

UNIVERSITY OF DELHI
DEPARTMENT: COMMERCE
COURSE NAME: BA COMMERCE-BASED COURSES

(SEMESTER -I)

based on

Undergraduate Curriculum Framework 2022 (UGCF)

(Effective from Academic Year 2022-23)



University of Delhi

Course/ Programme name: BA COMMERCE BASED COURSES

Course Title	Nature of the Course	Total Credits	Components			Eligibility Criteria/ Prerequisite	Contents of the course and references are in
			Lecture	Tutorial	Practical		
ENTREPRENEURSHIP AND SMALL BUSINESS							
Fundamentals of Business Organization	Discipline Core	4	3	1	0	PASS IN XII	Annexure-1
ACCOUNTING AND FINANCE							
Fundamentals of Financial Management	Discipline Core	4	3	1	0	PASS IN XII	Annexure-2
BANKING AND INSURANCE							
Introduction to Insurance	Discipline Core	4	3	1	0	PASS IN XII	Annexure-3
ADVERTISING, SALES PROMOTION AND SALES MANAGEMENT							
Principles of Marketing	Discipline Core	4	3	1	0	PASS IN XII	Annexure-4

HUMAN RESOURCE MANAGEMENT							
Human Resource Management	Discipline Core	4	3	1	0	PASS XII	IN Annexure-5
COMMERCIAL LAWS AND CORPORATE GOVERNANCE							
Limited Liability Partnership: Law and practice	Discipline Core	4	3	1	0	PASS XII	IN Annexure-6
TAX PROCEDURES & PRACTICES							
Income Tax Law and Practice	Discipline Core	4	3	1	0	PASS XII	IN Annexure-7
MODERN OFFICE MANAGEMENT							
Business Communication	Discipline Core	4	3	1	0	PASS XII	IN Annexure-8

ENTREPRENEURSHIP AND SMALL BUSINESS

Fundamentals of Business Organisation

BAC: Discipline (ESB) - A1

Objective: The purpose of this course is to facilitate awareness about the nature of the business activity, ownership types and the dynamic environment in which the business operates.

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

1. summarize the relationship between business and the environment.
2. analyze the environmental factors affecting business with special reference to SWOT analysis.
3. interpret various forms of business organisations
4. analyze the principles of business management.

Course Contents: Unit	Unit-wise weightage of marks (in %)	C&K*	A&A*
Unit 1: Introduction	25	√	√
Unit 2: The Environment of Business	25	√	√
Unit 3: Forms of Business Organisations	25	√	√
Unit 4: Principles of Business Management	25	√	√

*C&K- Comprehension & Knowledge

**A&A – Analysis & Application

Unit I: Introduction

Concept of business, industry & commerce and their interrelationship in today's environment; MSME- definitions; Profile of activities; Role of MSMEs in Indian economy (national and state- level)

Unit II: Organizational Structures

Line organization, staff organization, functional organization, product organization, project organization, matrix organization, network organization, team-based organizational structure; Difference between Hierarchical and flat structure.

Unit III: Establishing different forms of business organization

Legal aspects of establishing – sole proprietorship, partnership, limited liability partnership, private limited company, public limited company, cooperatives & self-help groups, HUF and family business; Different reporting requirements of above forms of business.

Unit IV: Principles of Business Management

Evolution of management; Principles of management - concept, nature and significance; Fayol's principles of management; Taylor's scientific management- principles and techniques; Role of management in our lives; Functional areas of management – an overview

Suggested Readings:

- Basu, C. (2017). *Business Organisation and Management*. McGraw Hill Education.
- Burton, G., & Thakur, M. (1998). *Management Today: Principles and Practice*. New Delhi. Tata McGraw Hill.
- Gupta, C. B. (2011). *Modern Business Organisation*. New Delhi. Mayur Paperbacks.
- Kaul, V. K. (2012). *Business Organisation Management*. Pearson Education.
- Koontz, H., & Weihrich, H. (2012). *Essentials of Management: An International and Leadership Perspective*. Paperback.
- Singh, B. P., & Singh, A. K. (2003). *Essentials of Management*. New Delhi. Excel Books Pvt. Ltd.

