

**LESSON PLAN FOR B.COM FOR THE SESSION 2023-24**

**EVEN SEMESTER (JANUARY 2024-APRIL 2024)**

**B.COM IV SEMESTER: Corporate Law- II**

• **JAN 2024**

Depository System –meaning and importance; Shares:Types of shares, Allotment of Shares, Transfer

and Transmission of shares, Paperless Trading – Benefits and Procedure. Need for Educating investors

• **FEB 2024**

Share capital: - Meaning and forms of capital; Alteration of share capital; Reduction of share capital;

Further issue of share capital. Rights of pre-emption of shares. Shareholders and Members: - Difference

between Shareholders and members.Modes of acquiring membership.Termination of membership. who

may be members? Rights and Liabilities of members.

• **MARCH 2024**

Meeting of Company: - Essentials of valid meeting, Meetings of Shareholders- Annual General Meeting, Extra-ordinary general meeting, Meetings of board of Directors, Proxy, Voting, Notice, Agenda and Minutes of meetings.

Directors: - Duties, Powers, Liabilities, Appointment and removal of directors.

• **APRIL 2024**

Winding Up: - Meaning, Winding up by the Tribunal-Petition for winding up. Voluntary winding up.

Powers and Duties of company Liquidator, Consequences of winding up.

## B.COM IV SEMESTER: Secretarial Practices

- **JAN 2024**

Secretary : Meaning, definitions, functions, Duties, Responsibilities, Powers, Appointment, Procedure,

Qualifications and Disqualifications. Position and Removal of Secretary.

- **FEB 2024**

Promotion of Company and Secretary: Duties of Secretary regarding formation of M/A and A/A

and their alterations. Duties of secretary regarding issue of share certificate, Share Warrant and Share

Stock, Calls-in-arrear, forfeiture and re-issue of shares, Transfer and Transmission of shares.

- **MARCH 2024**

Company Meeting & Secretary: Duties of Secretary regarding meetings, requisites of a valid meeting, secretarial duties regarding meetings of shareholders, meetings of Board of directors.

- **APRIL 2024**

Company Secretary and Motion and Resolution, Voting and Proxy.

## B.COM VI SEMESTER: Cost Accounting II

- JAN 2024

Process Costing: Meaning, Uses, Preparation of process account, Treatment of Normal Wastage,

Abnormal Wastage, Abnormal Effectiveness, Treatment of opening and closing stock (Excluding

Work in Progress): Joint - Product and By - Product: Main methods of apportionment of Joint cost.

Inter process profits.

- FEB 2024

Contract Costing – meaning, main features, preparation of contract account, Escalation clause,

Contract near completion, cost plus contract.

Job Costing ,Batch Costing.

- MARCH 2024

Budgetary control – meaning of budget and budgetary control, budgetary control as a management

tool, limitations of budgetary control, forecasts and budgets, installation of budgetary control system,

classification of budgets, fixed and flexible budgeting, performance budgeting, Zero based budgeting and

Responsibility accounting.

Standard Costing : meaning, limitations, standard costs and budgeted costs, determination of

standard cost, cost variances, direct material and direct labour only.

- APRIL 2024

Marginal Costing and Profit planning: Marginal costing, Absorption costing, Marginal cost, Cost

volume Profit analysis, BEP Analysis, Key factor, BE chart, angle of incidence, concept of decision-

making and steps involved, Determination of sales mix, Make or buy Decisions.

## **B.COM VI SEMESTER: Goods and Services Tax (GST) & Customs Law**

- **JANUARY 2024**

Introduction:-feature of GST, Benefit of GST, Constitutional Framework of Goods and Services tax, concept of GST. Important Definitions.

Supply under GST(U/S 7):- Meaning and scope of supply .Composite and Mixed supply .

Levy and Collection including reverse charge mechanism(U/S 9)

Tax on electronic commerce operator (ECO). Exemption from GST.

Composition Levy(U/S 10)

- **FEB 2024**

Place of Supply:- Within state/Union territory, Interstate, Import and Export.

Time of Supply of goods and services.

Value of supply including valuation rules.

Input tax credit:- Eligibility and conditions for taking Input Tax Credit, Apportionment of credit

Blocked credit, ITC in case of banking company and financial institutions,

ITC availability in special circumstances,

Reversal of ITC on switching to composition levy or exit from tax-paying status, Transfer of ITC on account of change in constitution of registered person, Input service distributors.

