

University of Mumbai



**Revised Syllabus
and
Question Paper Pattern
of Courses of
Bachelor of Commerce Programme
at
Third Year
Semester V and VI**

**Under Choice Based Credit, Grading and
Semester System**

To be implemented from Academic Year 2018-2019

Faculty of Commerce

Bachelor of Commerce (B.Com) Programme

Under Choice Based Credit, Grading and Semester System

T.Y.B.Com

(To be implemented from Academic Year- 2018-2019)

No. of Courses	Semester V	Credits	No. of Courses	Semester VI	Credits
1	Elective Courses (EC)		1	Elective Courses (EC)	
1A	Discipline Specific Elective(DSE) Courses		1A	Discipline Specific Elective(DSE) Courses	
1 & 2	*Any one group of courses from the following list of the Groups (A/B/C/D/E/F)	04+04	1 & 2	*Any one group of courses from the following list of the Groups (A/B/C/D/E/F)	04+04
1B	Discipline Related Elective(DRE) Courses		1B	Discipline Related Elective(DRE) Courses	
3	Commerce V	03	3	Commerce VI	03
4	Business Economics V	03	4	Business Economics VI	03
2	Ability Enhancement Courses (AEC)		2	Ability Enhancement Courses (AEC)	
5 & 6	**Any two courses from the following list of the courses	03+03	5 & 6	**Any two courses from the following list of the courses	03+03
Total Credits		20	Total Credits		20

<i>*List of groups of Discipline Specific Elective(DSE) Courses for Semester V (Any One Group)</i>		<i>*List of groups of Discipline Specific Elective(DSE) Courses for Semester VI (Any One Group)</i>	
Group A: Advanced Accountancy			
1	Financial Accounting and Auditing VII - Financial Accounting	1	Financial Accounting and Auditing IX - Financial Accounting
2	Financial Accounting and Auditing VIII - Cost Accounting	2	Financial Accounting and Auditing X - Cost Accounting
Group B: Business Management			
1	Business Management Paper - I	1	Business Management Paper - III
2	Business Management Paper - II	2	Business Management Paper - IV
Group C: Banking and Finance			
1	Banking and Finance Paper - I	1	Banking and Finance Paper - III
2	Banking and Finance Paper - II	2	Banking and Finance Paper - IV
Group D: Commerce			
1	Commerce Paper - I	1	Commerce Paper - III
2	Commerce Paper - II	2	Commerce Paper - IV
Group E: Quantitative Techniques			
1	Quantitative Techniques Paper - I	1	Quantitative Techniques Paper - III
2	Quantitative Techniques Paper - II	2	Quantitative Techniques Paper - IV
Group F: Economics			
1	Economics Paper - I	1	Economics Paper - III
2	Economics Paper - II	2	Economics Paper - IV
Note: Group selected in Semester V will continue in Semester VI			

**List of Ability Enhancement Courses (AEC) for Semester V (Any Two)		**List of Ability Enhancement Courses (AEC) for Semester VI (Any Two)	
1	Trade Unionism and Industrial Relations Paper - I	1	Trade Unionism and Industrial Relations. Paper - II
2	Computer systems & Applications Paper -I	2	Computer systems & Applications Paper - II
3	Export Marketing Paper - I	3	Export Marketing Paper - II
4	Marketing Research Paper - I	4	Marketing Research Paper - II
5	Investment Analysis and Portfolio Management Paper - I	5	Investment Analysis and Portfolio Management Paper - II
6	Transport Management Paper - I	6	Transport Management Paper - II
7	Entrepreneurship& M.S.S.I. Paper - I	7	Entrepreneurship& M.S.S.I. Paper - II
8	International Marketing Paper - I	8	International Marketing Paper - II
9	Merchant Banking Paper - I	9	Merchant Banking Paper - II
10	Direct & Indirect Taxation Paper - I	10	Direct & Indirect Taxation Paper - II
11	Labour Welfare & Practice Paper - I	11	Labour Welfare & Practice Paper - II
12	Purchasing & Store keeping Paper - I	12	Purchasing & Store keeping Paper - II
13	Insurance Paper - I	13	Insurance Paper - II
14	Banking Law & Practice Paper - I	14	Banking Law & Practice Paper - II
15	Regional Planning Paper - I	15	Regional Planning Paper - II
16	Rural Marketing Paper - I	16	Rural Marketing Paper - II
17	Elements of Operational Research Paper- I	17	Elements of Operational Research Paper - II
18	Psychology of Human Behaviour at work Paper - I	18	Psychology of Human Behaviour at work Paper - II
Note: Course selected in Semester V will continue in Semester VI			

B.Com. Programme
Under Choice Based Credit, Grading and Semester System
Course Structure

(To be implemented from Academic Year- 2018-2019)

Semester V

No. of Courses	Semester V	Credits
1	<i>Elective Courses (EC)</i>	
1A	<i>Discipline Specific Elective(DSE) Courses</i>	
1 & 2	*Any one group of courses from the following list of the Groups (A/B/C/D/E/F)	04+04
1B	<i>Discipline Related Elective(DRE) Courses</i>	
3	Commerce V	03
4	Business Economics V	03
2	<i>Ability Enhancement Courses (AEC)</i>	
5 & 6	**Any two courses from the following list of the courses	03+03
Total Credits		20

*List of groups of Discipline Specific Elective(DSE) Courses for Semester V (Any One Group)	
Group A: Advanced Accountancy	
1	Financial Accounting and Auditing VII - Financial Accounting
2	Financial Accounting and Auditing VIII - Cost Accounting
Group B: Business Management	
1	Business Management Paper - I
2	Business Management Paper - II
Group C: Banking and Finance	
1	Banking and Finance Paper - I
2	Banking and Finance Paper - II
Group D: Commerce	
1	Commerce Paper - I
2	Commerce Paper - II
Group E: Quantitative Techniques	
1	Quantitative Techniques Paper - I
2	Quantitative Techniques Paper - II
Group F: Economics	
1	Economics Paper - I
2	Economics Paper - II

**List of Ability Enhancement Courses (AEC) for Semester V (Any Two)	
1	Trade Unionism and Industrial Relations Paper - I
2	Computer systems & Applications Paper -I
3	Export Marketing Paper - I
4	Marketing Research Paper - I
5	Investment Analysis and Portfolio Management Paper - I
6	Transport Management Paper - I
7	Entrepreneurship& M.S.S.I. Paper - I
8	International Marketing Paper - I
9	Merchant Banking Paper - I
10	Direct & Indirect Taxation Paper - I
11	Labour Welfare & Practice Paper - I
12	Purchasing & Store keeping Paper - I
13	Insurance Paper - I
14	Banking Law & Practice Paper - I
15	Regional Planning Paper - I
16	Rural Marketing Paper - I
17	Elements of Operational Research Paper- I
18	Psychology of Human Behaviour at work Paper - I

***Revised Syllabus of Courses of B.Com. Programme at Semester V
with Effect from the Academic Year 2018-2019***

Elective Courses (EC)

1 A. Discipline Specific Elective (DSE) Courses

Group A: Advanced Accountancy

***✓1. Financial Accounting and Auditing VII -
Financial Accounting
Modules at a Glance***

Sr. No.	Modules	No. of Lectures
1	Preparation of Final Accounts of Companies	15
2	Internal Reconstruction	15
3	Buy Back of Shares	10
4	Investment Accounting (w.r.t. Accounting Standard- 13)	12
5	Ethical Behaviour and Implications for Accountants	08
Total		60

Sr. No.	Modules / Units
1	Preparation of Final Accounts of Companies
	<p>Relevant provisions of Companies Act related to preparation of Final Account (excluding cash flow statement)</p> <p>Preparation of financial statements as per Companies Act. (excluding cash flow statement)</p> <p>AS 1 in relation to final accounts of companies (disclosure of accounting policies)</p> <p>Adjustment for –</p> <ol style="list-style-type: none"> 1. Closing Stock 2. Depreciation 3. Outstanding expenses and income 4. Prepaid expenses and Pre received income 5. Proposed Dividend and Unclaimed Dividend 6. Provision for Tax and Advance Tax 7. Bill of exchange (Endorsement, Honour, Dishonour) 8. Capital Expenditure included in Revenue expenditure and vice versa eg- purchase of furniture included in purchases 9. Unrecorded Sales and Purchases 10. Good sold on sale or return basis 11. Managerial remuneration on Net Profit before tax 12. Transfer to Reserves 13. Bad debt and Provision for bad debts 14. Calls in Arrears 15. Loss by fire (Partly and fully insured goods) 16. Goods distributed as free samples. 17. Any other adjustments as per the prevailing accounting standard.
2	Internal Reconstruction
	<p>Need for reconstruction and company law provisions</p> <p>Distinction between internal and external reconstructions.</p> <p>Methods including alteration of share capital, variation of shareholder rights, sub division, consolidation, surrender and reissue / cancellation, reduction of share capital with relevant legal provisions and accounting treatment for same.</p>
3	Buy Back of Shares
	<p>Company Law / Legal provisions (including related restrictions, power, transfer to capital redemption reserve account and prohibitions)</p> <p>Compliance of conditions including sources, maximum limits and debt equity ratio. Cancellation of Shares Bought back(Excluding Buy Back of minority shareholding)</p>

Sr. No.	Modules / Units
4	Investment Accounting (w.r.t. Accounting Standard- 13)
	For shares (variable income bearing securities) For debentures/Preference. shares (fixed income bearing securities) Accounting for transactions of purchase and sale of investments with ex and cum interest prices and finding cost of investment sold and carrying cost as per weighted average method (Excl. brokerage). Columnar format for investment account.
5	Ethical Behaviour and Implications for Accountants
	Introduction, Meaning of ethical behavior Financial Reports – What is the link between law, corporate governance, corporate social responsibility and ethics? What does the accounting profession mean by the ethical behavior? Implications of ethical values for the principles versus rule based approaches to accounting standards The principal based approach and ethics The accounting standard setting process and ethics The IFAC Code of Ethics for Professional Accountants Ethics in the accounting work environment – A research report Implications of unethical behavior for financial reports Company Codes of Ethics The increasing role of whistle – Blowing Why should student learn ethics?

***Revised Syllabus of Courses of B.Com. Programme at Semester V
with Effect from the Academic Year 2018-2019***

Elective Courses (EC)

1 A. Discipline Specific Elective (DSE) Courses

Group A: Advanced Accountancy

***2. Financial Accounting and Auditing Paper-VIII:
Cost Accounting
Modules at a Glance***

Sr. No.	Modules	No. of Lectures
1	Introduction to Cost Accounting	10
2	Material Cost	10
3	Labour Cost	10
4	Overheads	10
5	Classification of Costs and Cost Sheet	10
6	Reconciliation of cost and financial accounts	10
Total		60

Sr. No.	Modules / Units
1	Introduction to Cost Accounting
	(a) Objectives and scope of Cost Accounting (b) Cost centres and Cost units (c) Cost classification for stock valuation, Profit measurement, Decision making and control (d) Coding systems (e) Elements of Cost (f) Cost behaviour pattern, Separating the components of semi- variable costs
2	Material Cost
	(i) Procurement procedures—Store procedures and documentation in respect of receipts and issue of stock, Stock verification (ii) Inventory control —Techniques of fixing of minimum, maximum and reorder levels, Economic Order Quantity, ABC classification; Stocktaking and perpetual inventory (iii) Inventory accounting Note- Simple practical problems based on Calculation of EOQ, Raw Material Turnover ratio, Preparation of stock ledger and Valuation of Inventories, based on FIFO and Weighted average cost.
3	Labour Cost
	(i) Attendance and payroll procedures, Overview of statutory requirements, Overtime, Idle time and Incentives (ii) Labour turnover (iii) Utilisation of labour, Direct and indirect labour, Charging of labour cost, Identifying labour hours with work orders or batches or capital jobs (iv) Efficiency rating procedures (v) Remuneration systems and incentive schemes. Note- Simple practical problems based on Preparation of labour cost statement Remuneration and incentive systems based on Piece work plan, Haley Premium Plan, Rowan system, Gantt's Task
4	Overheads
	Functional analysis — Factory, Administration, Selling and Distribution Behavioural analysis — Fixed, Variable, Semi-variable cost Note- Simple practical problems on Departmentalization and apportionment of primary overheads, Computation of overhead rates including Machine overhead rates Basic concepts of treatment of over/under absorption of overheads- Direct Labour method and Prime Cost method
5	Classification of Costs and Cost Sheet
	Classification of costs, Cost of Sales, Cost Centre, Cost Unit, Profit Centre and Investment Centre Cost Sheet, Total Costs and Unit Costs, Different Costs for different purpose Note- Simple practical problems on preparation of cost sheet
6	Reconciliation of cost and financial accounts
	Practical problems based on Reconciliation of cost and Financial accounts.

