM. (ANNUAL SYSTEM) EXAMINATIONS, 2011

(Through Correspondence)

© The Registrar, Panjab University, Chandigarh.
All Rights Reserved.
SCHEME OF EXAMINATION FOR M. COM. (ANNUAL SYSTEM) EXAMINATION, 2011

Note:
1. The duration of the examination in each subject will be 3 hours.
2. Maximum marks for external/written examination are 80 marks and Internal Assessment is 20 marks.

INSTRUCTIONS TO THE PAPER SETTERS:

IF THERE ARE TWO UNITS: Set 10 questions in all. Five questions from each unit. The students are required to answer five questions in all selecting at least 2 questions from each unit.

IF THERE ARE THREE UNITS: Set 10 questions in all. Three or four questions from each unit. The students are required to answer five questions in all selecting at least one question and not more than two from each unit.

IF THERE ARE FOUR UNITS: Set 10 questions in all. Two or three questions from each unit. The students are required to answer five questions in all selecting at least one question from each unit.

IF THERE ARE FIVE UNITS: Set 10 questions in all. Two questions from each unit. The students are required to attempt five questions in all selecting one question from each unit.

FIRST YEAR

Note: Each paper except M.C. 515 and M.C. 615 will be of 100 marks but for computation of result, its weightage will be of 200 marks. For papers M.C. 515 and M.C. 615 weightage of marks will be of 100 marks only.

M.C.510 Economic Analysis for Business & Business Environment
M.C.511 Advance Business Statistics, Research Methodology & Information Technology
M.C.512 Operations Research & Production Management
M.C.513 Contemporary Issues in Accounting and Corporate Financial Policy
M.C.514 Organisational Behaviour, HRM & Marketing Management
M.C.515 Research Project
Option for Optional Groups (M.C. 613 and M.C. 614) in M. Com. 2nd Year be given by the end of 1st Year

SECOND YEAR

M.C.610 Corporate Governance and Corporate Taxation
M.C.611 Management Information and Control Systems
M.C.612 Cost Analysis & Control and Management of Services (Banking & Insurance)

ANY ONE OF THE FOLLOWING GROUPS (OPTION HAS TO BE EXERCISED BY THE END OF 1ST YEAR)

M.C. 613-I Investment and Financial Services Management
M.C. 613-II Human Resource Development
M.C. 613-III Project Planning and Environment Management
M.C. 613-IV Entrepreneurial Development
M.C. 613-V International Business
M.C. 613-VI Contemporary Issues in Auditing and Management Services (Transport, Tourism and Hospital)

ANY ONE OF THE FOLLOWING GROUPS (OPTION HAS TO BE EXERCISED BY THE END OF 1ST YEAR)

M.C. 614-I Computer Applications
M.C. 614-II Contemporary Management
M.C. 614-III Legal Frame Work for Services
M.C. 614-IV Business Economics
M.C. 614-V International Finance
M.C. 614-VI E-Commerce
M.C. 615 Viva-Voce.
M.C. 616 E-Business and Innovative Financial Products

(ii)
M.C. 510-I : ECONOMIC ANALYSIS FOR BUSINESS & BUSINESS ENVIRONMENT

OBJECTIVE: Decision making in any business organization is a complex process. The objective of this course is to study the basic knowledge of the concepts and tools of economic analysis are relevant for business decision making. Further this course will also highlight all the external environmental forces which affect the decision making process of an organization.

UNIT-I

ECONOMIC ANALYSIS FOR BUSINESS


UNIT-II

BUSINESS ENVIRONMENT


REFERENCES:

3. Thomas, F. Demburg : Macro Economics.
M.C.511 : ADVANCE BUSINESS STATISTICS AND RESEARCH METHODOLOGY & INFORMATION TECHNOLOGY

OBJECTIVE: This course aims to appraise the students of various quantitative models that can be used in Business decision making and ability to conduct research and process data. They will be exposed to the different concepts, principles and practices of research methodology and data processing. The objective of Information Technology course is to develop skills in identifying and analyzing information needs for managerial decision making. The course aims at restructuring the framework of IT in various functional areas so as to excel in developing prototype systems; and the objective of the course is to develop skills in identifying and analysis information needs for managerial decision making. The course aims at restructuring the framework of IT in various functional areas so as to excel in developing prototype systems.

UNIT-I

ADVANCE BUSINESS STATISTICS AND RESEARCH METHODOLOGY

Frequency distributions, graphical representation, measures of central tendency, measures of dispersion/range variation, standard deviation.

