



Master of Commerce (M.COM)

Syllabus effective from Academic Year 2023-24

Programme Objectives:

- To equip the learners with knowledge, skills and attitude to meet the requirements of the job market and/or to become self-sufficient.
- To develop critical appreciation regarding the concepts, principles and theories related to finance and accounting.
- To acquaint the learners with the emerging trends, contemporary issues and practices of the business houses in India and abroad.
- To provide the foundation for advanced studies and research in the related domain

Programme Outcomes:

After successful completion of this programme the learners should be able to:

- State the general concepts, principles and theories related to finance and accounting.
- Pursue further Research in their chosen areas.
- Understand the ethical implication of business decision making and recognize ethical dilemmas.
- Demonstrate skilful application of the learnt concepts, principles and theories.
- Develop integrated strategies using a wide variety of tools and techniques to meet the emerging opportunities and challenges.

Highlights of the Programme:

- Duration of the Course – Minimum: 2 years, Maximum: 4 years.
- Conduct of Classes: Weekend for 4 hours (preferably on Sundays)
- Course Fees: Rs. 5900/Year + Rs. 500 as one time fee for original certificate and member of Alumni Association.
- Eligibility Criteria: Graduation or +3 PASS in any discipline
- Evaluation – Based on Assignments, Term-end Examinations

Target Group:

- Learners want to pursue a career in commerce stream to gain professional advantage.
- Learners who are graduate degree holders in the commerce stream and want to make commerce knowledge stronger and look forward to a career in it.

Pedagogy:

The Course shall be taught through the interactive,

- Self-guided Learning Materials (SLMs),
- OERs as reference materials,
- Week-end Counseling Classes,
- Video Lectures, Project Works.
- Online classes(Both synchronous and asynchronous)

Programme Structure

Course Code	Title of the Course	Credit
Semester - 01		
MCO 01	Organisational Theory and Behaviour	4
MCO 02	Business Environment	4
MCO 03	Managerial Accounting	4
MCO 04	Managerial Economics	4
Semester - 02		
MCO 05	Marketing Management	4
MCO 06	Financial Management	4
MCO 07	Indian Financial System	4
MCO 08	Entrepreneurship Development	4
Semester - 03		
MCO 09	Statistical Methods	4
MCO 10	Corporate Legal Framework	4
MCO 11	Computer Application in Business	4
MCO 12	Human Resource Management	4
Semester - 04		
MCO 13	Corporate Accounting	4
MCO 14	Tax Planning	4
MCO 15	Research Methodology	4
MCO 16	International Business	4
Total Cumulative Credits		64

