



HINDI MAHAVIDYALAYA

(Autonomous & NAAC-Reaccredited)

(Arts, Commerce, Science and P.G. Centre)

(Affiliated to Osmania University)

Nallakunta, Hyderabad – 500044

DEPARTMENT OF COMMERCE

B.Com(Computers)(CBCS) English Medium

2017-18

हिन्दी महाविद्यालय

(स्वायत्त एवं NAAC-पुनर्मूल्यांकित)
(कला, वाणिज्य, विज्ञान तथा स्नातकोत्तर केन्द्र)
(उस्मानिया विश्वविद्यालय से सम्बद्ध)
नल्लकुंटा, हैदराबाद - 500 044



Website : www.hindimahavidyalaya.org
E-mail : info@hindimahavidyalaya.org

Hindi Mahavidyalaya

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Nallakunta, Hyderabad - 500 044

Smt. JYOTI HASTAK, M.Sc., MCA
PRINCIPAL

संदर्भ / Ref. :

दिनांक / Date : 25-3-2017

BOARD OF STUDIES
DEPARTMENT OF COMMERCE
HINDI MAHAVIDYALAYA
(AUTONOMOUS)

Nallakunta, Hyderabad – 500044

B.Com (Computers) (English Medium) I Year, I & II Semester 2017-18

Hindi Mahavidyalaya has been conferred Autonomy for a period of Six years from 2012-2018. We have constituted a Board of Studies for Department of Commerce as per norms to prepare syllabus under the Choice Based Credit System. The members of the BOS are.

1. Chairperson

SRI P. GIRIDHAR
Head Department of Commerce
Hindi Mahavidyalaya, Hyderabad

2. University Nominee

Prof. V. Anand Kumar
Chairperson Board of Studies
Department of Commerce
Osmania University, Hyderabad

CHAIRMAN

Board of Studies in Commerce
Osmania University
Hyderabad - 500 007 (A.P.)

Members of BOS

3. Prof. T. Krishna Kumar

Department of Commerce
Osmania University, Hyderabad

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4. **Mrs. SUKHPREET GIRIDHAR**

Head Department of Commerce
Stanley Degree & PG College for Women, Hyderabad

5. **Dr. Jacqueline Paul**

Dean of Commerce
Loyola Academy Degree and PG College, Hyderabad.

6. **Sri. B.T. Madhusudan**

Lecturer in Commerce
Hindi Mahavidyalaya, Hyderabad

Industrialist

7. **Sri Rajesh Malani**

Proprietor
Arun Electronics, Hyderabad

8. **Sri Vijay Singh**

M.Com, ~~A~~CA
Chartered Accountant



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CHAIRMAN
Board of Studies in Commerce
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Department of Commerce
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PRINCIPAL

संदर्भ / Ref. :

दिनांक / Date : 25-3-2017

Department of Commerce Notice/Agenda BOS Meeting

Date : 25th March 2017

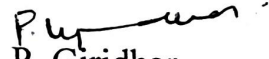
Time : 4.30 pm

Location : Committee Room Hindi Mahavidyalaya.

Notice is hereby given to members of Board Of Studies Department of Commerce Hindi Mahavidyalaya that the Board of Studies will hold its meeting for the new Under Graduation Course of B.Com (Computers) in English Medium on March 25th 2017 at 4.30 pm in the committee Room. All the members are requested to attend the meeting and give their valuable suggestions.

The agenda for the meeting is as follows.

1. Approval of B.com (Computers) in English Medium I year (Semester I & Semester II) Syllabus.
2. Approval of Credit system.
3. Approval of Question Paper pattern.
4. Any other matter will the permission of the chair.


P. Giridhar
Chairperson

Copy to

1. Prof.V. Anand Kumar
2. Prof. T.Krishna Kumar
3. Mrs. Sukhpreet Giridhar
4. Dr. Jacqueline Paul
5. Sri Rajesh Malani
6. Sri Vijay Singh

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Smt. JYOTI HASTAK, M.Sc., MCA
PRINCIPAL

दिनांक / Date : 25-3-2017

Ref. :

Minutes of the meeting of Board of Studies in Commerce for B.Com (Computers) in English Medium held on 25th March 2017 at Committee Room in Hindi Mahavidyalaya

Members Present

1. Sri P. Giridhar Chairperson BOS
2. Prof. V. Anand Kumar
3. Prof. T. Krishna Kumar
4. Mrs. Sukhpreet Giridhar
5. Dr. Jacqueline Paul
6. Mr. B.T. Madhusudhan
7. Sri Rajesh Malani
8. Sri Vijay Singh

Signature

CHAIRMAN
V. Anand Kumar
Board of Studies in Commerce
Osmania University
Hyderabad - 500 007

The formal BOS meeting commenced with the chairperson extending a warm welcome to all the members of the BOS . He introduced all the members of the BOS, and after the brief introduction the agenda items listed were taken for discussion.

Topic No 1:-

The BOS discussed the B.com(Computers) in English Medium I Year, Ist semester and IInd semester syllabus for all the Eight optional papers viz Financial Accounting I, Business Economics, Business Organization, Information Technology

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Financial Accounting II, Managerial Economics, Principles of Management, Management Information System and Approved it.

