

**Syllabus for M. Com. Part II (Semester III)**  
**(Two Years Master Degree Program)**  
**With Effect from the Academic Year 2022-2023**

<b>Name of the Programme</b>	<b>: M. Com.</b>
<b>Programme Code</b>	<b>: PCMC</b>
<b>Class</b>	<b>: M.Com. Part-II</b>
<b>Semester</b>	<b>: III</b>
<b>Course Name</b>	<b>: Business Finance</b>
<b>Course Code</b>	<b>: PCCO231</b>
<b>No. of Credit</b>	<b>: 04 Credits</b>
<b>No. of lectures</b>	<b>48</b>

**Learning Objectives:**

1. To acquaint the students with corporate finance in Indian context.
2. To make the students aware about the latest developments in the field of corporate finance.
3. To enable the students to understand the theories of capitalization and dividend distribution practices.
4. To give detail exposure of working capital management practice of finance.

**Learning Outcome:**

This will enable students to acquire sound knowledge of concepts of business finance. It will also helpful to know about latest developments in the field of corporate finance.

<b>Unit No.</b>	<b>Contents</b>	<b>No. of Lectures</b>
I	<b>Business Finance</b> 1.1 Meaning, objectives, scope and importance of business finance, 1.2 Time Value of Money: Need, Importance, Future value, Present value through discounted cash flow technique	10
II	<b>Financial Planning</b> 2.1 Meaning - objectives, assumptions, 2.2 Steps in financial planning, 2.3 Estimating financial requirements of firm Sources of finance - limitations of financial planning, 2.4 Capitalization: Over capitalization, undercapitalization and its causes and its remedies Theories of capitalization	12
III	<b>Corporate Securities and Sources of Long term Finance</b> <b>3.1 Ownership securities:</b> Equity Shares: characteristics, advantage and disadvantages, Preference Shares: characteristics, advantage and disadvantages (As amended in Companies Act (Amendment) 2013) <b>3.2 Creditor's securities:</b> Debentures: characteristics, classification, procedure of issuing debentures and Bonds, Company Deposit	14

IV	<b>Short Term Finance and Working Capital Management:</b> 4.1 Characteristics of short term finance 4.2 Needs, Sources of short term finance 4.3 Role of Working Capital 4.4 Best Management Practices of Working Capital 4.5 Financing of Working Capital: Trade creditors, bank credit, bank financing of account receivables, working capital - advantages and disadvantages	12

### Recommended Books

1. Bhole L.M. and Mahakud Jitendra, 'Financial Institutions and Markets', Tata McGraw-Hill Education, Delhi.
2. Kuchal S.C., 'Corporate Finance', Chaitanya Publishing House, Allahabad
3. Kulkarni P.V., 'Business Finance', Himalaya Publishing House
4. Prasana Chandra, 'Financial Management: Theory and Practice'
5. William L. Maggiuson, Scott B. Smart, Lawrence J. Gitman, 'Principles of corporate finance', Cengage Learning Private Limited, Delhi.

### Assessment Pattern:

<b>a) Internal Assessment</b> (For internal assessment teacher can choose any one or more of the following methods: Internal Test, Presentation, Field Work, Assignment, Assigning Internship to Students etc.)	<b>: 40 Marks</b>
<b>b) External Examination</b> (For external examination the Question Paper should consist of Theory Questions only)	<b>: 60 Marks</b>
<b>Total Marks</b>	<b>: 100 Marks</b>

**Name of the Programme** : M. Com.  
**Programme Code** : PCMC  
**Class** : M.Com. Part-II  
  
**Semester** : III  
**Course Name** : Research Methodology for Business  
**Course Code** : PCCO232  
**No. of Credits** : 04 Credits  
**No. of lectures** : 48

**Learning Objectives:**

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

**Learning Outcome:**

This will help the students to enable students to acquire sound knowledge of concepts of business research and research methodology. It will also helpful to know about tools and techniques of research methodology used in business research.