Detailed Syllabus

MCO 01 ORGANISATIONAL THEORY AND BEHAVIOUR

Block 01: Organisational Behaviour and Structure

Unit 01: Meaning and Concept

Unit 02: Evolution of Organisational Behaviour

Unit 03: Models of Organisational Behaviour

Unit 04: Challenges of Organisational Behaviour

Block 02: Group Behaviour Taxonomy

Unit 05: Formation of Groups

Unit 06: Types of Groups

Unit 07: Team Dynamics

Unit 08: Group Decision Making

Block 03: Motivation and Leadership

Unit 09: Content Theories of Motivation

Unit 10: Process theories of Motivation

Unit 11: Leadership: Nature, Importance and Styles

Unit 12: Theories of Leadership

Block 04: Dynamics of Organisational Behaviour

Unit 13: Attitude and Values

Unit 14: Personality

Unit 15: Perception

Unit 16: Stress Management

MCO 02 BUSINESS ENVIRONMENT

Block 01: Overview to Business Environment

Unit 01: Introduction to Business Environment

Unit 02: Composition and Scope of Business Environment

Unit 03: Changing Dimensions of Business Environment

Unit 04: Techniques of Environmental Scanning and Monitoring

Block 02: Business and Economic Environment

Unit 05: Significance and Nature of Economic Environment

Unit 06: Economic System and Business Environment

Unit 07: Economic Reforms - Liberalisation

Unit 08: Economic Reforms - Privatisation

Block 03: Government and Business Legal Environment

Unit 09: Government and Legal Regulations on Business

Unit 10: Changing Dimensions of Legal Environment in India

Unit 11: FEMA and Licensing Policy

Unit 12: Consumer Protection Act

Block 04: Social and Technological Environment

Unit 13: Critical Elements of Socio-Cultural Environment

Unit 14: Business and Corporate Governance

Unit 15: Technological Advancement in shifting Business

Unit 16: Business Ethics and Corporate Social Responsibility

MCO 03 MANAGERIAL ACCOUNTING

Block 01: Management Accounting for Decision Making

Unit 01: Introduction to Management Accounting

Unit 02: Tools for Financial Statement Analysis

Unit 03: Ratio Analysis

Unit 04: Cost Control and Cost Reduction

Block 02: Marginal Costing

Unit 01: Introduction to types of Costing

Unit 02: Marginal, Absorption and Activity Based Costing

Unit 03: Cost Volume Profit Analysis

Unit 04: Break-Even Analysis

Block 03: Standard Costing

Unit 01: Meaning, Nature and significance of Standard Costing

Unit 02: Setting up of Standards

Unit 03: Kinds of Variance

Unit 04: Variance Analysis

Block 04: Budgeting and Responsibility Accounting

Unit 01: Budgeting – Concept and Classification

Unit 02: Budgetary Control

Unit 03: Responsibility Accounting: Meaning and Significance

Unit 04: Transfer Pricing –Purpose and Methods

MCO 04 MANAGERIAL ECONOMICS

Block 01: Introduction and Basic Concepts

Unit 01: Nature, Scope and Objectives of Business

Unit 02: Economic Concepts

Unit 03: Basic Demand and Supply

Unit 04: Elasticity of Demand

Block 02: Analysis of Consumer Behaviour

Unit 05: Concept of Utility and Indifference Curve

Unit 06: Consumer Behaviour and its Economic Implications

Unit 07: Meaning and concept of Consumer Equilibrium

Unit 08: Consumer Equilibrium and Demand Effects

Block 03: Production and Cost Analysis

Unit 09: Role and Scope of Theory of Production

Unit 10: Law of Variable Proportion

Unit 11: Law of Return to Scale

Unit 12: Modern Theory of Cost Analysis

Block 04: Pricing Strategy and Market Structure

Unit 13: Meaning and Scope of Pricing Strategy

Unit 14: Pricing Equilibrium under Perfect competition

Unit 15: Pricing under Oligopoly

Unit 16: Pricing under Monopoly and Monopolistic

MCO 05 MARKETING MANAGEMENT

Block 01: Nature and Scope of Marketing

Unit 01: Introduction to Marketing

Unit 02: Marketing Environment

Unit 03: Marketing Mix and Market Segmentation

Unit 04: Consumer Behaviour and Decision Making

Block 02: Product and Pricing Decisions

Unit 05: Concept and Classification of Products

Unit 06: Packaging, Labelling and Branding

Unit 07: Factors affecting price determination

Unit 08: Pricing policies and strategies

Block 03: Distribution Decisions

Unit 09: Meaning, function and Types of distribution

Unit 10: Channel Management Decision

Unit 11: Retailing and Wholeselling

Unit 12: Physical Distribution Decisions

Block 04: Promotion Decisions

Unit 13: Concept and Elements of Promotion Mix

Unit 14: Advertising and Personal selling

Unit 15: Sales Promotion, Publicity and Public Relation

Unit 16: Marketing Research

MCO 06 FINANCIAL MANAGEMENT

Block 01: Introduction to Financial Management

Unit 01: Nature and Scope of Financial Management

Unit 02: Techniques of Time Value of Money

Unit 03: Measurement of Risk and Returns

Unit 04: Valuation of Securities

Block 02: Capital Budgeting and Capital Structure

Unit 05: Nature and Methods of Capital Budgeting

Unit 06: Investment Evaluation Criteria

Unit 07: Capital Structure - I (Theories of Capital Structure)

Unit 08: Capital Structure -II (Capital Structure in Practice)

Block 03: Dividend Decisions

Unit 09: Dividend Decisions: An Overview

Unit 10: Theories of Dividend - I (Walter's Model, Gordon's Model)

Unit 11: Theories of Dividend - II (MM Hypothesis)

Unit 12: Application of Dividend Policies

Block 04: Working Capital Management

Unit 13: Estimation of Working Capital Requirement

Unit 14: Management of Cash

Unit 15: Management of Receivables

Unit 16: Management of Inventory

MCO 07 INDIAN FINANCIAL SYSTEM

Block 01: Background of Financial System

Unit 01: Indian Financial System: An Overview

Unit 02: Function and Structure of Financial System in India

Unit 03: Primary Market Organization

Unit 04: Secondary Market Organization

Block 02: Financial Intermediaries

Unit 05: Nature, Type and Role of NBFCs

Unit 06: Investment Planning in Mutual Fund

Unit 07: Principles and Types of Insurance

Unit 08: Credit Control and Role of Banks

Block 03: Financial Instruments

Unit 09: Concept of Capital Market Instruments

Unit 10: Money Market Instruments

Unit 11: Financial Derivatives

Unit 12: Bonds, Gold and Exchange Traded Fund

Block 04: Private Foreign Investment

Unit 13: Types and Importance of FDI

Unit 14: Relationship between FII and FPI

Unit 15: Other form of investment (ECB, foreign currency exchange bond, etc.)