***Revised Syllabus of Courses of B.Com. Programme at Semester V
with effect from the Academic Year 2018-2019***

Elective Courses (EC)

1 B. Discipline Related Elective (DRE) Courses

**3. Commerce - V
Marketing**

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Introduction to Marketing	12
2	Marketing Decisions I	11
3	Marketing Decisions	11
4	Key Marketing Dimensions	11
Total		45

Sr. No.	Modules / Units
1	Introduction to Marketing
	<ul style="list-style-type: none"> Marketing, Concept, Features, Importance, Functions, Evolution, Strategic v/s Traditional Marketing Marketing Research - Concept, Features, Process Marketing Information System-Concept, Components Data Mining- Concept, Importance Consumer Behaviour- Concept, ,Factors influencing Consumer Behaviour Market Segmentation- Concept, Benefits, Bases of market segmentation Customer Relationship Management- Concept , Techniques Market Targeting- Concept, Five patterns of Target market Selection
2	Marketing Decisions I
	<ul style="list-style-type: none"> Marketing Mix- Concept, Product- Product Decision Areas Product Life Cycle- Concept, Managing stages of PLC Branding- Concept , Components Brand Equity- Concept , Factors influencing Brand Equity Packaging- Concept , Essentials of a good package Product Positioning- Concept, Strategies of Product Positioning Service Positioning- Importance & Challenges Pricing- Concept, Objectives, Factors influencing Pricing, Pricing Strategies
3	Marketing Decisions
	<ul style="list-style-type: none"> Physical Distribution- Concept, Factors influencing Physical Distribution, Marketing Channels (Traditional & Contemporary Channels) Supply Chain Management-Concept, Components of SCM Promotion- Concept, Importance, Elements of Promotion mix Integrated Marketing Communication (IMC)- Concept, Scope ,Importance Sales Management- Concept, Components, Emerging trends in selling Personal Selling- Concept , Process of personal selling, Skill Sets required for Effective Selling
4	Key Marketing Dimensions
	<ul style="list-style-type: none"> Marketing Ethics: Concept, Unethical practices in marketing, General role of consumer organizations Competitive Strategies for Market Leader, Market Challenger, Market Follower and Market Nicher Marketing Ethics: Rural Marketing- Concept, Features of Indian Rural Market, Strategies for Effective Rural Marketing Digital Marketing-Concept, trends in Digital Marketing Green Marketing- concept, importance Challenges faced by Marketing Managers in 21st Century Careers in Marketing – Skill sets required for effective marketing Factors contributing to Success of brands in India with suitable examples, Reasons for failure of brands in India with suitable examples.

***Revised Syllabus of Courses of B.Com. Programme at Semester V
with effect from the Academic Year 2018-2019***

Elective Courses (EC)

1 B. Discipline Related Elective (DRE) Courses

**4. Business Economics - V
Macro Economic Aspects of India**

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Macro Economic overview of India	15
2	Agriculture During Post Reform Period	10
3	The Industry And Service Sector During Post Reform Period	10
4	Banking and Financial Market	10
Total		45

Sr. No.	Modules / Units
1	Macro Economic overview of India
	<ul style="list-style-type: none"> • Overview of New Economic Policy-1991, - Role of Social Infrastructure with reference to education, health and family welfare. • Sustainable Development Goals and Policy measures: Make in India, Invest in India, and Skill Development and Training Programmes. • Foreign Investment Policy Measures in India – Foreign Investment Promotion Board, FDI- MNCs and their role.
2	Agriculture During Post Reform Period
	<ul style="list-style-type: none"> • National Agricultural Policy 2000: Objectives, Features and Implications • Agricultural pricing and agricultural finance • Agricultural Marketing Development-Agricultural Market infrastructure - Market information- Marketing training- Enabling environments-Recent developments
3	The Industry And Service Sector During Post Reform Period
	<ul style="list-style-type: none"> • Policy Measures- Competition Act 2003, Disinvestment Policy, Micro, Small and Medium Enterprises [MSME sector] since 2007. • Industrial Pollution in India: Meaning, Types, Effects and Control. • Service Sector: Recent trends, role and growth in Healthcare and Tourism Industry
4	Banking and Financial Market
	<ul style="list-style-type: none"> • Banking Sector- Recent trends, issues and challenges in Banking and Insurance Industry • Money Market – Structure, Limitations and Reforms. • Capital Market – Structure, Growth and Reforms.

❖ Scheme of Examination

Type	Marks	Duration
Theory	75	2 ½ hours
Practical	20	1 hour per batch of 10
Active Participation and Class conduct	05	---

• Practical Examination Pattern- Semester V

Sr. No.	Topic	Marks
01	MySQL	07
02	Spread Sheet	03
03	Journal	05
04	Viva	05

- Practical examination to be conducted 2 to 3 weeks before the theory examination. Marks out of 25 to be submitted to the University before commencement of theory examination.
- Software Requirement :
MS-Excel 2010, VB 6.0
- Hardware
For a batch of 120 students minimum 10 computers with appropriate hardware and software installed on each computer. During practical hours maximum two student may share one computer.
- For in house computing facility fee of rupees 750/- be charged for each student per Semester in the existing fee structure against head of computer fee/computer practical.

***Revised Syllabus of Courses of B.Com. Programme at Semester V
with effect from the Academic Year 2018-2019***

Elective Courses (EC)

2. Ability Enhancement Courses (AEC)

3. Export Marketing Paper - I

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Introduction to Export Marketing	12
2	Global Framework for Export Marketing	11
3	India's Foreign Trade Policy	11
4	Export Incentives and Assistance	11
Total		45

Sr. No.	Modules / Units
1	Introduction to Export Marketing
	a) Concept and features of Export Marketing; Importance of Exports for a Nation and a Firm; Distinction between Domestic Marketing and Export Marketing b) Factors influencing Export Marketing; Risks involved in Export Marketing; Problems of India's Export Sector c) Major merchandise/commodities exports of India (since 2015); Services exports of India (since 2015); Region-wise India's Export Trade (since 2015)
2	Global Framework for Export Marketing
	a) Trade barriers; Types of Tariff Barriers and Non-Tariff barriers; Distinction between Tariff and Non-Tariff barriers b) Major Economic Groupings of the World; Positive and Negative Impact of Regional Economic Groupings; Agreements of World Trade Organisation (WTO) c) Need for Overseas Market Research; Market Selection Process, Determinants of Foreign Market Selection
3	India's Foreign Trade Policy
	a) Foreign Trade Policy (FTP) 2015-20 - Highlights and Implications, Export Trade facilitations and ease of doing business as per the new FTP b) Role of Directorate General of Foreign Trade (DGFT), Negative list of Exports, Deemed Exports c) Benefits to Status Holders & Towns of Excellence; Common benefits for EHTP, BTP and STP; Benefits enjoyed by (IIAs) Integrated Industrial Areas(SEZ), EOU, AEZ
4	Export Incentives and Assistance
	a. Financial Incentives available to Indian Exporters - Marketing Development Assistance (MDA), Market Access Initiative (MAI), Assistance to States for Infrastructure Development for Exports (ASIDE), Industrial Raw Material Assistance Centre(IRMAC), b. Institutional Assistance to Indian Exporters - Federation of Indian Export Organisations (FIEO), India Trade Promotion Organisation (ITPO), The Federation of Indian Chambers of Commerce and Industry (FICCI), Export Promotion Councils (EPCs) & Commodity Boards (CBs), Indian Institute of Foreign Trade (IIFT), Indian Institute of Packaging (IIP) c. Schemes - Export Promotion Capital Goods (EPCG) Scheme, Duty Exemption and Remission Schemes, Export Advance Authorisation Scheme; Duty Drawback (DBK); IGST Refund for Exporters

***Revised Syllabus of Courses of B.Com. Programme at Semester V
with effect from the Academic Year 2018-2019***

Elective Courses (EC)

2. Ability Enhancement Courses (AEC)

12. Purchasing and Store Keeping Paper - I

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Material Management and Material Requirement Planning	12
2	Materials Research & 'E' Material management	11
3	Scientific Purchasing	11
4	Purchase procedure	11
Total		45

Sr. No.	Modules / Units
1	Material Management and Material Requirement Planning
	<p>a. Material Management – Definition, Concept, Importance, Objectives, Functions, Scope, Responsibilities of material manager, Interdepartmental relationship.</p> <p>b. Materials budget – Purpose, Procedures & Factors.</p> <p>c. Material Requirement Planning – Concept, Need, Objectives and Factors affecting MRP.</p>
2	Materials Research & 'E' Material management
	<p>a. Material Research – Meaning, Definition, Need, Importance, Scope & Functions.</p> <p>b. 'E' Material Management – Concept, Application & Operation, Uses & Advantages, Classes/ Types of materials.</p> <p>c. Coding and Standardization – Nature, Methods and Advantages of Codification, Standardization – Nature & Importance.</p>
3	Scientific Purchasing
	<p>a. Purchase Department - Types of Buyers/ Consumers, Personality traits for Purchase executives/ Manager-qualities & qualification, Functions of Purchase department, Records maintain by Purchase department</p> <p>b. Scientific Purchasing - Meaning, Importance, Objectives & Principles, Purchase policies-Centralized vs decentralized purchasing.</p> <p>c. Suppliers – Sources of supplier, Selection of Suppliers – Methods, Vendor rating & Vendor development.</p>
4	Purchase procedure
	<p>a. Purchase procedure - Make or Buy or Import decision, Buyer & Seller relationship – Techniques, Ethics in Buying – Principles, Purchase methods, Documentation.</p> <p>b. National purchase Procedure – Steps/procedure, Purchase requisition, quotations – types, Invoice – Types and different Methods of payment settlement, Legal aspect of contract- Contents and Clauses.</p> <p>c. International Purchase Procedure – Need, Indent house / firm – Functions & Services offered by Indent house, Steps/Procedure of Importing, Documentations, Emerging trends in purchasing.</p>

Revised Syllabus of Courses of B.Com. Programme at Semester V with effect from the Academic Year 2018-2019

Reference Books

Reference Books
Elective Courses (EC)
Discipline Specific Elective (DSE) Courses
Group A: Advanced Accountancy
1. Financial Accounting and Auditing VII- Financial Accounting
<ul style="list-style-type: none"> Ashish K. Bhattacharyya – “Financial Accounting for Business Managers”, Prentice Hall of India Pvt. Ltd. Shashi K. Gupta – “Contemporary Issues in Accounting”, Kalyani Publishers. R. Narayanaswamy – “Financial Accounting”, Prentice Hall of India, New Delhi Ashok Sehgal – “Fundamentals of Financial Accounting”, Taxmann’s Publishers Financial Accounting Reporting – Barry Elliot and Jamie Elliot – Prentice Hall (14th Edition)
2. Financial Accounting and Auditing VIII- Cost Accounting
<ul style="list-style-type: none"> Cost Accounting- A managerial emphasis by Horngren, Charles, Foster and Datar, Prentice Hall Management Accounting by Khan and Jain, Tata McGraw Hill Practical Costing by P C Tulsian, Vikas New Delhi Advanced problems and solutions in cost Accounting by S N Maheshwari, Sultan Chand New Delhi Cost Accounting (For B. Com 4th Sem, Delhi Univ) by Arora M N, Vikas Publishing House Pvt. Ltd. A Textbook of Cost And Management Accounting - 10th Edn by Arora M N, Vikas Publishing House Pvt. Ltd. Cost Accounting: Principles & Practice - 12 Edn by Arora M N, Vikas Publishing House Pvt. Ltd. Essentials of Cost Accounting by Arora M N, Vikas Publishing House Pvt. Ltd. Students Guide to Cost Accounting & Financial Management (Set of 2 Volumes) (CA-IPCC) (Group I) by Bhavesh N. Chandarana, Taxmann Lectures on Costing by Swaminathan: S. Chand and Company (P) Ltd., New Delhi Cost Accounting by C.S. Rayudu, Tata Mc. Grow Hill and Co. Ltd., Mumbai Cost Accounting by Jawahar Lal and Seema Srivastava, Tata Mc. Grow Hill and Co. Ltd., Mumbai Cost Accounting by Ravi M. Kishore, Taxmann Ltd., New Delhi Principles and Practices of Cost Accounting by N.K. Prasad, Book Syndicate Pvt. Ltd., Calcutta Cost Accounting Theory and Practice by B.K. Bhar, Tata Mc. Grow Hill and Co. Ltd., Mumbai Cost Accounting Principles and Practice by M.N. Arora, Vikas Publishing House Pvt. Ltd., New Delhi Advanced Cost and Management Accounting: Problems and Solutions by V.K. Saxena and C.D. Vashist, S. Chand and Company (P) Ltd., New Delhi Cost Accounting by S.P. Jain and K.L. Narang, Kalyani Publishers, Ludhiana Modern Cost and Management Accounting by M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi Fundamentals of Cost Accounting by Jhamb. H. V., Ane Books Pvt. Ltd. Cost Accounting by Gupta Nirmal, Ane Books Pvt. Ltd.
Discipline Specific Elective (DSE) Courses
Group B: Business Management
1. Business Management Paper I
<ul style="list-style-type: none"> Essentials of Management by Koontz and Weihrich / McGraw Hill Principles of Management by Koontz and O. Donnel/ Tata McGraw Hill, New Delhi Principles of Management: Theory and practices by Sarangi S.K. VMP Publishers and Distributors. Guide to Management Ideas by Tim Hindle, The Economist Principles of Management by Terry G.R. AITBS Business Organization and Principles of Management by Dutta Chowdury, Central Education