Unit No.	Contents	No. of Lectures
I	<b>Introduction to Business Research</b> 1.1 Definition, Objectives, Significance 1.2 Types of Research 1.3 Features of a Good Research 1.4 Steps in Scientific Research Process 1.5 Ethical Issues in Research – Plagiarism 1.6 Role of Computer in Research 1.7 Application of Statistical software- Introduction to SPSS	10
II	<b>Formulation of the Research Problem, Development of the Research Hypotheses, Research Design &amp; Sampling</b> <b>2.1 Research Problem:</b> Defining the Research Problem, Techniques involved in Defining Research Problem Review of Literature <b>2.2 Hypotheses:</b> Meaning, Definition & Types of Hypothesis, Formulation of the Hypotheses, Methods of testing Hypothesis <b>3.3 Research Design:</b> Meaning, Nature & Classification of Research Design, Need for Research Design, Phases/Steps in Research Design <b>3.4 Sampling:</b> Meaning & definition of Sampling, Key terms in Sampling, Types of Sampling: Probability & Non-probability, Sampling Errors	14

III	<b>Data Collection and Processing of Data</b> <b>Sources of Data Collection:</b> <b>3.1 Primary Data:</b> Methods of Data Collection, Merits & Demerits <b>3.2 Secondary Data:</b> Methods of Data Collection, Merits & Demerits <b>3.3 Processing of Data:</b> Editing, Coding, Classification & Tabulation.	12
IV	<b>Research Report and Mode of Citation &amp; Bibliography:</b> <b>4.1 Research Report:</b> Importance of Report Writing, Types of Research Reports, Structure or Layout of Research Report <b>4.2 Mode of Citation &amp; Bibliography:</b> Author, Date, System, Footnote or Endnote System, Use of Notes. Position of Notes, Citing for the first time, Subsequent Citing, List of Abbreviation used in Citation, Mode of preparing a Bibliography, Classification of Entries, Bibliography Entries compared with Footnotes, Examples of Bibliography Entries	12

#### **Recommended Books**

1. Research Methodology-Methods & Techniques C. R. Kothari New Age International Publishers New Delhi
2. Research Methodology Dipak Kumar Bhattacharyya Excel Books New Delhi
3. Research Methodology-Methods & Techniques Anil Kumar Gupta Value Education of India New Delhi
4. Research Methodology-Concepts and Cases Deepak Chawla & Neena Sondhi Vikas Publishing House Pvt. Ltd New Delhi
5. Research Methods Ram Ahuja Rawat Publications, Jaipur
6. Methodology & Techniques of Social Research, P. L. Bhandarkar, T. S. Wilkison & D. K. Laldas Himalaya Publishing House Mumbai
7. Legal Research and Writing Methods Anwarul Yaqin LexisNexis Butterworths Nagpur
8. Business Research Methods, Donald R. Cooper & Pamela S. Schindler Tata McGraw- Hill Edition New Delhi

#### **Assessment Pattern:**

<b>c) Internal Assessment</b> (For internal assessment teacher can choose any one or more of the following methods: Internal Test, Presentation, Field Work, Assignment, Assigning Internship to Students etc.)	<b>: 40 Marks</b>
<b>d) External Examination</b> (For external examination the Question Paper should consist of Theory Questions only)	<b>: 60 Marks</b>
<b>Total Marks</b>	<b>: 100 Marks</b>

**Name of the Programme** : M. Com.  
**Programme Code** : PCMC  
**Class** : M.Com. Part-II

**Semester** : III  
**Course Name** : Advanced Auditing  
**Course Code** : PCCO233  
**No. of Credits** : 04 Credits  
**No. of lectures** : 48

**Learning Objectives:**

- To impart knowledge and develop understanding of methods of audit and their application.
- To understand the audit process in corporate sector.
- To know the applications of computer in the process of audit.

**Learning Outcome:**

This course will enable students about audit process and procedure to be conducted in corporate sector. Course will also make them able to find out the frauds and errors which may occur in various types of companies. It will also helpful to understand the use of computers in audit process.

**CONTENTS**

- Unit 1: Introduction:** (12)
- 1.1 Auditing concepts. Basic principles governing an audit
  - 1.2 Relationship of auditing with other disciplines
  - 1.3 Overview of Standard setting process
  - 1.4 Role of Auditing and Assurance,
  - 1.5 Standard and Auditing and Assurance Standard Board in India.
  - 1.6 Brief study of Standards on Auditing issued by the ICAI.
- Unit 2: Audit of Limited Companies:** (14)
- 2.1 Preliminaries to the audit of limited company
  - 2.2 Audit of share capital transactions
  - 2.3 Debentures and other transactions
  - 2.4 Audit report with special reference to CARO 2003
  - 2.5 Profit and divisible profit - Dividends -Investigation.
- Unit 3: Audit Committee and Corporate Governance:** (12)
- 3.1 Corporate Governance: Introduction, Verification of Compliance of Corporate Governance.