Additional Resources

- Buskirk, R. H., et al. *Concepts of Business: An Introduction to Business System*. New York. Dryden Press.
- Griffin, R. W. (2009). *Management Principles and Application*. Cengage Learning.
- Griffin, R. W., Phillips, J. M., & Gully, S. M. (2019). *Organisational Behavior: Managing People and Organisations*. Biztantra publishers.

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

ACCOUNTING AND FINANCE
Fundamentals of Financial Management
BAC: Discipline (A&F) - A1

Objective: To familiarize the students with the principles and practices of financial management.

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

1. explain the financial environment within which the organization must operate
2. analyze the finances of individual corporations both in terms of their performance and capital budgeting
3. relate the importance of cost of capital within the context of financial decision making
4. access financial information from a wide variety of sources and use this information
5. estimate working capital requirement in a firm along with an understanding of cash management.

Course Contents:

Units	Unit-wise weightage of marks (in %)	C&K*	A&A*
Unit 1: Financial Management: An Overview	15	√	√
Unit 2: Time Value of Money	15	√	√
Unit 3: Investment Decisions	35	√	√
Unit 4: Cost of Capital & Financing Decisions	20	√	√
Unit 5: Dividend Decisions	15	√	√

*C&K- Comprehension & Knowledge

**A&A – Analysis & Application

Unit 1: Financial Management: An Overview

Meaning, Importance, and Scope of Financial Management. Traditional and Modern Approach, Objectives and Functions of Financial Management, An Overview of Finance and Others Discipline, Role of Finance Manager, Agency Problem.

Unit 2: Time Value of Money

Time Value of Money- Concept and Rationale, Valuation Techniques- Discounting and Compounding. Practical Applications of Time Value of Money, Concept of Risk and Return.

Unit 3: Investment Decisions

- (a) *Capital Budgeting Decisions*- Capital Budgeting Process, Cash flow estimation. Techniques of Capital Budgeting- Payback Period, Accounting Rate of Return, Net Present Value, Internal Rate of Return and Profitability Index.
- (b) *Working Capital Decisions* - Concept of Working Capital, Operating & Cash Cycles, Risk-return Trade-off, Sources of short-term Finance, Working Capital Estimation.\

Unit 4: Cost of Capital & Financing Decisions

Sources of Long-Term Financing, Components of Cost of Capital, Method for Calculating Cost of Equity, Cost of Retained Earnings, Cost of Debt, Cost of Preference Capital and Weighted Average Cost of Capital. Operating and Financial Leverage. An Overview of Theories of Capital Structure, Determinants of Capital Structure.

Unit 5: Dividend Decisions

Introduction, Theories of Dividend – Irrelevance and Relevance, Types of Dividend Policies and Determinants of Dividend policy. Bonus Share (Stock Dividend) and Stock (Share) Splits.

Suggested Readings:

- Singh, S. & Kaur, R. (2020). *Basic Financial Management*. Kitab Mahal. New Delhi
- Pandey, I.M. (2011). *Essentials of Financial Management*. Vikas Publications. New Delhi
- Rustagi, R. P. (2019). *Basic Financial Management* Sultan Chand, New Delhi
- Singh, J. K. (2016). *Basic Financial Management: Theory and Practice*. Galgotia Publishing House New Delhi
- Kothari, R. (2016). *Financial Management: A Contemporary Approach*. Sage Publications Pvt. Ltd. New Delhi.
- Sharma, S. K. and Sareen, Rachna. (2018). *Fundamentals of Financial Management* Sultan Chand & Sons (P) Ltd. New Delhi.
- Singh, P. (2011). *Financial Management*. Ane Books Pvt. Ltd. New Delhi
- Tulsian, P.C. & Tulsian, B. (2010). *Financial Management*. S.Chand. New Delhi.

Additional Readings:

- Horne, J. C. V. & Wachowicz, J. M. (2010). *Fundamentals of Financial Management*. Pearson Education

- Khan, M. Y. & Jain, P. K. (2007). Financial Management: Text and Problems. Tata McGraw Hills, New Delhi.
- Chandra, P. (2011). Financial Management: Theory and Practice. Tata McGraw Hills, New Delhi.

Assessment Method:

- (1) There shall be 3 credit hours for lectures + one credit hour for tutorials (per group).
- (2) The theory exam shall carry 100 marks (including an Internal Assessment of 25 Marks).
The theory exam will be for 3 hours.

