

# UNIVERSITY OF PUNE

## Master of Commerce (M.Com.) Semester Pattern with Credit System Revised with effect from June 2013

### **Preamble for Choice Based Credit System**

Since liberalization the socio-political-economic scenario is changing very fast. There is a significant transformation in term educational expectation and aspiration of the learner. The educational system also is witnessing many changes and challenges due to technological growth and changes in the Government policies. Education is no longer a concern of students but it has become a matter of social and economic importance. The changes at the global level has influence the educational system, structure and expectation of the users.

University education needs to take contingency of all these changes and restructure itself to stand in a competitive dynamic environment. Professional stream of learning like Commerce have to be properly upgraded to accommodate challenges of change, expectation of employers' and to offer global opportunities to the learners. From this point of view the course structure of post-graduate programme in Commerce needs to be structured. It has to be according to expectations of the learners, employers and the society. The learning inputs have to be more update, skilled based and with appropriate applications. The course programme should consider desire aptitude, attitude and acumen of the learner.

From this point of view University of Pune has introduced Choice Base Credit System of course structure. This system shall offer a flexible user friendly, opportunity to the learner, will broader the horizon of Commerce education and will give a fair chance to every single learner to exhibit his talent, acquired skills and enhance his personality. It will further enhance his opportunity of global mobility, to acquire different knowledge inputs from different global institutes.

#### **1. Objectives :**

- a. To equip and train Post Graduate students to accept the challenges of Business World by providing opportunities for study and analysis of advanced Commercial and business methods and processes.
- b. To develop independent logical thinking and facilitate personality development.
- c. To equip the students for seeking suitable careers in management and entrepreneurship.
- d. To study by students methods of Data collection and their interpretations.
- e. To develop among students Communication, Study and Analytical skills.

## 2. Duration :

The M.Com. Course will be of Two Years duration consisting of Two part. i.e. Part I and Part II. Each part is having Two Semesters. Thus the M.Com. Course is of Four Semesters. For each Semester there will be Four Papers of 100 marks each. The M.Com. Degree will be of 1600 marks in aggregate.

## 3. Duration and Structure of Programme:

The M.Com (Semester pattern with Credit System) degree Programme shall be of 2 years' duration divided into two parts, Part I and Part II, and 4 semesters.

## 4. Eligibility :

The student who has passed any Bachelors degree of this University or any other recognized University shall be held eligible to be admitted to M.Com. Course.

## 5. Course Structure:

The M.Com. degree course will be of two year duration consisting of four semesters and of minimum 64 credits as below:

<b>Sr. No.</b>	<b>Semester</b>	<b>Total Credits</b>
1	Semester I	16
2	Semester II	16
3	Semester III	16
4	Semester IV	16
	<b>Grand Total</b>	<b>64</b>

Four credits for project work at 4<sup>th</sup> Semester (This will include credits for fieldwork, data presentation and report writing)

In each Semester, there will be four papers of 100 marks each out of which 50 marks will be for Internal Assessment (attendance, home assignments, class tests, long term papers, classroom presentation and 50 marks for University Examination. Thus M.Com. degree examination, four Semesters shall be of 1600 marks and of minimum 64 credits altogether. The following shall be the course structure.

6. The Scheme of Papers: The following will be the Scheme of papers:

**The List of Courses Semester I**

Semester	Subject Types	Course Code	Title of the Paper	Hrs/ Week	Credit	Exam. Hours	Maximum Marks			
Semester I	Core Compulsory	101	Management Accounting	04	04	03	50	50	100	
		102	Strategic Management	04	04	03	50	50	100	
	Core Elective/ Optional Subjects/ Special Subjects	<i>To choose any one Group of the following</i>								
		<b>Group A (Advanced Accounting &amp; Taxation)</b>								
		103	Advanced Accounting	04	04	03	50	50	100	
		104	Income Tax	04	04	03	50	50	100	
		<b>Group B (Commercial Laws &amp; Practices)</b>								
		105	Information system and E-Commerce Practices	04	04	03	50	50	100	
		106	Intellectual Property Laws	04	04	03	50	50	100	
		<b>Group C (Advanced Cost Accounting &amp; Cost system)</b>								
		107	Advanced Cost Accounting	04	04	03	50	50	100	
		108	Costing Technique and Responsibility Accounting	04	04	03	50	50	100	
		<b>Group D (Co-operation &amp; Rural Development)</b>								
		109	Co-operative Movement in India	04	04	03	50	50	100	
		110	Organization of Co-operative Business	04	04	03	50	50	100	
		<b>Group E (Business Practices &amp; Environment)</b>								
		111	Organized Trades and Markets	04	04	03	50	50	100	
		112	Business Environment and Policy	04	04	03	50	50	100	
<b>Group F (Business Administration)</b>										
113	Production and Operation Management	04	04	03	50	50	100			
114	Financial Management	04	04	03	50	50	100			
<b>Group G (Advanced Banking &amp; Finance)</b>										
115	Legal Framework of Banking	04	04	03	50	50	100			
116	Central Banking	04	04	03	50	50	100			
<b>Group H (Advanced Marketing)</b>										
117	Marketing Techniques	04	04	03	50	50	100			
118	Consumer Behaviour	04	04	03	50	50	100			

## Semester II

Semester	Subject Types	Course Code	Title of the Paper	Hrs/ Week	Credit	Exam. Hours	Maximum Marks			
Semester II	Core Compulsory	201	Financial Analysis and Control/ Principals of Financial Accounting	04	04	03	50	50	100	
		202	Industrial Economics/ Economic Environment/Business Statistics/ Quantitative application	04	04	03	50	50	100	
	Core Elective/ Optional Subjects/ Special Subjects	<b>To choose any one Group of the following</b>								
		<b>Group A (Advanced Accounting &amp; Taxation)</b>								
		203	Specialized Areas in Accounting	04	04	03	50	50	100	
		204	Business Tax Assessment & Planning	04	04	03	50	50	100	
		<b>Group B (Commercial Laws &amp; Practices)</b>								
		205	E- Security & Cyber Laws	04	04	03	50	50	100	
		206	Laws Regulating to Copyrights & Design	04	04	03	50	50	100	
		<b>Group C (Advanced Cost Accounting &amp; Cost system)</b>								
		207	Application Cost Accounting	04	04	03	50	50	100	
		208	Cost Control & Cost System	04	04	03	50	50	100	
		<b>Group D (Co-operation &amp; Rural Development)</b>								
		209	International Co-operative Movement	04	04	03	50	50	100	
		210	Management of Co-operative Business	04	04	03	50	50	100	
		<b>Group E (Business Practices &amp; Environment)</b>								
		211	Modern Business Practices	04	04	03	50	50	100	
		212	Business Environment Analysis	04	04	03	50	50	100	
		<b>Group F (Business Administration)</b>								
		213	Business Ethics and Professional Values	04	04	03	50	50	100	
214	Elements of Knowledge Management	04	04	03	50	50	100			
<b>Group G (Advanced Banking &amp; Finance)</b>										
215	Banking Law & Practices	04	04	03	50	50	100			
216	Monetary Policy	04	04	03	50	50	100			
<b>Group H (Advanced Marketing)</b>										
217	Customer Relationship Management & Retailing	04	04	03	50	50	100			
218	Services Marketing	04	04	03	50	50	100			

### Semester III

Semester	Subject Types	Course Code	Title of the Paper	Hrs/ Week	Credit	Exam. Hours	Maximum Marks			
Semester III	Core Compulsory	301	Business Finance	04	04	03	50	50	100	
		302	Research Methodology for Business	04	04	03	50	50	100	
	Core Elective/ Optional Subjects/ Special Subjects	<i>To choose any one Group of the following</i>								
		<b>Group A (Advanced Accounting &amp; Taxation)</b>								
		303	Advanced Auditing	04	04	03	50	50	100	
		304	Specialized Areas in Auditing	04	04	03	50	50	100	
		<b>Group B (Commercial Laws &amp; Practices)</b>								
		305	Laws Relating to International Business	04	04	03	50	50	100	
		306	World Trade Organization – Norms & Practices	04	04	03	50	50	100	
		<b>Group C (Advanced Cost Accounting &amp; Cost system)</b>								
		307	Cost Audit	04	04	03	50	50	100	
		308	Management Audit	04	04	03	50	50	100	
		<b>Group D (Co-operation &amp; Rural Development)</b>								
		309	Co-operative Credit System	04	04	03	50	50	100	
		310	Co-operative and Rural Banking System	04	04	03	50	50	100	
		<b>Group E (Business Practices &amp; Environment)</b>								
		311	Entrepreneurial Behaviour	04	04	03	50	50	100	
		312	Entrepreneurship Development Pattern	04	04	03	50	50	100	
		<b>Group F (Business Administration)</b>								
		313	Human Resource Management	04	04	03	50	50	100	
314	Organizational Behaviour	04	04	03	50	50	100			
<b>Group G (Advanced Banking &amp; Finance)</b>										
315	Foreign Exchange	04	04	03	50	50	100			
316	International Finance	04	04	03	50	50	100			
<b>Group H (Advanced Marketing)</b>										
317	International Marketing	04	04	03	50	50	100			
318	Marketing Research	04	04	03	50	50	100			