- **MARCH 2024**

Registration (U/S 25)-Issue of invoices:- Tax Invoice, Revised Tax Invoice, Credit note, Debit note, Bill of

supply, Receipt voucher, Refund voucher, Payment voucher, Invoices in special cases.

E-way Bill. Payment of Taxes. Returns Under GST. Job work.

Provision of TDS and TCS(U/S 51 & 52). Record keeping,

Assessment and Audit Under GST.

- **APRIL 2024**

### **Customs Act 1962:**

Customs duty: Important definitions, Types, Importance, Documents required for Import and Export procedure. EOU, SEZ Units. Export Promotion Schemes.

## **M.COM IV SEMESTER –IBE**

### **Jan 2024**

International Business and Environment: Meaning, Nature, significance, dimensions, types  
Level

of International Business and its Environment; Business Environment and strategic  
decisions:

Geographic, Economic, political, Demographic, Social/Cultural and Regulatory Framework.

### **Feb 2024**

International Economic Cooperation and Agreements; Regional Economic Integration  
(Trade Blocks), Integration, Customs-Union, European Union, Indo-Eu Trade, Euro, south –  
south cooperation (SAARC, SAPTA, Indo-Lanka Free Trade Agreements, NAFTA. International  
commodity Agreements. Generalised and Global systems of Trade Preferences (GSP & GSTP).  
International Trade and Investment Theories.

### **March 2024**

International Economic Institutions: IMF, WB, ADB, UNCTAD, IMODO and WTO Multi-Fibre  
Arrangement (MFA); International Trade and Payments (Protectionism, Barriers: Tariff &  
Non-Tariff), State-Trading, Foreign-Trade Policy; Global Sourcing, BOPs, BOT and Indian  
scene.

### **April 2024**

Foreign Exchange Market: Types of Exchange Rates, . Participation in Foreign Exchange  
Market, types of foreign Exchange Market, ER Quotas. Determination of Foreign Exchange  
Rates; Futures, Options and Swap-Operations, Arbitrage, convertibility of Rupee. ER-  
Arrangements in India.

## **M.COM IV SEMESTER**

### **COST ACCOUNTING STANDARDS AND REPORTING**

#### **JAN 2024**

Institute of Cost Accountants of India: Introduction, objectives.

Cost accounting standard board: Introduction, objectives and functions.

GAAP: introduction, conceptual framework, objectives, scope, nature of content and format.

Cost Accounting Standards (CAS): need and statutory recognition of CAS

.Overall recommendations of B. B. Goyal expert committee.

#### **FEB 2024**

Outlines of CAS: Classification of cost (CAS-1), Overheads (CAS- 3), Material cost (CAS-6),  
Employee

cost (CAS-7), Direct expenses (CAS -10), Administrative overheads (CAS-11),

Repairs and maintenance cost (CAS-12), cost of service cost center (CAS – 13) ,

Selling and distribution overheads (CAS-15)

, Depreciation and amortization ( CAS – 16) , Research and development costs ( CAS-18) ,

Joint costs (CAS-19) .Introduction, objectives, scope, definition and explanation of terms  
used, principles of measurement,

assignment of cost, presentation and disclosure of CAS: capacity determination (CAS-2),

cost of production for captive consumption (CAS-4), Determination of average (equalized)

cost of transportation (CAS-5), cost of utilities ( CAS-8).

#### **MARCH 2024**

Introduction, objectives, scope, definition and explanation of terms used, principles of  
measurement,

assignment of cost, presentation and disclosure of CAS: packing material cost (CAS-9),  
pollution control

cost (CAS -14) , Interest and financing charges (CAS-17) , Royalty and technical know – how  
fee (CAS-

20) , Quality control ( CAS-21), Manufacturing cost (CAS-22). Latest amendments and  
development in CAS.

Cost auditor – appointment, eligibility, remuneration, rights and responsibilities, functions,  
appointing authorities.

Cost Audit: nature, scope, advantages of cost audit, genesis of cost audit in India, types of cost audit,

relevance of cost audit, usefulness of cost audit, difference between cost audit .cost investigation.

Cost audit standards : CAS 101 – planning on audit of cost statement,

CAS -102 – cost audit documentation , CAS 103 – overall objectives of independent cost auditor.

CAS -104 knowledge of business, its process and the business environment.

### **APRIL 2024**

Cost accounting records, general features of cost accounting records, companies ( cost records and audit ) rules 2014.

|

**DIVESH PALIWAL**

**EXTENSION LECTURER IN COMMERCE**