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

BANKING AND INSURANCE**Introduction to Insurance****BAC:Discipline(B&I): A1**

Objective: The course aims to familiarise the students with different aspects of insurance to develop an understanding of the basic concepts, nature and principles of insurance.

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

1. Describe the basic concept of Insurance;
2. Analyse the different Principles of Insurance;
3. Interpret the nature of the Insurance Contract;
4. Summarise the various types of documentation processes related to Insurance;
5. Describe the Emerging Trends in Insurance Industry

Course Contents:

Unit	Unit-wise weightage of marks (in %)	C&K*	A&A**
Unit 1: Introduction to Insurance	20	√	√
Unit 2: Principles of Insurance	20	√	√
Unit 3: Nature of Insurance Contract	20	√	√
Unit 4: Documentations	20	√	√
Unit 5: Emerging Trends in Insurance Industry	20	√	√

*C&K- Comprehension & Knowledge

**A&A – Analysis & Application

Unit 1: Introduction to Insurance

Insurance – Growth, Origin and History of Insurance, Purpose and Need, Meaning and Definition of Insurance, Characteristics of Insurance, Benefits of insurance, Functions of Insurance.

Unit II: Principles of Insurance

Principle of Utmost good faith (Uberrimae Fidei), Principle of Indemnity, Principle of Contribution, Principle of Mitigation of Loss, Principle of Subrogation, Principle of Proximate Cause, Principle of Insurable Interest.

Unit III: Nature of Insurance Contract

Salient features of a contract of insurance under Section 10 of Indian Contract Act 1872, Types of insurance contract – Personal, Property, Liability, and Guarantee Insurance, Insurance contract vs Wagering agreement, Assurance vs Insurance, Gambling vs Insurance.

Unit IV: Documentation and Claim Settlement

Proposal Forms, Policy Bonus, Cover Note, Certificate of Insurance, Nomination and assignment comparison. Claim settlement procedure - Death claim and Maturity claim, documents required for claim settlement.

Unit V Emerging Trends in Insurance Industry

Reforms in Indian Insurance Sector, Malhotra Committee, Liberation and Globalisation of Insurance Sector: Future Trends, Opportunities ahead, Macro Insurance, Major Players in Indian Insurance Industry, Bancassurance

Practical Exercises:

The learners are required to:

1. Organise various group discussions and case studies related to basic aspects of insurance.
2. Disseminate the experiences and apply the knowledge among peer groups, friends and relatives about the principles of insurance.
3. Conduct a small survey in their locality about different dimensions of an insurance contract.
4. Analyse and interpret the various aspects of Documentation and Claim Settlement.
5. Examine the Emerging Trends in Insurance Industry through Case Studies.

Suggested Readings:

- **Bhatia, N. Insurance and Risk Management, Pinnacle Learning, New Delhi.**
- Kumar, S. (2019). Fundamentals of Insurance & Risk Management, JSR Publications, New Delhi.

- Chaturvedi, D. D. & Mittal, A. (2021). Banking and Insurance, Scholar Tech Press, New Delhi.
- Gupta, A. Banking and Insurance. A. K. Publications, New Delhi.
- Farooqi A.W. Principle and Practice of Insurance. Wisdom Publications, New Delhi.
- Sethi, J. & Bhatia, N. (2012). Elements of Banking and Insurance, PHI learning Pvt. Ltd., New Delhi.

Additional Resources:

- Banking and Insurance- Law & Practice, The Institute of Company Secretaries of India, New Delhi
- Imam, A. (2011). Principles and Practice of Life Insurance in India. Anmol Publications Pvt. Ltd., New Delhi
- Singh, I. & Katyal, R. (2014). Insurance Principles and Practice. Kalyani Publishers, New Delhi
- Loomba, J. (2014). Risk Management and Insurance Planning. PHI Learning Private Limited, New Delhi.

Note: Latest edition of the readings should be used.

ADVERTISING, SALES PROMOTION AND SALES MANAGEMENT**Principles of Management
BAC: Discipline (ASPSM)- A1**

Objective: The objective of this course is to provide basic knowledge of concepts, principles, tools and techniques of marketing and to provide knowledge about various developments in marketing.

