



**INDEX**

**DEPARTMENT OF COMMERCE**

**SEMESTER-II**

<b><u>Sl.No.</u></b>	<b><u>Content</u></b>	<b><u>Page No.</u></b>
1	<b>B.Com – DSC</b>  1. Corporate Accounting 2. Company Law 3. Human Resource Management	1 – 10

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**B. Com. UGCF - 2022 based on NEP – 2020**

Semester	Core (DSC)	Elective (DSE)*  <i>(Atleast 2 courses should be offered by the college)</i>	Generic Elective (GE)	Ability Enhancement Course (AEC)	Skill Enhancement Course (SEC)	Internship/ Apprenticeship/ Project (2)	Value Addition Course (VAC)	Total Credits
II	<b>DSC-4 (4)-</b> Corporate Accounting (DSC- 2.1)  <b>DSC-5 (4)-</b> Company Law (DSC- 2.2)  <b>DSC-6 (4)-</b> Human Resource Management (DSC- 2.3)		Choose one from a pool of GE Languages  Languages- 2 *(4)	<b>Choose one from pool of AEC Courses (2)</b>	<b>Choose one from a pool of courses</b> i) Personality Development (SEC- 2.1) ii) Personal Financial Planning (SEC- 2.2) iii) Social Media Marketing (SEC- 2.3) iv) Financial Reporting Analysis and Valuation (SEC- 2.4)		<b>Choose one from pool of courses (2)</b>	<b>22 Credits</b>

**Discipline Specific Core Course- 2.1 (DSC-2.1): Corporate Accounting**

**CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE**

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
Corporate Accounting DSC- 2.1	4	3	1	0	Pass in XII	Pass in DSC- 1.3

**Learning Objectives**

The course aims to help learners to acquire conceptual knowledge of corporate accounting systems and to learn the techniques of preparing the financial statements of companies.

**Learning outcomes**

After completion of the course, learners will be able to understand:

1. Analyse accounting for Share Capital, Debentures, Bonus Shares, Redemption of Preference Shares and Debentures of a company.
2. Describe the preparation of Financial Statements of Companies manually as well as using online software.
3. Interpret the Valuation of Intangible Assets and Shares
4. Describe accounting for Amalgamation and Internal Reconstruction of Companies.
5. Demonstrate the preparation of Annual Reports of companies.

**SYLLABUS OF DSC-2.1**

**Unit 1: Accounting for Share Capital and Debentures (2 weeks)**

Types of shares; Accounting for Share Capital, Issue of Rights and Bonus Shares; ESOPs and Buy-Back of shares; Issue and Redemption of preference Shares and Debentures. Underwriting of Shares and Debentures. [In reference to Relevant Accounting Standards (AS and Ind AS) and Guidance Notes as applicable.]

**Unit 2: Financial Statements of Companies (4 weeks)**

Preparation of financial statements of corporate entities including one Person Company (excluding calculation of managerial remuneration) as per Division I and II of Schedule III of the Companies Act 2013; Related Parties as per AS-18, Preparation of Statement of Profit and Loss, Balance Sheet, Statement of Equity and Cash flow Statement manually and using

appropriate software. Interpreting the ratios calculated as per Schedule III of the Companies Act 2013 [with reference to Relevant Accounting Standards (AS and Ind AS) and the relevant provisions of The Companies Act, 2013, as applicable.]. Calculation of EPS as per AS 20.

### **Unit 3: Valuation of Intangible Assets and Shares (3 weeks)**

Valuation of Intangible Assets and Shares. Value Added Statement, Economic Value Added, Market Value Added, And Shareholder Value Added.

### **Unit 4: Amalgamation of Companies and Internal Reconstruction (3 weeks)**

- (a) Accounting for Amalgamation of Companies (excluding inter-company holdings) applying AS 14/Ind AS 103.
- (b) Accounting for Different forms of Internal Reconstruction (excluding drafting of Internal Reconstruction Scheme).