### Semester IV

Semester	Subject Type	Course Code	Title of the Paper	Hrs/Week	Credit	Exam. Hours	Maximum Marks			
Semester IV	Core Compulsory	401	Capital Market and Financial Services	04	04	03	50	50	100	
		402	A. Industrial Economic Environment Or B. Operations Research	04	04	03	50	50	100	
			<i>To choose any one Group of the following</i>							
			<b>Group A (Advanced Accounting &amp; Taxation)</b>							
			403	Recent Advances in Accounting, Taxation and Auditing	04	04	03	50	50	100
			404	Project Work/ Case Studies	04	04	03	50	50	100
			<b>Group B (Commercial Laws &amp; Practices)</b>							
		Core Elective/ Optional Subjects/ Special Subjects	405	Recent Advances in Commercial Laws and Practices	04	04	03	50	50	100
			406	Project Work/Case Studies	04	04	03	50	50	100
			<b>Group C (Advanced Cost Accounting &amp; Cost system)</b>							
			407	Recent Advances in Cost Auditing and Cost System	04	04	03	50	50	100
			408	Project Work/Case Studies	04	04	03	50	50	100
			<b>Group D (Co-operation &amp; Rural Development)</b>							
			409	Recent Trade in Co-operative and Rural Development	04	04	03	50	50	100
			410	Project Work / Case Studies	04	04	03	50	50	100
			<b>Group E (Business Practices &amp; Environment)</b>							
			411	Recent Advances in Business Practices and Environment	04	04	03	50	50	100
			412	Project Work/Case Studies	04	04	03	50	50	100
			<b>Group F (Business Administration)</b>							
			413	Recent Advances in Business Administration	04	04	03	50	50	100
	414		Project Work/Case Studies	04	04	03	50	50	100	
	<b>Group G (Advanced Banking &amp; Finance)</b>									
	415		Recent Advances in Banking and Finance	04	04	03	50	50	100	
	416		Project Work/Case Studies	04	04	03	50	50	100	
	<b>Group H (Advanced Marketing)</b>									
	417	Recent Advances in Marketing	04	04	03	50	50	100		
	418	Project Work/Case Studies	04	04	03	50	50	100		

## 7. Scheme of Examination:

The examination of regular students of M.Com. degree course of the University of Pune admitted in the academic session 2013-14 and after shall be based on:

- (a) Semester Examination
- (b) Continuous Assessment
- (c) Choice Based Credit System, and
- (d) Semester Grade Point Average and Cumulative Grade Point Average System

For each paper of 100 marks, there will be an Internal Assessment (1A) of 50 marks and the University Examination (UE) of 50 marks/ 3 hours duration at the end of each semester. A candidate who will secure at least 40% marks allotted to each paper will be given 4 credits. A candidate who does not pass the examination in any subject or subjects in one semester will be permitted to appear in such failed subject or subjects along with the papers of following semesters.

The Internal Assessment for each paper will be 50 marks which will be carried out by the department during the term. The Internal Assessment may be in the forms of written test, seminars, term papers, presentations, assignments, orals or any such others. The distribution of internal assessment marks shall be as follows:

Midterm Test	20
Presentation/Role Play	10
Case studies/ Group Discussion	10
Quiz / Home Assignment	10
<b>Total</b>	<b>50</b>

There shall be four semester examinations: first semester examination at the middle of the first academic year and the second semester examination at the end of the first academic year. Similarly, the third and fourth semester examinations shall be held at the middle and the end of the second academic year, respectively.

A student cannot register for the third semester, if she/he fails to complete 50% credits of the total credits expected to be ordinarily completed within two semesters.

## 8. Research project work:

There will be a Research Project to be prepared by a student during the fourth semester. The objective of the project work is to introduce students to research methodology in the subject and prepare them for pursuing research in theoretical or experimental or computational areas of the subject. The project work is to be undertaken under guidance of a teacher allotted to a student by the department.

<b>Division of marks</b>	<b>Marks</b>	
A. Synopsis with working bibliography (Internal Assessment) Viva Voce (Internal Assessment)	40 marks 10 marks	50 marks
B. A full project Report (Minimum 50-80 pages) (Internal & External Assessment) Viva Voce (Internal & External Assessment)	40 marks 10 marks	50 marks

As the Research Project is based on the self study done by the candidate and evaluated for 100 marks altogether, 04 credits will be awarded to a successful candidate in this subject. The project may be evaluated by two examiners one internal and one external, selected from the panel of PG examiners of the University. The Viva voce must be conducted by the teachers selected out of the panel of PG examiners maintained by the University.

The candidates have to submit the project 15 days before the commencement of the fourth semester university examination. The project report shall be type-written and submitted in duplicate. A candidate who fails to submit the project may resubmit the same in the subsequent semester examination for evaluation. The project work activities must be duly supported by documentary evidence to be endorsed by the Head or Guide.

#### **9. Standard of passing:**

A candidate shall be declared to have passed in the paper provided he/she has secured minimum GP of 4.5 in the UNIVERSITY EXAMINATION and GRADE POINT AVERAGE of 4.0 in aggregate of UNIVERSITY GRADE and INTERNAL ASSESSMENT taken together.

#### **10. Classification of successful candidates:**

Candidates who secured not less than 60% of aggregate marks (INTERNAL ASSESSMENT +UNIVERSITY EXAMINATION ) in the whole examination shall be declared to have passed the examination in the first class. All other successful candidates shall be declared to have passed in second class. Candidates who obtain 70% of the marks in the aggregate (INTERNAL ASSESSMENT +UNIVERSITY EXAMINATION ) shall be deemed to have passed the examination in first class with distinction.

A student who passess in all the courses will be declared to have passed the M.Com. degree with the following honours.

CGPA in (4.00, 4.99)	- Pass Class
CGPA in (5.00, 5.49)	- Second Class
CGPA in (5.50, 5.99)	- Higher Second Class
CGPA in (6.00, 7.99)	- First Class
CGPA in (8.00, 10,00)	- First Class with Distinction



## 11. Scheme of Credits:

Sixty (60) hours of teaching will lead to three credits (which mean four hours per week teaching in one semester) and long term paper as well as presentation will carry one credit. Each semester shall have 16 credits.

## 12. Structure of Transcript:

At the end of each semester, student will be given a transcript showing the performance and result in each course. The transcript shows, for each course the title of the course, credit values, grade in UNIVERSITY EXAMINATION , grade in INTERNAL ASSESSMENT , grade point index, result as pass or fail. Also, the semester grade point average (SGPA) and cumulative grade point average (CPGA) will be shown. Further the equivalent percentage of marks corresponding to SGPA or CGPA to equivalent percentage is given by:

$$\text{Equivalent percentage marks} = \begin{cases} 10 \times \text{CGPA} & \text{if CGPA /SGPA is in [4.00, 6.00]} \\ 05 \times \text{CGPA} + 30 & \text{if CGPA /SGPA is in [6.00, 9.00]} \\ 25 \times \text{CGPA} - 150 & \text{if CGPA /SGPA is in [9.00, 10.00]} \end{cases}$$

Marks	Grade	Grade Point
100 to 75	O : Outstanding	06
74 to 65	A : Very Good	05
64 to 55	B : Good	04
54 to 50	C : Average	03
49 to 45	D : Satisfactory	02
44 to 40	E : Pass	01
39 to 0	F : Fail	00

(C) GPA	Grade
05.00 – 6.00	O
04.50 – 04.99	A
03.50 – 04.49	B
02.50 – 03.49	C
01.50 – 02.49	D
00.50 – 01.49	E
00.00 – 00.49	F

**13. Distribution of Periods:**

There shall be 60 periods for each subject to cover the entire teaching of 4 credits. This will be distributed as follows:

<b>Particulars</b>	<b>Periods</b>
Teaching session per programme	48
Assignment/ Test	04
Role play/ Group Discussion	04
Case studies and presentation	04
<b>Total</b>	<b>60</b>

**14. Standard of Passing.**

A. Regular students: - A candidate is required to obtain 40% marks in each of course in both Mid Semesters and Semester end. It means passing separately at Mid-Semester and semester Examinations is compulsory.

**15. Award of Class.**

a. The class in respect of M.Com. Examination will be awarded on the basis of aggregate marks obtained by the candidates in all the sixteen papers at the Semester I, II, III, and IV together.

The Award of class shall be as under:-

b. Improvement: - A candidate having passed M.Com. Examination will be allowed to improve the performance. The same is termed as 'Class Improvement Scheme' under which improvement of performance shall be allowed only at the Semester end Examination.

c. A candidate after passing M.Com. Examination will be allowed to appear in the additional Special Subject after keeping necessary terms in the concerned special subject only, for which a passing certificate will be issued.