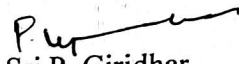
Topic No.2

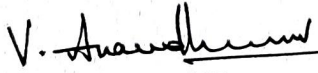
The credits under the CBCS was discussed and the BOS accepted the credit system and it was approved

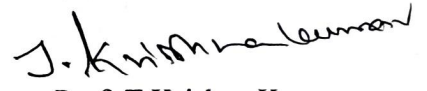
Topic No.3

The Question paper pattern was discussed and after incorporating the suggestions given by the members the BOS accepted the Question paper pattern and was unanimously resolved by the BOS to implement the Question paper pattern.


The Meeting ended with a vote of thanks by the BOS chairperson who thanked all the members for their valuable suggestions efforts and co-operation.


Sri P. Giridhar
Chairperson



Prof. V. Anand Kumar
University Nominee
Board of Studies in Commerce
Osmania University
Hyderabad - 500 007 (A.P.)



Prof. T. Krishna Kumar
Member


Mrs. Sukhpreet Giridhar
Member


Dr. Jacqueline Paul
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Member


Sri Rajesh Malani
Industrialist


Vijay Singh
Alumni

HINDI MAHAVIDYALAYA

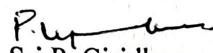
(AUTONOMOUS)

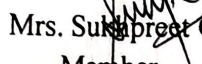
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Department of commerce


Structure of I Year, Semester I - 2017-18

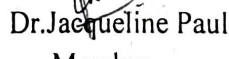
FIRST YEAR: SEMESTER-I					
SLNo.	Code	Course Title	Course Type	HPW	Credits
(1)	(2)	(3)	(4)	(5)	(6)
1.	BC101	A/B/C/D	AECC-1	2	2
2.	BC102	English	CC-1A	5	5
3.	BC103	Second Language	CC-2A	5	5
4.	BC104	Financial Accounting - I	DSC-1A	5	5
5.	BC105	Business Economics	DSC-2A	5	5
6.	BC106	Business Organization	DSC-3A	4	4
7.	BC107	Information Technology	DSC-4A	3T+2P	4
		Total		31	30
SEMESTER-II					
8.	BC201	A/B/C/D	AECC-2	2	2
9.	BC202	English	CC-1B	5	5
10.	BC203	Second Language	CC-2B	5	5
11.	BC204	Financial Accounting - II	DSC-1B	5	5
12.	BC205	Managerial Economics	DSC-2B	5	5
13.	BC206	Principles of Management	DSC-3B	4	4
14.	BC207	Management Information System	DSC-4B	3T+2P	4
		Total		30	30
SECOND YEAR: SEMESTER-III					
15.	BC301	Principles of Insurance Business	SEC-1	2	2
16.	BC302	English	CC-1C	5	5
17.	BC303	Second Language	CC-2C	5	5
18.	BC304	Advanced Accounting	DSC-1C	5	5
19.	BC305	Income Tax-I	DSC-2C	5	5
20.	BC306	Business Statistics-I	DSC-3C	4	4
21.	BC307	Programming with C	DSC-4C	3T+2P	4
		Total		31	30
SEMESTER-IV					
22.	BC401	Practice of Life Insurance	SEC-2	2	2
23.	BC402	English	CC-1D	5	5
24.	BC403	Second Language	CC-2D	5	5
25.	BC404	Corporate Accounting	DSC-1D	5	5
26.	BC405	Income Tax-II	DSC-2D	5	5
27.	BC406	Business Statistics-II	DSC-3D	4	4
28.	BC407	Objective Oriented Programming with C++	DSE-4D	4T+2P	4
		Total		30	30

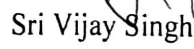

Sri P. Giridhar
Chairperson

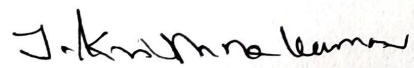

Mrs. Sukhpreet Giridhar
Member

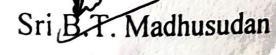

Sri Rajesh Malani
Industrialist


CHAIRMAN
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Alumni


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Member

THIRD YEAR:					
SEMESTER-V					
29.	BC501	Practice of General Insurance	SEC-3	2	2
30.	BC502		GE-1	2	2
31.	BC503	Cost Accounting	DSC-1E	4	4
32.	BC504	Business Law	DSC-2E	4	4
33.	BC505	Banking Theory & Practice	DSC-3E	4	4
34.	BC506	Auditing	DSC-4E	4	4
35.	BC507	Computerised Accounting	DSE-1A	4T+2P	5
36.	BC508	E-Commerce	DSE-2A	4T+2P	5
		Total		33	30
SEMESTER-VI					
37.	BC601	Regulation of Insurance Business	SEC-4	2	2
38.	BC602		GE-2	2	2
39.	BC603	Managerial Accounting	DSC-1F	4	4
40.	BC604	Company Law	DSC-2F	4	4
41.	BC605	Financial Institutions & Markets	DSC-3F	4	4
42.	BC606	Commerce Lab	DSC-4F	2T+4P	4
43.	BC607	Web Technologies	DSE-1B	4T+2P	5
44.	BC608	Relational Database Management Systems	DSE-2B	4T+2P	5
		Total		32	30
		GRAND TOTAL		187	180

AECC: Ability Enhancement Compulsory Course; SEC: Skill Enhancement Course; DSC: Discipline Specific Course; DSE: Discipline Specific Elective; GE: Generic Elective; T=Theory; P=Practicals;

SUMMARY OF CREDITS

Sl. No.	Course Category	No. of Courses	Credits Per Course	Credits
1	AECC	2	2	4
2	SEC	4	2	8
3	CC Language	8	5	40
	DSC	8	5	40
		16	4	64
4	DSE	4	5	20
5	GE	2	2	4
	TOTAL	44		180
	Commerce Total	28		124

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SYLLABUS

Paper : (BC 104) : FINANCIAL ACCOUNTING - I

Paper: BC104

THPW: 5 Hrs

Credits : 5

Max. Marks: 50

Exam Duration: 3 Hrs

Objective: to acquire conceptual knowledge of basics of accounting and preparation of final accounts of sole trader.