3.2 Audit Committee: Constitution, Powers of Audit Committee

3.3 CEO/CFO Certification to Board

3.4 Report on Corporate Governance.

**Unit 4: Audit under Computerized Information System (CIS) Environment: (10)**

4.1 Special aspects of CIS Audit Environment

4.2 Need for review of internal control

4.3 Use of Computers for Audit purposes

4.4 Audit tools - Test packs

4.5 Computerized audit programme

**Recommended Books & Journals:**

- Spicer and Peglar : Practical Auditing.
- Kamal Gupta : Contemporary Auditing– Tata Mc Graw Hill.
- Basu and R.C. Saxena : Auditing.
- Jagadish Prasad : Auditing : Principles.
- Auditing - D.G–Prasuna – ICAI Press
- Mohan Bhatia - Auditing in a computerized environment – Tata Mc Graw Hill
- Recent Materials available on internet regarding various audits.

**Assessment Pattern:**

<b>e) Internal Assessment</b> (For internal assessment teacher can choose any one or more of the following methods: Internal Test, Presentation, Field Work, Assignment, Assigning Internship to Students etc.)	<b>: 40 Marks</b>
<b>f) External Examination</b> (For external examination the Question Paper should consist of Theory Questions only)	<b>: 60 Marks</b>
<b>Total Marks</b>	<b>: 100 Marks</b>

<b>Name of the Programme</b>	<b>: M. Com.</b>
<b>Programme Code</b>	<b>: PCMC</b>
<b>Class</b>	<b>: M.Com. Part-II</b>
<b>Semester</b>	<b>: III</b>
<b>Course Name</b>	<b>: Specialized Areas in Auditing</b>
<b>Course Code</b>	<b>: PCCO234</b>
<b>No. of Credits</b>	<b>: 04 Credits</b>
<b>No. of lectures</b>	<b>: 48</b>

### **Learning Objectives:**

- To impart knowledge and develop understanding of methods of audit in specialized areas.
- To understand the audit process of different entities including audit of Govt. authorities.

### **Learning Outcome:**

This course will enable students about audit process and procedure to be conducted in various entities such as banks, co-operative societies, special units and Govt. organizations. Course will also make able to find out the frauds and errors which may occur in the organizations.

## **CONTENTS**

<b>Unit 1: Audit of Banks:</b>	<b>(12)</b>
1.1 Salient features of enactments affecting Banks	
1.2 Bank Audit, its approach- Steps in Bank Audit	
1.3 Checking of Assets and Liabilities	
1.4 Scrutiny of Profit & Loss items	
1.5 Audit Report of Banks - Long Form Audit Report	
<b>Unit 2: Audit of Specialized Units:</b>	<b>(12)</b>
2.1 Special features of audit of Educational Institutions,	
2.2 Special features of audit of Hotel,	
2.3 Special features of audit of Club,	
2.4 Special features of audit of Hospital,	
2.5 Special features of audit of Charitable Trusts.	
<b>Unit 3: Audit of Cooperative Societies:</b>	<b>(14)</b>
3.1 Provisions of Maharashtra State Co-operative Societies Act 2013	
3.2 Multistate Co-operative Societies Act 2002.	
3.3 Special features of Audit of Cooperative Societies.	

### 3.4 Audit of :

- Co-operative Consumers Stores,
- Co-operative Housing Societies,
- Urban Co-operative Credit Society.

### 3.5 Audit Report of Co-operative Societies

## **Unit 4: Government System of Audit:**

**(10)**

4.1 Funds maintained by Govt. for meeting expenditure and receipts

4.2 Structure of financial administration in India

4.3 Objects of Government audit

4.4 Role of Comptroller and Auditor General of India

4.5 Audit of receipt, expenditure, sanctions, Public Accounts Committee

4.6 Audit of Public Sector Undertaking-Audit of Local bodies.

### **Recommended Books & Journals:**

- Spicer and Peglar : Practical Auditing.
- Kamal Gupta : Contemporary Auditing– Tata Mc Graw Hill.
- Basu and R.C. Saxena : Auditing.
- Jagadish Prasad : Auditing : Principles.
- Auditing - D.G–Prasuna – ICAI Press
- Mohan Bhatia - Auditing in a computerized environment – Tata Mc Graw Hill
- B.N. Tondon : A Handbook of Practical Auditing.
- Recent Materials available on internet regarding various audits.

### **Assessment Pattern:**

<b>g) Internal Assessment</b> (For internal assessment teacher can choose any one or more of the following methods: Internal Test, Presentation, Field Work, Assignment, Assigning Internship to Students etc.)	<b>: 40 Marks</b>
<b>h) External Examination</b> (For external examination the Question Paper should consist of Theory Questions only)	<b>: 60 Marks</b>
<b>Total Marks</b>	<b>: 100 Marks</b>