Unit 16: Regulatory bodies in financial market

MCO 08 ENTREPRENEURSHIP DEVELOPMENT

Block 01: Introduction to Entrepreneurship

Unit 01: Concepts and Overview of Entrepreneurship

Unit 02: Evolution and Growth of Entrepreneurship in India

Unit 03: Role of Entrepreneurship in Economic Development

Unit 04: Framework of Entrepreneurship Theories

Block 02: Dimensions of Entrepreneurship

Unit 05: Entrepreneurial Culture and Society

Unit 06: Social Entrepreneurship

Unit 07: Rural, Women and Tribal Entrepreneurship

Unit 08: Emerging Trends and Models of Corporate Entrepreneurship

Block 03: Development of Entrepreneurial Skills

Unit 09: Entrepreneurial Characteristics and Skills

Unit 10: Idea Generation and Business Transformation

Unit 11: Business Process Re-engineering

Unit 12: Creativity and Problem Solving

Block 04: Support Systems for Entrepreneurs

Unit 13: Sources of Finance and Capital

Unit 14: Institutional and Policy Support

Unit 15: Technological Support System

Unit 16: Product and Marketing Support for Entrepreneurs

MCO 09 STATISTICAL METHODS

Block 01: Introduction to Statistics and Data Presentation

Unit 01: Introduction and Scope of Statistics

Unit 02: Data Classification and Tabulation

Unit 03: Use of Statistical Tools

Unit 04: Data Presentation – Graphs and Charts

Block 02: Measures of Central Tendency and Dispersion

Unit 05: Measures of Central Tendency – I (Mathematical Average)

Unit 06: Measures of Central Tendency – II (Positional Average)

Unit 07: Measures of Dispersion – I (Range, MD, SD)

Unit 08: Measures of Dispersion – II (Skewness and Kurtosis)

Block 03: Correlation and Regression

Unit 09: Introduction, Types and Measurement of Correlation

Unit 10: Simple Regression

Unit 11: Multiple Regression

Unit 12: Parametric Vs Non- Parametric Test

Block 04: Time Series and Index Number

Unit 13: Components of Time Series

Unit 14: Methods of Measurement of Trend

Unit 15: Construction of Index Number

Unit 16: Test for Index Number

MCO 10 CORPORATE LEGAL FRAMEWORK

Block 01: Company Regulations

Unit 01: Evolution of Company Act and its Subsequent Amendments

Unit 02: Incorporation of a Company

Unit 03: Memorandum of Association

Unit 04: Articles of Association and Prospectus

Block 02: Share Capital

Unit 05: Meaning, Issue and Allotment of Shares

Unit 06: Transfer of Shares and Depository System

Unit 07: Declaration and Payment of Dividend

Unit 08: Types and Importance of Meetings of a Company

Block 03: Company Board

Unit 09: Director: Legal Position and Appointment

Unit 10: Director: Powers and Duties

Unit 11: Functions and Jurisdiction of Managerial Personnel

Unit 12: Dissolution of a Company

Block 04: SEBI and Consumer Protection Act

Unit 13: SEBI: Organisational Set up, Role and Functions

Unit 14: Features and Rights under Consumer Protection Act

Unit 15: Powers and Control of SEBI

Unit 16: Grievance Redressal Mechanism

MCO 11 COMPUTER APPLICATION IN BUSINESS

Block 01: Computer Fundamentals

Unit 01: Introduction to Computers

Unit 02: Windows Operating Systems

Unit 03: MS. Word, Ms PowerPoint and MS Excel

Unit 04: Application of Computer in Business Decision Making

Block 02: Application of Computer in Business Process

Unit 05: Computerised Accounting System

Unit 06: Use of Spreadsheet in Business Application

Unit 07: Introduction to ERP

Unit 08: Graphs, Charts and Electronic Spreadsheet

Block 03: Management Information System (MIS)

Unit 09: Basic Concepts and Applications in Business

Unit 10: Types and Components

Unit 11: Issues and Challenges

Unit 12: Role of MIS in Decision Making Process

Block 04: Database Management System (DBMS)