**16. Medium of Instruction :**

The use of Marathi is allowed for writing answers in the examination except for following courses:

- a. Management Accounting
- b. Financial Analysis & Control
- c. Business Statistics,
- d. Advanced Accounting and Taxation
- e. Advanced Cost Accounting and Cost Systems.

**17.** A student (Regular / External) will be admitted to Revised M. Com. Course with effect from June 2013. For the students who have completed the terms for the First Year as per Old Course will be admitted to the Second Year as per Old Course M. Com. The examination as per Old Course will be held simultaneously for three years from April / May 2014.

### **18. Qualification of the Teachers :**

The Teachers recognized to teach the subjects as per Old Course shall be deemed to be recognized in the corresponding equivalent subjects under Revised Course.

In case of: A) Business Statistics, B) Industrial Economics, C) Co-operation and Rural Development, D) Advanced Banking and Finance and E) Research Methodology and Project Work- Paper-IV of each Special Subject, the following qualifications be made applicable.

- A. Business Statistics :** M.Com, M.Phil with Statistics or Research Methodology as one of the Papers at M.Com /B.Com /M. Phil examination with 5 years degree teaching experience or M.A./M.Sc. With Statistics having 5 years degree teaching experience.
- B. Industrial Economics:** M.Com., M. Phil with Business Economics/Economics of Industries or Economics as one of the papers at B. Com/ M.Com Examination with 5 years degree teaching experience or M.A. Economics with 5 years degree teaching experience.
- C. Co-operation and Rural Development:** M. Com, M. Phil. With 5 years degree teaching experience or M.A. Economics (with Co-operation Rural Economics)
- D. Advanced Banking and Finance:** M. Com., M. Phil., with Banking as one of the papers at B.Com/M.Com examination 5 years degree teaching experience.
- E. Research Methodology and Project Work:** M.Com. M.A (Eco.) M.Phil./Ph.D. with 5 years degree teaching experience.
- F.** Similarly all the changes in qualification as per U.G.C norms and guidelines shall also be applicable as and when the changes come into force (If applicable)

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**M.Com. Part II Semester III**

**Compulsory Paper**

**Subject Name -: Business Finance.**

**Course Code -: 301.**

**(w.e.f. Academic Year: 2014-15)**

**Objective:** To enable students to acquire sound knowledge of concepts, nature and structure of business finance.

<b>Unit No.</b>	<b>Topic</b>	<b>Periods</b>
1	<b>A. Business Finance:</b> Meaning, objective, scope and importance <b>B. Time value of Money</b> Need, Importance, Future value, Present value through discounted cash flow technique	10
2	<b>Strategic financial planning:</b> Meaning - objective, assumptions, steps in financial planning - estimating financial requirements - limitations of financial planning - capitalization – over capitalization - under capitalization, estimating financial needs and sources of finance.	12
3	<b>Corporate securities and sources of long term finance:</b> A. Ownership securities - equity shares: characteristics, advantage and disadvantages, preference shares: characteristics, advantage and disadvantages, Companies Act (Amendment) 2013 B. Creditor's securities- debentures: characteristics- classification- procedure of issuing debentures and Bonds. C. The dividend decision: Background of dividend policy, measures of dividend policy, dividend yield and dividend payout.	14
4	<b>Short term finance and working capital</b> Characteristics of short term finance – short term needs sources of short term financing – trade creditors, bank credit, bank financing of account receivables, working capital - advantages and disadvantages of short term financing.	12
	<b>Total</b>	<b>48</b>

**Recommended Books**

1. P.V.Kulkarni: Business finance, Himalaya Publishing House
2. S.C.Kuchal: Corporate Finance, Chaitanya Publishing House, Allahabad
3. Prasana Chandra: Financial Management: Theory and Practice
4. William L. Maggiuson, Scott B. Smart, Lawrence J. Gitman : Principles of corporate finance, Cengage Learning Private Limited, Dehli
5. Aswath Damodaram: Corporate Finance: Theory and Practice, Wiley International

**M.Com. Part II Semester III**  
**Compulsory Paper**  
**Subject Name -: Research Methodology for Business.**  
**Course Code -: 302.**  
**(w.e.f. Academic Year: 2014-15)**  
**(Board of Studies in Business Practice)**

**Objectives:**

1. To acquaint the students with the areas of Business Research Activities.
2. To enhance capabilities of students to conduct the research in the field of business and social sciences.
3. To enable students, in developing the most appropriate methodology for their research studies.
4. To make them familiar with the art of using different research methods and techniques.

Unit No.	Topics	Periods
1	<b>Introduction to Business Research:</b> Introduction. Definition, Objectives, Significance & Types of Research, Criteria of research, Features of a Good Research , Steps in Research Process, Research Methods versus Methodology	12
2	<b>Formulation of the Research Problem, Development of the Research Hypotheses, Research Design&amp; Sampling:</b> <b>Research Problem:</b> Defining the Research Problem, Techniques involved in Defining Research Problem. <b>Hypotheses:</b> Meaning, Definition & Types of Hypothesis, Formulation of the Hypotheses, Methods of testing Hypothesis <b>Research Design:</b> Meaning, Nature & Classification of Research Design, Need for Research Design, Phases/Steps in Research Design <b>Sampling:</b> Meaning & definition of Sampling, Key terms in Sampling, Types of Sampling, Probability & Non-probability	12
3	<b>Data Collection, Measurement &amp; Scaling, Processing of Data: Sources of Data Collection:</b> Primary Data: Methods of Data Collection, Merits & Demerits Secondary Data: Internal & External Sources of Data Collection <b>Measurement&amp; Scaling:</b> Meaning & Types of Measurement Scale, Classification of Scales <b>Processing of Data:</b> Editing, Coding, Classification & Tabulation. Analysis & Interpretation of Data: Types of Analysis-Univariate, Bivariate and Multivariate Analysis of Data	12
4	<b>Research Report and Mode of Citation &amp; Bibliography:</b> <b>Research Report:</b> Importance of Report Writing, Types of Research Reports, Structure or Layout of Research Report <b>Mode of Citation &amp; Bibliography:</b> Author, Date, System, Footnote or Endnote System, Use of Notes. Position of Notes, Citing for the first time, Subsequent Citings, List of Abbreviation used in Citation, Mode of preparing a Bibliography, Classification of Entries, Bibliography Entries compared with Footnotes, Examples of Bibliography Entries	12
<b>Total</b>		48

### **Books Recommended:**

1. Alan Bryman & Emma Bell (2008), *Business Research Methods*, Oxford University Press, New York.
2. Anil Kumar Gupta (2011), *Research Methodology-Methods & Techniques*, Vayu Education of India, New Delhi.
3. Anwarul Yaqin (2011), *Legal Research and Writing Methods*, LexisNexis Butterworths Wadhwa, Nagpur.
4. C. R. Kothari (2008), *Research Methodology-Methods & Techniques*, New Age International Publishers, New Delhi.
5. Deepak Chawla & Neena Sondhi (2011), *Research Methodology-Concepts and Cases*, Vikas Publishing House Pvt. Ltd., New Delhi.
6. Dipak Kumar Bhattacharyya (2013), *Research Methodology*, Excel Books, New Delhi.
7. Donald R. Cooper & Pamela S. Schindler (1999), *Business Research Methods*, Tata McGraw-Hill Edition, New Delhi.
8. P. L. Bhandarkar, T. S. Wilkison & D. K. Laldas (1993), *Methodology & Techniques of Social Research*, Himalaya Publishing House, Mumbai.
9. Pradeep Aaglave (2000). *Sanshodhan Padhatishastra Va Tantre*, Vidhya Prakashan, Nagpur.
10. Ram Ahuja (2003), *Research Methods*, Rawat Publications, Jaipur.
11. Russell K. Schutt (2006), *Investigating the Social World-The Process and Practice of Research*, Sage Publication, New Delhi.

**M.Com. Part II Semester III**  
**Advanced Cost Accounting and Cost System Special Paper V.**  
**Subject Title -: Cost Audit**  
**Course Code -: 307**

(w.e.f. Academic Year: 2014-15)

**Objective -:** To provide adequate knowledge on Cost Audit Practices.

Level of Knowledge – Advanced.

