

# COMMERCE SYLLABUS

## UNIT I

### ACCOUNTING:

**Financial Accounting:** Generally Accepted Accounting Principles (GAAP), Preparation of Final Accounts (Sole-trading concern and Partnership) with adjustments.

**Corporate Accounting:** Accounting for issue and redemption of shares and debentures; Preparation of Final accounts (Statement of Profit and Loss, Balance Sheet, and Cash Flow statement); Amalgamation, Absorption and Reconstruction; Analysis of Financial Statements

**Cost and Management Accounting:** Ascertainment of Cost; Methods of costing, Job costing, Process costing (Except Equivalent production), contract costing; cost control techniques, Standard costing and analysis of variance; Marginal Costing-, Cost-volume-profit analysis, Break-even analysis and decision making; Budgetary Control.

## UNIT II

### BUSINESS REGULATORY FRAMEWORK:

**Law of Contract:** Essentials of a valid contract, Void agreements, Discharge of a contract, Contract of Indemnity and Guarantee, Contract of Bailment.

**Sale of Goods Act:** Contract of Sale, Conditions and warranties, Transfer of ownership in goods including sale by a non-owner, Performance of contract of sale, Unpaid seller- meaning, rights of an unpaid seller against the goods and the buyer.

**Partnership Act:** Nature and characteristics of Partnership, Registration of partnership, Rights and duties of partners, Types of partners, Limited liability of partnership (LLP) Act, 2008- Salient features of LLP, difference between LLP and partnership, LLP and Company, LLP agreement, Incorporation document, Incorporation by Registration.

**Corporate Law (As per Companies Act 2013):** Administration of Company Law, National Company Law Appellate Tribunal, Types of companies, Formation of company and registration of a company, Documents of a company- Memorandum of Association, Articles of Association, Prospectus, GDR; Transmission of shares, Buy back of shares; Appointment of Directors, Their powers and duties, Removal of directors; Types of meeting, Remuneration committee, Audit committee.

**Depository Act 1996:-** Depository process, De-mat, NSDL, SHCIL, Need for investor' education.

## UNIT III

**STATISTICS AND QUANTITATIVE TECHNIQUES STATISTICS :-** Measures of Central Tendency, Measures of Dispersion, Skewness, Kurtosis, Correlation and Regression analysis, Theory of probability, Index number.

**Quantitative Techniques:** Linear Programming- Meaning and types of LP, Linear Programming Problems (LPP); Network Analysis- Meaning, Network diagram, Techniques of network analysis, CPM, PERT; Inventory Control techniques- Meaning, Inventory control models: ABC analysis, EOQ,.

## UNIT IV

### TAXATION & AUDITING:

**Income Tax:-** Concepts of Assessee, Assessment Year, Previous Year, Persons, Total Income and Agricultural income; Residential status of Assessee; Exempted income; Income from Salary, Income from House Property, Income from Business and Profession, Income from capital gain and Income from other sources; Computation of Total Income of individual assessee and Deduction U/S 80 relating to individual assessee.

**Goods & Services Tax (GST):-** Constitutional framework of indirect tax before GST, Major defects in the structures of Indirect tax prior to GST, GST Council, GST Network, State compensation mechanism, Registration; Levy and collection of GST:- Taxable event- Supply of goods and services, Place of supply: within state, interstate, Import and Export, Time of supply, Valuation for GST, Valuation rules, Taxability of re-imbursment of expenses, Exemption from GST

**Auditing:-** Meaning, Objects and Types of Audit; Internal check and Internal control; Vouching of Cash transactions, Trading transactions and Impersonal ledger; Verification and Valuation of Assets and Liabilities, Auditor's duty in respect of divisible profits and dividends.

## UNIT V

### MANAGEMENT:

**Principles of Management:-** Evolution of management thoughts, Management functions- Planning, Organizing, Staffing, Directing, Motivation, Leadership, Communication and Controlling.

**Human Resources Management:-** Concept and Functions, Role, HR policies; Evolution of HRM; Emerging challenges of HRM; Work-Force Diversity, Empowerment, Downsizing; VRS, HR Information System; Acquisition; Training & Development and Performance Appraisal.

**Marketing Management:-** Evolution of Marketing Concept; Marketing mix: Product- Product Classification, product- mix, Branding, Packaging, Labeling; Product Life Cycle; Pricing- Pricing Policies and Strategies; Place- Channels Of Distribution, physical Distribution System; Online-Marketing. Promotion: Advertising and Publicity, Personal Selling, Public Relations, and Sales Promotion.

**Financial Management:-** Time value of money; Cost of Capital, Capital Structure, and Capital Budgeting.