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

1. develop an understanding of basic concepts of marketing, marketing philosophies and environmental conditions affecting the marketing decisions of a firm.
2. explain the dynamics of consumer behaviour and the process of market selection through STP stages.
3. analyze the process of value creation through marketing decisions involving product development.
4. identify and analyze the marketing decisions involving product pricing and its distribution.
5. explore the marketing decisions involving product promotion and also equip them with the knowledge of various developments in the marketing area that may govern the marketing decisions of a firm.

Course Contents:

Unit	Unit Wise Weightage of Marks (in %)	C&K*	A & A**
Unit I: Introduction to Marketing and Marketing Environment	20	√	√
Unit 2: Consumer Behaviour and Market Selection	20	√	√
Unit 3: Product Decisions and New Product Development	20	√	√
Unit 4: Pricing Decisions and Distribution Decisions	20	√	√
Unit 5: Promotion Decisions and	20	√	√

Developments in Marketing			
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*C&K- Comprehension & Knowledge

**A&A – Analysis & Application

Unit 1: Introduction to Marketing

Meaning, Scope and Importance; Marketing Philosophies; Marketing Mix for goods and services

Marketing Environment

Need for studying marketing environment; Micro environmental factors- company, suppliers, marketing intermediaries, customers, competitors, publics; Macro environmental factors – demographic, economic, natural, technological, politico-legal and socio-cultural.

Unit 2: Consumer Behaviour

Need for studying consumer behaviour; Stages in Consumer buying decision process; Factors influencing consumer buying decisions.

Market Selection

Market Segmentation: Concept and Bases. Market Targeting, Product Positioning – concept and bases.

Unit 3: Product Decisions

Concept and classification; Levels of Product. Product- mix; Branding- concept, types, significance, qualities of the good brand name; Packaging and Labeling-types and functions; Product support service; Product life cycle.

Unit 4: Pricing Decisions

Objectives, Factors affecting the price of a product; Skimming and Penetration pricing.

Distribution Decisions

Channels of distribution- types and functions; Distribution logistics decisions.

Unit V: Promotion Decisions

Communication process; Importance of Promotion. Promotion mix tools: Distinctive characteristics of advertising, personal selling, sales promotion, public relations, and direct marketing.

Developments in Marketing

Sustainable Marketing, Rural marketing, Social marketing, Digital marketing – an overview.

Practical Exercises*:

The learners are required to:

1. Submit a report on the marketing mix of a good and/or service of your choice.
2. Examine the stages of the buyer decision process in a recent purchase done by you and detail your experiences in each stage. What could the seller have done to make your buying experience better?
3. Select any five consumer products of your choice and examine their current stage in the product life cycle.
4. Draft a report on the promotion mix strategy for any five products of your choice.
5. Identify 5 real-life products each that have been using penetration pricing and market-skimming pricing.
6. Identify 10 social marketing initiatives that can be currently observed in the environment.
7. Identify 20 brand names of real-life products of your choice and justify why they are good brand names.

Suggested Readings

- Etzel, M. J., Walker, B. J., Stanton, W. J., & Pandit, A. (2010). *Marketing (14th ed.)*. Mc Graw Hill.
- Grewal, D. & Levy, M. (2022). *Marketing (8th ed.)*. McGraw-Hill Education.
- Kapoor, Neeru. (2021) *Principles of Marketing*, Prentice Hall of India.
- Kotler, P. and Keller, K L., Chernev, A. (2022). *Marketing Management (16th Edition)*. Pearson Education.
- Kotler, P., Armstrong, G. and Agnihotri, P. (2018). *Principles of Marketing (17th Edition)*, Pearson Education. Indian edition.
- Sharma, K., & Swati Aggarwal. (2021). *Principles of Marketing*. Taxmann Publications.

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

HUMAN RESOURCE MANAGEMENT
Human Resource Management
BAC: Discipline (HRM) - A1

Objective: The course aims to acquaint the students with the importance, techniques, and principles of human resources in the workplace.

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

1. explicate the importance of human resource management.
2. analyze the concept and sources of the recruitment and selection process.
3. design performance appraisal techniques.
4. devise effective compensation schemes that enhance employee satisfaction and promote retention.
5. cater to the dynamics of the business environment.