**2014-15**

Unit No.	TOPIC	Periods
<b>Topic I</b>	<b>Introduction</b> Meaning, Definitions, Objectives & Scope of Cost Audit, Advantages of Cost Audit the concepts of Efficiency Audit, Proprietary Audit, Social Audit, System Audit.	<b>08</b>
<b>2.</b>	<b>Cost Auditor</b> Qualifications, Disqualifications, Appointment, Remuneration & Removal of Cost Auditor, Status, Relationship with financial Auditor – Rights, Duties, Responsibilities & Liabilities of Cost Auditor under Company Act 2013. Cost & Works Accountants Act. 1959, & other Statues as amended from time to time.	<b>08</b>
<b>3.</b>	<b>Cost Audit – Planning &amp; Execution</b> Familiarization with the Industry, The production process, system & procedure, List of Records Preparation of the Cost Audit Programme, Verification of Cost Records, Evaluation of Internal Control System, Audit Notes & Working Papers, Cost Audit in Electronic Data Processing Environment.	<b>10</b>
<b>4.</b>	<b>Cost Audit Report</b> Detail contents of the Report, Distinction between ‘Notes’ & Qualification to the Report, Cost Auditor’s observation & conclusions. Study of Cost Records and cost Audit Rules u/s 148 of the Company Act 2013.	<b>12</b>
<b>5.</b>	<b>Numerical Problems on Cost Audit</b> Calculation of prices to be quoted, Valuation of Closing Stock of Raw material, W.I.P., Finished Goods, Scrap, Power Cost, Calculation of different ratios, suggestions for improvements, Element wise Contribution to the Variation of profits, Costing & financial profit & Loss Accounting, Reconciliation between cost profit and financial profit.	<b>10</b>
	<b>Total</b>	<b>48</b>

**Note – 1.** All the amendments made to the respective Laws before one year Of the examination should be considered.

2. 80% marks for Theory and 20% marks for Practical Problems.

**Area of the Practical Problems – Numerical Problems on Cost Audit.**

## References

1. Cost Audit and Management Audit-By D.Datta Chowdhary publication central Publication Kolkatta.
2. I.C.W.A. of India's publications
  - (A) Industry wise Cost Accounting Record Rules and Cost Audit Report Rules.
  - (B) Guidelines on Cost Audit.
  - (C) Cost Audit Reports Rules.
  - (D) Cost Audit Social Objectives.
3. Cost Audit and Management Audit – By V.K. Saxena and C.D. Vashist, Sultan Chand and Sons Delhi.
4. Cost Audit & Management Audit – By N.P. Agarwal.
5. The Management Audit- By P. William, Leonar.
6. Efficiency Audit- Mohanlal Jain, Printwel Jaipur.
7. Efficiency Audit- By Laxmi Narayan – Lon gman.
8. Institute of Cost and Works Accountants of India- Cost Audit Social Objectives.
9. Laws on Cost Audit- By N. Banerjee, International Law Book Centre, Kolkatta .
10. Cost and Management Audit-By Rajnath, published by Tata MC Graw Hill.

**Journal** – “Management Accountant”- ICWAI, Publication.

**Web Site** - [www.myicwai.org/](http://www.myicwai.org/)



**M.Com. Part II Semester III**  
**Advanced Cost Accounting and Cost System Special Paper VI.**  
**Subject Title -: Management Audit.**  
**Course Code -: 308**  
**(w.e.f. Academic Year: 2014-15)**

**Objective -:** To equip the students with the knowledge of the techniques and methods of planning and executing the Management Audit. Level of Knowledge: Advanced  
**2014-15**

Unit no	Topic	Periods
<b>1.</b>	<b>Management Audit</b> Introduction – Definition - Concept of Management Audit. Difference between Financial Audit & Management Audit. Objectives, Importance & Scope of Management Audit. Relationship among different audits	<b>08</b>
<b>2.</b>	<b>Procedure of Management Audit</b> Preliminaries of Management Audit. Conduct & Essentials of Management Audit. Program of Management Audit.	<b>08</b>
<b>3.</b>	<b>Evaluation of Corporate Image.</b> Meaning & Concept of Corporate Image, Corporate Image Program. Management Audit & Corporate Image. Evaluation of corporate image, Critical Path Method (CPM), Program Evaluation and Review Techniques (PERT.)	<b>10</b>
<b>4.</b>	<b>Different Areas of Management Audit</b> Corporate Service Audit, Corporate Development Audit and Social Cost-Benefit analysis Evaluation of- 1. Consumer Services. 2. Research and Development. 3. Corporate culture. 4. Personnel development.	<b>12</b>
<b>5.</b>	<b>Operational Audit</b> Meaning & Concept of Operational Audit. Objectives, plan for Operational Audit. Approach, method, evaluation, recommendations and reporting under Operational Audit. Program for Operational Audit.	<b>10</b>
	<b>Total</b>	<b>48</b>

**Note :-**

1. All the amendments made of the respective Laws before one year of the examination should be considered.

**List of books/material recommended for study:**

1. Cost Audit and Management Audit-D.Dattachoudhary-Central Publication, Kolkata
2. Cost Audit and Management Audit-V.K.Saxena and C.D.Vashist-S.Chand and Company
3. Management Audit-P.William Leaner
4. Cost Audit and Management Audit-Rajnathan-Tata Mcgraw Hill Publication
5. Journal : Management Accountant-ICWAI Publication

**Website -**

[www.myicwai.org](http://www.myicwai.org) , [www.aicmas.com](http://www.aicmas.com)

**M.Com. Part II Semester III**  
**Business Administration Special Paper VI.**  
**Subject Title -: Organizational Behaviour**  
**Course Code -: 314**  
**(w.e.f. Academic Year: 2014-15)**

**Objectives:**

1. To make the students understand various concepts of organisation behaviour
2. To provide in depth knowledge about process of formation of group behaviour in an organization set up

UNIT NO	CHAPTER	PERIOD
<b>UNIT-I</b>	<b>INTRODUCTION TO ORGANISATIONAL BEHAVIOUR</b> Definition and Goals of Organisational Behaviour, Theoretical and Conceptual Frameworks for the Study of Organisational Behaviour. Role of Information Technology in Organisation .Impact of Globalisation on OB .Models of Organisational Behaviour – Autocratic, Custodial, Supportive, Collegial and SOBC	<b>12</b>
<b>UNIT-II</b>	<b>ORGINSATIONAL DESIGNS , CULTURE ,PERSONALITY &amp; ATTITUDES</b> Horizontal Network and Virtual Designs. Definition and Characteristics of Organisational Culture .Creating and Maintaining Culture .Process of Impression Management: Personal branding, Meaning of Personality, Attributes of Personality Dimensions of Attitude, Attitude Change Jon Satisfaction, Outcomes of Job Satisfaction	<b>12</b>
<b>UNIT-III</b>	<b>MOTIVATIONAL PROCESSES &amp; EMOTIONAL INTELLIGENCE</b> Types of Motives – Primary, General, Secondary Vroom’s Expectancy Theory Meaning of Emotional Intelligence Emotional Intelligence in the Workplace	<b>12</b>
<b>UNIT-IV</b>	<b>STRESS AND CONFLICT, GROUPS &amp; TEAMS</b> Meaning & Causes of Stress: Extra Organizational, Organizational, Group and Individual Types of Conflict: Intra individual, Interactive The Effects of Stress and Conflict Managing Stress and Conflict Concept of Work-life Balance. Types of Groups, Groups Cohesiveness. Dysfunctions of Group Types of Teams and Team Building	<b>12</b>
	<b>TOTAL</b>	<b>48</b>

**RECOMMENDED BOOKS :**

1. Organizational Behaviour -Freud Luthans
2. Human Behaviour at Work -J W Newstorm
3. Organisation Behaviour : Text and Cases -Games K, Aswathappa
4. Organisational Behaviour -Stephen Robbins
5. Organisational Behaviour -Dr Mrs Oka & Mrs Kulkarni

**M.Com. Part II Semester III**  
**Advanced Banking & Finance Special Paper V.**  
**Subject Title -: Foreign Exchange.**  
**Course Code -: 315**  
**(w.e.f. Academic Year: 2014-15)**

**Objective -:**

1. To provide an understanding of various aspects of foreign exchange market.
2. To acquaint the students with financing of foreign trade.
3. To provide an understanding of exchange rate mechanism and factors affecting exchange rates.
4. To make students aware of development in foreign exchange market.

Unit No.	Topic	Periods
1	<b>Foreign Exchange Market:</b> <ul style="list-style-type: none"> <li>• Meaning of foreign exchange</li> <li>• Features of foreign exchange market.</li> <li>• Participants of foreign exchange market.</li> <li>• Spot market: features</li> <li>• Forward market: features</li> <li>• Forward market Hedging</li> <li>• Swap rates</li> <li>• Currency futures</li> <li>• Currency Options</li> <li>• Risk in Foreign Exchange Market</li> </ul>	12
2	<b>Foreign Exchange Market in India:</b> <ul style="list-style-type: none"> <li>• Structure and Growth of Indian foreign Exchange Market</li> <li>• Foreign Exchange Management Act, 2000: Origin &amp; Scope</li> <li>• Authorized money changers and Authorized Dealers in Foreign Exchange.</li> <li>• Dealing Rooms – Concept &amp; Importance</li> <li>• Types of Accounts: of Non-Resident Indians</li> <li>• Meaning of Non-Resident</li> <li>• Non-Resident (External) Account (NRE)</li> <li>• Non-Resident (Ordinary) Account (NRO)</li> <li>• Foreign currency (Non-Resident) Account (FC NR)</li> <li>• Resident Foreign Currency Account (RFC)</li> <li>• Non-Resident Non-Repatriable Account (NRNR)</li> <li>• Role of Reserve Bank of India in Foreign Exchange Market.</li> <li>• Factors Influencing foreign exchange rate</li> </ul>	16
3	<b>Financing of Foreign Trade:</b> Objectives of Foreign Trade Documentation. <b>Documents:</b> <ul style="list-style-type: none"> <li>• Letter to Credit (L/C)</li> <li>• Parties to L/C; operation of L/C</li> <li>• Types of L/C: Revocable &amp; Irrevocable</li> <li>• Transferable, Back to back credits</li> </ul>	10

# UNIVERSITY OF PUNE

## Master of Commerce (M.Com.) Semester Pattern with Credit System Revised with effect from June 2013

### **Preamble for Choice Based Credit System**

Since liberalization the socio-political-economic scenario is changing very fast. There is a significant transformation in term educational expectation and aspiration of the learner. The educational system also is witnessing many changes and challenges due to technological growth and changes in the Government policies. Education is no longer a concern of students but it has become a matter of social and economic importance. The changes at the global level has influence the educational system, structure and expectation of the users.

