ORDINANCES AND OUTLINES OF TESTS,

SYLLABI

FOR THE COURSE OF

MASTERS OF COMMERCE (M.Com)

Programme Code: MCSSD (SEMESTER SYSTEM)

PART- I (Semester I)

For

SESSION 2024-25 & onwards

PG DEPARTMENT OF COMMERCE

S.S.D. GIRLS' COLLEGE, BATHINDA

(An Autonomous College)

Re-Accredited with 'A' Grade by NAAC

MASTERS OF COMMERCE (M.Com)

M.Com – I (1st Semester)

(Programme Code: MCSSD)

SYLLABUS (As per NEP Template)

SESSION 2024-25 & onwards

Semester-I

Course Code	Course Type	Course Title	Internal Assesment	External Assesment	Total	Credit
MC 111	Core Paper	Management Concepts and Organizational Behaviour	30	70	100	5
MC 112	Core Paper	Accounting for Managerial Decisions	30	70	100	5
MC 113	Core Paper	Business Economics	30	70	100	5
MC 114	Core Paper	Research Methodology and Statistical Techniques	30	70	100	5
MC 115	Elective Paper	Financial Management	30	70	100	5

Note: * ਵਪਾਰਕ ਪੰਜਾਬੀ *is a compulsory qualifying paper of 50 marks internally*

For Session: 2024-25

M.COM. PART-I (1st Semester)

MC 111: MANAGEMENT CONCEPTS AND ORGANISATIONAL BEHAVIOUR

Teaching Hours per Weeek: 5 Max. Marks: 100
Time Allowed: 3 Hrs. External Assessment:70
Internal Assessment: 30

Instructions for the Paper Setter/Examiners

The question paper will consist of three sections. Section A and B (consist of Unit I and II of the syllabus respectively) will have four questions each from respective units and candidates are required attempt two questions each from Section A and B. Each question in Section A and B shall carry 12 marks. Section C will be compulsory with 11 short answer questions of 02 marks each, which will cover the entire syllabus.

UNIT-I

Nature and scope of Management, Development of Management Thought, Manager and his environment. Managerial functions; Planning: Concept, Process and Types; Creative elements in decision-making, Analytical aids to decision making. Organising: Concept, Principles, Developing Organisation Structure and Common Organisational Designs; Staffing; Directing.Controlling: Nature , Process and Techniques; Decision Making: Process, Organisational Behaviour ; Concept, Significance; Relationship between Management & Organisational Behaviour; Attitude; Perception; Learning; Personality.

UNIT-II

Motivation: Need and Theories. Group Dynamics and Team Development; Definition and importance, types of groups, group formation, group development, group composition, group performance factors, team development.
Leadership: Theories and styles; Communication: Channels, Barriers, Types, Process, Making Communication Effective; Power and Politics.
Organisation Culture; Concept, Creating & Sustaining Culture, learning culture; Work stress & its management.
Organisational Conflicts; Sources, levels and types of conflict; Traditional and modern approaches to conflict; Functional and dysfunctional organisational conflicts; Resolution of conflict. Concept and Need for change, Resistance to change, Theory of Planned Change.

Course Outcome:

After the completion of this course, students will learn about the managerial functions, importance of human behaviour, concepts related to individual and group behaviour. They will also learn the concept of organisational culture and theory of planned change. This will prepare them to efficiently manage their organisation in future.

Suggested Readings:

- Harold Koontz and Heinz Weihrich, Essentials of Management: An International Perspective, McGraw– Hill, New Delhi.
- Stephen P Robbins, David A. Decanzo, Fundamentals of Management, Pearson Education, New Delhi.
- Stephen P. Robbins, Timothy A. Judge, Seema Sanghi, Organisational Behaviour, Pearson Education, New Delhi.
- K. Aswathappa, Organisational Behaviour, Text, Cases and Games, Himalaya Publishing.
- Fred Luthans, Organizational Behavior, Mc Graw Hill.

FOR 2024-25

M.COM. PART-I (1st Semester)

MC 112: ACCOUNTING FOR MANAGERIAL DECISIONS

Time Allowed: 3 Hours | Max Marks: 100

Teaching Hours per Week: 5 | Internal Assessment: 30

External Assessment: 70

INSTRUCTIONS FOR PAPER SETTER/EXAMINERS

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 12 marks. Section C will be compulsory with 11 short-answer type questions of 02 marks each, which will cover the entire syllabus.

UNIT-I

Nature and attributes of Financial Statements, Analysis and interpretation of Financial Statements. Techniques of Analysis. Comparative Statements, Common Size Statements. Trend Analysis, Ratio Analysis.