Reference Books

- *Principles of Management*, Daver Rustoms, Crown
- *Principles of Management*, Tripathi P.C. Tata McGraw Hill, New York
- *Management Theory and Practices* by Dale, Ernest / McGraw Hill, New York.
- *Practice of Management* by Peter Drucker / Allied Publisher, New Delhi
- *Management* by Ricky W Griffin / Houghton Mifflin Company
- *Management* by Gary Dessler / Prentice Hall
- *Management* by Stephen Robbins, Mary Coulter / Prentice Hall
- *Management* by James Stoner, Edward Freeman / Prentice Hall
- *Time Management* by Roberta Roesch, Tata Mc Graw Hill
- *Time Management* by Marc MANCINI, Tata Mc Graw Hill

2. Business Management Paper II

- *Fundamentals of Financial Management*(5th edition) by Chandra Prasanna (2010). Tata McGraw Hill Education Pvt. Ltd.: New Delhi
- *Financial Management – Analytical and Conceptual Approach* (12th edition) by Kuchhal S.C. (1995).Chaitanya Publishing House: Allahabad
- *Financial Management* by Reddy R.Jayprakash (2010) APH Publishing Corporation: New Delhi
- *Financial Management – Theory and Practice* (5 & 6th edition) by Chandra Prasanna (2003, 2004). Tata McGraw Hill Education Pvt. Ltd.: New Delhi
- *Fundamentals of Financial Management* (13th edition) by Horne, James C. Van (2012) PHI Learning Pvt. Ltd.: New Delhi
- *Financial Management and decision making* by Samuels, John (1999) International Thomson Nusiness Press : London
- *Financial Management - problems & solutions* (2nd edition) by Kishore, Ravi M. (2010) Taxmann Publication Pvt. Ltd.: New Delhi
- *Financial Management : theory, concepts and cases*(5th rev edition) by Rustagi, R.P. (2011) Taxmann Publication Pvt. Ltd.: New Delhi
- *Financial Management : principles & problems* (7th edition) by Srivastava, R.M.&VermaShubhra (2002) PragatiPrakashan: Meerut
- *Fundamentals of Financial Management – problems and solutions* (3rd edition) by Maheswari, S.N. (2006) Sultan Chand and Sons: New Delhi

Discipline Specific Elective (DSE) Courses

Group C: Banking and Finance

1. Banking and Finance Paper- I Financial Markets

- Khan M.Y, *Financial Services*, Mc Graw Hill Education.
- Dr.S. Gurusamy, *Financial Services*, Vijay Nicole Imprints.
- E. Gordon and K. Natarajan – *Financial Markets and Services*
- Niti Chatnani- *Commodity markets* McGraw Hill Publication
- S. Kevin, - *Commodities & financial derivatives* PHI Learning Pvt Ltd

2. Banking and Finance Paper- II Financial Reporting Analysis

- Ashish K. Bhattacharyya – “*Financial Accounting for Business Managers*”, Prentice Hall of India Pvt. Ltd.
- Shashi K. Gupta – “*Contemporary Issues in Accounting*”, Kalyani Publishers.
- R. Narayanaswamy – “*Financial Accounting*”, Prentice Hall of India, New Delhi
- Ashok Sehgal – “*Fundamentals of Financial Accounting*”, Taxmann’s Publishers
- IFRS – Dr Ram Mohan Bhawe and Dr Anjali Bhawe

Reference Books

Discipline Specific Elective (DSE) Courses

Group D: Commerce

1. Commerce Paper I

- *Bhattacharjee, Service Sector Mgt; An Indian Perspective, Jaico Publishing house, 2011.*
- *Christopher Lovelock, service marketing –people technology, strategy, pearson education, IV Edi, 2003.*
- *Valarie A. Zeithaml & Mary Jo Bitner, Services Marketing, Tata McGraw-Hill, 2000.*
- *A. Vijaykumar, service sector in India – Recent Policy initiative, New century Publication, 2008.*

2. Commerce Paper II

- *Office Management, Pillai R S N, S. Chand Publishers, 2010*
- *Office Organisation & Management, N.Kumar & R. Mttal, Anmol Publisher, 2001*
- *Office Management, Balachandran, Tata Mc Graw Hill, 2009*

Discipline Related Elective(DRE) Courses

3. Commerce V

- *Phillip Kotler. (2005) Marketing Management, Englewood cliffs, Prentice Hall, NJ*
- *Richard M. S Wilson, Colin Gilligan, Strategic Marketing Management, Viva Books Pvt. Ltd., 2003.*
- *Walker –Boyd, Larreche , Marketing Strategies –Planning Implementations, Tata McGraw Hill. 2004.*
- *Neelamegam, S. (2007) Marketing in India : Cases and Readings, Vikas, New Delhi*
- *Kotler, P., Keller, K.L. Koshy, A. & Jha. M. (2009). Marketing Management: A South Asian Perspective. (Thirteenth Ed). Pearson Education, New Delhi.*
- *Gandhi, J.C. Marketing a Managerial Introduction Tata McGraw Hill.*
- *Maheshwari, R.P., Jindal, Lokesh, (2011). Marketing Management Theory and Practice.*
- *Sherlekar, S.A. Marketing Management. Himalaya Publishing House.*
- *Saxena, Rajan. Marketing Management*
- *Ramaswamy & Kumari Nama. Marketing Management*

4. Business Economics V

- *Indian Economic Survey Reports (Annual), Ministry of Finance, Government of India*
- *Indian Economy by Misra and Puri, Himalaya Publishing House - Delhi*
- *Gaurav Dutt & Ashwini Mahajan, (2016) Indian Economy, S.Chand & company PVT LTD New Delhi*
- *A.N. Agarwal – Indian Economy problems of Development and Planning New Age International Publisher*
- *Ruddar Datt K.P.M Sundharam – Indian Economy S. Chand E-co LTD. Delhi*
- <http://www.environmentalpollution.in/industrial-pollution/industrial-pollution-types-effects-and-control-of-industrial-pollution/299-for-industrial-pollution>

Ability Enhancement Courses (AEC)

1. Trade Unionism and Industrial Relations Paper I

- *Myers C.A. & Kannappan S. (1970), 'Industrial Relation in India', Asia publishing House, India.*
- *Singh, J.K. (1988), 'Labour Economics. Principles Problem and Practices', Deep and Deep Publication Pvt. Ltd. New Delhi.*
- *Jackson, M.P. , Strikes*
- *Karnik V.B. (1974), 'Indian labour, Problems and prospects', Minewal Associations.*
- *Joshi C.K (1967), ' Unionism in Developing Economy', Asia Publication House, Bombay.*
- *Mamoria C.B. & Mamoria S. (1992), 'Dynamics of Industrial Relation in India', Himalaya Publishing House.*
- *Sahani, Dr, N.K. (2009) 'Industrial Relations' Kalyani Pub. Ludhiyana.*
- *Tripathi, P.C. (2009) 'Personal Management and Ind. Relations' – Sultan Chand and Sons, New Delhi.*
- *Memoria & Memoria- 'Ind. Relations' Himalaya Pub. House, Mumbai.*
- *A.M. Sharma- 'Ind. Relations' - Himalaya Pub. House, Mumbai.*
- *G. Ramanugan- The Honey bee to words a new culture in Ind, Relations- Sterling Pub. Pvt. Ltd.*

Reference Books

2. Computer Systems and Applications Paper I

- *Data Communication and Networking* -Behrouz A Forouzan
- *Introduction to Computers – Peter Norton, Tata McGraw Hill*
- *Fundamentals of Database Systems* - Elmasri Navathe, Somayajulu, Gupta
- *Database Systems and Concepts* - Henry F. Korth, Silberschatz, Sudarshan McGraw Hill
- *DBMS - Date*
- *The complete reference SQL* - Vikram Vaswani TMH
- *The complete reference SQL* - James R. Groff & Paul N. Weinberg TMG
- *Learning SQL* - Alan Beaulieu O'REILLY.
- *Learning MySQL* - Seyed M. M. and Hugh Williams, O'REILLY.
- *SQL a complete reference* - Alexis Leon & Mathews Leon TMG

3. Export Marketing Paper I

- *Export Policy Procedures& Documentation– M. I. Mahajan, Snow White Publications Pvt. Ltd, 26th Edition,*
- *International Business, K. Aswathappa, McGraw-Hill Education (India) Pvt. Ltd., 6th Edition*
- *Export Import Procedures - Documentation and Logistics, C. Rama Gopal, New Age International Publishers, 2006 / Reprint Jan 2016*
- *International Trade and Export Management, Francis Cherunilam, Himalaya Publishing House, 20th Edition, 2017*
- *R. K. Jain's, Foreign Trade Policy & Handbook of Procedures [With Forms, Circulars & Public Notices], Centax Publication, 2017*
- *EXIM Policy & Handbook of EXIM Procedure – VOL I & II*
- *International Marketing and Export Management, Gerald Albaum, Edwin Duerr, Alexander Josiassen, Pearson Publications, 8th Edition, June 2016*
- *International Marketing Strategy, Isobel Doole and Robin Lowe, 5th Edition, Thomson Learning, 2008.*
- *Global marketing, Warren J. Keegan 9th Edition Pearson Education, Delhi,*
- *New Import Export Policy - Nabhi Publications, 2017*
- *P.K. Khurana, Export Management, Galgotia Publishing Co, New Delhi*
- *P.K. Vasudeva, International Marketing-, Excel Books, fourth edition, New Delhi*
- *Paras Ram, Export documentation and procedure A-Z*
- *Export: What, Where, How? Paras Ram, & Nikhil K. Garg, Anupam Publishers, 47th Edition, 2016-17*
- *International Marketing, Mary C. Gilly, John L. Graham, Philip R. Cateora, 14th Edition, Tata McGraw-Hill Co. Ltd., 2014*
- *International Marketing Management, An Indian Perspective, R.L. Varshney and B. Bhattacharya, Sultan Chand & Sons, 24th Edition, 2012*
- *International Marketing Analysis and Strategy, Sakonkvisit, John J. Shaw, Prentice-Hall of India Pvt. Ltd., 5th Edition, 2008*
- *International Marketing, Subhash C. Jain, South-Western, 6th Edition, 2001*
- *Export Management, T.A.S. Balagopal, Himalaya Publishing House, Mumbai, 2014*
- *Michael R. Czinkota and Iikka A. Ronkainen, International Marketing, South-Western, 10th Edition, 2012*
- *Export-Import and Logistics Management, Charlie Hill, Random Publications, 2014*
- *International Marketing Management, M.V. Kulkarni, Everest Publishing House*

4. Marketing Research Paper I

- *Marketing Research Text and Cases, Rajendra Nargundkar, McGraw Hill, 2nd edition*
- *Marketing Research (Text with Cases), Suja Nair, Himalaya Publishing House, Maharashtra, 2014*
- *Marketing Research, John Boyce, Tata McGraw Hill Publishing Co. Ltd., Maharashtra, 2011*
- *Encyclopaedia of Marketing Research Series, S.D. Singh, Anmol Publications Pvt. Ltd., New Delhi, 2012*
- *Marketing Research: A Global Outlook, V. Kumar, Sage Publications, New Delhi, 2015*
- *Marketing Research, G. C. Beri, McGraw Hill, New Delhi, 2007*
- *Fundamentals of Marketing Research, M.K. Gawande, Chandralok Prakashan, Kanpur, 2012*
- *Marketing Research: The impact of internet, Gates, Roger et al, John Wiley & sons, Great Britain, 2002*

Reference Books

5. Investment Analysis and Portfolio Management Paper I

- *Security Analysis and Portfolio Management*, Prasanna Chandra, Tata McGraw Hill
- *Financial Management*, Prasanna Chandra, Tata McGraw Hill
- *Security Analysis and Portfolio Management*, Ravi Kishor, Taxman Publishers
- *Financial Management*, Khan & Jain, Tata McGraw Hill
- *Fundamentals of Investment Management*, Hirt and Block, Tata McGraw Hill. Ed 2009.
- *Portfolio Management Handbook*, Robert A. Strong, Jaico Publishing House, Mumbai