UNIT-I: ACCOUNTING PROCESS:

Financial Accounting: Introduction - Definition - Evolution - Functions-Advantages and Limitations -Users of Accounting Information- Branches of Accounting - Accounting Principles: Concepts and Conventions- Accounting Standards- Meaning - Importance - List of Accounting Standards issued by ASB -- Accounting System- Types of Accounts - Accounting Cycle- Journal- Ledger and Trial Balance. (Including problems)

UNIT-II: SUBSIDIARY BOOKS:

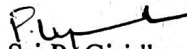
Meaning -Types - Purchases Book - Purchases Returns Book - Sales Book - - Sales Returns Book - Bills Receivable Book - Bills Payable Book - Cash Book - Single Column, Two Column, Three Column and Petty Cash Book - Journal Proper.(Including problems)


UNIT-III: BANK RECONCILIATION STATEMENT:


Meaning - Need - Reasons for differences between cash book and pass book balances - Favourable and over draft balances - Ascertainment of correct cash book balance (Amended Cash Book) - Preparation of Bank Reconciliation Statement. (Including problems)

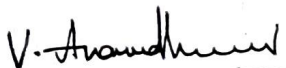
UNIT-IV: RECTIFICATION OF ERRORS AND DEPRECIATION:


Capital and Revenue Expenditure - Capital and Revenue Receipts: Meaning and Differences - Differed Revenue Expenditure. Errors and their Rectification: Types of Errors - Suspense Account - Effect of Errors on Profit. (Including problems)


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Member



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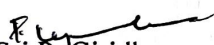
Depreciation (AS-6): Meaning – Causes – Difference between Depreciation, Amortization and Depletion - Objectives of providing for depreciation – Factors affecting depreciation – Accounting Treatment – Methods of depreciation: Straight Line Method - Diminishing Balance Method (Including problems)


UNIT-V: FINAL ACCOUNTS:


Final Accounts of Sole Trader: Meaning -Uses -Preparation of Manufacturing, Trading and Profit & Loss Account and Balance Sheet – Adjustments – Closing Entries.(Including problems)


SUGGESTED READINGS:

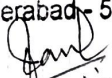
1. Accountancy-I: Haneef and Mukherjee, Tata McGraw Hill Company.
2. Principles & Practice of Accounting: R.L.Gupta&V.K.Gupta, Sultan Chand.
3. Accountancy-I: S.P. Jain & K.L Narang, Kalyani Publishers.
4. Accountancy-I: Tulasian, Tata McGraw Hill Co.
5. Introduction to Accountancy: T.S.Grewal, S.Chand and Co.
6. Advanced Accountancy-I: S.N.Maheshwari& V.L.Maheswari, Vikas.
7. Fundamentals of Financial Accounting: Deepak Sehgal, Tax Mann Publication.
8. Financial Accounting: Jawahar Lal, Himalaya Publishing House.



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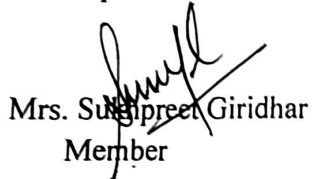
UNIT-V: COST AND REVENUE ANALYSIS:

Theory of Cost - Concepts of Cost - Short run and Long run cost curves - Traditional and Modern Approaches - Revenue Curves—relationship between total marginal and average revenues- --Break Even Analysis—Meaning - Assumptions - Uses and Limitations.

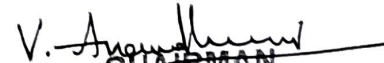
SUGGESTED READINGS:

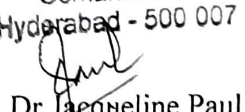
1. Business Economics: V. G. Mankar, Himalaya Publishing House
2. Managerial Economics: Vanith Agrawal, Pearson Education
3. Business Economics: H. L. Ahuja, S. Chand & Co. Ltd.
4. Business Economics : R. K. Lekhi, Kalyani Publishers
5. Business Economics: D. M. Mithani, Himalaya Publishing House
6. Business Economics: P. N. Chopra, Kalyani Publishers
7. Essential of Business Economics: D. N. Dwivedi, Vikas Publishers
8. Managerial Economics: Varshney and Maheswari, Sultan Chand
9. Business Economics: P. K. Mehta, Tax Mann Publication.