Unit 13: Introduction to Database Management

Unit 14: Accounting System using DBMS

Unit 15: Generating Accounting Reports

Unit 16: DBMS in Business Decision Making

MCO 12 HUMAN RESOURCE MANAGEMENT

Block 01: Overview of HRM

Unit 01: Evolution and Stages of HRM

Unit 02: Nature and Scope of HRM

Unit 03: Competencies of a HR Manager

Unit 04: Contemporary Challenges in HRM

Block 02: Human Resource planning

Unit 05: Meaning of HRP

Unit 06: Job Evaluation

Unit 07: Job Analysis and Design

Unit 08: HR Effectiveness

Block 03: HR Recruitment and Development

Unit 09: Recruitment

Unit 10: Selection

Unit 11: Training, Placement and Development

Unit 12: Performance Appraisal

Block 04: Compensation Management and HR Information System

Unit 13: Compensation Management

Unit 14: Grievance and its Handling Procedure

Unit 15: Human Resource Information System and Personnel Audit

Unit 16: Human Resource Accounting

MCO 13 CORPORATE ACCOUNTING

Block 01: Introduction to Company

Unit 01: Company: Meaning and Types

Unit 02: Issue of Shares and Forfeiture of Shares

Unit 03: Issue of Debentures and Forfeiture of Debentures

Unit 04: Issue of Right Share, Bonus Share and Buy Back of Share

Block 02: Final Accounts and Treatment of Goodwill and Shares

Unit 05: Financial Statement as per Schedule 3 of Companies Act

Unit 06: Treatment of Dividend

Unit 07: Valuation of Goodwill

Unit 08: Valuation of Shares

Block 03: Concept of Amalgamation, Absorption and Reconstruction

Unit 09: Forms and Types of Amalgamation

Unit 10: Methods of Amalgamation

Unit 11: Concept of Absorption

Unit 12: Internal Reconstruction and Its Accounting Treatment

Block 04: Liquidation of Companies

Unit 13: Concept of Liquidation

Unit 14: Modes and Consequences of Liquidation

Unit 15: Liquidator's Final Statement of Accounts

Unit 16: List B Contributors

MCO 14 TAX PLANNING

Block 01: Introduction to Direct Tax

Unit 01: Basic Concepts and Types

Unit 02: Heads of Income under ITA

Unit 03: Computation of Tax Liability

Unit 04: Deductions under ITA

Block 02: Corporate Tax Planning and Management

- Unit 05: Concept and types of Tax Planning
- Unit 06: Corporate Tax Planning for Management Decisions
- Unit 07: Corporate Tax Planning for Financial Decisions
- Unit 08: Tax Management and Tax Administration

Block 03: Introduction to Indirect Tax

- Unit 09: Concept and types of Indirect Tax(s)
- Unit 10: Pre-GST and Post-GST Indirect Tax System
- Unit 11: Structure of GST Models
- Unit 12: Functioning of GST council and GST Network

Block 04: GST Planning and Application

- Unit 13: Important terms and definition under GST
- Unit 14: Levy and Collection of Tax under GST
- Unit 15: Exemptions under GST Act
- Unit 16: Procedure for Registration under GST

MCO 15 RESEARCH METHODOLOGY

Block 01: Introduction to Research

- Unit 01: Meaning, Types and Process of Research
- Unit 02: Problem Identification and its Sources
- Unit 03: Literature Review and Research Gap
- Unit 04: Ethics in Research

Block 02: Research Design and Data Collection

- Unit 05: Theory of Sampling
- Unit 06: Research Problem and Hypothesis
- Unit 07: Qualitative, Quantitative and Mixed Research
- Unit 08: Methods of Data Collection

Block 03: Tools and Techniques of Research

- Unit 09: Levels of Measurement
- Unit 10: Descriptive Statistics
- Unit 11: Correlation Analysis: Assumption and Application
- Unit 12: Simple and Multiple Regression Analysis

Block 04: Statistical Analysis, Report Writing

- Unit 13: Statistical Packages, Languages and its Application in Research
- Unit 14: Skill to Understand Research Paper Writing
- Unit 15: Structure of a Research Report (Synopsis, Thesis and Project writing)
- Unit 16: Citation and Referencing (viz. APA and MLA style)

MCO 16 INTERNATIONAL BUSINESS

Block 01: Introduction to International Business

Unit 01: Origin and Evolution of International Business

Unit 02: Theories of International Business

Unit 03: Strategies for Entering into International Market

Unit 04: Tariff and Non-Tariff Barriers

Block 02: International Policy and Regulation

Unit 05: International Collaboration and Strategic Alliances

Unit 06: Regional Economic Integration (SAARC, NAFTA, etc)

Unit 07: EXIM Policy

Unit 08: Balance of Payment

Block 03: International Business Environment

Unit 09: International Monetary System

Unit 10: Foreign Exchange Market

Unit 11: Foreign Exchange Risk

Unit 12: WTO and Protectionism

Block 04: Promotion and Financing of Foreign Trade

Unit 13: Foreign Direct Investment

Unit 14: IMF and World Bank

Unit 15: Changing Trends in Global Market

Unit 16: Environmental and Labour Issue