6. Transport Management Paper I

- Phil Hughes & Ed Ferrett (2010). *International Health and Safety at Work*. Routledge Publisher.
- Mather J. C. (ed.) (1992). 'Transport and Economic Development', Chugh Publications, Allahabad.
- Modak S.K. (1980). 'Adgunik Parivahanache Arthashastra', Maharashtra Vidhyapeeth Grantha Nirmitee Mandal, Nagpur.
- Hugh M. Kindred & Mary R. Brooks (1997). 'Multimodal Transport Rules'. Martinus Nijhoff Publishers.
- *Multimodal Transportation of Goods Act, 1993 Along With Allied Rules*, Professional Book Publishers.
- Slim Hammadi & Mekki Ksouri (2013). *Multimodal Transport Systems*. John Wiley & Sons.
- Joseph S. Szyliowicz, Luca Zamparini, Genserik L.L. Reniers & Dawna L. Rhoades (2016). *Multimodal Transport Security: Frameworks and Policy Applications in Freight and Passenger Transport*. Edward Elgar Publishing.
- United Nations Economic and Social Commission for Asia and the Pacific (2004). *Manual on Modernization of Inland Water Transport for Integration within a Multimodal Transport System*. United Nations Publications.
- Jean-Paul Rodrigue, Claude Comtois & Brian Slack (2013). *The Geography of Transport Systems*. Routledge.
- Christos N. Pyrgidis (2016). *Railway Transportation System: Design, Construction and Operation*. CRC Press.
- United Nations. Economic and Social Commission for Asia and the Pacific Secretariat (2003). *Training Manual on the Operational Aspects of Multi Model Transport*. United Nations Publications.
- *Container and Multimodal Transport Management (2002)*. Shroff Publishers & Distributors.
- Faulks R.W. (1982). 'Principal of transport', Iran Allen.
- Owen, W. (1964). 'Strategy for Mobility', East-West Centre Edition, Honolulu.
- Bruton, M.J. (1985). *Introduction to Transportation Planning*, Hutchinson, London.
- Lok sabha Secretariat (1986). 'Transport in India', New Delhi.
- Pasricha (1999). *Road Safety guide for drivers of heavy vehicle*. Nasha Publications, Mumbai.
- K.W.Ogden, "Safer Roads – A guide to Road Safety Engineering".
- Babkov, V.F. (1986). *Road Conditions and Traffic Safety*. MIR Publications, Moscow.
- Popkes, C.A. (1986). *Traffic Control and Road Accident Prevention*. Chapman and Hall Limited.
- Pradeep Chaturvedi (2006). *Challenges of Occupational Safety and Health*. Concept Publishing Company.
- Konkan Railway - A Dream Come True- Konkan Railway Corporation Ltd.
- S. Ponnuswamy (2012), 'Urban Transportation: Planning, Operation and Management' Publisher- Tata McGraw-Hill Education.
- B.C. Vaidya (2003). 'Geography of Transport Development in India' Concept Publishing Company

7. Entrepreneurship & Management of Small Scale Industries Paper I

- Batra G.S. and Dangal R.C., *Entrepreneurship and Small Scale Industries*, Deep and Deep Publications Pvt. Ltd.
- *Entrepreneurial Development, Colombo Plan, 1998*, Tata McGraw Hill, New Delhi.
- *Entrepreneurship Development*, Himalaya Publishing House, Mumbai.
- Gupta C.B., *Entrepreneurial Development, 1995*, Somaiya Publication, New Delhi.
- Hisrich R.D., *Cases in International Entrepreneurship, 1997*, Liven, Chicago.
- Hisrich Robert D and Peters Michael, *Entrepreneurship, 2002*, Tata McGraw Hill, New Delhi,
- Mascarenhas Romeo S., *Entrepreneurship and Management of Small and Medium Enterprises*, Vipul Prakashan, Mumbai.

Reference Books

- Mascarenhas Romeo S., *Management of Small Scale Industries*, Vipul Prakashan, Mumbai.
- MSME Policy Document, Government of India.
- Pooja, *Micro, Small and Medium Enterprises (MSMEs) in Indian Economy*, New Century Publications New Delhi.
- *Principles of Entrepreneurship*, Excel India Publishers, New Delhi.
- Sharma P.K., *Development Banks and Entrepreneurship Promotion in India*, Mittal Publications.
- Singh P.N. and Saboo J.C., *Entrepreneurial Management*, Dr. P. N. Singh Centre for HRD.
- Vasant Desai, *Entrepreneurial Development*, 3 Volumes Himalaya Publishing House.
- Vasant Desai, *Entrepreneurship and Management of Small and Medium Enterprises*, Himalaya Publishing House.
- Vasant Desai, *Small Scale Industries and Entrepreneurship*, Himalaya Publishing House.
- Yerram Raju B. and Pujari Ram R., *The Small Entrepreneur Starting and Growing*, Excel Publication, New Delhi.

8. International Marketing Paper I

- *International Marketing* - Rathor Jani Rathor
- *International Business* - P. Suhbarau
- *Global Marketing Strategy* - Jeannet&Hennssey
- *Managing International Marketing* - dr. V. O. Varkey
- *Modern Marketing Research* – M.N.Mithani
- *Marketing Research* – G.C.Berry
- *Marketing Research : Applied Orientation.*- Naresh Malhotra
- *Marketing Research-* Boyd, Westfall & Stasch SakOnkvisit , John J. Shaw ,
- *International Marketing* -Phillip R Cateora and John Graham
- *International Marketing* - Varshney and Bhattacharya
- *International Marketing* - P.K. Vasudev.
- *International Marketing & Export Management* – Edwin Duerr, Jesper
- B.L. Varshney and B. Bhattacharya , *International Marketing Management* .
- P.G. Apte, *International Financial Management* .
- Francis Cherunilum, *International Marketing Management*.
- Phillip R. Cateoria, *International Marketing*.

9. Merchant Banking Paper I

- *Merchant Banking and Financial Services* – Dr. S Guruswamy Fourth Edition, Delhi Publishing House.
- *Merchant Banking Principles & Practices* – H. R Machiraju New Age International Ltd
- *Merchant Banking* – NISM 2015 Edition
- *Merchant Banking and Financial Services* – Dr L.N Natarajan, Margham Publications 2012

10. Direct and Indirect Taxation Paper I

- *Students guide to Income Tax (simplified version)* by V.K.Singhania and Monica Singhania, Taxmann
- *Systematic approach to Income Tax* by Ahuja & Gupta, Bharat Law Publication
- *Income Tax* by T.M. Manorahan, Snow White
- *Direct Tax ready reckoner* by N.V.Mehta, Kuber Publication
- *Indirect Taxes* by V.S.Datey, Taxmann
- *Service Tax* by S.S.Gupta, Taxmann
- *Commentary on M.V.A.T.ACT, 2002* by M.S.Mathuria & Dilip Phadke, Maharashtra Sales Tax Vat News
- *Indirect Taxes* by V.S.Balchandra, Sultanchand
- *Direct Taxes* by B.B. Lal and N. Vashishta, Pearson Education
- *Students Guide to Income Tax (Including Service Tax / VAT) - Simplified Version with Problems and Solutions (Set of 2 Vols)* by Dr Monica Singhania Dr. Vinod K Singhania, Taxmann
- *Indirect Tax Laws - Service Tax & VAT (Module -II)* by Vineet Sodhani, Taxmann
- *Indirect Taxes Law and Practice* by V. S. Datey, Taxmann

Reference Books

11. Labour Welfare & Practice Paper I

- Jayant S. Railkar- Labour welfare & Practice – Vipul Prakashan.
- A.M. Sarma – Aspects of Labour welfare & Social Security – Himalaya Publications.
- Punekar & Deodhar – Labour welfare Tata MC Graw Hill Publishing.
- Misra & Puri – Indian Economy – Himalaya Publications.
- Dutt & Sundharam - Indian Economy S. Chand Publication.
- Labour Welfare, Trade Unionisms and Industrial Relations – S.D. Panekar, S.B. Deodhar, Mrs. Saraswathi Sankaram, Himalaya Publishing House.

12. Purchasing and Storekeeping Paper I

- Ammer. Dean S : Materials Management (Richard D. Irwin Inc. U.S.A.).
- Baily, Peter and Farmer, D. : Purchasing Principles and Techniques : Arnold Heinemann, Publishers India New Delhi.
- Baily, Peter : Purchasing Principles and Management.
- Benjamin Melnitsky : Industrial Storekeeping Manual (Chilton Company, Philadelphia).
- Branch, Alan E. : International Purchasing and Management : Thomson Learning.
- Buchan and Keenigsberg : Scientific Inventory Management : Prentice Hall, U.S.A.
- Bagade, Shankar D. : Production and Materials Management : Himalaya.
- Chadha, H. L. : Industrial Purchasing and Materials Management (Jaico Publishing House, Bombay).
- Datta, A. K. : Modern Materials Management (Indian Society for Materials Management, Calcutta).
- Deb. A. : Materials Management (Academic Publishers, Calcutta).
- Dr. P. K. Bangar and Dr. B. S. Rupnawar Purchasing and Storekeeping Himalaya Publication House.
- Dobler, Donald W. : Purchasing and Supply Management Text and Cases : Tata McGraw Hill, 2000.
- Gupta D. R. : Purchasing and Storekeeping : Tata McGraw Hill.
- Gokarn, P. R. : Essentials of Materials Management : Somaiya.
- Gopalakrishnan, P. and Sandiya, M. S. : Purchasing Strategy (Sterling Publishers Pvt. Ltd., New Delhi).
- Gopalakrishnan, P. and Sundaresan, Materials Management : Prentice Hall of India, New Delhi). 5
- Gopalakrishnan, P. Purchasing and Materials Management : Tata McGraw Hill 2001.
- Heinritz, Stuart F. : Purchasing Principles and Applications (Prentice Hall U.S.A.)
- Kapoor, P. P. : Modern Purchasing Principles and Practices : S. Chand and Co. Ltd., New Delhi.
- Lee, Lamer: Purchasing and Materials Management Texts and Cases : Tata McGraw Hill.
- Magee, John F. : Production Planning and Inventory Control (McGrow Hill, U.S.A.).
- Materials Management, Inventory Control and Logistics Texts and Cases.
- Menon K. S. : Purchasing and Inventory Control : Wheeler.
- Morrison, A : Storage and Control of Stock (Pitman Publishing Co., London).
- Nair, N. K. Purchasing and Materials Management : Vikas.
- Roy Chowdhury, B. K. : Management of Materials (Sultan Chand and Sons, New Delhi).
- Varma : Essentials of Store Keeping and Purchasing : M. M. Sultan Chand.
- Westing, J. H., Fine, I.V., Zenz, G. J. : Purchasing Management (Wiley Eastern Ltd., New Delhi).

13. Insurance Paper I

- General Insurance, John Magee & David Bicklhaupt,
- Operational Transformation of General Insurance Industry during the period 1950 to 1990 & Beyond, R D Samarth
- Study on Distribution Functions in General Insurance & Role of Intermediaries, Arun Agarwal / PR Rao
- General Insurance for Information Technology Professionals, Martin Frappoli
- S. Arunajatesan and T.R. Vishwanathan: Risk Management and Insurance: Macmillan, New Delhi.
- Shashidharan K. Kutty: Managing Life Insurance: Prentice Hall of India, New Delhi
- Kenneth Black Jr. and Harold D. Skipper Jr.: Life and Health Insurance: Pearson, New Delhi
- Uma Narang, Insurance Industry in India, Features, Reforms & Outlook, New century Publication, 2013

Reference Books

14. Banking Law and Practice Paper I Central Banking

- Central Banking- IIBF- MacMillan Publishers
- Central Banking – ICFAI Press
- Theory and Practice of Central Banking in India- V.A.Avdhani
- Central Banking- M H deKock
- Central Banking in Planned Economy- The Indian Experiment- C.R.Basu

15. Regional Planning

- Glasson, J. (1974), 'An Introduction to Regional planning, Hutchinson & Co., London.
- O.E.C.D (1970), 'The Regional Factor in Economic Development',
- Minahull, R.(1968), 'Regional Geography'. Hutchinson * Co., Ltd., London.
- B.I.S.R (1978), 'The Role of Fiscal Incentives in Reducing Regional Imbalances: Some Comparison', New Delhi.
- Misra, R.P et.al (1974). 'Regional Development Planning in India', Vikas, New Delhi.
- Sen. L.K. (ed.) (1972), 'Reading in micro level planning and rural growth centers, NICD, Hyderabad.
- B.M.R.P.E. (1974), Regional plan for Bombay metropolitan Region: 1970-1991, Bombay
- Planning Commission Draft Five Year Plans.