University education needs to take contingency of all these changes and restructure itself to stand in a competitive dynamic environment. Professional stream of learning like Commerce have to be properly upgraded to accommodate challenges of change, expectation of employers' and to offer global opportunities to the learners. From this point of view the course structure of post-graduate programme in Commerce needs to be structured. It has to be according to expectations of the learners, employers and the society. The learning inputs have to be more update, skilled based and with appropriate applications. The course programme should consider desire aptitude, attitude and acumen of the learner.

From this point of view University of Pune has introduced Choice Base Credit System of course structure. This system shall offer a flexible user friendly, opportunity to the learner, will broader the horizon of Commerce education and will give a fair chance to every single learner to exhibit his talent, acquired skills and enhance his personality. It will further enhance his opportunity of global mobility, to acquire different knowledge inputs from different global institutes.

#### **1. Objectives :**

- a. To equip and train Post Graduate students to accept the challenges of Business World by providing opportunities for study and analysis of advanced Commercial and business methods and processes.
- b. To develop independent logical thinking and facilitate personality development.
- c. To equip the students for seeking suitable careers in management and entrepreneurship.
- d. To study by students methods of Data collection and their interpretations.
- e. To develop among students Communication, Study and Analytical skills.

## 2. Duration :

The M.Com. Course will be of Two Years duration consisting of Two part. i.e. Part I and Part II. Each part is having Two Semesters. Thus the M.Com. Course is of Four Semesters. For each Semester there will be Four Papers of 100 marks each. The M.Com. Degree will be of 1600 marks in aggregate.

## 3. Duration and Structure of Programme:

The M.Com (Semester pattern with Credit System) degree Programme shall be of 2 years' duration divided into two parts, Part I and Part II, and 4 semesters.

## 4. Eligibility :

The student who has passed any Bachelors degree of this University or any other recognized University shall be held eligible to be admitted to M.Com. Course.

## 5. Course Structure:

The M.Com. degree course will be of two year duration consisting of four semesters and of minimum 64 credits as below:

<b>Sr. No.</b>	<b>Semester</b>	<b>Total Credits</b>
1	Semester I	16
2	Semester II	16
3	Semester III	16
4	Semester IV	16
	<b>Grand Total</b>	<b>64</b>

Four credits for project work at 4<sup>th</sup> Semester (This will include credits for fieldwork, data presentation and report writing)

In each Semester, there will be four papers of 100 marks each out of which 50 marks will be for Internal Assessment (attendance, home assignments, class tests, long term papers, classroom presentation and 50 marks for University Examination. Thus M.Com. degree examination, four Semesters shall be of 1600 marks and of minimum 64 credits altogether. The following shall be the course structure.

6. The Scheme of Papers: The following will be the Scheme of papers:

**The List of Courses Semester I**

Semester	Subject Types	Course Code	Title of the Paper	Hrs/ Week	Credit	Exam. Hours	Maximum Marks			
Semester I	Core Compulsory	101	Management Accounting	04	04	03	50	50	100	
		102	Strategic Management	04	04	03	50	50	100	
	Core Elective/ Optional Subjects/ Special Subjects	<i>To choose any one Group of the following</i>								
		<b>Group A (Advanced Accounting &amp; Taxation)</b>								
		103	Advanced Accounting	04	04	03	50	50	100	
		104	Income Tax	04	04	03	50	50	100	
		<b>Group B (Commercial Laws &amp; Practices)</b>								
		105	Information system and E-Commerce Practices	04	04	03	50	50	100	
		106	Intellectual Property Laws	04	04	03	50	50	100	
		<b>Group C (Advanced Cost Accounting &amp; Cost system)</b>								
		107	Advanced Cost Accounting	04	04	03	50	50	100	
		108	Costing Technique and Responsibility Accounting	04	04	03	50	50	100	
		<b>Group D (Co-operation &amp; Rural Development)</b>								
		109	Co-operative Movement in India	04	04	03	50	50	100	
		110	Organization of Co-operative Business	04	04	03	50	50	100	
		<b>Group E (Business Practices &amp; Environment)</b>								
		111	Organized Trades and Markets	04	04	03	50	50	100	
		112	Business Environment and Policy	04	04	03	50	50	100	
<b>Group F (Business Administration)</b>										
113	Production and Operation Management	04	04	03	50	50	100			
114	Financial Management	04	04	03	50	50	100			
<b>Group G (Advanced Banking &amp; Finance)</b>										
115	Legal Framework of Banking	04	04	03	50	50	100			
116	Central Banking	04	04	03	50	50	100			
<b>Group H (Advanced Marketing)</b>										
117	Marketing Techniques	04	04	03	50	50	100			
118	Consumer Behaviour	04	04	03	50	50	100			

## Semester II

Semester	Subject Types	Course Code	Title of the Paper	Hrs/ Week	Credit	Exam. Hours	Maximum Marks			
Semester II	Core Compulsory	201	Financial Analysis and Control/ Principals of Financial Accounting	04	04	03	50	50	100	
		202	Industrial Economics/ Economic Environment/Business Statistics/ Quantitative application	04	04	03	50	50	100	
	Core Elective/ Optional Subjects/ Special Subjects	<i>To choose any one Group of the following</i>								
		<b>Group A (Advanced Accounting &amp; Taxation)</b>								
		203	Specialized Areas in Accounting	04	04	03	50	50	100	
		204	Business Tax Assessment & Planning	04	04	03	50	50	100	
		<b>Group B (Commercial Laws &amp; Practices)</b>								
		205	E- Security & Cyber Laws	04	04	03	50	50	100	
		206	Laws Regulating to Copyrights & Design	04	04	03	50	50	100	
		<b>Group C (Advanced Cost Accounting &amp; Cost system)</b>								
		207	Application Cost Accounting	04	04	03	50	50	100	
		208	Cost Control & Cost System	04	04	03	50	50	100	
		<b>Group D (Co-operation &amp; Rural Development)</b>								
		209	International Co-operative Movement	04	04	03	50	50	100	
		210	Management of Co-operative Business	04	04	03	50	50	100	
		<b>Group E (Business Practices &amp; Environment)</b>								
		211	Modern Business Practices	04	04	03	50	50	100	
		212	Business Environment Analysis	04	04	03	50	50	100	
		<b>Group F (Business Administration)</b>								
		213	Business Ethics and Professional Values	04	04	03	50	50	100	
214	Elements of Knowledge Management	04	04	03	50	50	100			
<b>Group G (Advanced Banking &amp; Finance)</b>										
215	Banking Law & Practices	04	04	03	50	50	100			
216	Monetary Policy	04	04	03	50	50	100			
<b>Group H (Advanced Marketing)</b>										
217	Customer Relationship Management & Retailing	04	04	03	50	50	100			
218	Services Marketing	04	04	03	50	50	100			



### Semester III

Semester	Subject Types	Course Code	Title of the Paper	Hrs/ Week	Credit	Exam. Hours	Maximum Marks			
Semester III	Core Compulsory	301	Business Finance	04	04	03	50	50	100	
		302	Research Methodology for Business	04	04	03	50	50	100	
	Core Elective/ Optional Subjects/ Special Subjects	<i>To choose any one Group of the following</i>								
		<b>Group A (Advanced Accounting &amp; Taxation)</b>								
		303	Advanced Auditing	04	04	03	50	50	100	
		304	Specialized Areas in Auditing	04	04	03	50	50	100	
		<b>Group B (Commercial Laws &amp; Practices)</b>								
		305	Laws Relating to International Business	04	04	03	50	50	100	
		306	World Trade Organization – Norms & Practices	04	04	03	50	50	100	
		<b>Group C (Advanced Cost Accounting &amp; Cost system)</b>								
		307	Cost Audit	04	04	03	50	50	100	
		308	Management Audit	04	04	03	50	50	100	
		<b>Group D (Co-operation &amp; Rural Development)</b>								
		309	Co-operative Credit System	04	04	03	50	50	100	
		310	Co-operative and Rural Banking System	04	04	03	50	50	100	
		<b>Group E (Business Practices &amp; Environment)</b>								
		311	Entrepreneurial Behaviour	04	04	03	50	50	100	
		312	Entrepreneurship Development Pattern	04	04	03	50	50	100	
		<b>Group F (Business Administration)</b>								
		313	Human Resource Management	04	04	03	50	50	100	
314	Organizational Behaviour	04	04	03	50	50	100			
<b>Group G (Advanced Banking &amp; Finance)</b>										
315	Foreign Exchange	04	04	03	50	50	100			
316	International Finance	04	04	03	50	50	100			
<b>Group H (Advanced Marketing)</b>										
317	International Marketing	04	04	03	50	50	100			
318	Marketing Research	04	04	03	50	50	100			