Course Contents:

Unit	Unit-wise weightage of marks (in %)	C&K*	A&A**
Unit 1:Introduction to Human Resource Management	20	√	√
Unit 2:Acquisition of Human Resources	20	√	√
Unit 3:Training and Development	20	√	√
Unit 4:Compensation and Maintenance	20	√	√
Unit 5:Performance Appraisal	20	√	√

*C&K- Comprehension & Knowledge

**A&A – Analysis & Application

Unit 1: Introduction to Human Resource Management

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

Unit 2: Acquisition of Human Resources

Job analysis, concept and sources of recruitment, selection, placement, induction and socialization.

Unit 3: Training and Development

Concept and importance; Role-specific and competency-based training; Training methods - Apprenticeship, understudy, job rotation, vestibule training, Development methods - case study, role-playing, sensitivity training, In-basket, management games, conferences and seminars, coaching and mentoring, management development programs; Training process outsourcing.

Unit 4: Compensation and Maintenance

Compensation- concept administration and methods - time and piece wage system; Fringe benefits; Employee stock option, pay band compensation system; Maintenance- concept and rationale of employee health, safety, welfare and social security (excluding legal provisions); Grievance handling procedure.

Unit 5: Performance Appraisal

Performance appraisal system - nature and objectives; methods of performance appraisal - ranking, graphic rating scale, checklist, management by objectives, 360-degree appraisal; HRIS (Human Resources Information System) - concept, functioning and application of computerized HRIS

Practical Exercises:

The learners are required to:

1. design a human resource plan.
2. conduct orientation cum induction programme.
3. hold mock counselling sessions.
4. design team building activities.
5. devise incentive plans for a diverse workforce.

Suggested Readings:

- Aswathappa, K. & Dash, S (2021). Human Resource Management-Text and cases, Ninth Edition, Tata McGraw-Hill.
- Chhabra, T. N., & Chhabra M. (2020). Essentials of Human Resource Management, 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, Sixteenth Edition By Pearson Paperback.
- Gupta, C. B. (2018). Human Resource Management. Delhi: Sultan Chand & Sons.
- Prasad, L.M. (2018). Human Resource Management, Delhi: Sultan Chand & Sons
- Rao, V. S. P. (2020). Human Resource Management. Delhi: Second edition, Taxmann.

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

COMMERCIAL LAWS AND CORPORATE GOVERNANCE**Limited Liability Partnership: Law and Practice****BAC: Discipline (CLCG)- A1**

Objective: The course aims to impart knowledge of provisions of law and corresponding rules related to Limited Liability Partnership. Case studies and problems involving issues in LLP are required to be discussed.

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

1. explain the benefits available to partners in carrying out business in the LLP form of business
2. describe the process and effect of registration of LLP
3. explain the relationship of partners inter se and the relationship of partners with LLP
4. comprehend various provisions related to contribution and financial disclosures
5. enumerate the process of conversion of existing business entities into LLP

Course Contents:

Unit	Unit-wise weightage of marks (in %)	C&K*	A&A**
Unit 1: Nature of Limited Liability Partnership	20	√	√
Unit 2: Incorporation of LLP	25	√	√
Unit 3: Partners, their relations and liabilities	20	√	√
Unit 4: Contribution and Financial Disclosures	15	√	√
Unit 5: Conversion into LLP, Winding up and Dissolution	20	√	√

Comprehension & Knowledge

**A&A – Analysis & Application

Unit 1: Nature of Limited Liability Partnership

Introduction to LLP, administrative mechanism, salient features, small LLP, the difference between LLP and partnership firm, the difference between LLP and company.

Unit 2: Incorporation of LLP

Incorporation by registration, incorporation document, LLP agreement, online registration of LLP, the effect of registration, name of LLP and change therein, rectification of name, registered office and change therein.

Unit 3: Partners, their relations and liabilities

Eligibility to be a partner, eligibility to be a designated partner, relationship of partners, cessation of the partnership interest, registration of changes in partners, extent of liability of LLP, extent of liability of partner, whistleblowing.

Unit 4: Contribution and Financial Disclosures

Form of contribution, obligation to contribute, maintenance of books of accounts, other records and audit, statement of accounts and solvency, and annual return.