Strategic Cost Management (SCM): Concept and Philosophy, Key elements in SCM.

Traditional Cost Management System: Concept, Factors Affecting Cost Management. Cost Assignment. Applications of Marginal Costing and Cost Volume Profit analysis for decision-making.

UNIT-II

Fund Flow Statements and preparation of Cash Flow Statement as per AS3 (revised), Value Chain Analysis, Strategic Positioning and Cost Driver Analysis. Cost Management and Performance Evaluation: Evaluation criteria: Return on Cash Systems. The Balanced Score card; Strategic Based Control: concept, process, implementation of Balanced Score card. Challenges in implementation of Balanced Score card

Budgetary Control: Concepts, types and Process: Introduction to Performance Budgeting and Zero Base Budgeting. Uniform Costing & Inter-Firm Comparison, Responsibility Accounting.

Course Outcome:

After completion of this course, students will have knowledge about the analysis and interpretation of financial statements. They will learn about concepts of traditional and strategic cost management system. This will help them in evaluating performance and applying budgeting techniques in business.

Suggested Readings

- MY Khan & PK Jain, Management Accounting. Tata McGraw-Hill, New Delhi
- Jawaharlal, Management Accounting, Himalaya Publishers, Mumbai.
- Kulshrestha, N.K., Management Accounting, Tata McGraw Hill, New Delhi.
- Ramachandran, and Kakani, How to Analyze Financial Statements, Tata McGraw Hill
- Ravi, M. Kishore, Cost Management, Taxman, Allied Services (p) Lad
- Charles T. Homgren. George Foster, Srikant M. Data, Cost Accounting: A Managerial Emphasis. Prentice Hall of India, New Delhi.
- Anthony R.N. Management Accounting Principles, Grzwin Publishing John K. Shank, Cases in Cost Management: A Strategic Empitasis, South-Western Publishing. Thomson Learning.

FOR 2024-25

M.COM. PART-I (1st Semester)

MC 113: BUSINESS ECONOMICS

Credits: 5 Max Marks: 100

Teaching Hours per Week: 3 Internal Assessment: 30

External Assessment: 70

INSTRUCTIONS FOR PAPER SETTER/EXAMINERS

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 12 marks, Section C will be compulsory with 11 short-answer type questions of 02 marks each, which will cover the entire syllabus.

UNIT-1

Nature and scope of Business Economics: Objective of firm; Economic theory: Fundamental economic concepts. Incremental principle, opportunity cost principle discounting principle, equi-marginal principle.

Demand Analysis: Individual and market demand functions: Law of demand, determinants of demand; Theory of Consumer Choice: Cardinal utility approach, indifference approach, Revealed preference and theory of consumer choice under risk.

Demand estimation for major consumer durable and non-durable products; Elasticity of demand: Price elasticity, income elasticity and cross elasticity. Demand forecasting techniques.

Production Theory: Production functions: production with one and two variable inputs:

Stages of production; Short and long run cost functions: their nature, shape and inter- relationship; Law of variable proportions: Law of returns to scale.

UNIT-II

Price Determination under different Market Conditions: Characteristics of different market structures; Price determination and firm's equilibrium in short-run and long-run under perfect competition, monopolistic competition, oligopoly and monopoly.

Price Practices: Methods of price determination in practice, pricing of multiple products; price discrimination, International price discrimination and dumping. Transfer pricing. Classical, and Keynestan theory of income and employment, Theory of consumption and investment spending, multiplier-accelerator interaction: Business Cycles: Nature and phases of a business cycle. Theories of business cyde: Cobweb, Samuison and Hicks Theories: Inflation: Definition, characteristics and types inflation in term of demand pull and cost push factors, effects of inflation.

Course Outcome: Through this course, the students will get knowledge of economics as a subject and its importance in business. With demand and production theories, decisions can be made scientifically. This will also help them in understanding price determination practices in various types of markets. The course will also cover Keynesian theory of income and employment and theories of business cycle.

Suggested Readings:

- Koutsyiannis, A., Modern Microeconomies, Macmillan Press Ltd.
- Jhingan, M. L. Micro Economics, Advent Books Division Inc
- Ahuja, H. L. Advanced Micro Economies Theory, S. Chand & Co, New Delhi.

FOR 2024-25

M.COM. PART-I (1st Semester)

MC 114: RESEARCH METHODOLOGY AND STATISTICAL TECHNIQUES

Time Allowed: 3 Hrs. Max Marks: 100

Teaching Hours per Week: 5 Internal Assessment: 30

External Assessment: 70

Instructions for the Paper Setter/Examiners

The question paper will consist of three sections. Section A and B (consist of Unit I and II of the syllabus respectively) will have four questions each from respective units and candidates are required attempt two questions each from Section A and B. Each question in Section A and B shall carry 12 marks. Section C will be compulsory with 11 short answer questions of 02 marks each, which will cover the entire syllabus.