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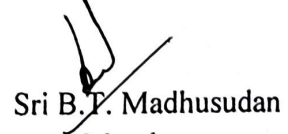

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Paper : (BC 106) : BUSINESS ORGANISATION

Paper: BC106

THPW: 4 Hrs

Credits : 4

Max. Marks: 50

Exam Duration: 3Hrs

Objective: To acquaint the students with the basics of Commerce and Business concepts and functions and forms of Business Organization

UNIT-I: FUNDAMENTAL CONCEPTS:


Concepts of Business, Trade, Industry and Commerce - Classification - Relationship between Trade, Industry and Commerce - Nature of Business - Objectives of Business - Functions of Business- Social Responsibility of a business - Steps to Start an Enterprise


UNIT-II: BUSINESS ORGANIZATION:

Forms of Business Organization - Classification - Factors Influencing the Choice of Suitable Form of Organization - Sole Proprietorship - Meaning, Definition - Characteristics - Advantages and Disadvantages - Suitability of Sole Proprietorship - Partnership -Kinds of Partners - - Partnership Deed - Meaning - Contents - Registration of Partnership Advantages and Disadvantages of Partnership - Suitability of Partnership - Limited liability partnership - Hindu Undivided Family - Meaning - Characteristics - Advantages and Disadvantages - Co-Operative Organization - Characteristics -Types of Co-Operative Societies - Limitations of Cooperatives.


UNIT-III: FORMATION OF JOINT STOCK COMPANY:

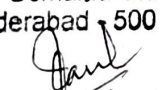
Joint Stock Company - Meaning - Definition - Characteristics - Advantages and Disadvantages - Kinds of Companies -Promotion - Stages of Promotion - Promoter - Characteristics - Kinds - Preparation of Important Documents - Memorandum of Association - Clauses - Articles of Association - Contents - Prospectus - Contents - Red herring Prospectus- Statement in lieu of Prospectus.


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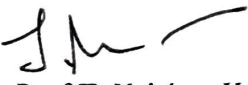

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UNIT-IV: SOURCES OF FINANCE:

Industrial Finance - Long Term and Short Term Finance - Fixed and Working Capital Finance - Sources of Corporate Finance (A brief introduction to Shares and Debentures, Retained Earnings, Underwriting, Inter Company Investments and Venture Capital, Angel Investors, lease, hire purchase, franchising) .

UNIT V: STOCK EXCHANGE AND MUTUAL FUNDS:

Stock Exchange, Functions — Working of Stock Exchanges, Mutual Funds —Importance, Functions, Types — Role of SEBI in Regulating Stock Exchanges and Mutual Funds in India


SUGGESTED READINGS:


1. Business Organization & Management: Sharma Shashi K. Gupta, Kalyani Publishers
2. Business Organization: Sharma Shashi K. Gupta, Kalyani publishers.
3. Organization & Management: R. D. Agarwal, McGraw Hill.
4. Modern Business Organization: S.A. Sherlekar, V.S. Sherlekar, Himalaya Publishing House
5. Business Organization & Management: C.R. Basu, Tata McGraw Hill
6. Business Organization & Management: R. N. Gupta, S. Chand,
7. Organizational Behaviour Text & Cases: V.S.P. Rao, Himalaya Publishing House
8. Business Organization & Management: Uma Shekaram, Tata McGraw Hill
9. Business Organization & Management: Niranjan Reddy & Surya Prakash, Vaagdevi publishers.
10. Business Organisation and Management, Dr. Neeru Vasith, Tax Mann Publications.


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Paper : (BC 107) : INFORMATION TECHNOLOGY

Paper: BC 107

THPW: 5 (3T & 2P)

Credits :4

Max. Marks: 35T + 15P

Time: 3 Hrs.

Objective: to acquire basic knowledge in Information Technology and its applications in the areas of business.

UNIT-I: INTRODUCTION:

Introduction to computers - Generations of computers - An overview of computer system - Types of computers - Input & Output Devices.

Hardware: Basic components of a computer system - Control unit - ALU - Input/output functions - Memory - RAM - ROM - EPROM - PROM and Other types of memory.

UNIT-II: OPERATING SYSTEM (OS):

Meaning - Definition & Functions - Types of OS - Booting process - DOS - Commands (internal & external) - Wild card characters - Virus & Hackers - Cryptography & cryptology.

Windows: Using the Start Menu - Control Panel - Using multiple windows - Customizing the Desktop -

Windows accessories (Preferably latest version of windows or Linux Ubuntu).

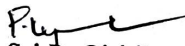
UNIT-III: WORD PROCESSING:


Application of word processing - Menus & Tool Bars - Word processor - Creating - Entering - Saving & printing the document - Editing & Formatting Text - Mail Merge and Macros (Preferably latest version of MS Word or Libre Office Writer).


UNIT-IV: SPREAD SHEET:


Application of work sheet/spread sheet - Menus & Tool bars - Creating a worksheet - Entering and editing of numbers - Cell reference - Worksheet to analyze data with graphs & Charts.

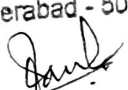
Advanced tools: Functions - Formulae - Formatting numbers - Macros - Sorting - Filtering - Validation & Consolidation of Data (Preferably latest version of MS Excel or Libre Office Calc).

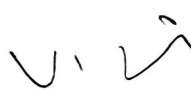

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UNIT-V: POWER POINT PRESENTATION:


Application of Power Point Presentation – Menus & Tool bars – Creating presentations – Adding - Editing and deleting slides - Templates and manually – Slide show – Saving - Opening and closing a Presentation –Types of slides - Slide Views - Formatting – Insertion of Objects and Charts in slides - Custom Animation and Transition (Preferably latest version of MS Power Point presentation - Libre Office Impress).

Internet & Browsing: Services available on internet – WWW – ISP – Browsers.


Multimedia: Application of multimedia – Images – Graphics - Audio and Video – IT security.