Probability: Introductory ideas, probability rules, states, independence. Joint probability, marginal probability, Notion of random variables: Expectation, Discrete distribution (Binomial and Poisson), Continuous distribution.

Sampling Design: Sampling & non-Sampling error, random sampling, systematic sampling with probably proportions of size, stratified sampling, Cluster sampling & multi sampling. Test of significance: Type I & II Errors, Power of test, test using $\chi^2$ & distribution.

- An introduction to research in business
- Phases and principles of the research process
- The research proposal
- Research design
- Formulating hypothesis
- Secondary data
- Measurement and scaling
- Design of questionnaires and schedules
- Communication and observation methods of data collection
SYLLABUS FOR M. COM. (ANNUAL SYSTEM) FIRST YEAR EXAMINATION

- Sampling design
- Data preparation and preliminary analysis
- Hypothesis testing
- An introduction to multivariate analysis
- Report Writing
- The Computer: its role in research

UNIT-II

INFORMATION TECHNOLOGY


REFERENCES:

7. Sidney & Siegel: Non parametric Statistics.
<table>
<thead>
<tr>
<th>No.</th>
<th>Author</th>
<th>Title</th>
</tr>
</thead>
</table>
M.C. 512 : OPERATIONS RESEARCH & PRODUCTION MANAGEMENT

OBJECTIVE : The objective of the course is to acquaint the students with the applications of the operations research to business and industry and help them to grasp the significance of analytical approach to decision making; and the objective of course on Production Management is to acquaint the students with various tools and techniques of purchasing and inventory control and some other quantitative techniques so as to prepare them for shouldering responsibilities as production manager.

UNIT-I

OPERATIONS RESEARCH :


UNIT-II

PRODUCTION MANAGEMENT :
Introduction of Inventory Control, Static Inventory problem under risk. Dynamic Model under risk, policy coordinated, Replacement with discount.

Introduction to purchasing, Functions of purchasing, procedure of purchasing, Selection Sources of Supply, Negotiation with Suppliers. Price determination; Price Cost Analysis, Quality determination and control value analysis.

Scope & functions of operations management, Plant location and facility layout, Forecasting of demand. Delphi methods, Statistical Quality Control Technique.

REFERENCES :


5. Gopalkrishnan & Sandilya : Purchasing Strategies Inventory Management.


M.C.513 : CONTEMPORARY ISSUES IN ACCOUNTING & CORPORATE FINANCIAL POLICY

OBJECTIVE : At the conclusion of the paper, the students will have a thorough knowledge about the issues involving financing and investment decision and their application in Capital Expenditure Projects, Acquisitions and Mergers; and the objective of the course on Contemporary Issues in Accounting is to familiarize the students with the recent and emerging trends confronted by the contemporary financial manager.

UNIT-I

CONTEMPORARY ISSUES IN ACCOUNTING:


Value Added and Value Chain Analysis. Accounting for Currency Translation.


Corporate Reporting Issues: Lease accounting. Accounting for mergers/consolidation, Accounting for financial instruments. Accounting for Brand Equity Accounting for stock options and redeemable preferred stock. EPS reporting; time for an overhaul.

UNIT-II

CORPORATE FINANCIAL POLICY:

Introduction to Corporate Finance: The objective function in Corporate Finance—Role of Financial Manager—Present Value—Introduction to Risk and Return.


Shareholder Value Creation, Mergers and Acquisitions, Option pricing.
REFERENCES:


M.C. 514 : ORGANIZATIONAL BEHAVIOUR, HRM AND MARKETING MANAGEMENT

OBJECTIVES : The objectives of the present subject is to make the students become aware of the organizational dynamics working in the organizations. Organizations are made of people. Hence this course is designed to help students understand why people behave as they do. Secondly, this course gives an input to “Managing People” which are the most delicate assets of any organization. The objective of Marketing Management Course is to help the students understand the conceptual framework of Marketing Management. It intends to expose the participants to the various decisions, the marketing executives are required to take.

UNIT-I

ORGANIZATIONAL BEHAVIOUR AND HRM
What is Organisation Behaviour, Contributing disciplines to OB, Challenges and opportunities for OB; Foundations of Individual Behaviour; Values, Attitudes and Job satisfaction; Motivation; Leadership-nature, style and approaches; Foundations of Group Behaviour; Team working; Communication and its processes & barriers; Conflict Management.


UNIT-II

MARKETING MANAGEMENT
Marketing tasks, concepts and orientations; customer satisfaction, value and retention; Buyer behaviour in customer marketing and Business Marketing; Marketing environment; strategic planning in marketing; Market measurement and forecasting; Dealing with competition.