UNIT - I

Introduction to Research: nature, Objectives, Types & Utility, Process of Research Hypothesis: Meaning, Nature, Importance, Types, Criteria for construction of Hypothesis, sources of deriving hypothesis, data collection methods, primary sources, Observation, Interview, Questionnaire, Schedules, Survey, Secondary Sources: types and sources of locating secondary data and computer assisted information acquisition

Sampling methods: Probability and non-probability methods, sampling frame, sampling design, sampling and non-sampling errors, size of a sample

UNIT - II

Statistical Analysis of Data: Probability distributions, Binomial, Poisson and Normal distributions, Testing of Hypothesis: procedure, Measuring power of test

Tests of Hypothesis: parametric and non- parametric tests, different test of significance, type I and II errors, Statistical tests: Chi- square, t-test, f-test, z-test & Kendal's co-efficient of concordance (w-test), Kruskal Wallis H test, Wald Wolfowitz test, Report writing: Mechanics of report writing, preliminary pages, main body, appendices

Course Outcome: After the completion of the course, students can identify various data collection methods for the purpose of research and the statistical tools required for the analysis of dat. Thus they will be able to independently conduct business research.

Suggested readings:

- Cooper, D.R. and Schindler, P.S., Business Research Methods, Tata McGraw Hill, New Delhi
- Kothari C.R., Research Methodology, New Age International
- Gupta S.P, Statistical Methods, Sultan Chand, Delhi
- Young, P.V., Scientific Social Surveys and Research

FOR 2024-25

M.COM. PART-I (1st Semester)

MC 115: FINANCIAL MANAGEMENT (ELECTIVE PAPER)

Time Allowed: 3 Hrs. Max Marks: 100

Teaching Hours per Week: 5 Internal Assessment: 30

External Assessment: 70

Course Objectives:

The students will be able to understand the concept of financial management and will be capable of taking long-term investment decisions. They will have detailed knowledge of various components of working capital management and capital structure. They will be acquainted with dividend policy and various practices in this regard.

Course learning outcomes:

After completion of this course, the students shall be able to:

CO1: Understand the core concepts and techniques in financial management

CO2: Understand how corporations make important investment and financing decisions CO3: Ability to allocate funds to the most attractive investment opportunities

CO4: Analysis of working capital needs of the company

CO5: Understand the process of a determining firm's optimal cash payout policy.

INSTRUCTIONS FOR PAPER SETTER/EXAMINERS

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 12 marks. Section C will be compulsory with 11 short-answer type questions of 02 marks each, which will cover the entire syllabus.

UNIT-I

Financial Management: Meaning, Scope, and Objectives, Finance Functions: Investment, Financing and Dividend decisions; Capital Budgeting: Nature of Investment Decisions, Investment evaluation criteria: Payback period, Accounting rate of return, Net present value, Internal rate of return, Profitability index, Capital Rationing, Capital Budgeting under Risk and Uncertainty.

Cost of Capital: Meaning and Significance, Cost of debt, preference capital, equity capital and retained earnings, Weighted average cost of capital; Financial, operating and combined leverage: their measurement and effect on profit.

UNIT-II

Capital Structure: Concept and significance, Theories of Capital Structure, Capital Structure in Practice; Dividend Policy: Forms of dividend, stability in dividend policy, Dividend theories, Dividends policy in practice.

Working Capital: Meaning, significance and types, Factors affecting working capital requirements, Determining working capital needs, Working capital management, Sources of working capital, Financing of working capital, Management of Cash, Receivables and Inventories; Mergers and Acquisitions: Reasons and Financial considerations.

Suggested Readings:

- Chandra. Prasanna, Financial Management. Tata McGraw Hill. Delhi Pandey 1.M.. Financial Management. Vikas Publishing House
- Van Horne. J.G. and J.M. Wachowicz Jr., Fundamentals of Financial Management, Prentice Hall. Delhi. Van Horne. James G. Financial Management and Policy, Prentice Hall, Delhi
- Khan, MY, Jain, PK, Financial Management. Tata MeGraw Hill, New Delhi.
- R.M. Srivastava: Financial Management and Policy, Himalyan Publishing House, Bombay. J.J. Hampton: Financial Decision Making Concepts. Problems and Cases, Prentice Hall of India. New Delhi.