### Semester IV

Semester	Subject Type	Course Code	Title of the Paper	Hrs/Week	Credit	Exam. Hours	Maximum Marks			
<b>Semester IV</b>	Core Compulsory	401	Capital Market and Financial Services	04	04	03	50	50	100	
		402	A. Industrial Economic Environment Or B. Operations Research	04	04	03	50	50	100	
			<i>To choose any one Group of the following</i>							
			<b>Group A (Advanced Accounting &amp; Taxation)</b>							
			403	Recent Advances in Accounting, Taxation and Auditing	04	04	03	50	50	100
			404	Project Work/ Case Studies	04	04	03	50	50	100
			<b>Group B (Commercial Laws &amp; Practices)</b>							
			405	Recent Advances in Commercial Laws and Practices	04	04	03	50	50	100
			406	Project Work/Case Studies	04	04	03	50	50	100
			<b>Group C (Advanced Cost Accounting &amp; Cost system)</b>							
			407	Recent Advances in Cost Auditing and Cost System	04	04	03	50	50	100
			408	Project Work/Case Studies	04	04	03	50	50	100
			<b>Group D (Co-operation &amp; Rural Development)</b>							
			409	Recent Trade in Co-operative and Rural Development	04	04	03	50	50	100
			410	Project Work / Case Studies	04	04	03	50	50	100
			<b>Group E (Business Practices &amp; Environment)</b>							
			411	Recent Advances in Business Practices and Environment	04	04	03	50	50	100
			412	Project Work/Case Studies	04	04	03	50	50	100
			<b>Group F (Business Administration)</b>							
			413	Recent Advances in Business Administration	04	04	03	50	50	100
		414	Project Work/Case Studies	04	04	03	50	50	100	
		<b>Group G (Advanced Banking &amp; Finance)</b>								
		415	Recent Advances in Banking and Finance	04	04	03	50	50	100	
		416	Project Work/Case Studies	04	04	03	50	50	100	
		<b>Group H (Advanced Marketing)</b>								
		417	Recent Advances in Marketing	04	04	03	50	50	100	
		418	Project Work/Case Studies	04	04	03	50	50	100	

## 7. Scheme of Examination:

The examination of regular students of M.Com. degree course of the University of Pune admitted in the academic session 2013-14 and after shall be based on:

- (a) Semester Examination
- (b) Continuous Assessment
- (c) Choice Based Credit System, and
- (d) Semester Grade Point Average and Cumulative Grade Point Average System

For each paper of 100 marks, there will be an Internal Assessment (1A) of 50 marks and the University Examination (UE) of 50 marks/ 3 hours duration at the end of each semester. A candidate who will secure at least 40% marks allotted to each paper will be given 4 credits. A candidate who does not pass the examination in any subject or subjects in one semester will be permitted to appear in such failed subject or subjects along with the papers of following semesters.

The Internal Assessment for each paper will be 50 marks which will be carried out by the department during the term. The Internal Assessment may be in the forms of written test, seminars, term papers, presentations, assignments, orals or any such others. The distribution of internal assessment marks shall be as follows:

Midterm Test	20
Presentation/Role Play	10
Case studies/ Group Discussion	10
Quiz / Home Assignment	10
<b>Total</b>	<b>50</b>

There shall be four semester examinations: first semester examination at the middle of the first academic year and the second semester examination at the end of the first academic year. Similarly, the third and fourth semester examinations shall be held at the middle and the end of the second academic year, respectively.

A student cannot register for the third semester, if she/he fails to complete 50% credits of the total credits expected to be ordinarily completed within two semesters.

## 8. Research project work:

There will be a Research Project to be prepared by a student during the fourth semester. The objective of the project work is to introduce students to research methodology in the subject and prepare them for pursuing research in theoretical or experimental or computational areas of the subject. The project work is to be undertaken under guidance of a teacher allotted to a student by the department.

<b>Division of marks</b>	<b>Marks</b>	
A. Synopsis with working bibliography (Internal Assessment) Viva Voce (Internal Assessment)	40 marks 10 marks	50 marks
B. A full project Report (Minimum 50-80 pages) (Internal & External Assessment) Viva Voce (Internal & External Assessment)	40 marks 10 marks	50 marks

As the Research Project is based on the self study done by the candidate and evaluated for 100 marks altogether, 04 credits will be awarded to a successful candidate in this subject. The project may be evaluated by two examiners one internal and one external, selected from the panel of PG examiners of the University. The Viva voce must be conducted by the teachers selected out of the panel of PG examiners maintained by the University.

The candidates have to submit the project 15 days before the commencement of the fourth semester university examination. The project report shall be type-written and submitted in duplicate. A candidate who fails to submit the project may resubmit the same in the subsequent semester examination for evaluation. The project work activities must be duly supported by documentary evidence to be endorsed by the Head or Guide.

#### **9. Standard of passing:**

A candidate shall be declared to have passed in the paper provided he/she has secured minimum GP of 4.5 in the UNIVERSITY EXAMINATION and GRADE POINT AVERAGE of 4.0 in aggregate of UNIVERSITY GRADE and INTERNAL ASSESSMENT taken together.

#### **10. Classification of successful candidates:**

Candidates who secured not less than 60% of aggregate marks (INTERNAL ASSESSMENT +UNIVERSITY EXAMINATION ) in the whole examination shall be declared to have passed the examination in the first class. All other successful candidates shall be declared to have passed in second class. Candidates who obtain 70% of the marks in the aggregate (INTERNAL ASSESSMENT +UNIVERSITY EXAMINATION ) shall be deemed to have passed the examination in first class with distinction.

A student who passess in all the courses will be declared to have passed the M.Com. degree with the following honours.

CGPA in (4.00, 4.99)	- Pass Class
CGPA in (5.00, 5.49)	- Second Class
CGPA in (5.50, 5.99)	- Higher Second Class
CGPA in (6.00, 7.99)	- First Class
CGPA in (8.00, 10,00)	- First Class with Distinction

## 11. Scheme of Credits:

Sixty (60) hours of teaching will lead to three credits (which mean four hours per week teaching in one semester) and long term paper as well as presentation will carry one credit. Each semester shall have 16 credits.

## 12. Structure of Transcript:

At the end of each semester, student will be given a transcript showing the performance and result in each course. The transcript shows, for each course the title of the course, credit values, grade in UNIVERSITY EXAMINATION , grade in INTERNAL ASSESSMENT , grade point index, result as pass or fail. Also, the semester grade point average (SGPA) and cumulative grade point average (CPGA) will be shown. Further the equivalent percentage of marks corresponding to SGPA or CGPA to equivalent percentage is given by:

$$\text{Equivalent percentage marks} = \begin{cases} 10 \times \text{CGPA} & \text{if CGPA /SGPA is in [4.00, 6.00]} \\ 05 \times \text{CGPA} + 30 & \text{if CGPA /SGPA is in [6.00, 9.00]} \\ 25 \times \text{CGPA} - 150 & \text{if CGPA /SGPA is in [9.00, 10.00]} \end{cases}$$

Marks	Grade	Grade Point
100 to 75	O : Outstanding	06
74 to 65	A : Very Good	05
64 to 55	B : Good	04
54 to 50	C : Average	03
49 to 45	D : Satisfactory	02
44 to 40	E : Pass	01
39 to 0	F : Fail	00

(C) GPA	Grade
05.00 – 6.00	O
04.50 – 04.99	A
03.50 – 04.49	B
02.50 – 03.49	C
01.50 – 02.49	D
00.50 – 01.49	E
00.00 – 00.49	F

### 13. Distribution of Periods:

There shall be 60 periods for each subject to cover the entire teaching of 4 credits. This will be distributed as follows:

Particulars	Periods
Teaching session per programme	48
Assignment/ Test	04
Role play/ Group Discussion	04
Case studies and presentation	04
<b>Total</b>	<b>60</b>

### 14. Standard of Passing.

A. Regular students: - A candidate is required to obtain 40% marks in each of course in both Mid Semesters and Semester end. It means passing separately at Mid-Semester and semester Examinations is compulsory.

### 15. Award of Class.

a. The class in respect of M.Com. Examination will be awarded on the basis of aggregate marks obtained by the candidates in all the sixteen papers at the Semester I, II, III, and IV together.

The Award of class shall be as under:-

b. Improvement: - A candidate having passed M.Com. Examination will be allowed to improve the performance. The same is termed as 'Class Improvement Scheme' under which improvement of performance shall be allowed only at the Semester end Examination.

c. A candidate after passing M.Com. Examination will be allowed to appear in the additional Special Subject after keeping necessary terms in the concerned special subject only, for which a passing certificate will be issued.