Marketing segmentation, Targeting and Positioning; Marketing of services, Relationship Marketing; Marketing strategies, Programmes and Decisions related to the following :

Product—including branding and packaging; pricing, marketing channels.

Marketing strategies, programmes and decisions related to the following :

Logistics, advertising, Sales Promotion, Personal selling and sales force. Marketing Organization, Marketing control.

REFERENCES :


-------------------
M.C. 515 : RESEARCH PROJECT

M.C. 516 : CURRENT ISSUES IN GLOBALIZATION AND APPLIED ASPECTS OF FINANCIAL SERVICES

OBJECTIVES : The course aims to make the students aware of the recent changes in the International Environment, and the impact of these changes on an organization. The objective of the course Applied Aspects on Financial Services aims at orienting the students towards the procedural and operational aspects involved in financial services through discussions with professionals and visiting organizations dealing in financial services.

UNIT-I

CURRENT ISSUES RELATED TO GLOBALIZATION :

Globalization—Meaning & Scope.

International Economic Environment.

(a) World Trade Organization (WTO) with Special Emphasis on Agreements on Textiles, Agriculture, TRIPS, Market Access Impact on India of these agreements.

(b) Regional Economic Groupings, European Union, NAFTA; Multinational Enterprise & Culture in different countries; Political and Economic Systems.

UNIT-II

WORKSHOP ON APPLIED ASPECTS ON FINANCIAL SERVICES :

A. Merchant Banking [under SEBI (MB) Regulations 1992] :

Introduction, Filing application for grant of certificate under regulation 3, Detailed exercise before issuing due diligence certificate under regulation 23, Preparing public issue programme under public issue process, Process of getting an issue listed on stock exchanges, allotment system in case of over subscription of an issue, Book building process in detail.

B. Mutual Funds [under SEBI (MF) Regulations 1996] :


C. Credit Rating :

Understanding process and symbols of credit rating as prevailing in India.
D. **Depository Services**: [SEBI (Depositories and Participants) Regulations, 1996]:
   Introduction, opening and account, filling of dematerialization and rematerialisation request forms, filling the forms for sale and purchase instructions to DPs.

E. Stock Market Trading, Clearing and Settlement system of NSE or BSE.

F. **Financial Mathematics**:
   Computation of EMIs of Consumer Loans; Calculation of Effective Rate of Interest; structuring of Lease Rentals.

**REFERENCES:**

4. L.M. Bhole : Financial Institutions and Markets.

**For Correspondence Courses**

Instead of Seminar/Workshop, there shall be one additional subject in each year. In the first year, title of the paper will be “Current Issues in Globalization and Applied Aspects of Financial Services”. The distribution of marks shall be same as in other papers i.e. the paper shall consist of 100 marks each, out of which 25 marks internal assessment and 75 marks for written test.
SECOND YEAR

M.C. 610 : CORPORATE GOVERNANCE AND CORPORATE TAXATION

UNIT-I

CORPORATE GOVERNANCE


Corporate Governance and Financial performance, Quality of financial disclosures, reporting and transparency, Harmonisation of Accounting Standards. Audit Committee. Blue Ribbon Committee on improving the effectiveness of corporate audit.

Corporate Governance—A global perspective, committees on Corporate Governance; Cadbury Committee on financial aspects of Corporate Governance, Green Bury Committee on Directors’ Remuneration, OECD Principles of Corporate Governance, CACH Guidelines on Principles for Corporate Governance and Global Corporate Governance Forum, Hampel Committee Report.


UNIT-II

CORPORATE TAXATION

Structure of Direct and Indirect Taxes in India.


Definition of various kinds of companies—Meaning of company under IT Act.

Residential status of companies and implications for Tax Planning.

Assessment of companies including carry forward and set off of losses.

Tax Planning with reference to setting up of a new business.

Tax Planning with reference to location of business.
Tax Planning with reference to nature of business.

Tax Planning with reference to form of organization.


Tax Planning with reference to Managerial Decisions.

Tax Planning in respect to Employee’s Remuneration

Tax Planning and Adoption of Method of Accounting

Tax Planning regarding Capital Gains

Tax Planning in respect of Amalgamation or Demerger.