16. Rural Marketing Paper I

- Dantwala M.L., Indian Agriculture Since Independence Oxford & IBH Publishing Co. Pvt. Ltd. New Delhi- 110001, 1990.
- Habeeb U.R., Rahman K.S., Rural Marketing in India, HPH-Mumbai 400004---2003
- Rural Marketing, Gopala swamy, Vikas Publishing House, New Delhi.
- Kashyap Pradeep, Rant Siddhartha, The Rural Marketing, Biztantra, Mumbai, 2005.
- Dogra Balram Ghuman Karmider Rural Marketing concepts and practices Tata McGrawHILL Education Ltd. New Delhi, 2011
- Singh S, Rural Marketing Management I/e Vikaj Publishing House New Delhi

17. Elements of Operation Research Paper I

- PERT & CPM Principles and Applications by L.S.Srinath
- Operations Research Principles & Practice by Ravinderan, Phillips Solber.
- Schaum's outline series Theory & Problems of Operations Research by Richard Bronson
- Operations Research by H.A.Taha
- Operations Research by Gupta & Hira
- Operations Research Theory & Applications by J.K.Sharma
- Operations Research Problems & Solutions by V.K.Kapoor
- Quantitative Techniques by Shenoy, Shrivastav & Sharma
- Introduction to Operations Research by Hiller & Lieberman
- Operations Research Techniques for Management by B.Banerjee
- Operations Research by Gupta & Manmohan
- Quantitative Techniques by N.D.Vohra

18. Psychology of Human Behaviour at work Paper I

- Robbins, S. P. Judge, T. A. & Vohra, N. (2013). Organizational Behavior. (15th ed.), Indian subcontinent adaptation, New Delhi: Pearson Education, Dorling Kindersley India pvt Ltd.
- Aquinas, P. G. (2013). Organisational Behavior Concepts Realities Application and Challenges. (2nd ed.) New Delhi: Excel Books
- Ashliegh, A. M. (2012). The psychology of people in organizations. Pearson Education
- Baltus, R. (2012). Personal psychology for work and life. Tata McGraw Hill
- Dash, C. (2013). Organisational behavior. New Delhi: International Book House
- Gibson, J. L., Ivancevich, J. M., & Konopaske, R.(2013). Organisations: Behaviour, Structure, Processes. Tata McGraw Hill
- Greenberg, J. (2013). Behaviour in organizations (10th ed.). PHI Learning Private Limited.

Reference Books

- Luthans, F. (2013). *Organisational behaviour: An evidence –based approach*. Tata McGraw Hill
- McShane, S. L., Glinow, M. A., Sharma, R. R. (2012) *Organisational behavior*. (5th ed.): Tata McGraw Hill, New Delhi.
- Pareek, U. & Khanna, S. (2011). *Understanding organizational behavior*. Oxford University Press
- Rajendra, P. Maheshwari, J. & Mahajan, P. (2012). *Business organization management*. (2nd Revised ed.) New Delhi: International Book House
- Riggio, R. (2012). *Introduction to industrial and organizational psychology*. Pearson Education
- Schultz, D. & Schultz, S. (2013). *Psychology and work today*. Pearson
- Shankar, M. (2013). *Organizational behavior*. International Book House
- Sharma, S. (2013). *Organisational behavior*. New Delhi: Tata McGraw Hill.
- Singh, K. (2012). *Organizational behaviour text and cases*. New Delhi: Pearson Education.

B.Com. Programme
Under Choice Based Credit, Grading and Semester System
Course Structure

(To be implemented from Academic Year- 2018-2019)

Semester VI

No. of Courses	Semester VI	Credits
1	<i>Elective Courses (EC)</i>	
1A	<i>Discipline Specific Elective(DSE) Courses</i>	
1 & 2	*Any one group of courses from the following list of the Groups (A/B/C/D/E/F)	04+04
1B	<i>Discipline Related Elective(DRE) Courses</i>	
3	Commerce VI	03
4	Business Economics VI	03
2	<i>Ability Enhancement Courses (AEC)</i>	
5 & 6	**Any two courses from the following list of the courses	03+03
Total Credits		20

*List of groups of Discipline Specific Elective(DSE) Courses for Semester VI (Any One Group)	
Group A: Advanced Accountancy	
1	Financial Accounting and Auditing IX - Financial Accounting
2	Financial Accounting and Auditing X - Cost Accounting
Group B: Business Management	
1	Business Management Paper - III
2	Business Management Paper - IV
Group C: Banking and Finance	
1	Banking and Finance Paper - III
2	Banking and Finance Paper - IV
Group D: Commerce	
1	Commerce Paper - III
2	Commerce Paper - IV
Group E: Quantitative Techniques	
1	Quantitative Techniques Paper - III
2	Quantitative Techniques Paper - IV
Group F: Economics	
1	Economics Paper - III
2	Economics Paper - IV

**List of Ability Enhancement Courses (AEC) for Semester VI (Any Two)	
1	Trade Unionism and Industrial Relations Paper - II
2	Computer systems & Applications Paper - II
3	Export Marketing Paper - II
4	Marketing Research Paper - II
5	Investment Analysis Portfolio Paper - II
6	Transport Management Paper - II
7	Entrepreneurship& M.S.S.I. Paper - II
8	International Marketing Paper - II
9	Merchant Banking Paper - II
10	Direct & Indirect Taxation Paper - II
11	Labour Welfare & Practice Paper - II
12	Purchasing & Store keeping Paper - II
13	Insurance Paper - II
14	Banking Law & Practice Paper - II
15	Regional Planning Paper - II
16	Rural Marketing Paper - II
17	Elements of Operational Research Paper - II
18	Psychology of Human Behaviour at work Paper - II

***Revised Syllabus of Courses of B.Com. Programme at Semester VI
with effect from the Academic Year 2018-2019***

Elective Courses (EC)

1 A. Discipline Specific Elective (DSE) Courses

Group A: Advanced Accountancy

**1. Financial Accounting and Auditing Paper-IX:
Financial Accounting**

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	AS – 14 - Amalgamation, Absorption & External Reconstruction	15
2	Accounting of Transactions of Foreign Currency	15
3	Liquidation of Companies	10
4	Underwriting of Shares & Debentures	10
5	Accounting for Limited Liability Partnership	10
Total		60

Sr. No.	Modules / Units
1	AS – 14 - Amalgamation, Absorption & External Reconstruction (excluding inter-company holdings)
	In the nature of merger and purchase with corresponding accounting treatments of pooling of interests and purchase method respectively. Meaning and Computation of purchase consideration. Problems based on purchase method only.
2	Accounting of Transactions of Foreign Currency
	In relation to purchase and sale of goods, services and assets and loan and credit transactions. Computation and treatment of exchange rate differences
3	Liquidation of Companies
	Introduction, Underwriting, Underwriting Commission Provision of Companies Act with respect to Payment of underwriting commission Underwriters, Sub-Underwriters, Brokers and Manager to issues Types of underwriting, Abatement Clause Marked, Unmarked and Firm-underwriting applications, Liability of the underwriters in respect of underwriting contract Practical problems
4	Underwriting of Shares & Debentures
	Meaning of liquidation or winding up Preferential payments Overriding preferential payments Preparation of statement of affairs, deficit / surplus account Liquidator's final statement of account
5	Accounting for Limited Liability Partnership
	Statutory Provisions Conversion of partnership firm into LLP Final Accounts

***Revised Syllabus of Courses of B.Com. Programme at Semester VI
with effect from the Academic Year 2018-2019***

Elective Courses (EC)

1 A. Discipline Specific Elective (DSE) Courses

Group A: Advanced Accountancy

**2. Financial Accounting and Auditing Paper-X:
Cost Accounting**

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Cost Control Accounts	10
2	Contract Costing	10
3	Process Costing	10
4	Introduction to Marginal Costing	10
5	Introduction to Standard Costing	10
6	Some Emerging concepts of Cost accounting	10
Total		60

Sr. No.	Modules / Units
1	Cost Control Accounts
	Advantages and Disadvantages Cost Control Accounts, Principal Accounts, Subsidiary Accounts to be maintained Note- Simple practical problems on preparation of cost control accounts
2	Contract Costing
	Progress payments, Retention money, Contract accounts, Accounting for material, Accounting for Tax deducted at source by the contractee, Accounting for plant used in a contract, treatment of profit on incomplete contracts, Contract profit and Balance sheet entries. Excluding Escalation clause Note- Simple practical problems
3	Process Costing
	Process loss, Abnormal Gains and Losses, Joint products and by-products. Excluding Equivalent units, Inter-process profit Note- Simple Practical problems Process Costing and joint and by-products
4	Introduction to Marginal Costing
	Marginal costing meaning, applications, advantages, limitations Contribution, Breakeven analysis, Margin of safety and profit volume graph. Note- Simple Practical problems based on Marginal Costing excluding decision making
5	Introduction to Standard Costing
	Various types of standards, Setting of standards, Basic concepts of Material and Labour variance analysis. Note- Simple Practical problems based on Material and labour variances excluding sub-variances
6	Some Emerging concepts of Cost accounting
	Target Costing Life cycle Costing Benchmarking ABC Costing Note- No practical problems

***Revised Syllabus of Courses of B.Com. Programme at Semester VI
with effect from the Academic Year 2018-2019***

Elective Courses (EC)

1 B. Discipline Related Elective (DRE) Courses

**3. Commerce-VI
Human Resource Management**

Modules at a Glance

Sr. No.	Modules	No. of Lectures
01	Human Resource Management	12
02	Human Resource Development	11
03	Human Relations	11
04	Trends In Human Resource Management	11
Total		45

Sr. No.	Modules / Units
1	Human Resource Management
	<ul style="list-style-type: none"> Human Resource Management – Concept, Functions, Importance, Traditional v/s Strategic Human Resource Management Human Resource Planning- Concept Steps in Human Resource Planning Job Analysis-Concept, Components, Job design- Concept, Techniques Recruitment- Concept, Sources of Recruitment Selection - Concept , process , Techniques of E,selection,
2	Human Resource Development
	<ul style="list-style-type: none"> Human Resource Development- Concept, functions Training- Concept, Process of identifying training and development needs, Methods of Training & Development (Apprenticeship, understudy, job rotation, vestibule training, case study, role playing, sensitivity training, In, basket, management games) Evaluating training effectiveness- Concept, Methods Performance Appraisal- Concept, Benefits, Limitations, Methods Potential Appraisal-Concept, Importance Career Planning- Concept, Importance Succession Planning- Concept, Need Mentoring- Concept, Importance Counseling- Concept, Techniques.
3	Human Relations
	<ul style="list-style-type: none"> Human Relations- Concept, Significance Leadership –Concept, Transactional & Transformational Leadership Motivation- Concept, Theories of Motivation,(Maslow’s Need Hierarchy Theory, Vroom’s Expectancy Theory, McGregor’s Theory X and Theory Y, Pink’s Theory of Motivation) Employees Morale- Concept, Factors affecting Morale, Measurement of Employees Morale Emotional Quotient and Spiritual Quotient- Concept, Factors affecting EQ & SQ Employee Grievance- Causes, Procedure for Grievance redressal Employee welfare measures and Healthy & Safety Measures.
4	Trends In Human Resource Management
	<ul style="list-style-type: none"> HR in changing environment: Competencies- concept, classification Learning organizations- Concept, Creating an innovative organization, Innovation culture- Concept, Need, Managerial role. Trends in Human Resource Management,: Employee Engagement- Concept, Types Human resource Information System (HRIS) – Concept, Importance, Changing patterns of employment. Challenges in Human Resource Management: Employee Empowerment, Workforce Diversity. Attrition, Downsizing, Employee Absenteeism, Work life Balance, Sexual Harassment at work place, Domestic and International HR Practices, Millennial (Gen Y)Competency Mapping

***Revised Syllabus of Courses of B.Com. Programme at Semester VI
with effect from the Academic Year 2018-2019***

Elective Courses (EC)

1 B. Discipline Related Elective (DRE) Courses

**4. Business Economics-VI
International Economics**

Modules at a Glance

Sr. No.	Modules	No. of Lectures
01	Introduction to International Trade	10
02	Commercial Policy	10
03	Balance of payments and International Economic Organization	15
04	Foreign Exchange market	10
Total		45

Sr. No.	Modules / Units
1	Introduction to International Trade
	<ul style="list-style-type: none"> Theories of International Trade - Ricardo's Theory of Comparative Costs and the Heckscher- Ohlin Theory. Terms of Trade - Types and Limitations. Gains from International trade - Offer Curves and Reciprocal Demand.
2	Commercial Policy
	<ul style="list-style-type: none"> Commercial Trade Policy –Free Trade and Protection – Pros and Cons. Tariff And Non Tariff Barriers: Meaning, Types and Effects International Economic Integration – Types and Objectives:-EU and Brexit, ASAEN
3	Balance of payments and International Economic Organization
	<ul style="list-style-type: none"> Balance of Payment: Meaning, Structure, Types of Disequilibrium. Causes and measures to correct the disequilibrium in Balance of Payments WTO- Recent Developments in TRIPS, TRIMS and GATS.
4	Foreign Exchange market
	<ul style="list-style-type: none"> Foreign Exchange Market: Meaning, Functions, Determination of Equilibrium Rate of Exchange. Purchasing Power Parity Theory, Spot and Forward Exchange Rates, Arbitrage. Role of Central Bank in foreign exchange rate management, Managed flexible exchange rate system of India.