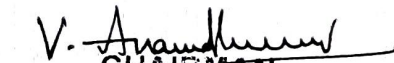
SUGGESTED READINGS:

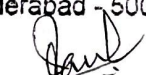
1. Introduction to Computers: Peter Norton, McGraw Hill.
2. Fundamentals of Information Technology: Dr. NVN Chary, Kalyani Publishers.
3. Computer Fundamental: Anitha Goel, Pearson.
4. Information Technology Applications for Business: Dr. S. Sudalaimuthu, Himalaya
5. Introduction to Information Technology: IITL ESL, Pearson.
6. Introduction to Information Technology: V. Rajaraman, PHI.
7. Fundamental of Computers: Balaguruswamy, McGraw Hill.
8. PC Software under Windows: Puneet Kumar, Kalyani Publishers.
9. Information Technology and C language: Rajiv Khanna, New Age International.
10. Fundamentals of Information Technology: Alexis Leon, Vikas Publishing House.
11. Information Technology: P. Mohan, Himalaya Publishing House.
12. Information Technology: R. Renuka, Vaagdevi Publishers.
13. OS-Linux Spoken Tutorials & Libre Office Spoken Tutorials by IIT Bombay.
14. Fundamentals of Information Technology: Rajiv Midha, Tax Mann Publications.

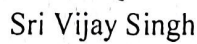

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B.Com (Computers) (CBCS)

Paper : (BC 204) : FINANCIAL ACCOUNTING-II

Paper: BC204

THPW: 5Hrs

Credits : 5

Max. Marks: 50

Exam Duration: 3 Hrs

Objective: to acquire accounting knowledge of bills of exchange and other business accounting methods.

UNIT-I: BILLS OF EXCHANGE:


Bills of Exchange - Definition- Distinction between Promissory note and Bills of exchange- Accounting treatment of Trade bills: Books of Drawer and Acceptor- Honour and Dishonour of Bills- Renewal of bills- Retiring of bills under rebate- Accommodation bills.(Including problems)

UNIT-II: CONSIGNMENT ACCOUNTS:


Consignment - Meaning - Features- Proforma invoice - Account sales - Del credere commission- Accounting treatment in the books of the consignor and the consignee - Valuation of consignment stock -Treatment of Normal and abnormal Loss - Invoice of goods at a price higher than the cost price. (Including problems)


UNIT-III: JOINT VENTURE ACCOUNTS:

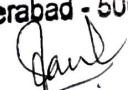
Joint Venture - Meaning -Features-Difference between Joint Venture and Consignment- Accounting Procedure-Methods of Keeping Records for Joint Venture Accounts-Method of Recording in co-ventures books-Separate Set of Books Method- Joint Bank Account- Memorandum Joint Venture Account (Including problems)


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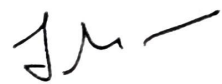

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UNIT-IV: ACCOUNTS FROM INCOMPLETE RECORDS:

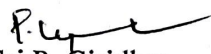
Single Entry System – Meaning – Features – Difference between Single Entry and Double Entry systems – Defects in Single Entry System – Books and accounts maintained – Ascertainment of Profit – Statement of Affairs and Conversion method (Including problems)

UNIT-V: ACCOUNTING FOR NON-PROFIT ORGANIZATIONS:


Non- Profit Organization – Meaning – Features – Receipts and Payments Account – Income and Expenditure Account – Balance Sheet (Including problems)


SUGGESTED READINGS:

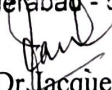
1. Accountancy-I: Haneef and Mukherjee, Tata McGraw Hill Co.
2. Principles and Practice of Accounting: R.L. Gupta & V.K. Gupta, Sultan Chand & Sons.
3. Accountancy-I: Tulasian, Tata McGraw Hill Co.
4. Accountancy-I: S.P. Jain & K.L. Narang, Kalyani.
5. Advanced Accountancy-I: S.N. Maheshwari & V.L. Maheshwari, Vikas.
6. Advanced Accountancy: M. Shrinivas & K. Sreelatha Reddy, Himalaya Publishers.
7. Financial Accounting: M.N. Arora, Tax Mann Publications.

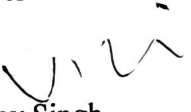

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B.Com (Computers) (CBCS)

Paper : (BC 205) : MANAGERIAL ECONOMICS

Paper: BC205
THPW: 5 Hrs
Credits : 5

Max. Marks: 50
Exam Duration: 3Hrs

Objective: to impart conceptual and practical knowledge of managerial economics.

UNIT-I: NATURE AND SCOPE OF MANAGERIAL ECONOMICS:

Characteristics of managerial economics – Nature and scope of managerial economics – Importance of managerial economics- Basic economic tools in managerial economics- managerial economist role and responsibility

UNIT-II: DEMAND FORECASTING:

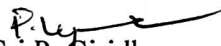
Demand estimations for major consumer durables and non-durable products – Demand forecasting techniques: Statistical and Non-Statistical techniques.


UNIT-III: MARKET ANALYSIS:


Definition of market – Market structure (Perfect competition, Imperfect competition) – Price determination – Firms equilibrium in perfect competition, monopoly, monopolistic, oligopoly and duopoly


UNIT-IV: MACRO-ECONOMICS FOR MANAGERS:


National income – Concepts – Methods - Measurement of national income – GDP and GVA— Business cycles- nature –Phases – Causes—Inflation - Causes and control – Deflation and stagflation.