**BOOKS RECOMMENDED :**


6. V.K. Singhania : Direct Taxes : Planning and Management.


JOURNALS

1. Harvard Business Review
2. Chartered Accountant
3. Chartered Financial Analyst
4. Chartered Secretary
5. Management Accountant
6. SEBI and Corporate Laws
M.C. 611 : MANAGEMENT INFORMATION AND CONTROL SYSTEMS

OBJECTIVE : The objective of the course is to harness the skills already developed in the course on Information Technology. The focus of this course is to help the participants in developing information systems in various functional areas and to sensitize them with the challenges encountered in M.I.S. implementation. The objective of Management Control Systems is to develop the abilities of the students to design and evaluate Management Control Systems.

UNIT-I

MANAGEMENT INFORMATION SYSTEMS
Developing a long range Information System plan.
Strategies for determining information requirements including data base requirements.
Outsourcing Information Systems.
Control of Information System performance and security.
Causes of Information System failures.
Ensuring Quality with Information Systems.
Auditing Information Systems.
Issues in Information Technology Management in India.
Problems and Prospects of I.T. implementation in Business Organizations.
Accounting and Finance.
Project Management.
Management Information Services.
Managing International Information Systems.

UNIT-II

MANAGEMENT CONTROL SYSTEMS
Nature and scope of M.C.S.--Basic concepts, Boundaries of Management Control.
Corporate Level Strategies, Business Unit Strategies.
Management Control Structure--Responsibility Centers, Revenue Centers, Expense Centers, Administrative and Support centers, Research and Development centers, Marketing centers, Profit centers.

Transfer Pricing--Objective, Methods, Pricing Corporate Services, Administration of Transfer Prices.

Measuring and Controlling Assets Employed--Structure of the Analysis.

Measuring assets employed, EVA Vs ROI Alternative Approaches.

Analysing Financial Performance—Variance Analysis.

Performance Measurement--Information used in Control System.

Performance Measurement--The Techniques, Interactive Control.


Variation in Management Control—Revolution in Management Control Emerging Management Systems. Implications of Management—Accounting, Positioning of Management Accounting, Controls for differentiated.


Manufacturing, Decision Support Systems.

Service Organisations and Financial Service Organisations and M.C.S.

Multinational Organisation and M.C.S.

M.C. Projects.

BOOKS RECOMMENDED:


M.C. 612 : COST ANALYSIS & CONTROL, AND MANAGEMENT OF SERVICES
(BANKING AND INSURANCE)

OBJECTIVE : To develop analytical and critical abilities to design effective cost systems, to measure and evaluate management performance and to provide accounting data for management control and decision making. The Management of Services will apprise the students with the Management of Banking and Insurance.

UNIT-I

COST ANALYSIS & CONTROL


Budgetary Control System : Multiple roles of budgeting, organisational behaviour and operating budgets. Behavioural aspects of budgeting.


UNIT-II

MANAGEMENT OF SERVICES (BANKING AND INSURANCE)


INSURANCE


**BOOKS RECOMMENDED:**

3. NCAER  : Attitude Toward Insurance Cover.
5. S. P. Sharma  : Organisation of Indian Insurance.
10. H. L. Tandon  : Banking Law & Practice in India.
12. Reed Cottors  : Commercial Banking.
M.C. 613-I : INVESTMENT AND FINANCIAL SERVICES MANAGEMENT

OBJECTIVE : To provide a deeper insight into evaluation and management of investment opportunities available for individuals as well as institutions; and to provide insight to the structure, working and problems of financial system in India as well as to enable students to appreciate and understand the concepts, mechanism and utility of different financial services.

UNIT-I

INVESTMENT MANAGEMENT


Investment Management : Introduction to portfolio management, Modern portfolio theory, Assets allocation and portfolio construction, Portfolio revision.

Investment Management : Investment management and tax planning.

UNIT-II

FINANCIAL SERVICES MANAGEMENT

Introduction to Financial Services, Leasing –Introduction, financial evaluation of lease from lessons and Lessees point of view, lease structuring. Tax, legal and accounting aspects specially in Indian context. Credit Rating, concepts, functions and process of debt rating in Indian context SEBI regulations for CRAs. Factories Features, process and agreements for factories.

Merchant Banking : Functions, regulations and role in mobilization of funds. SEBI regulation on Portfolio Management, role and regulations, Depository service.


BOOKS RECOMMENDED :

8. --do-- : Investment and Securities Market in India.

----------------------
M.C. 613-II : HUMAN RESOURCES DEVELOPMENT

OBJECTIVE : The course develops an analytical and operational approach to planned system wise organizational change. Organizations today are faced with the dilemma of how to integrate the organizational objectives with the goals of the individuals working for it. To resolve this dilemma in our rapidly changing environment and to ensure that competing or conflicting groups move towards a collaborative way of work, several changes in the organization structure, processes and behaviour are necessary. This is sought to be achieved through a planned management change efforts broadly termed as organization development; and the objective of the course is to enhance the participants understanding of Indian Legal Environment relating to Industrial Relations, Emoluments and Welfare. Emphasis would be given to the provisions and case law of various acts.