***Revised Syllabus of Courses of B.Com. Programme at Semester VI
with effect from the Academic Year 2018-2019***

Elective Courses (EC)

2. Ability Enhancement Courses (AEC)

3. Export Marketing Paper - II

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Product Planning and Pricing Decisions for Export Marketing	12
2	Export Distribution and Promotion	11
3	Export Finance	11
4	Export Procedure and Documentation	11
Total		45

Sr. No.	Modules / Units
1	Product Planning and Pricing Decisions for Export Marketing
	<ul style="list-style-type: none"> a) Planning for Export Marketing with regards to Product, Branding, Packaging b) Need for Labelling and Marking in Exports, Factors determining Export Price; Objectives of Export Pricing c) International Commercial (INCO) Terms; Export Pricing Quotations – Free on Board (FOB), Cost Insurance and Freight (CIF) and Cost and Freight (C&F); Problems on FOB quotation
2	Export Distribution and Promotion
	<ul style="list-style-type: none"> a) Factors influencing Distribution Channels; Direct and Indirect Exporting Channels; Distinction between Direct and Indirect Exporting Channels b) Components of Logistics in Export marketing; Selection criteria of Modes of Transport; Need for Insurance in Export Marketing c) Sales Promotion Techniques used in Export Marketing; Importance of Trade Fairs and Exhibitions; Benefits of Personal Selling; Essentials of Advertising in Export Marketing;
3	Export Finance
	<ul style="list-style-type: none"> a) Methods of Payment In export marketing; Procedure to open Letter of Credit, Types and Benefits of Countertrade b) Features of Pre-Shipment and Post-shipment finance; Procedure to obtain Export Finance; Distinction between Pre-shipment Finance and Post Shipment Finance. c) Role of Commercial Banks, EXIM Bank, SIDBI in financing exporters; Role of ECGC
4	Export Procedure and Documentation
	<ul style="list-style-type: none"> a. Registration with different authorities; Pre-shipment Procedure involved in Exports; Procedure of Quality Control and Pre-shipment Inspection; b. Shipping and Custom Stage Formalities; Role of Clearing & Forwarding Agent; Post-shipment Procedure for Realisation of Export Proceeds; Procedure of Export under Bond and Letter of Undertaking. (LUT) c. Importance of - Commercial Invoice cum Packing list, Bill of Lading/ Airway Bill, Shipping Bill/Bill of Export, Consular Invoice, Certificate of Origin

***Revised Syllabus of Courses of B.Com. Programme at Semester V
with effect from the Academic Year 2018-2019***

Elective Courses (EC)

2. Ability Enhancement Courses (AEC)

12. Purchasing and Store Keeping Paper - II

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Store Keeping and Materials Handling	12
2	Store Accounting and Store Record	11
3	Inventory Control	11
4	Logistics and Supply Chain Management (SCM)	11
Total		45

Sr. No.	Modules / Units
1	Store Keeping and Materials Handling
	<ul style="list-style-type: none"> • Store Keeping - Concept, Meaning, Objectives, Functions of Storekeeping, Types of stores, Stages in storekeeping, Duties and Responsibilities of Storekeeper. • Material handling – Objective, Advantages & Principles, Protection and Preservation of materials in store. • Store Location & Layout – Location of Store House, Factors influencing store location, Objectives, Principles and Types of store layout.
2	Store Accounting and Store Record
	<ul style="list-style-type: none"> • Store Accounting – Objectives, Importance, Advantages, Need for Store Accounting, Methods of Valuation of Material – FIFO, LIFO, Simple average & Weighted average method • Store Record – Concept, Objectives, Need, and Documents required for Store Record • Store Ledger & Bin card – Meaning, Advantages of Store ledger and Bin card, Stock Audit, Lead time- Concept & Classification
3	Inventory Control
	<ul style="list-style-type: none"> • Stock levels & Value analysis – Types of stock level, Value analysis – Concept, Essentials & Steps. • ABC analysis – Purpose, Steps and Advantages of ABC analysis. • Inventory Control – Objectives, Advantages and Disadvantages of Periodical & Perpetual Inventory Control, Selective Inventory control techniques, Economic Order Quantity – Importance.
4	Logistics and Supply Chain Management (SCM)
	<ul style="list-style-type: none"> • Logistics – Concepts, Nature, Importance & Challenges • Supply chain management – concepts, Objectives, Benefits & Process of Supply Chain Management • Recent trends in logistics & SCM – Role of IT in logistics / SCM, Issues & Challenges in logistics, Logistics Outsourcing – Concept & Benefits.

Revised Syllabus of Courses of B.Com. Programme at Semester VI with effect from the Academic Year 2018-2019

Reference Books

Reference Books
Elective Courses (EC)
Discipline Specific Elective (DSE) Courses
Group A: Advanced Accountancy
1. Financial Accounting and Auditing IX- Financial Accounting
<ul style="list-style-type: none"> Ashish K. Bhattacharyya – “Financial Accounting for Business Managers”, Prentice Hall of India Pvt. Ltd. Shashi K. Gupta – “Contemporary Issues in Accounting”, Kalyani Publishers. R. Narayanaswamy – “Financial Accounting”, Prentice Hall of India, New Delhi Ashok Sehgal – “Fundamentals of Financial Accounting”, Taxmann’s Publishers Financial Accounting Reporting – Barry Elliot and Jamie Elliot – Prentice Hall (14th Edition)
2. Financial Accounting and Auditing X- Cost Accounting
<ul style="list-style-type: none"> Cost Accounting- A managerial emphasis by Horngren, Charles, Foster and Datar, Prentice Hall Management Accounting by Khan and Jain, Tata McGraw Hill Practical Costing by P C Tulsian, Vikas New Delhi Advanced problems and solutions in cost Accounting by S N Maheshwari, Sultan Chand New Delhi Cost Accounting (For B. Com 4th Sem, Delhi Univ) by Arora M N, Vikas Publishing House Pvt. Ltd. A Textbook of Cost And Management Accounting - 10th Edn by Arora M N, Vikas Publishing House Pvt. Ltd. Cost Accounting: Principles & Practice - 12 Edn by Arora M N, Vikas Publishing House Pvt. Ltd. Essentials of Cost Accounting by Arora M N, Vikas Publishing House Pvt. Ltd. Students Guide to Cost Accounting & Financial Management (Set of 2 Volumes) (CA-IPCC) (Group I) by Bhavesh N. Chandarana, Taxmann Lectures on Costing by Swaminathan: S. Chand and Company (P) Ltd., New Delhi Cost Accounting by C.S. Rayudu, Tata Mc. Grow Hill and Co. Ltd., Mumbai Cost Accounting by Jawahar Lal and Seema Srivastava, Tata Mc. Grow Hill and Co. Ltd., Mumbai Cost Accounting by Ravi M. Kishore, Taxmann Ltd., New Delhi Principles and Practices of Cost Accounting by N.K. Prasad, Book Syndicate Pvt. Ltd., Calcutta Cost Accounting Theory and Practice by B.K. Bhar, Tata Mc. Grow Hill and Co. Ltd., Mumbai Cost Accounting Principles and Practice by M.N. Arora, Vikas Publishing House Pvt. Ltd., New Delhi Advanced Cost and Management Accounting: Problems and Solutions by V.K. Saxena and C.D. Vashist, S. Chand and Company (P) Ltd., New Delhi Cost Accounting by S.P. Jain and K.L. Narang, Kalyani Publishers, Ludhiana Modern Cost and Management Accounting by M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi Fundamentals of Cost Accounting by Jhamb. H. V., Ane Books Pvt. Ltd. Cost Accounting by Gupta Nirmal, Ane Books Pvt. Ltd.
Group B: Business Management
1. Business Management Paper III
<ul style="list-style-type: none"> Essentials of Management by Koontz and Weihrich / McGraw Hill Principles of Management by Koontz and O. Donnel/ Tata McGraw Hill, New Delhi Principles of Management: Theory and practices by Sarangi S.K. VMP Publishers and Distributors. Guide to Management Ideas by Tim Hindle, The Economist Principles of Management by Terry G.R. AITBS Business Organization and Principles of Management by Dutta Chowdury, Central Education Principles of Management, Daver Rustoms, Crown

Reference Books

- *Principles of Management*, Tripathi P.C. Tata McGraw Hill, New York
- *Management Theory and Practices* by Dale, Ernest / McGraw Hill, New York.
- *Practice of Management* by Peter Drucker / Allied Publisher, New Delhi
- *Management* by Ricky W Griffin / Houghton Mifflin Company
- *Management* by Gary Dessler / Prentice Hall
- *Management* by Stephen Robbins, Mary Coulter / Prentice Hall
- *Management* by James Stoner, Edward Freeman / Prentice Hall
- *Time Management* by Roberta Roesch, Tata Mc Graw Hill
- *Time Management* by Marc MANCINI, Tata Mc Graw Hill

2. Business Management Paper IV

- *Fundamentals of Financial Management* (5th edition) by Chandra Prasanna (2010). Tata McGraw Hill Education Pvt. Ltd.: New Delhi
- *Financial Management – Analytical and Conceptual Approach* (12th edition) by Kuchhal S.C. (1995). Chaitanya Publishing House: Allahabad
- *Financial Management* by Reddy R. Jayprakash (2010) APH Publishing Corporation: New Delhi
- *Financial Management – Theory and Practice* (5 & 6th edition) by Chandra Prasanna (2003, 2004). Tata McGraw Hill Education Pvt. Ltd.: New Delhi
- *Fundamentals of Financial Management* (13th edition) by Horne, James C. Van (2012) PHI Learning Pvt. Ltd.: New Delhi
- *Financial Management and decision making* by Samuels, John (1999) International Thomson Nusiness Press : London
- *Financial Management - problems & solutions* (2nd edition) by Kishore, Ravi M. (2010) Taxmann Publication Pvt. Ltd.: New Delhi
- *Financial Management : theory, concepts and cases* (5th rev edition) by Rustagi, R.P. (2011) Taxmann Publication Pvt. Ltd.: New Delhi
- *Financial Management : principles & problems* (7th edition) by Srivastava, R.M. & Verma Shubhra (2002) Pragati Prakashan: Meerut
- *Fundamentals of Financial Management – problems and solutions* (3rd edition) by Maheswari, S.N. (2006) Sultan Chand and Sons: New Delhi

Group C: Banking and Finance

1. Banking and Finance Paper- III Risk Management

- *Quantitative Risk Management : A Practical Guide to Financial Risk-* Thomas S. Coleman
- *Investment Theory and Risk Management:* Steve Peterson
- *Risk Management : M/s Macmillan India Limited*
- *Theory & Practice of Treasury Risk Management:* M/s Taxman Publications Ltd.
- *Corporate Value of ERM : Sim Segal*
- *Risk Management : Insurance and Derivatives* Dr G Kotreshwar-Himalaya Publishing House

2. Banking and Finance Paper- IV Actuarial Analysis in Banking & Insurance

- *“Actuarial Statistics: An Introduction Using R”* by Shailaja R Deshmukh.
- *“Predictive Modeling Applications in Actuarial Science”* by Richard A Derrig and Glenn Meyers
- *“Generalized Linear Models for Insurance Data (International Series on Actuarial Science)”* by Piet de Jong and Gillian Z Heller
- *“Contributions to Sampling Statistics (Contributions to Statistics)”* by Maria Giovanna Ranalli and Fulvia Mecatti
- *“Forecasting Product Liability Claims: Epidemiology and Modeling in the Manville Asbestos Case”* by J B Weinstein and Eric Stallard
- *“Financial Modeling, Actuarial Valuation and Solvency in Insurance”* by Mario V Wuthrich & Michael Merz
- *“Modern Actuarial Risk Theory: Using R”* by Rob Kaas and Marc Goovaerts
- *“Health Insurance: Basic Actuarial Models”* by Ermanno Pitacco
- *“Financial and Actuarial Statistics: An Introduction”* by Dale S Borowiak and Arnold F Shapiro

Reference Books

Group D: Commerce

1. Commerce III

- Bhattacharjee, Service Sector Mgt; An Indian Perspective, Jaico Publishing house, 2011.
- Christopher Lovelock, service marketing –people technology, strategy, Pearson Education, IV Ed, 2003.
- Valarie A. Zeithaml & Mary Jo Bitner, Services Marketing, Tata McGraw-Hill, 2000.
- A. Vijaykumar, service sector in India – Recent Policy initiative, New Century Publication, 2008.