Unit 5: Conversion into LLP, Winding up and Dissolution

Process of conversion of a firm, a private company, unlisted public company into LLP, winding up and dissolution, winding up by the tribunal

Practical Exercises:

The learners are required to:

- 1) prepare a list of factors which make LLP a hybrid form of organization
- 2) (a) check availability of name using 'check LLP name service' on the MCA portal.
- 3) examine the FiLLiP web form from notification on the MCA portal and enlist the mandatory fields.
- 4) explore the significance of designated partner identification number (DPIN) and examine various fields in relevant forms.
- 5) enlist mandatory fields related to accounts and solvency from form 'Statement of Account and Solvency and Charge filing' accessed from notification on MCA portal
- 6) collect data related to conversion from latest monthly information bulletin available on MCA portal.

Suggested Readings:

- Kuchhal, M. C. (2018). *Business Laws*. New Delhi. Vikas Publishing House.
- Sharma, J. P. & Kanojia, S. (2019). *Business Laws*. New Delhi. Bharat Law House Pvt. Ltd.
- Singh, A. (2008). *The Principles of Mercantile Law*. Lucknow. Eastern Book Company.
- Tulsian P.C. & Tulsian, B. (2017). *Business Law*. New Delhi. Tata McGraw Hill.
- Jain, D. K. & Jain, I. (2021). *Law & Procedure of Limited Liability Partnership*. Bharat Law House Pvt Ltd.

Additional Resources

- Maheshwari, S.K. & Maheshwari, S. N. (2014). *Business Law*. Himalaya Publication House- New Delhi.

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

TAX PROCEDURES & PRACTICES**Income Tax Law and Practice****BAC: Discipline (TPP)- A1**

Objective: This paper aims to provide comprehensive knowledge of various heads of income and focuses on the computation of the total income and tax liability of an individual as per the Income Tax Act 1961.

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

1. explain the basic concepts, residential status of the assessee and incidence of tax.
2. develop an understanding of the nuances of the salaries, various allowances and perquisites available under the head income from Salaries.
3. develop an understanding of the concept of self-occupied and let out property under the head income from house property.
4. compute the income under the head profits and gains of business or profession and capital gains.
5. compute incomes covered under the head income from other sources.
6. explore the concept of including the income of other persons in the assessee's income.
7. compute the total tax liability of an individual after allowing for permissible deductions and exemptions.

Course Contents:

Unit	Unit-wise weightage of marks (in %)	C&K*	A&A**
Unit 1: Basic concepts and Residential Status	20	√	√
Unit 2: Income under the head Salaries and House Property	40	√	√
Unit 3: Income under the head Profits and Gains of Business or Profession	10	√	√

Unit 4: Income under the head of Capital Gains and Other Sources	15	√	√
Unit 5: Computation of Total Income and Tax Liability of an Individual	15	√	√

*C&K- Comprehension & Knowledge

**A&A – Analysis & Application

Unit 1: Basic concepts and Residential Status

Basic concepts: person, assessee, income, previous year, assessment year and PAN; structure to compute tax liability; residential status and tax incidence.

Unit 2: Income under the head Salaries and House Property

Computation of income under the head salaries including various allowances and perquisites, computation of income of self-occupied and let out property; unrealised rent.

Unit 3: Income under the head Profits and Gains of Business or Profession

Computation of income from business or profession, expenses specified and disallowed while computing such incomes.

Unit 4: Income under the head of Capital Gains and Other Sources

Meaning of capital assets, long term and short term capital gains; computation of capital gains.

Computation of taxable income from other sources;

Unit 5: Computation of Total Income and Tax Liability of an Individual

Clubbing of income; set off and carry forward of losses, permissible deductions under section 80C to 80U; computation of taxable income and tax liability of an individual.

Practical Exercises:

The learners are required to:

1. identify and educate the individuals not having PAN Card and help them understand the crucial relevance of holding a PAN Card. Help them in filling out the online application for the PAN Card and prepare the summarised report for the same.
2. identify the relevance of various allowances and deductions in the present context and give a presentation for the same.
3. identify and evaluate the tax liability of some individuals having income under different heads of income and present a case of the deductions and exemptions availed by each assessee.
4. go through the e-filing website of the Government of India.