UNIT-I

ORGANISATION DEVELOPMENT


Term Interventions, Intergroup and Third Party Peace Making Interventions.

Comprehensive Interventions—Managerial Grid, Confrontation Meeting, Survey Feedback.

Structural Interventions—Work redesign quality of work life, Quality Circles, Parallel Learning Structures.

A brief introduction to T.Q.M. and Business Process Reengineering, O.D. Strategies at work.


UNIT-II

LABOUR LAWS AND INDUSTRIAL RELATIONS


Payment of Wages Act, 1936.


Payment of Bonus Act, 1965.
Factories Act, 1948.
Mines Act, 1952.
Child Labour (Prohibition and Regulation) Act, 1986.

BOOKS RECOMMENDED:

1. Organisation Development : Richard Backhard
2. Organisation Development : Warren Bennis
3. O.D. and Change : Edger and Huse
4. O.D. : French and Bell
5. O.D. for Operating Managers : M.E. Megill
6. O.D. Theory, Practice and Research : French, Bell and Zawacki
7. O.D. and Change : Meenakshi Malhotra
8. O.D. : Mergulies and Raia
9. O.D. : Warner Burke
10. O.D. and Change : T.G. Cummings and C.G. Worley
11. Managing Change : Philip Sadler
12. Reengineering the Corporation--A Manifesto for Business Revolution : M. Hammer and J. Champy
13. Process Consultation : Edger Schein
14. O.P. Malhotra : The Law of Industrial Disputes
15. S.C. Srivastava : Industrial Relations and Labour Laws
16. S.N. Misra : Labour and Industrial Law
17. P.L. Malik : Industrial Law
19. K.P. Chakravarti : Labour Management and Industrial Relations
JOURNALS

5. Personnel.
6. H.R. Focus.
M.C. 613-III : PROJECT PLANNING AND ENVIRONMENT MANAGEMENT

OBJECTIVE: The course aims at training the students to undertake feasibility study of industrial projects, appraise the projects from private, commercial as well as social angles, and prepare detailed project reports; and the objective of this course is to acquaint the students with the world of environment. This subject will teach students as to what are the impacts and aspects of each business activity in environmental terms and how businessmen are responsible towards environment.

UNIT-I

PROJECT PLANNING AND ANALYSIS

Private Commercial criteria for project choice, project cycle, feasibility, Marketing feasibility, Financial feasibility.

Social cost-benefit analysis rationale, UNIDO and Little Mirrlees approaches. UNIDO-IDCAS Manual Social rate of discount, Shadow Prices and conversion factors. Applications in India.

UNIT-II

MANAGEMENT OF ENVIRONMENT


REFERENCES:


The list of cases and specific references including recent articles will be announced in the class at the time of launching of the course.
SYLLABUS FOR M. COM. (ANNUAL SYSTEM) SECOND YEAR EXAMINATION

613-IV : ENTREPRENEURIAL DEVELOPMENT

OBJECTIVE : The objective of this course is to provide conceptual and theoretical understanding about the development of Entrepreneurship and its significance in Indian economy; and the objective of this course is to highlight small business environment and the entrepreneurial and managerial problems in small industrial units.

UNIT-I

ENTREPRENEURSHIP AND FAMILY BUSINESS MANAGEMENT


UNIT-II

SMALL BUSINESS MANAGEMENT


REFERENCES:


M.C. 613-V : INTERNATIONAL BUSINESS

OBJECTIVE : The objective of this course is to acquaint the students with the current India’s foreign trade policies. Further providing an understanding of Export Financing, Export-Import Procedures and the various operations are involved. The main emphasis is also laid on developing a systematic approach to handling foreign trade transaction and the paper with thereto; and the objective of this course is to acquaint the students with the economic aspects relating to international trade. The course will provide an understanding of the theories of trade, different monetary institutions and the economic environment for international trade.

UNIT-I

EXPORT IMPORT POLICY AND PROCEDURES


UNIT-II

WORLD TRADING AND MONETARY SYSTEM


REFERENCES :

1. Paras Ram : Exports what where & how.
5. G.S. Lall : Financing of Foreign Trade & Foreign Exchange.
6. Foreign Exchange Manual, RBI.
19. Foreign Exchange Manual “Reserve Bank of India”.