2. Commerce IV

- Office Management, Pillai R S N, S. Chand Publishers, 2010
- Office Organisation & Management, N.Kumar & R. Mittal, Anmol Publisher, 2001
- Office Management, Balachandran, Tata McGraw Hill, 2009

Discipline Related Elective(DRE) Courses

3. Commerce VI

- Bernardin, John H: Human Resource Management, Tata McGraw Hill, New Delhi 2004.
- Arthur M, Career Theory Handbook, Prentice Hall Inc, Englewood Cliff.
- Belkaoui, A.R. and Belkaoui, JM, Human Resource Valuation: A Guide to Strategies and Techniques, Quarum Books, Greenwood, 1995.
- Dale, B, Total Quality and Human Resources: An Executive Guide, Blackwell, Oxford.
- Greenhaus, J.H., Career Management, Dryden, New York.
- Mabey, C and Salama, G., Strategic Human Resource Management, Blackwell, Oxford.
- Aswathappa. K, Human Resource Management
- Subba Rao, Human Resources Management.
- Michael Porter, HRM and Human Relations.
- M.N. Rudrabasavaraj: Cases in Human Resource Management –Himalaya Publishing House –New Delhi, 1998
- Decenzo, D.A. and Robbins, S. P., Fundamentals of Human Resource Management, Wiley, India.
- Dessler, G. and Varkkey, B., Human Resource Management, Pearson Education, Delhi.
- Chhabra, T.N., Human Resource Management, Dhanpat Rai & Co., Delhi.
- Aswathappa K., Human Resource Management, Tata McGraw Hill, New Delhi.
- H. John Bernardin and Richard W. Beatty: Performance Appraisal: Human Behavior at work –Boston: Kent, 1984
- George T. Milkovich and John W. Boudreau: Personnel / Human Resources Management: A Diagnostic Approach, 5th Edn. Plano, TX: Business Publications, 1998.
- Lepak, David & Gowan, Mary. Human Resource Management. Dorling Kindersley (India).
- Khanna, S.S. Human resource Management (Text and Cases). S. Chand, New Delhi.
- Sadri, J., Sadri, S., Nayak, N., A Strategic Approach to Human Resource Management, JAICO Publishing House.
- Davar, R. S. Personnel Management and Industrial Relations. Vikas Publication, Noida.
- Robbins, Stephen P. Organisational Behaviour. Pearson Education, New Delhi

4. Business Economics VI

- Kindleberger, C.P. (1973) International Economics, Homewood
- Kenan, P.B. (1994), The International Economy, Cambridge University Press, London
- Krugman, P.R. and M. Obstfeld (1994), International Economics: Theory and Policy, Glenview, Foreman
- Dwivedi D N (2013) International Economics: Theory and Policy, Vikas publishing House New Delhi
- M.L. Jhingan – International Economics – Vrinda publication Pvt. Ltd – Delhi
- Francis Cheunilam International Economics Tata McGraw – Hill Publishing co.Ltd. New Delhi.
- Dominick Salvatore – International Economics – John Wiley & sons, Inc Singapore.
- <https://europa.eu> asean.org

Reference Books

Ability Enhancement Courses (AEC)

1. Trade Unionism and Industrial Relations Paper II

- Myers C.A. & Kannappan S. (1970), 'Industrial Relation in India', Asia publishing House, India.
- Singh, J.K. (1988), 'Labour Economics. Principles Problem and Practices', Deep and
- Deep Publication Pvt. Ltd. New Delhi.
- Jackson, M.P. , Strikes
- Karnik V.B. (1974), 'Indian labour, Problems and prospects', Minewal Associations.
- Joshi C.K (1967), ' Unionism in Developing Economy', Asia Publication House, Bombay.
- Mamoria C.B. & Mamoria S.(1992), 'Dynamics of Industrial Relation in India', Himalaya Publishing House.
- Sahani, Dr, N.K. (2009) 'Industrial Relations' Kalyani Pub. Ludhiyana.
- Tripathi, P.C. (2009) 'Personal Management and Ind. Relations' – Sultan Chand and Jons, New Delhi.
- Memoria & Memoria- 'Ind. Relations' Himalaya Pub. House, Mumbai.
- A.M. Sharma- 'Ind. Relations' - Himalaya Pub. House, Mumbai.
- G.Ramanugan- The Honey bee to words a new culture in Ind, Relations- Sterling Pub. Pvt. Ltd.

2. Computer Systems and Applications Paper II

- E- Commerce - Kenneth Laudon, Carol Traver , Pearson Education
- Frontiers of Electronic Commerce - Kalakota & Whinston
- E- Commerce - Rajaraman
- E- Commerce - Whitley
- E- Commerce concepts and cases - Rao and Deshpande.
- Programming in VB 6.0 - Julia case Bradley, Anita C. Milspaugh, TMH
- Visual Basic 6.0 Programming - Content Development Group, TMH
- The Complete Reference to Visual Basic 6 - Noel Jerke, TMH
- Visual Basic 6 Programming Black Book - Steven Holzner, Dreamtech Press

3. Export Marketing II

- Export Policy Procedures& Documentation– M. I. Mahajan, Snow White Publications Pvt. Ltd, 26th Edition,
- International Business, K. Aswathappa, McGraw-Hill Education (India) Pvt. Ltd., 6th Edition
- Export Import Procedures - Documentation and Logistics, C. Rama Gopal, New Age International Publishers, 2006 / Reprint Jan 2016
- International Trade and Export Management, Francis Cherunilam, Himalaya Publishing House, 20th Edition, 2017
- R. K. Jain's, Foreign Trade Policy & Handbook of Procedures [With Forms, Circulars & Public Notices], Centax Publication, 2017
- EXIM Policy & Handbook of EXIM Procedure – VOL I & II
- International Marketing and Export Management, Gerald Albaum, Edwin Duerr, Alexander Josiassen, Pearson Publications, 8th Edition, June 2016
- International Marketing Strategy, Isobel Doole and Robin Lowe, 5th Edition, Thomson Learning, 2008.
- Global marketing, Warren J. Keegan 9th Edition Pearson Education, Delhi,
- New Import Export Policy - Nabhi Publications, 2017
- P.K. Khurana, Export Management, Galgotia Publishing Co, New Delhi
- P.K. Vasudeva, International Marketing-, Excel Books, fourth edition, New Delhi
- Paras Ram, Export documentation and procedure A-Z
- Export: What, Where, How? Paras Ram, & Nikhil K. Garg, Anupam Publishers, 47th Edition, 2016-17
- International Marketing, Mary C. Gilly, John L. Graham, Philip R. Cateora, 14th Edition, Tata McGraw-Hill Co. Ltd., 2014
- International Marketing Management, An Indian Perspective, R.L. Varshney and B. Bhattacharya, Sultan Chand & Sons, 24th Edition, 2012
- International Marketing Analysis and Strategy, Sak Onkvisit, John J. Shaw, Prentice-Hall of India Pvt. Ltd., 5th Edition, 2008

Reference Books

- *International Marketing*, Subhash C. Jain, South-Western, 6th Edition, 2001
- *Export Management*, T.A.S. Balagopal, Himalaya Publishing House, Mumbai, 2014
- *Michael R. Czinkota and Iikka A. Ronkainen, International Marketing*, South-Western, 10th Edition, 2012
- *Export-Import and Logistics Management*, Charlie Hill, Random Publications, 2014
- *International Marketing Management*, M.V. Kulkarni, Everest Publishing House

4. Marketing Research Paper II

- *Marketing Research Text and Cases*, Rajendra Nargundkar, McGraw Hill, 2nd edition
- *Marketing Research (Text with Cases)*, Suja Nair, Himalaya Publishing House, Maharashtra, 2014
- *Marketing Research*, John Boyce, Tata McGraw Hill Publishing Co. Ltd., Maharashtra, 2011
- *Encyclopaedia of Marketing Research Series*, S.D. Singh, Anmol Publications Pvt. Ltd., New Delhi, 2012
- *Marketing Research: A Global Outlook*, V. Kumar, Sage Publications, New Delhi, 2015
- *Marketing Research*, G. C. Beri, McGraw Hill, New Delhi, 2007
- *Fundamentals of Marketing Research*, M.K. Gawande, Chandralok Prakashan, Kanpur, 2012
- *Marketing Research: The impact of internet*, Gates, Roger et al, John Wiley & sons, Great Britain, 2002

5. Investment Analysis and Portfolio Management Paper II

- *Security Analysis and Portfolio Management*, Prasanna Chandra, Tata McGraw Hill
- *Financial Management*, Prasanna Chandra, Tata McGraw Hill
- *Security Analysis and Portfolio Management*, Ravi Kishor, Taxman Publishers
- *Financial Management*, Khan & Jain, Tata McGraw Hill
- *Fundamentals of Investment Management*, Hirt and Block, Tata McGraw Hill. Ed 2009.
- *Portfolio Management Handbook*, Robert A. Strong, Jaico Publishing House, Mumbai

6. Transport Management Paper II

- *Phil Hughes & Ed Ferrett (2010). International Health and Safety at Work. Routledge Publisher.*
- *Mather J. C. (ed.) (1992). 'Transport and Economic Development', Chugh Publications, Allahabad.*
- *Modak S.K. (1980). 'Adgunik Parivahanache Arthashastra', Maharashtra Vidhyapeeth Grantha Nirmitee Mandal, Nagpur.*
- *Hugh M. Kindred & Mary R. Brooks (1997). 'Multimodal Transport Rules'. Martinus Nijhoff Publishers.*
- *Multimodal Transportation of Goods Act, 1993 Along With Allied Rules, Professional Book Publishers.*
- *Slim Hammadi & Mekki Ksouri (2013). Multimodal Transport Systems. John Wiley & Sons.*
- *Joseph S. Szyliowicz, Luca Zamparini, Genserik L.L. Reniers & Dawna L. Rhoades (2016). Multimodal Transport Security: Frameworks & Policy Appl. in Freight & Passenger Transport. Edward Elgar Publishing.*
- *United Nations Economic & Social Commission for Asia and the Pacific (2004). Manual on Modernization of Inland Water Transport for Integration within a Multimodal Transport System. United Nations Publications.*
- *Jean-Paul Rodrigue, Claude Comtois & Brian Slack (2013). The Geography of Transport Systems. Routledge.*
- *Christos N. Pyrgidis (2016). Railway Transportation System: Design, Construction & Operation. CRC Press.*
- *United Nations. Economic and Social Commission for Asia and the Pacific Secretariat (2003). Training Manual on the Operational Aspects of Multi Model Transport. United Nations Publications.*
- *Container and Multimodal Transport Management (2002). Shroff Publishers & Distributors.*
- *Faulks R.W. (1982). 'Principal of transport', Iran Allen.*
- *Owen, W. (1964). 'Strategy for Mobility', East-West Centre Edition, Honolulu.*
- *Bruton, M.J. (1985). Introduction to Transportation Planning', Hutchinson, London.*
- *Lok Sabha Secretariat (1986). 'Transport in India', New Delhi.*
- *Pasricha (1999). Road Safety guide for drivers of heavy vehicle. Nasha Publications, Mumbai.*
- *K.W. Ogden, "Safer Roads – A guide to Road Safety Engineering".*
- *Babkov, V.F. (1986). Road Conditions and Traffic Safety. MIR Publications, Moscow.*
- *Popkes, C.A. (1986). Traffic Control and Road Accident Prevention. Chapman and Hall Limited.*
- *Pradeep Chaturvedi (2006). Challenges of Occupational Safety and Health. Concept Publishing Company.*
- *Konkan Railway - A Dream Come True- Konkan Railway Corporation Ltd.*
- *B.C. Vaidya (2003). 'Geography of Transport Development in India' Concept Publishing Company*

Reference Books

7. Entrepreneurship & Management of Small Scale Industries Paper II

- *Batra G.S. and Dangal R.C., Entrepreneurship and Small Scale Industries, Deep and Deep Publications Pvt. Ltd.*
- *Entrepreneurial Development, Colombo Plan, 1998, Tata McGraw Hill, New Delhi.*
- *Entrepreneurship Development, Himalaya Publishing House, Mumbai.*
- *Gupta C.B., Entrepreneurial Development, 1995, Somaiya Publication, New Delhi.*
- *Hisrich R.D., Cases in International Entrepreneurship, 1997, Liven, Chicago.*
- *Hisrich Robert D and Peters Michael, Entrepreneurship, 2002, Tata McGraw Hill, New Delhi,*
- *Mascarenhas Romeo S., Entrepreneurship and Management of Small and Medium Enterprises, Vipul Prakashan, Mumbai.*
- *Mascarenhas Romeo S., Management of Small Scale Industries, Vipul Prakashan, Mumbai.*
- *MSME Policy Document, Government of India.*
- *Pooja, Micro, Small and Medium Enterprises (MSMEs) in Indian Economy, New Century Publications New Delhi.*
- *Principles of Entrepreneurship, Excel India Publishers, New Delhi.*
- *Sharma P.K., Development Banks and Entrepreneurship Promotion in India, Mittal Publications.*
- *Singh P.N. and Saboo J.C., Entrepreneurial Management, Dr. P. N. Singh Centre for HRD.*
- *Vasant Desai, Entrepreneurial Development, 3 Volumes Himalaya Publishing House.*
- *Vasant Desai, Entrepreneurship and Management of Small and Medium Enterprises, Himalaya Publishing House.*
- *Vasant Desai, Small Scale Industries and Entrepreneurship, Himalaya Publishing House.*
- *Yerram Raju B. and Pujari Ram R., The Small Entrepreneur Starting and Growing, Excel Publication, New Delhi.*