Suggested Readings:

- Ahuja, G. and Gupta, R. (2022). *Simplified Approach to Income Tax*. Flair Publications Pvt. Ltd., Delhi.
- Mittal, N. (2019). *Concept Building Approach to Income Tax Law & Practice*. Cengage Learning India Pvt. Ltd., Delhi.
- Singhania, V. K., & Singhania, M. (2022). *Student's Guide to Income Tax*. Taxmann Publications Pvt. Ltd., Delhi.

Additional Resources:

- Income tax Act 1961
- www.incometaxindia.gov.in

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

MODERN OFFICE MANAGEMENT
Business Communication
BAC: Discipline (MOM)- A1

Objective: The course aims to prepare the Executive Secretary with proper knowledge of different types of communication and correspondence, presentation skill along with effective reports. This paper intends to acquaint the learners with communication theory and provide them ample exercise in communication through business correspondence.

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

1. summarise the different concepts of Business Communication.
2. interpret the vocabulary to be used in business.
3. demonstrate the different types of Correspondence or letter writing skills.
4. describe the different approaches to report writing.
5. demonstrate the Business presentation.

Course Contents:

Unit	Unit-wise weightage of marks (in %)	C&K*	A&A**
Unit 1: Introduction	25	√	√
Unit 2: Communication Technology	15	√	√
Unit 3: Modern Office Correspondence	30	√	√
Unit 4: Report Writing	20	√	√
Unit 5: Oral/Visual Presentation	10	√	√

*C&K- Comprehension & Knowledge

**A&A – Analysis & Application

Unit I: Introduction

Meaning, process, characteristics, objectives, importance, methods/types of communication: based on relationship (internal & external); based on expressions (verbal & Non-verbal) and the basis of flow (downward, upward, horizontal and diagonal/crosswise), Persuasive Communication, 7Cs of Communication, Barriers to Effective Communication and tips to overcome the barriers.

Unit II: Communication and Technology

Communication through modern technology – different apps, virtual and online video conferences - Google Meet, Zoom, Microsoft team etc., netiquettes.

Unit III: Modern Business Correspondence

Internal: Formal & Informal Correspondence -- Memorandum, Office Order, Circular, Meeting, Notice, Agenda & Minutes. External: Formal Correspondence- Routine letters (enquiry, quotation, orders and acceptance, release of payment), Sales Letters (a proposal, promotional, follow-up, mailshots), Agency Letters (status enquiries, seeking finance), Problem letters (complaint, collection/dunning, concession). Personnel: Job Application letter, Preparing the Resume, CV and Portfolio. E-Correspondence: Emails, Blogs, Chat Rooms, Discussion Forums, Social Networking, Online news releases, and Company newsletters.

Unit IV: Report Writing

Meaning, Types of Business Reports, characteristics, importance, the structure of a report, Organization of Report –Long reports & Short reports (letter form, memorandum form, minutes form).

Unit V: Oral/Visual Presentation

Importance, Characteristics, Presentation Plan, Visual Presentation – diagram/flowchart.

Practical Exercises:

The learners are required to:

- 1) Practice learning the use of different types of communications conducting their class meetings online/offline.
- 2) Learn the different rules of vocabulary to be used in Business Communication.
- 3) Practice making the drafts of all types of letters for correspondence including agenda, minutes etc.
- 4) Prepare at least one report as per your choice relating to any business/college event.
- 5) Present diagram/piktochart/flowchart on any relevant topic of this paper in the class.

Suggested Readings:

- Bhatia, R.C.(2018). Business Communication, New Delhi: Anne Books Pvt. Ltd.
- Gupta, C.B. (2019) Essential Business Communication, New Delhi: Cengage Learning India Pvt. Ltd.
- Khanna, P. (2016). English Communication New Delhi: Vikas Publishing House Pvt. Ltd.
- Lehman, C. M., D. D., & Sinha., M. (n.d.). Business Communication. Cengage Learning India Pvt. Ltd.
- R. P., & Korlahalli, J. S. (2008). Essentials of Business Communication. New Delhi: Sultan Chand & Sons.
- Taylor, S., & Chandra, V. (2005). Communication for Business. New Delhi: Pearson Education Ltd.

Additional Readings:

<https://www.youtube.com/embed/6IIh9trXgyQ> (Source: epg pathshala)

<https://www.youtube.com/embed/t-DzqqIaiM8> (Source: epg pathshala)

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