---------------
M.C. 613 VI : CONTEMPORARY ISSUES IN AUDITING AND MANAGEMENT SERVICES
(TRANSPORT, TOURISM AND HOSPITAL)

OBJECTIVES : The objective of Contemporary Issues in Auditing is to acquaint the student with the
status of auditing in the Contemporary World. The objective of Management of Services (Transport,
Tourism and Hospital) is to apprise the participants; with the application of principles of Management in
Hospitals, Tourism and Transport.

UNIT-I

CONTEMPORARY ISSUES IN AUDITING

Auditing in the contemporary world. Concept of true and fair view. Relevance of Internal Control for the

Audit of Limited Companies—Audit Report--MAOCARO. Audit of Government, Banking, Co-operative
and Insurance Companies, Case Histories.

Management Audit—Meaning, Scope and necessity, Audit of various Management functions.

Cost Audit—Maintenance of Cost Record, Study of Cost Accounting.

Record rules, the cost auditor, Planning for Cost Audit, Format of Cost Audit Report.

Internal Audit—Scope, Purpose and Significance. Independence and code of ethics. Relationship between
internal auditor and external auditor. Internal auditor report.

Audit of EDP and computerized accounting system. The effect of Computer on audit work and audit
approach to computer based accounting system.

UNIT-II

MANAGEMENT OF SERVICES (TRANSPORT, TOURISM AND HOSPITAL)

Objectives and goals of transport undertakings, form of organization and organizational structure of
transport undertakings, Direction and control function in transport undertakings, Pricing of transport
services, transport routing and scheduling, transport financing and marketing of transport services.

Definition of tourism and need for tourism. The birth, growth and development of tourism. Factors
influencing growth of tourism—Tourism culture and economic development. Tourism and employment,
Tourism and related developments such as social, political, educational etc. Tourism marketing concepts
and importance—Marketing Functions in Tourism—Tourism marketing mix; Tourism pricing Method of
pricing—Tourism promotion: Advertising costs—steps in planning an advertising campaign: Tourism
publicity.
Health care and hospitals, Indian health care systems, hospital as sub-system of health care system, hospital functions, classification of hospitals, components of hospital system; changing role of hospital administration; need for managerial functional specialists; decision making in hospitals, understanding decision making process.

**BOOKS RECOMMENDED :**

1. Kamal Gupta : Contemporary Auditing
3. Hubbard & Johnson : Auditing
4. Pratt : Auditing
11. Fair and Williams : “Economics of Transport and Logistics”.

---------------
M.C. 614-I : COMPUTER APPLICATIONS

OBJECTIVES : The aim of this course is to help students gain an awareness of computer technology and its business uses, particularly accounting applications. It will also develop proficiency in the use of internet as a business and research tool; and in order to close the communication gap that separated the cost accountant from computer specialist, student will be exposed to the steps that are taken for designing, establishment, and evaluation of computer based cost information system.

UNIT-I

COMPUTER APPLICATION IN ACCOUNTING

- Company Setup --Company Information.
- Accounting information systems.
- Nominal sales and purchase ledger maintenance and reporting.
- Stock control-tracking stock movements- Traditional; Rush Manufacturing; Pull Manufacturing.
- Sales order processing and reporting- In web-based business environment.
- E-analysis of financial statements--For External and Internal uses.

UNIT-II

COMPUTER APPLICATIONS IN COSTING

Cost accounting information system--an overview.
Role of computers in cost accounting what cost manager should know about computer system.
Use of spreadsheet for computer based information system for cost decision making.
Strategic and project planning for computer based cost information system.

Design, implementation and evaluation of computerised cost information system in traditional as well as web based business environment.

BOOKS RECOMMENDED :


Computer Accounting Applications Using Business Works, Roger A. Gee (San Diego Mesa College)

Applications in Cost Accounting: David M. Buehlmann et. al

Encyclopaedia Cost Accounting Systems (Vol. 1, 2, 3)

Management Control System: Robert N. Anthony

Cost Accounting--A Managerial Emphasis: Horngren
M.C. 614-II : CONTEMPORARY MANAGEMENT

OBJECTIVE : The main aim of the course is to create awareness amongst the students to know the details of Knowledge Management in the changing scenario and its significance in framing the business strategy; and the course aims of informing the students with concept and theory of Learning Organizations in the context of contemporary environment.

UNIT-I

KNOWLEDGE MANAGEMENT

Concept of knowledge, Major Philosophical Schools, Knowledge in economic and management theories, Knowledge as competitive resource, Knowledge intensive organization, Knowledge value chain, Knowledge management systems, Barriers to knowledge sharing, Expert systems.