### 16. Medium of Instruction :

The use of Marathi is allowed for writing answers in the examination except for following courses:

- Management Accounting
- Financial Analysis & Control
- Business Statistics,
- Advanced Accounting and Taxation
- Advanced Cost Accounting and Cost Systems.

17. A student (Regular / External) will be admitted to Revised M. Com. Course with effect from June 2013. For the students who have completed the terms for the First Year as per Old Course will be admitted to the Second Year as per Old Course M. Com. The examination as per Old Course will be held simultaneously for three years from April / May 2014.

### **18. Qualification of the Teachers :**

The Teachers recognized to teach the subjects as per Old Course shall be deemed to be recognized in the corresponding equivalent subjects under Revised Course.

In case of: A) Business Statistics, B) Industrial Economics, C) Co-operation and Rural Development, D) Advanced Banking and Finance and E) Research Methodology and Project Work- Paper-IV of each Special Subject, the following qualifications be made applicable.

- A. Business Statistics :** M.Com, M.Phil with Statistics or Research Methodology as one of the Papers at M.Com /B.Com /M. Phil examination with 5 years degree teaching experience or M.A./M.Sc. With Statistics having 5 years degree teaching experience.
- B. Industrial Economics:** M.Com., M. Phil with Business Economics/Economics of Industries or Economics as one of the papers at B. Com/ M.Com Examination with 5 years degree teaching experience or M.A. Economics with 5 years degree teaching experience.
- C. Co-operation and Rural Development:** M. Com, M. Phil. With 5 years degree teaching experience or M.A. Economics (with Co-operation Rural Economics)
- D. Advanced Banking and Finance:** M. Com., M. Phil., with Banking as one of the papers at B.Com/M.Com examination 5 years degree teaching experience.
- E. Research Methodology and Project Work:** M.Com. M.A (Eco.) M.Phil./Ph.D. with 5 years degree teaching experience.
- F.** Similarly all the changes in qualification as per U.G.C norms and guidelines shall also be applicable as and when the changes come into force (If applicable)

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**M.Com. Part II Semester IV**  
**Compulsory Paper**  
**Subject Name -: Capital Market and Financial Services.**  
**Course Code -: 401.**  
**(w.e.f. Academic Year: 2014-15)**

**Objective:**

To enable students to acquire sound knowledge, concept and structure of capital market and financial services.

Unit No.	Topic	Periods
1	<b>Capital market:</b> Meaning, Functions, Structure, Characteristics, Participants of capital market - Capital market instruments, Equity share, Preferences shares, Debenture, Bonds - Innovative debt instruments - Forward contracts, Futures contract - Options contract, trends in capital market.	10
2	<b>Stock Market</b> <b>Stock exchange:</b> organization-membership-governing body - Bombay stock exchange, National Stock Exchange and Over the Counter Exchange of India (OTECI) 1. <b>Primary market</b> - Functions of primary market - issue mechanism, participants 2. <b>Secondary market</b> : Objectives, functions of secondary markets, stock broking, e-broking, depository system-functions and benefits stock market trading-derivatives trading	10
3	<b>Financial Services</b> Merchant banking-meaning-functions and services rendered Mutual funds: Meaning, functions-Types-Open and closed ended funds-income funds balanced fund, growth fund-index fund Portfolio management-meaning and services Credit rating-meaning and need, various credit rating agencies. Foreign Direct Investment	16
4	<b>Securities and Exchange Board of India (SEBI)</b> Background, Establishment, functions, powers, achievements and Regulatory aspects, recent changes & emerging trends.	12
	<b>Total</b>	<b>48</b>

**Recommended Books :**

1. M.Y. Khan: Indian financial system-Tata Macgraw Hill Publishing Co. Ltd.
2. Frank J.Fabozzi & Franco Modigliani : Capital markets institutions and instruments - Prentice Hall of India, New Delhi
3. Fredric Mishkin and Stanley Eakins, Financial Markets and Institutions, Pearson Prentice Hall, Boston san Francisco, New York.



**M.Com. Part II Semester IV**  
**Compulsory Paper**  
**Subject Name -: Industrial Economic Environment.**  
**Course Code -: 402-A**  
**(w.e.f. Academic Year: 2014-15)**

**Objectives:**

1. To study the basic concepts of Industrial Finance.
2. To study the effects of New Economic Policy.
3. To study the impact of Labor reforms on Industries.

Chapter No.	Particulars	Total Lectures (48)
<b>1.</b>	<b>Industrial Finance</b> 1.1 Meaning, Concept and Functions of Industrial Finance. 1.2 Internal Sources of Industrial Finance. 1.3 External Sources of Industrial Finance – Foreign Direct Investment (FDI), Foreign Institutional Investment (FII), Non Residential Indians (NRI) as a Source of Industrial Finance	<b>8</b>
<b>2.</b>	<b>Industrial Growth and Policy in India</b> 2.1 Industrial Growth in India Since 1991. 2.2 New Industrial Policy 1991. 2.3 Export and Import Policy Since 1990-91. 2.4 Multi National Corporations – Performance and Problems 2.5 Special Economic Zones (SEZ) – Progress and Problems	<b>8</b>
<b>3.</b>	<b>Effects of New Economic Policy (1991).</b> 3.1 Liberalization – Concept & its Effects on Indian Industry. 3.2 Privatization - Concept & its Effects on Indian Industry. 3.3 Globalization - Concept & its Effects on Indian Industry.	<b>8</b>
<b>4.</b>	<b>Industrialization and Environmental Issues.</b> 4.1 Industrial Development & Environmental Problems. 4.2 Major Environmental Issues in the Process of Industrialization- Social Cost & Benefits (pollution, Health issues, work management etc) 4.3 Environmental Policy and Regulations.	<b>8</b>
<b>5.</b>	<b>Information Technology (IT) Industries.</b> 5.1 Meaning and dimensions. 5.2 Major issues in Information Technology. 5.3 Growth & Present position of IT Industries in India. 5.4 Future Prospects of IT Industry.	<b>8</b>

<b>6.</b>	<b>Industrial Relations and Labour Reforms.</b> 6.1 Meaning and Causes of industrial Disputes. 6.2 Machinery for Settlement of Industrial Disputes. 6.3 Labour Policy Reforms and Its Impact on Industries.	<b>8</b>
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### Recommended Books

1. S. C. Kuchal – Industrial Economy of India.
2. D. R. Gadgil – Industrial Evolution in India, Oxford.1948
3. K. V. Sivayya and V.B.M. Das – Indian Industrial Economy, Chand and Co. Ltd. New Delhi 1999
4. S. C. Kuchal – Major Industries in India, Chaitanya Publishing House, Allahabad.
5. Francis Cherunilam – Industrial Economics – Indian Perspective, Himalaya Publishing House, Mumbai.1999
6. Wadilal Dagli – A profile of Indian Industry, Vora and Co. Mumbai.
7. Dutt and Sunderam – Indian Economy, S. Chand and Co. 2008

### Suggested format of Continuous assessment along with allocation of Periods

Sr. No.	Assessment Chart	Periods Alloted
1.	Tests	3
2.	Quizzes	3
3.	Presentation Seminars	3
4.	Assignments	3

**M.Com. Part II Semester IV**  
**Advanced Cost Accounting and Cost System Special Paper VII.**  
**Subject Title :- Recent Advances in Cost Auditing and Cost System**  
**Course Code :- 407**  
**(w.e.f. Academic Year: 2014-15)**

**Objectives:**

To provide knowledge on recent advances in cost accounting and cost systems.

SR. NO	TOPIC	LECTURES
1.	<b>Cost Accounting Standards (CAS):-</b>	08
	❖ CAS 1 to 5 and 7 (Final) and CAS -8 TO 19. (Drafts And Amendments' Subjects to Finalization from time to time) <a href="http://www.myicwai.org">www.myicwai.org</a> & <a href="http://www.acmas.com">www.acmas.com</a> can be referred.	
2	<b>Basic Excise Audit, VAT Audit And Productive Audit.</b>	12
	❖ Generally Accepted Cost Accounting Principles. ❖ Scope, Of Excise Audit ,VAT Audit ❖ Procedure and Reports. ❖ <b>Productive Audit</b> –Meaning, Problems of Productive Audit and Means to overcome the Problems.	
3	<b>Enterprise Resource Planning (ERP)</b>	06
	❖ Introduction, Features and Benefits of ERP ❖ Reason for Implementation and E–Costing.	
4	<b>Six Sigma</b>	06
	Definitions, Importance, Scope, Benefits.	
5.	<b>Study Of Journal –Management Accountant:</b>	16
	By Reading of Journal of ICWAI-“ <u>Management Accountant</u> ” Issues From July to September (of the Respective Academic Year) and getting acquainted with recent changes and developments.	
		Total 48

**Books Recommended :-**

1. Indirect Taxes :- V.S. Datey
2. Indirect Taxes :- Ahuja.

**Journals :-**

Management Accountant - ICWAI, Publication

Cost Accounting Standards-Issued by ICWAI, Kolkatta

**M.Com. Part II Semester IV**  
**Advanced Cost Accounting and Cost System Special Paper VIII.**  
**Subject Title -: Project Work / Case Studies**  
**Course Code -: 408**  
**(w.e.f. Academic Year: 2014-15)**

Project Work Will Carry 100 Marks. For Regular Students, Project Work Is Compulsory. The Option Of Case Studies Is Only For The Students Registered As An External Student. 'Students Are Expected To Prepare The Project Report Based On The Field Work And Survey And Studying The Current Trends Under The Guidance Of Their Guide Teacher'. They Will Have To Submit The Report On 31st March Every Year. Project Viva Voce Will Be Conducted At The End Of IV<sup>th</sup> Semester But Before Theory Examination.