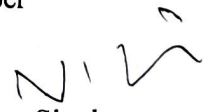

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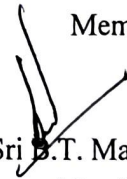

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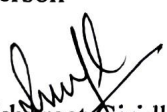
UNIT-V: FISCAL AND MONETARY POLICY


Fiscal Policy- deficits-budgetary deficit-primary deficit-revenue deficit-fiscal deficit-Objectives of FRBM Act - Monetary Policy- Objectives – Repo Rate- Reverse Repo Rate- CRR- SLR- Finance Commission- role and objectives


SUGGESTED READINGS:

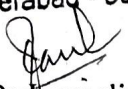
1. Managerial Economics: Craig H Peterson and Jain, Pearson education
2. Managerial Economics: Gupta, Tata McGraw Hill
3. Managerial Economics: Maheshwari and Gupta, Sultan Chand & Sons
4. Managerial Economics: Dr. P.C. Thomas, Kalyani Publishers
5. Managerial Economics: H.L. Ahuja, S. Chand and Company
6. Managerial Economics: Mithani, Himalaya Publications
7. Managerial Economics: R.L. Varshney and K.L. M Maheshwari, Sultan Chand
8. Managerial Economics: P. Venkataiah and Surya Prakash, Vaagdevi Publishers
9. Managerial Economics: P.L. Mehta, Tata McGraw Hill
10. Managerial Economics: R.N. Chopra, Kalyani Publishers
11. Managerial Economics: D.N. Dwivedi, Vikas Publishers
12. Managerial Economics: Thomas, Maurice, Sarkar, Tata McGraw Hill
13. Managerial Economics: Yogesh Maheshwari, PHI Learning Pvt. Limited
14. Managerial Economics: P.K. Mehta, Tax Mann Publications.

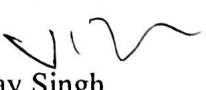

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B.Com (Computers) (CBCS)

Paper : (BC 206) : PRINCIPLES OF MANAGEMENT

Paper: BC206

THPW: 4 Hrs

Credits : 4

Max. Marks: 50

Exam Duration: 3Hrs

Objective: To acquaint the students with the Principles, functions and practices of management

UNIT-I: INTRODUCTION

Management - Meaning - Characteristics - Administration Vs Management - Scope of Management - Importance of Management - Functions of Management - Levels of Management - Skills of Management - Leader Vs. Manager - Scientific Management - Meaning - Definition - Objectives - Criticism - Fayol's 14 Principles of Management .

UNIT-II: PLANNING

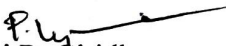
Meaning - Definition - Characteristics - Types of Plans - Advantages and Disadvantages - Approaches to Planning - Management by Objectives (MBO) - Steps in MBO - Benefits - Weaknesses


UNIT-III: ORGANIZING:


Organizing-Meaning, Definition - Organization Meaning, Definition - Process of Organizing - Principles of Organization - Types of Organization - Formal and Informal Organizations - Line, Staff Organizations - Line and Staff Conflicts - Functional Organization - - Span of Management - Meaning - Determining Span - Factors influencing the Span of Supervision

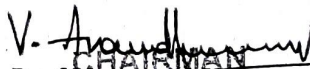
UNIT-IV: DELEGATION AND DECENTRALIZATION:

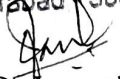
Authority - Meaning - Delegation - Definition - Characteristics: - Elements - Principles, Types of Delegation - Importance of Delegation: - Factors Influencing Degree of Delegation - Barriers - Guidelines for Making Delegation Effective - Centralization - Meaning - Decentralization- Meaning - Difference between Delegation and Decentralization.



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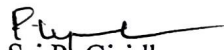

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UNIT-V: COORDINATION AND CONTROL:


Meaning - Definition - Principles of Coordination - Importance- Process of Coordination-techniques of Effective Coordination - Control - Meaning - Definition - relationship between planning and control- Steps in Control - Types (post, current and pre-control) - Requirements for effective control.

SUGGESTED READINGS:

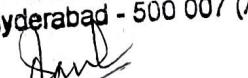
1. Principles and Practice of Management: R. S. Gupta, B. D. Sharma, W.S. Bhalla, Kaylani
2. Management: Stephen P. Robbins, Person
3. Principles of Management: T Ramasamy, Himalaya Publication
4. Principles of Management Concept: Rajeshviwanathan, Himalaya Publication
5. Management Theory and Practices: P Subba Rao, Himalaya Publishing House
6. Essential of Management: Harold Kontz, McGraw Education
7. Principles of Management, Chandan JS, Vikas Publishers.
8. Fundamentals of Management, Dr. Pradeep Kumar, S. Chand
9. Principles of Management: Neeru Vasishth, Tax Mann Pulications.

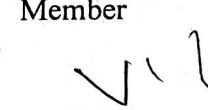

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B.Com (Computers) (CBCS)

Paper : (BC 207) : MANAGEMENT INFORMATION SYSTEM

Paper: BC 207

THPW: (3T+2P) 4 Hrs

Credits : 4

Max. Marks: 50

Exam Duration: 3Hrs

Objective: to equip the students with finer nuances of MIS.