8. International Marketing Paper II

- *International Marketing - Rathor Jani Rathor*
- *International Business - P. Suhbarau*
- *Global Marketing Strategy - Jeannet&Hennssey*
- *Managing International Marketing - dr. V. O. Varkey*
- *Modern Marketing Research – M.N.Mithani*
- *Marketing Research – G.C.Berry*
- *Marketing Research : Applied Orientation.- Naresh Malhotra*
- *Marketing Research- Boyd, Westfall & Stasch*
- *Philip R. Cateora , John L. Graham ,*
- *SakOnkvisit , John J. Shaw ,*
- *International Marketing -Phillip R Cateora and John Graham*
- *International Marketing - Varshney and Bhattacharya*
- *International Marketing - P.K. Vasudev.*
- *International Marketing & Export Management – Edwin Duerr, Jesper*
- *B.L. Varshney and B. Bhattacharya , International Marketing Management .*
- *P.G. Apte, International Financial Management .*
- *Francis Cherunilum, International Marketing Management.*
- *Phillip R. Cateoria, International Marketing.*

9. Merchant Banking Paper II

- *Merchant Banking and Financial Services – Dr. S Guruswamy Fourth Edition, Delhi Publishing House.*
- *Merchant Banking Principles & Practices – H. R Machiraju New Age International Ltd*
- *Merchant Banking – NISM 2015 Edition*
- *Merchant Banking and Financial Services – Dr L.N Natarajan, Margham Publications 2012*

Reference Books

10. Direct and Indirect Taxation II- GST

- *GST Bare Act 2017*
- *GST Law & Practice - V.S Datey (6th Edition)*
- *GST Laws – National Academy of Customs, Indirect Tax*

11. Labour Welfare & Practice Paper II

- *Jayant S. Railkar- Labour welfare & Practice – Vipul Prakashan.*
- *A.M. Sarma – Aspects of Labour welfare & Social Security – Himalaya Publications.*
- *Punekar & Deodhar – Labour welfare Tata MC Graw Hill Publishing.*
- *Misra & Puri – Indian Economy – Himalaya Publications.*
- *Dutt & Sundharam - Indian Economy S. Chand Publication.*
- *Labour Welfare, Trade Unionisms and Industrial Relations – S.D. Panekar, S.B. Deodhar, Mrs. Saraswathi Sankaram, Himalaya Publishing House.*

12. Purchasing and Storekeeping Paper II

- *Ammer. Dean S : Materials Management (Richard D. Irwin Inc. U.S.A.).*
- *Baily, Peter and Farmer, D. : Purchasing Principles and Techniques : Arnold Heinemann, Publishers India New Delhi.*
- *Baily, Peter : Purchasing Principles and Management.*
- *Benjamin Melnitsky : Industrial Storekeeping Manual (Chilton Company, Philadelphia).*
- *Branch, Alan E. : International Purchasing and Management : Thomson Learning.*
- *Buchan and Keenigsberg : Scientific Inventory Management : Prentice Hall, U.S.A.*
- *Bagade, Shankar D. : Production and Materials Management : Himalaya.*
- *Chadha, H. L. : Industrial Purchasing and Materials Management (Jaico Publishing House, Bombay).*
- *Datta, A. K. : Modern Materials Management (Indian Society for Materials Management, Calcutta).*
- *Deb. A. : Materials Management (Academic Publishers, Calcutta).*
- *Dr. P. K. Bangar and Dr. B. S. Rupnawar Purchasing and Storekeeping Himalaya Publication House.*
- *Dobler, Donald W. : Purchasing and Supply Management Text and Cases : Tata McGraw Hill, 2000.*
- *Gupta D. R. : Purchasing and Storekeeping : Tata McGraw Hill.*
- *Gokarn, P. R. : Essentials of Materials Management : Somaiya.*
- *Gopalakrishnan, P. and Sandiya, M. S. : Purchasing Strategy (Sterling Publishers Pvt. Ltd., New Delhi).*
- *Gopalakrishnan, P. and Sundaresan, Materials Management : Prentice Hall of India, New Delhi). 5*
- *Gopalakrishnan, P. Purchasing and Materials Management : Tata McGraw Hill 2001.*
- *Heinritz, Stuart F. : Purchasing Principles and Applications (Prentice Hall U.S.A.)*
- *Kapoor, P. P. : Modern Purchasing Principles and Practices : S. Chand and Co. Ltd., New Delhi.*
- *Lee, Lamer: Purchasing and Materials Management Texts and Cases : Tata McGraw Hill.*
- *Magee, John F. : Production Planning and Inventory Control (McGrow Hill, U.S.A.).*
- *Materials Management, Inventory Control and Logistics Texts and Cases.*
- *Menon K. S. : Purchasing and Inventory Control : Wheeler.*
- *Morrison, A : Storage and Control of Stock (Pitman Publishing Co., London).*
- *Nair, N. K. Purchasing and Materials Management : Vikas.*
- *Roy Chowdhury, B. K. : Management of Materials (Sultan Chand and Sons, New Delhi).*
- *Varma : Essentials of Store Keeping and Purchasing : M. M. Sultan Chand.*
- *Westing, J. H., Fine, I.V., Zenz, G. J. : Purchasing Management (Wiley Eastern Ltd., New Delhi).*

Reference Books

13. Insurance Paper II

- *General Insurance*, John Magee & David Bickelhaupt,
- *Operational Transformation of General Insurance Industry during the period 1950 to 1990 & Beyond*, R D Samarth
- *Study on Distribution Functions in General Insurance & Role of Intermediaries*, Arun Agarwal / PR Rao
- *General Insurance for Information Technology Professionals*, Martin Frappoli
- *S. Arunajatesan and T.R. Vishwanathan: Risk Management and Insurance: Macmillan, New Delhi.*
- *Shashidharan K. Kutty: Managing Life Insurance: Prentice Hall of India, New Delhi*
- *Kenneth Black Jr. and Harold D. Skipper Jr.: Life and Health Insurance: Pearson, New Delhi*
- *Uma Narang, Insurance Industry in India, Features, Reforms & Outlook, New century Publication, 2013*

14. Banking Law and Practice Paper I Corporate and Securities Law

- *Mamta Bhargava – Compliances and Procedures under SEBI Law*
- *V.L Iyer – SEBI Practice Manual - Taxmann*
- *D.K Jain – Company Law Ready Reckoner*
- *Bare Act – Corporate Laws Taxmann*

15. Regional Planning

- *Glasson, J. (1974), 'An Introduction to Regional planning, Hutchinson & Co., London.*
- *O.E.C.D (1970), 'The Regional Factor in Economic Development',*
- *Minahull, R.(1968), 'Regional Geography'. Hutchinson * Co., Ltd., London.*
- *B.I.S.R (1978), 'The Role of Fiscal Incentives in Reducing Regional Imbalances: Some Comparison', New Delhi.*
- *Misra, R.P et.al (1974). 'Regional Development Planning in India', Vikas, New Delhi.*
- *Sen. L.K. (ed.) (1972), 'Reading in micro level planning and rural growth centers, NICD, Hyderabad.*
- *B.M.R.P.E. (1974), Regional plan for Bombay metropolitan Region: 1970-1991, Bombay*
- *Planning Commission Draft Five Year Plans.*

16. Rural Marketing Paper II

- *Dantwala M.L., Indian Agriculture Since Independence Oxford & IBH Publishing Co. Pvt. Ltd. New Delhi-110001, 1990.*
- *Habeeb U.R., Rahman K.S., Rural Marketing in India, HPH-Mumbai 400004---2003*
- *Rural Marketing, Gopala swamy, Vikas Publishing House, New Delhi.*
- *Kashyp Pradeep, Rant Siddhartha, The Rural Marketing, Biztantra, Mumbai, 2005.*
- *Dogra Balram Ghuman Karmider Rural Marketing concepts and practices Tata McGrawHILL Education Ltd. New Delhi, 2011*
- *Singh S, Rural Marketing Management I/e Vikaj Publishing House New Delhi*

17. Elements of Operation Research Paper II

- *PERT & CPM Principles and Applications by L.S.Srinath*
- *Operations Research Principles & Practice by Ravinderan, Phillips Solber.*
- *Schaum's outline series Theory & Problems of Operations Research by Richard Bronson*
- *Operations Research by H.A.Taha*
- *Operations Research by Gupta & Hira*
- *Operations Research Theory & Applications by J.K.Sharma*
- *Operations Research Problems & Solutions by V.K.Kapoor*
- *Quantitative Techniques by Shenoy, Shrivastav & Sharma*
- *Introduction to Operations Research by Hiller & Lieberman*
- *Operations Research Techniques for Management by B.Banerjee*
- *Operations Research by Gupta & Manmohan*
- *Quantitative Techniques by N.D.Vohra*

Reference Books

18. Psychology of Human Behaviour at work Paper I

- Robbins, S. P. Judge, T. A. & Vohra, N. (2013). *Organizational Behavior*. (15th ed.), Indian subcontinent adaptation, New Delhi: Pearson Education, Dorling Kindersley India pvt Ltd.
- Aquinas, P. G. (2013). *Organisational Behavior Concepts Realities Application and Challenges*. (2nd ed.) New Delhi: Excel Books
- Ashliegh, A. M. (2012). *The psychology of people in organizations*. Pearson Education
- Baltus, R. (2012). *Personal psychology for work and life*. Tata McGraw Hill
- Dash, C. (2013). *Organisational behavior*. New Delhi: International Book House
- Gibson, J. L., Ivancevich, J. M., & Konopaske, R. (2013). *Organisations: Behaviour, Structure, Processes*. Tata McGraw Hill
- Greenberg, J. (2013). *Behaviour in organizations* (10th ed.). PHI Learning Private Limited.
- Luthans, F. (2013). *Organisational behaviour: An evidence –based approach*. Tata McGraw Hill
- McShane, S. L., Glinow, M. A., Sharma, R. R. (2012) *Organisational behavior*. (5th ed.): Tata McGraw Hill, New Delhi.
- Pareek, U. & Khanna, S. (2011). *Understanding organizational behavior*. Oxford University Press
- Rajendra, P. Maheshwari, J. & Mahajan, P. (2012). *Business organization management*. (2nd Revised ed.) New Delhi: International Book House.
- Riggio, R. (2012). *Introduction to industrial and organizational psychology*. Pearson Education
- Schultz, D. & Schultz, S. (2013). *Psychology and work today*. Pearson
- Shankar, M. (2013). *Organizational behavior*. International Book House
- Sharma, S. (2013). *Organisational behavior*. New Delhi: Tata McGraw Hill.
- Singh, K. (2012). *Organizational behaviour text and cases*. New Delhi: Pearson Education.

**Revised Syllabus of Courses of B.Com. Programme at Semester V and VI
with effect from the Academic Year 2018-2019**

**Question Paper Pattern
(Practical Courses)**

Maximum Marks: 100

Questions to be set: 06

Duration: 03 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	Objective Questions A) Sub Questions to be asked 12 and to be answered any 10 B) Sub Questions to be asked 12 and to be answered any 10 (*Multiple choice / True or False / Match the columns/Fill in the blanks)	20 Marks
Q-2	Full Length Practical Question OR	15 Marks
Q-2	Full Length Practical Question	15 Marks
Q-3	Full Length Practical Question OR	15 Marks
Q-3	Full Length Practical Question	15 Marks
Q-4	Full Length Practical Question OR	15 Marks
Q-4	Full Length Practical Question	15 Marks
Q-5	Full Length Practical Question OR	15 Marks
Q-5	Full Length Practical Question	15 Marks
Q-6	A) Theory questions B) Theory questions OR	10 Marks 10 Marks
Q-6	Short Notes To be asked 06 To be answered 04	20 Marks

Note:

Practical question of 15 marks may be divided into two sub questions of 7/8 or 10/5 Marks.

**Revised Syllabus of Courses of B.Com. Programme at Semester V and VI
with effect from the Academic Year 2018-2019**

**Question Paper Pattern
(Theoretical Courses)**

Maximum Marks: 100

Questions to be set: 06

Duration: 03 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	Objective Questions A) Sub Questions to be asked 12 and to be answered any 10 B) Sub Questions to be asked 12 and to be answered any 10 (*Multiple choice / True or False / Match the columns/Fill in the blanks)	20 Marks
Q-2	Full Length Question OR	15 Marks
Q-2	Full Length Question	15 Marks
Q-3	Full Length Question OR	15 Marks
Q-3	Full Length Question	15 Marks
Q-4	Full Length Question OR	15 Marks
Q-4	Full Length Question	15 Marks
Q-5	Full Length Question OR	15 Marks
Q-5	Full Length Question	15 Marks
Q-6	A) Theory questions B) Theory questions OR	10 Marks 10 Marks
Q-6	Short Notes To be asked 06 To be answered 04	20 Marks

Note:

Theory question of 15 marks may be divided into two sub questions of 7/8 or 10/5 Marks.