### **Unit 5: Corporate Financial Reporting (3 weeks)**

Meaning, need and objectives; Constituents of Annual Report and how it is different from financial statements; Contents of report of the Board of Directors; XBRL Reporting. Drafting of Notes to Accounts. Segment Reporting as per AS-17, Sustainability Reporting, Triple Bottom Line Reporting, CSR Reporting.

#### **Notes:**

- (1) The relevant Accounting Standards (both AS & Ind AS) for all of the above topics should be covered.
- (2) Any revision of the relevant Indian Accounting Standards/Accounting Standards would become applicable.
- (3) The relevant provisions of The Companies Act, 2013, as applicable for all of the above topics should be covered.

### **Practical Exercises**

The learners are required to:

- 1. Collect prospectus issued by reputed companies, and examine the matters related to issues of shares.
- 2. Examine the annual reports of business organisations to find out whether applicable accounting standards (AS and Ind AS) are complied with or not.
- 3. Collect information from business newspapers, periodicals, print and digital media on the amalgamation of companies and prepare a report.
- 4. Prepare financial statements using appropriate software.
- 5. Download company annual reports of reputed companies from the websites and analyse the voluntary and mandatory information contained in these statements.
- 6. Read and collect notes on accounts from the annual reports of reputed companies from the websites.

### **Suggested Readings**

- Bergeron, B. (2003). *Essentials of XBRL: Financial Reporting in the 21st Century*. (1<sup>st</sup> Ed.). New Jersey: John Wiley & Sons.
- Dam, B. B., & Gautam, H. C. (2020). *Corporate Accounting*. (2<sup>nd</sup> Ed.). Guwahati: Gayatri Publications.
- Goyal, B. K. (2021). *Corporate Accounting*. (7<sup>th</sup> Ed.). New Delhi: Taxmann Publication.
- Goyal, V. K., & Goyal, R. (2012). *Corporate Accounting*. (3<sup>rd</sup> Ed.). New Delhi: PHI Learning
- Jain, S. P., & Narang, K. L. (2015). *Corporate Accounting*. New Delhi: Kalyani Publishers.
- Kumar, A. (2021). *Corporate Accounting*. (7<sup>th</sup> Ed.). New Delhi: Singhal Publications.
- Maheshwari, S. N., Maheshwari, S. K., & Maheshwari, S. K. (2018). *Corporate Accounting*. (6<sup>th</sup> Ed.). New Delhi: Vikas Publishing House.
- Monga, J. R., & Bahadur, R. (2022). *Fundamentals of Corporate Accounting*. (27<sup>th</sup> Ed.). New Delhi: Scholar Tech Press.
- Mukherjee, A., & Hanif, M. (2017). *Corporate Accounting*. (2<sup>nd</sup> Ed.). New Delhi: Tata McGraw Hill Education.
- Mukherjee, S., & Mukherjee, A. (2019). *Corporate Accounting*. (1<sup>st</sup> Ed.). New Delhi: Oxford University Press.
- Sah, R. K. (2019). *Concept Building Approach to Corporate Accounting*. (2<sup>nd</sup> Ed.). Cengage.
- Sehgal, A. (2012). *Fundamentals of Corporate Accounting*. (3<sup>rd</sup> Ed.). New Delhi: Taxmann Publication.
- Shukla, M. C., Grewal, T. S., & Gupta, S. C. (2016). *Advanced Accounts. Vol.-II*. (19<sup>th</sup> Ed.). New Delhi: S. Chand Publishing.
- Tulsian, P. C., & Tulsian, B. (2008). *Corporate Accounting*. (Rev. Ed.). New Delhi: S. Chand Publishing.

### **Additional Resources**

- Accounting Standards at the Website of the Institute of Chartered Accountants of India
- Indian Accounting Standards at the Website of the Ministry of Corporate Affairs.
- The Companies Act, 2013 as amended from time to time.