Knowledge creation as a tool of excellence, tacit and explicit knowledge, Models of knowledge creation process, Critical enabling conditions, Cross leveraging knowledge.

Knowledge management strategy and business strategy, Knowledge architecture, Organisational design for knowledge management, Role of Top and Middle management, Knowledge based reward systems.

UNIT-II

LEARNING ORGANISATION

The Profile of Future Organization
The Pursuit of Excellence
Corporate Learning as a Competitive Edge
Meaning and Premises of Learning Organization
Distinctive Features of Learning Organization

Developing a Capable Organization:
-- Recruiting & Retention of Talented People.
-- Building Core Competencies and Capabilities.
-- Matching Organization Structure to Strategy.

Seven Perspectives of Learning Organization
The Organizational Learning Cycle.
Learning as Improving for Getting NBetter.
Systems Approach to Learning.
Organization as Learning Systems.
The Knowledge Creating Company.
Designing the Structure of Learning Organization.
Five Fold Discipline for Organizational Learning.
Sustaining the Learning Organization.
The Role of Leadership in Learning Organization.
Conditions for Learning Organizations.
Learning Organization and Managing Change.

REFERENCES:


KPMG Knowledge Management Survey 2000 (WWW.kpmgconsulting, com)


------------------
M.C. 614-III : LEGAL FRAME WORK FOR SERVICES

OBJECTIVE: The objective of this course is to apprise the students with the banking law and practice and develop an understanding of various laws affecting banks; and the objective of this course is to familiarize the students with Principles and Practices of Insurance in general and the Indian context in particular.

UNIT-I

BANK LEGISLATION
Evolution of banking law: Banking Regulation Act, 1949; Reserve Bank of India Act, Bank Nationalization Act, 1969; A Study of Negotiable Instruments Act 1881 based on case law.

Banker and Customer Relations: Banks as borrowers; cheques – payment of customers cheques; collecting banker and customers accounts; Employment of funds; Guarantees; Advances secured by collateral securities; Advances against goods and documents of title to goods; Analysis of banks balance sheet; Electronic funds transfer and other electronic payments; Internet banking.

UNIT-II

INSURANCE LEGISLATION


BOOKS RECOMMENDED:

1. P.N. Varshney : Banking Law and Practice
2. B.M. Lall Nigam : Banking Law and Practice
3. Tannan : Banking Law and Practice in India
<table>
<thead>
<tr>
<th></th>
<th>Author(s)</th>
<th>Title and Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Tripathi, S.D. &amp; Uppal, K.K.</td>
<td>Banking and New Economic Programme, published by Panjab University Publication Bureau, Panjab Univ., Chandigarh.</td>
</tr>
<tr>
<td>9</td>
<td>S.S. Srivastava</td>
<td>Insurance Administrator and Legislation in India.</td>
</tr>
<tr>
<td>10</td>
<td>Govt. of India</td>
<td>Life Insurance Corporation of India Act, 1956.</td>
</tr>
<tr>
<td>11</td>
<td>Govt. of India</td>
<td>General Insurance Corporation of India Act, 1956.</td>
</tr>
<tr>
<td>12</td>
<td>M.J. Methew</td>
<td>Insurance.</td>
</tr>
<tr>
<td>13</td>
<td>Attitude Towards Life Insurance Cover</td>
<td>NCAER</td>
</tr>
<tr>
<td>14</td>
<td>J. Francos Outroxse</td>
<td>Theory &amp; Practice of Insurance.</td>
</tr>
<tr>
<td>15</td>
<td>Black Skipper</td>
<td>Life and Health Insurance.</td>
</tr>
<tr>
<td>16</td>
<td>Mehr Osler</td>
<td>Modern Life Insurance.</td>
</tr>
<tr>
<td>17</td>
<td>S.P. Sharma</td>
<td>Organisation of Indian Insurance.</td>
</tr>
<tr>
<td>19</td>
<td>S.S. Herbner &amp; Kennesh Black</td>
<td>Life Insurance.</td>
</tr>
</tbody>
</table>
M.C. 614-IV : BUSINESS ECONOMICS

OBJECTIVES: This course aims to apprise the students to various aspects of the econometrics that can be used to help the students to develop econometrics models; and this course aims to apprise the students of various quantitative models that can be used in Business Decision-Making.