**Guidelines Areas of Project Work**

**Marks: 100**

Students are required to Visit a Unit in Concerned Industry and submit their report on any of the following project topics.

1. **Marginal Costing:** Techniques Based on Annual Reports of Listed Companies .To Study the Application of Marginal Costing in Taking Managerial Decision.
2. **Budgetary Control:** Study of Procedure of Audit. A Study of Budgetary Control System Established therein and used for cost Control Purpose.
3. **VAT Audit:** Visit to any Trading Concern offices Chartered Accountant and Cost Accountant, Understanding the Actual Procedure of VAT audit, its Implication & Benefits.
4. **Excise Audit:** Study of Procedure of Audit (Eligible for Excise Audit) or Office Cost Accountant, to understand the Actual Procedure of Excise audit, its Importance and Benefits.
5. **Cost Audit:** Audit Programme Understanding the Procedure of Cost Audit, Cost Accounting Record Rules of the Respective Industry and Preparation of Cost Audit Report.
6. **Process Costing:** Visit to Sugar Industry & Understanding the Use of Process Costing Method in the factory, Cost Analysis at Each Stage in Particular and Cost Analysis in General done in the Sugar Factory.
7. **Pricing Decisions:** Visit to any Industry Understanding the different Methods and Techniques used by the Concern in pricing different Products.
8. **Cost Control and Cost Reduction:** Visit to any Manufacturing Concern and Understanding the different Methods used fruitfully by the Priority in Cost Control and Cost Reduction. **ISO-Procedure.**
9. **Contract Costing:** Visit to Any Construction / Contracting firm and Understanding Ascertainment of Contract Cost, Allocation and Apportionment of different Expenses and Apportionment of profit on Incomplete Contract.

10. Costing in Service Industry: Visit to any Hotel, Airlines, Hospitals or any other Service Industry and Understanding the Costing Methods used in the Concerned Service Industry and its Utility to Ascertain the Cost of Service Rendered as well as for controlling the Cost.
11. Recent Developments in Cost Accounting.
12. Application of Activity Based Costing.
13. Study of Job Evaluation and Merit Rating in Industrial Unit:
14. Application to Agro Based Industries i.e. fishery, dairy, poultry etc.
15. Cost Reduction Program and its Implementation:
16. Study of Costing Techniques and its use in Decision Making:
17. Application of Onion – Cash Crop, Sugarcane, Cotton, Horticulture etc.
18. Study of Various Measurement Policies (Risk Management)
19. Study of minimum wages.
20. Study of fixation or fees of Professional Courses,
21. Study of Cost Associate with Finance of Any Company
22. Study of Cost Structure of Different Companies from same Industry.

**M.Com. Part II Semester IV**  
**Business Administration Special Paper VII.**  
**Subject Title -: Recent Advances in Business Administration**  
**Course Code -: 413**  
**(w.e.f. Academic Year: 2014-15)**

**Objectives:**

1. To familiarise the students with the recent advancements in business administration
2. To develop an understanding about tools and their application in the business.

UNIT NO	CHAPTER	PERIODS
<b>UNIT- I</b>	<b>CONTEMPORARY ISSUES IN BUSINESS ADMINISTRATION</b> Change management – Concept, Significance. Managing change-Important feature Dimensions Approaches towards managing change Futuristic and strategic approach toward changing business environment	<b>12</b>
<b>UNIT-II</b>	<b>APPROACHES TO QUALITY MANAGEMENT &amp; ENTERPRISE RESOURCE PLANNING</b> K Total Quality management Six sigma Technique feature & utility Five’s system of Quality management. Concept & features of E. R. P Tools of E. R. Applying E. R. P. In business. Computers & E. R.P	<b>12</b>
<b>UNIT-III</b>	<b>CROSS- CULTURAL MANAGEMENT SYSTEM</b> Global management system- Concept, &Significance. Issues in cross cultural management. Acquisition & mergers- Role & importance Current Trends in acquisitions & mergers national & international scenario	<b>12</b>
<b>UNIT-IV</b>	<b>TURN AROUND &amp; INNOVATION MANAGEMENT</b> Concept & Significance of turnaround management, Techniques of turnaround management, Turn around management; prerequisite for success. Take over & turn around management Restructuring & Reengineering of business Concept of innovation Advantages and Significances of Innovation Key Steps in Innovation Management Role of Government and Private Institutions in promoting innovation	<b>12</b>
<b>TOTAL</b>		<b>48</b>

**M.Com. Part II Semester IV**  
**Business Administration Special Paper VIII.**  
**Subject Title -: Project Work / Case Studies.**  
**Course Code -: 414**  
**(w.e.f. Academic Year: 2014-15)**

**Project Work for internal students(414)**

There will be a project work carrying 100 marks for internal students only. The students will have to select a subject from any area of the syllabi for Business- Administration. The students will have to work under the guidance of concerned subject teacher. The project will carry total 100 marks out of which sixty marks will be allotted for Project Report and 40 marks will be allotted for Project Viva Voce to be conducted by internal teacher and external teacher (examiner) appointed by the University.

Note: The list of suggested areas for project work will be notified in due course.

**Case Studies:**

There will be a paper of case studies for external students. The paper will be set for 80 marks- to be converted to 100 marks. Total 20 cases will be selected from standard book for study. In the question paper 3 cases out of 20 (twenty) cases will be covered, each carrying twenty (20) marks. One unseen case also will be covered & it will carry twenty (20) marks.

*Note:* The paper of case studies will be offered only by external students only.

**BUSINESS ADMINISTRATION – SUGGESTED TOPICS FOR PROJECT REPORT**

**REPORT CONTENTS:**

- 1.CoverPage
- 2.CompanyCertificate
- 3.Guide Certificate
- 4.Acknowledgement
- 5.Declaration
- 6.Executive Summary

**TENTATIVE CHAPTER SCHEME**

CHAPTER 1. INTRODUCTION TO STUDY

CHAPTER 2. COMPANY PROFILE

CHAPTER 3. OBJECTIVES OF STUDY

CHAPTER 4. REVIEW OF LITERATURE

CHAPTER 5. RESEARCH METHODOLOGY

CHAPTER 6. DATA ANALYSIS AND INTERPRETATIONS OBSERVATIONS

CHAPTER 7. FINDINGS CONCLUSIONS AND SUGGESTIONS

## **TOPICS**

1. A empirical study on 360 degree Performance Appraisal in a Private sector organisation.
2. To study the Job Satisfaction of lower/middle/top level management in Banks/Private/Public sector.
3. To study stress management related to work of the employees from IT Sector.
4. A Study on cross cultural management issues in an multinational company.
5. To study the ERP System of a Private/Public sector organisation.
6. A comparative study of the impact of team work in two departments of an organisation.
7. To study the overcoming of negative emotions and boosting motivation of Managers in Private/Public sector organisation.
8. To study the Emotional Intelligence amongst female employees at workplace in Private/Public sector employees.
9. To study the work-life balance of employees in an organisation.
10. To study the work culture and work ethics in an organisation.
11. To study the impact of Training of employees in an Bank/Private/Public sector organisation.
12. To study the impact and Role of Job Rotation for the Positive outcome.
13. To study the Pros and Cons of VRS to employer and employes in an organisation- A case study.
14. A study on the problems involved with the resignation of an employee to both employer and employee.
15. A study on the prospects of Manpower Planning in organisation.
16. To study the awareness and utility of of HRD and HRM in an organisation.
17. A study on the problems related to job transfers of employees specially with reference to female employees.
18. An overview of ethics in Performance Appraisal in an organisation.
19. To study the HR environment of two companies.
20. To study the HR challenges in employing Generation Y.
21. To study the HR Challenges in Indian Context.
22. To study the employee retention strategies of two companies.
23. To study the impact of change management of an organisation.
24. To study the techniques of turnaround management in an organisation.
25. To study the role and impact of information technology in indigenous and multinational companies.
26. To study the financial position of a Company
27. To study the capital structure and Cost of capital of a company
28. To study the working Capital Management
29. To study the customer retention techniques adopted by Banks
30. To study the CSR practices adopted by Companies.