UNIT-I: AN OVERVIEW OF MANAGEMENT INFORMATION SYSTEMS (MIS):

Concept & Definition of MIS - MIS Vs. Data Processing - MIS & Decision Support Systems - MIS & Information Resources Management - End User Computing - MIS Structure - Managerial View of IS - Functions of Management - Management Role - Levels of Management.

UNIT-II: FOUNDATION OF INFORMATION SYSTEMS:

Introduction to Information System in Business - Fundamentals of Information Systems - Solving Business Problems with Information Systems - Types of Information Systems, Effectiveness and Efficiency Criteria in Information System - Frame Work For IS - Sequence of Development of IS.

UNIT-III: CONCEPT OF PLANNING & CONTROL:

Concept of Organizational Planning - Planning Process - Computational Support for Planning - Characteristics of Control Process - Nature of Control in an Organization.

IS Planning - Determination of Information Requirements - Business Systems Planning - End Means Analysis - Organizing the Plan.

UNIT-IV: BUSINESS APPLICATIONS OF INFORMATION TECHNOLOGY:

Internet & Electronic Commerce - Intranet - Extranet & Enterprise Solutions - Information System for Business Operations - Information System for Managerial Decision Support - Information System for Strategic Advantage.


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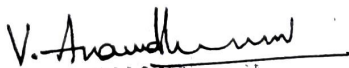
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UNIT-V: ADVANCED CONCEPTS IN INFORMATION SYSTEMS:

Enterprise Resource Planning - Supply Chain Management - Customer Relationship Management and Procurement Management - Systems Analysis and Design - System Development Life Cycle - Prototyping - Sad - Project Management - Cost Benefit Analysis - Detailed Design - Implementation.

SUGGESTED READINGS:


1. Management Information System: O Brian, TMH.
2. Management Information System: Gordon B.Davis & Margrethe H.Olson, TMH.
3. Information System for Modern Management: Murdick, PHI.
4. Management Information System: Jawadekar, TMH.


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HINDI MAHAVIDYALAYA

(AUTONOMOUS)

Nallakunta, Hyderabad – 500044

B.Com (Computers) I Year (Semester I & II) All Subjects

INTERNAL ASSESSMENT PATTERN

Time: 30 Minutes

Total Marks = 20

10 Multiple Choice Questions

10 X 1/2 m = 5 m

10 Fill in the Blanks

10 X 1/2 m = 5 m

5 Short Answer Questions

5 X 1 m = 5 m

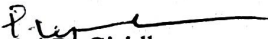
Average of 2 internals to be considered

15 Marks


1 Assignment

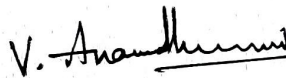
5 Marks

20 Marks

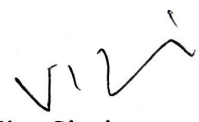

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QUESTION PAPER PATTERN

SEMESTER - I

Subject: FINANCIAL ACCOUNTING - I

Time: 3 hrs

Paper : BC104

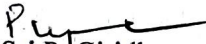
- I Short questions : Answer 5 questions out of 10 questions 5 X 4m = 20m
- II Long questions : Answer all the questions with internal choice 5 X 12m = 60m
- 80m

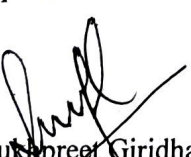
Semester Marks 80


Internal Assessment Marks 20

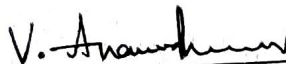
Total Marks 100

Questions have been taken from all the units.



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QUESTION PAPER PATTERN

SEMESTER - I

Subject: BUSINESS ECONOMICS

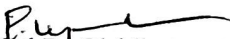
Time: 3 hrs

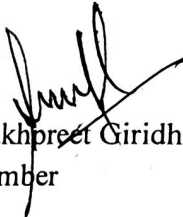
Paper : BC105


- I Short questions : Answer 5 questions out of 10 questions 5 X 4m = 20m
- II Long questions : Answer all the questions with internal choice 5 X 12m = 60m
- 80m

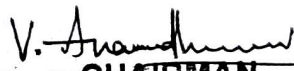
Semester Marks	80
Internal Assessment Marks	20
Total Marks	100

Questions have been taken from all the units.



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QUESTION PAPER PATTERN

SEMESTER - I

Subject: BUSINESS ORGANIZATION

Time: 3 hrs

Paper : BC106

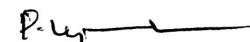
- I Short questions : Answer 5 questions out of 10 questions 5 X 4m = 20m
- II Long questions : Answer all the questions with internal choice 5 X 12m = 60m
- 80m

Semester Marks 80


Internal Assessment Marks 20


Total Marks 100

Questions have been taken from all the units.

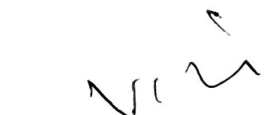

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Nallakunta, Hyderabad – 500044

QUESTION PAPER PATTERN

SEMESTER - I

Subject: INFORMATION TECHNOLOGY

Time: 3 hrs

Paper : BC107

I	Short questions : Answer 5 questions out of 10 questions	5 X 4m = 20m
II	Long questions : Answer all the questions with internal choice	5 X 12m = 60m
		<u>80m</u>

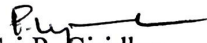
Semester Marks	80
Internal Assessment Marks	20
Total Marks	100
Practical Exam Marks	25


Questions have been taken from all the units.