UNIT-I

ECONOMETRICS
The nature and scope of Econometrics
The meaning of statistical inference
Estimation and hypothesis testing
Estimation of Parameters
Properties of point estimators
Basic ideas of linear regression: The two-valuable models
Two-valuable versus multiple linear regression
The method of ordinary least squares
Derivation of least-square estimates
Variance and standard errors of ordinary least squares estimates
Properties of OLS estimators.

Multiple Regression: Estimation and hypothesis testing
Assumptions and estimation of parameters of multiple regression
Testing hypothesis about individual (partial regression coefficients)
Various functional forms of regression models
The log-linear model
The multiple log-linear regression model
The semilog model
Regression on Dummy explanatory variables

The nature of multicollinearity
Theoretical and practical consequences of multicollinearity
Detection of multicollinearity
Remedial measures

The nature of heteroscedasticity
Consequences of heteroscedasticity
Detection of heteroscedasticity
Remedial measures

The nature of Autocorrelation
Consequences of autocorrelation
Detection of autocorrelation
Remedial measures

The attributes of a good model
Types of specification errors
Tests of specification errors

UNIT-II

QUANTITATIVE MODELS FOR BUSINESS DECISIONS


REFERENCES:

1. A. Kmitosyiannis : Theory of Econometrics
2. J. Johnston : Econometrics Methods
3. G. S. Maddala : Introduction of Econometrics
5. D. Gujarati : Basic Econometrics
6. G. M. K. Madnani : Introduction to Econometrics
M.C. 614-V : INTERNATIONAL FINANCE

OBJECTIVE : To expose the students to various accounting issues relating to international business operations; and the objective of the course is to acquaint the students with the latest developments in the area of International Finance and also to equip them with the techniques of management of risk and decision making relating to capital structure in the International Finance.

UNIT-I

INTERNATIONAL ACCOUNTING

Internationalization of accounting profession; Need for international accounting standards and critical review of major standards set by the international accounting standards committee. Harmonization of accounting standards.

Accounting for multinationals—accounting for currency translation, foreign exchange and procedural issues. Transfer pricing in international business-methods and problems.

Consolidation of accounts of subsidiaries and affiliates: Managing International Information Systems; Analysing foreign financial statements.

UNIT-II

INTERNATIONAL FINANCIAL MANAGEMENT


Short term financial markets and management euro dollar and euro currencies. International dimensions of cash management.


Strategic decision making relating to capital structure and cost of capital in the context of international finance. Evaluation of foreign direct investment difficulties. Factors affecting investor’s cash flows. The adjusted present value technique and selecting the appropriate discount rates.

SUGGESTED READINGS :


17. S. Neelamegham : Competing Globally Challenge and Opportunities.
M.C. 614-VI : E-COMMERCE

OBJECTIVES : Main objective of the course is to acquaint the students with technical, security and ethical issues associated with electronic payments; and to develop the understanding of students relating to issues like privacy, jurisdiction, taxation etc. in web-based business environment.

UNIT-I

E-COMMERCE : PAYMENT SYSTEM, TECHNICAL AND ETHICAL SYSTEM


Technical issues in commerce : Lack of reliable infrastructure services, strength of security. Deployment of public key infrastructure, interoperability of technologies and applications, lack of standards, technical integration with existing applications, availability and interoperability of payment instruments.


UNIT-II

REGULATORY FRAMEWORK FOR E-COMMERCE

Cyberlaws, aims and salient provisions, cyber-laws in India and their limitations, taxation issues in e-commerce.


REFERENCES :


M.C. 615 : VIVA-VOCE

(Comprehensive viva-voce based on both the years)

-------------------
M.C. 616 : E-BUSINESS AND INNOVATIVE FINANCIAL PRODUCTS

UNIT-I


2. Securitisation : Concept securitisation as a funding mechanism, Mortgages. Traditional & Non-Traditional securitisation of Mortgages and Non-Mortgaged Asset securitisation in India.


REFERENCES :

2. V.C. Joshi : E-Finance.

UNIT-II


Web-site Design : Web-sites as market places, role of web-site in B2C e-commerce, Web-site strategies, Web-site design principles, Push and Pull technologies, alternative methods of consumer communication such as e-mail BBS, etc. E-mail etiquette and e-mail security.
Electronic Payment System: Special features required in payment systems for e-commerce, Type of e-payment systems: E-cash and currency servers, E-cheques, Credit cards, Smart cards, Electronic purses and Debit cards, Business issues, Economic implications, Operational, Credit and legal risks of e-payment system, Risk management options for e-payment systems. Components of an effective electronic payment system.


Published by: Prof. S.S. Bari, Registrar, Panjab University, Chandigarh.