**Note: Suggested readings will be updated by the Department of Commerce and uploaded on the Department's website.**

**Discipline Specific Core Course- 2.2 (DSC-2.2): Company Law**

**CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE**

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
Company Law DSC- 2.2	4	3	1	0	Pass in XII	NIL

**Learning Objectives**

The course aims to develop and comprehend business and its processes in accordance with the provisions of the Companies Act, 2013 while analysing case laws.

**Learning outcomes**

**After completion of the course, learners will be able to:**

1. Understand the regulatory aspects and the broader procedural aspects involved in different types of companies covering the Companies Act, 2013 and Rules.
2. Recognize the basic legal documents and their usage essential for formation of a company.
3. Analyse the process and documents required for raising capital for the company.
4. Understand the process of company meetings and corporate decision making.
5. Know the framework of dividend distribution and develop understanding of the winding up process including Insolvency Resolution.

**SYLLABUS OF DSC-2.2**

**Unit 1: Introduction (3 weeks)**

Meaning and characteristics of a company; Lifting of corporate veil; Overview of administration of Company Law; Types of companies including private and public company, government company, foreign company, one person company, small company, associate company, dormant company and producer company; Association not for profit; Illegal association.

**Unit 2: Formation and Incorporation Documents (3 weeks)**

Formation of company, promoters, their legal position and pre incorporation contracts; Online registration of a company. Memorandum of Association and its alteration, Articles of Association and its alteration, Doctrine of constructive notice, Doctrine of ultra vires and indoor management.

### **Unit 3: Share Capital (3 weeks)**

Prospectus, Shelf and Red herring prospectus, misstatement in prospectus; Book building. Allotment and Forfeiture of share, Sweat Equity, ESOPs, Bonus issue, and Further issue of shares, buyback and provisions regarding buyback; Transfer and transmission of shares; Demat system.

### **Unit 4: Management and Meetings (3 weeks)**

Directors: Legal position, Disqualifications, Director Identification Number (DIN); Classification of directors-Additional, Alternate and Casual directors, Women directors, Independent director, small shareholder's director; Appointment, Removal of directors; Powers and Duties; Key managerial personnel (KMP); Board Meetings; Shareholders' meetings: AGM and EGM. Convening and conduct of meetings: Requisites of a valid meeting; Resolutions; Postal ballot; e-voting.

### **Unit 5: Dividends, Audit and Winding up (3 weeks)**

Provisions relating to payment of Dividend. Company Audit - auditor's qualification and disqualifications, Auditor's appointment, rotation and removal. Winding Up: Concept and Modes of Winding Up; Provisions of winding up under Insolvency and Bankruptcy Code 2016.

#### **Practical Exercises**

The learners are required to:

1. Identify the type of company based on information available on NSE/BSE website and then analyse the regulatory and procedural aspects covering the Companies Act, 2013.
2. Fill dummy SPICe+ form for incorporation of a company.
3. Write about the timeline and details of the book building process of an actual IPO/FPO.
4. Identify the actual composition of the Board of Directors in listed companies.
5. Analyse a case study on the winding up of a company.

#### **Suggested Readings**

- Jagota, R. (2021). *Corporate Laws*, Delhi: Taxmann Pvt. Ltd.
- Kapoor, N. D. (2022). *Corporate Laws*. Sultan Chand.
- Kaur, H. (2022). *Company Law*, Delhi: Kitab Mahal.
- Kuchhal, M. C., & Kuchhal, A. (2013). *Company Law*, Mahavir Publications.
- Kumar, A. (2021). *Corporate Laws*, Delhi: Taxmann Pvt. Ltd.
- Maheshwari, S. N., & Maheshwari, S. K. (2017). *Elements of Corporate Laws*. Himalaya Publishing House Pvt. Ltd.
- Maheshwari, S. N., & Maheshwari, S. K. (2019). *Company Law*. Himalaya Publishing House Pvt. Ltd.
- Ramaiya, A. (2020). *A Guide to Companies Act*, India: LexisNexis.

#### **Additional Resources**

- Hanningan, B. (2021). *Company Law*, UK: Oxford University Press.
- Sharma, J. P. (2020). *An Easy Approach to Corporate Laws*, New Delhi: Ane Books P Ltd.