PRACTICAL EXAM QUESTION PAPER PATTERN

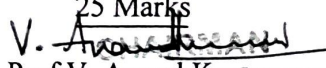
25 Marks


1. Problem Execution 10 Marks
2. Project 10 Marks
3. Viva 5 Marks


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25 Marks
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HINDI MAHAVIDYALAYA

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Nallakunta, Hyderabad – 500044

QUESTION PAPER PATTERN

SEMESTER - II

Subject: Financial Accounting - II

Time: 3 hrs

Paper : BC204

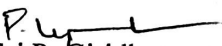
- I Short questions : Answer 5 questions out of 10 questions 5 X 4m = 20m
- II Long questions : Answer all the questions with internal choice 5 X 12m = 60m
- 80m


Semester Marks 80


Internal Assessment Marks 20

Total Marks 100

Questions have been taken from all the units.



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QUESTION PAPER PATTERN

SEMESTER - II

Subject: Managerial Economics

Time: 3 hrs

Paper : BC205

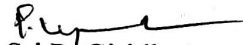
- I Short questions : Answer 5 questions out of 10 questions 5 X 4m = 20m
- II Long questions : Answer all the questions with internal choice 5 X 12m = 60m
- 80m

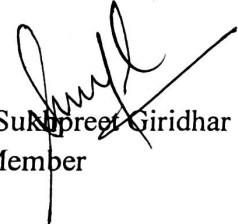
Semester Marks 80


Internal Assessment Marks 20

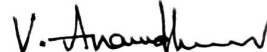
Total Marks 100


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QUESTION PAPER PATTERN

SEMESTER - II

Subject: Principles of Management

Time: 3 hrs

Paper : BC206

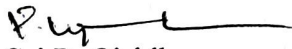
- | | | |
|----|--|---------------|
| I | Short questions : Answer 5 questions out of 10 questions | 5 X 4m = 20m |
| II | Long questions : Answer all the questions with internal choice | 5 X 12m = 60m |
| | | <u>80m</u> |

Semester Marks 80

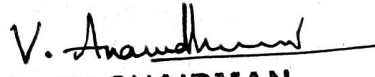
Internal Assessment Marks 20

Total Marks 100

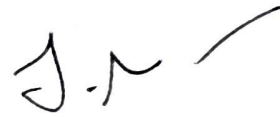
Questions have been taken from all the units.



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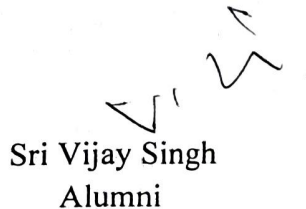
Dr. Jacqueline Paul
Member



Sri B. T. Madhusudan
Member



Sri Rajesh Malani
Industrialist



Sri Vijay Singh
Alumni

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QUESTION PAPER PATTERN

SEMESTER - II

Subject: MANAGEMENT INFORMATION SYSTEM

Time: 3 hrs

Paper : BC207

I Short questions : Answer 5 questions out of 10 questions 5 X 4m = 20m

II Long questions : Answer all the questions with internal choice 5 X 12m = 60m

80m

Semester Marks 80

Internal Assessment Marks 20

Total Marks 100

Practical Exam Marks 25

Questions have been taken from all the units.

PRACTICAL EXAM QUESTION PAPER PATTERN

25 Marks

1. Problem Execution

10 Marks

[1] →

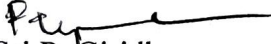
2. Project


10 Marks


3. Viva


5 Marks

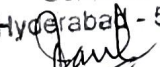
25 Marks


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Sri Rajesh Malani
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Panel of Examiners

I. Financial Accounting I/II

1. Smt Sukhpreet Giridhar
Head Dept of Commerce *2/21*
Stanley Degree & P.G College for Woman
Hyderabad.
2. Sri. Anantha Rao
Lecturer in Commerce.
Indira Priyadarshini College for Woman
Hyderabad
3. Sri David Prem Raj
Lecturer in Commerce
Badruka College of Commerce
Hyderabad.

II. Business Economics / Managerial Economics


1. Mrs Shahana Sultana
Lecturer in Commerce
Shadan Degree College for Woman
Hyderabad.
2. Sri. Vijayaendra Chari
Lecturer in Commerce.
Badruka College for Commerce
Hyderabad
3. Mrs M. Manorama
Lecturer in Commerce
Stanley Degree & P.G College for Woman
Hyderabad.

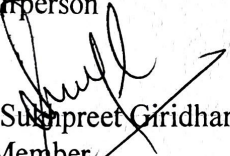
III. Business Organization / Principles of Management


1. Ms Sameera Arif
Lecturer in Commerce
Stanley Degree & P.G College for Woman
Hyderabad.
2. Mrs Vandana Singh
Lecturer in Commerce.
Stanley Degree & P.G College for Woman
Hyderabad
3. Mr. N.Srinivas
Lecturer in Commerce
Pragathi Mahavidyalaya

IV. Information Technology / Management Information System

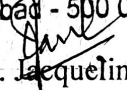
1. Mrs Sunaina Das
Lecturer in Commerce
Stanley Degree & P.G College for Woman
Hyderabad.
2. Dr. K. Kiran Kumar
Reader in Commerce.
Badruka College for Commerce
Hyderabad
3. Dr. Nagendra
Reader in Commerce
A.V College
Hyderabad.

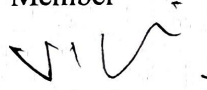

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