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**Discipline Specific Core Course- 2.3(DSC-2.3): Human Resource**

**CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE**

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
Human Resource Management DSC- 2.3	4	3	1	0	Pass in XII	NIL

**Learning Objectives**

The course aims to acquaint the learners with the techniques and principles to manage human resources of an organisation.

**Learning Outcomes**

After completion of the course, learners will be able to:

1. Develop a clear understanding on the importance of human resource management.
2. Analyse the concept and sources of recruitment and selection process.
3. Design performance appraisal techniques.
4. Devise effective compensation schemes that enhance employee satisfaction and encourage employee retention.
5. Cater to the dynamics of the business environment.

**SYLLABUS OF DSC-2.3**

**Unit 1: Introduction to Human Resource Management**

Basic concepts and significance of HRM, Role and functions of HR manager. Emerging issues in human resource management: Workplace diversity, employee empowerment, downsizing, VRS, work life balance, and work from home.

**Unit 2: Procurement of Human Resource**

Human resource planning- Quantitative and qualitative dimensions; Job analysis – Job description and job specification; Recruitment – concept and sources; Selection – concept and process; Tests and interview; Placement, induction and socialization; Employee retention.

**Unit 3: Aspects of Training and Development**

Concept and importance; Role specific and competency-based training; Training and development methods – Apprenticeship, understudy, job rotation, vestibule training, case study, role playing, sensitivity training, In-basket, management games, conferences and

seminars, coaching and mentoring, management development programs; Training process outsourcing.

#### **Unit 4: Performance Appraisal and Compensation Management**

Performance appraisal- Nature, objectives, process, and methods; Performance management; Potential appraisal; Employee counselling; Employee enhancement: transfer and promotion. Compensation - concept and policies, Types of compensation: base and supplementary compensation; Individual, group and organisation incentive plans; Fringe benefits; Performance linked compensation: employee stock option; pay band compensation system and job evaluation.

#### **Unit 5: Maintenance of employees and Emerging Horizons of HRM**

Employee health and safety; Employee welfare; Social security (excluding legal provisions); Employer-employee relations; Grievance handling and redressal; Industrial disputes: Causes and settlement machinery; e-HRM; Human Resource Information System (HRIS) and e-HRM; Impact of HRM practices on organisational performance; HR Audit, Contemporary issues in HRM - emerging job opportunities, work life balance and work from home.

#### **Practical Exercises**

The learners are required to:

1. Design a human resource plan.
2. Conduct orientation cum induction programme.
3. Design a hypothetical performance appraisal plan.
4. Analyse case study of any company compensation scheme that enhances employee satisfaction and encourages employee retention.
5. Devise incentive plans for a diverse workforce.

#### **Suggested Readings**

- Aswathappa, K. & Dash, S. (2021). *Human Resource Management-Text and cases* (9<sup>th</sup> ed.). Tata McGraw-Hill.
- Chhabra, T. N. & Chhabra, M. (2020). *Essentials of Human Resource Management*. Delhi: Sun India Publications.
- Decenzo, D. A., & Robbins, S. P. (2009). *Fundamental of Human Resource Management*. New Jersey: Wiley.
- Dessler, G. & Varrkey, B. (2020). *Human Resource Management* (16<sup>th</sup> ed.). Pearson Paperback.
- French, W. L. (2006). *Human Resource Management*. Boston: Houghton Mifflin.
- Gupta, C. B. (2018). *Human Resource Management*. Delhi: Sultan Chand & Sons.
- Prasad, L. M. (2018). *Human Resource Management*. Delhi: Sultan Chand & Sons.
- Pattanayak, B. (2019). *Human Resource Management* (6<sup>th</sup>ed.). PHI learning.
- Rao, V. S. P. (2020). *Human Resource Management* (2<sup>nd</sup> ed.). Delhi: Taxmann Pvt. Ltd.
- Sengupta, A. (2018). *Human Resource Management*. Sage Textbook.

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