



Avadh Girls' PG College

College Prospectus

Contents

College Manual

1.	Vision & Mission	2
2.	Hymn : Spirit of God	3
3.	History & Traditions	4
4.	Faculty Profile and Staff	5
5.	Discipline	6
6.	Courses of Study	11
7.	Library	13
8.	Clubs	14
9.	Annual Awards	16

Prospectus

10.	Admission Procedure	22
11.	List of Subject Combinations	23
12.	Subjects and Papers	24

Vision and Mission

WHERE THE MIND IS WITHOUT FEAR

Where the mind is without fear and the head is held high;

Where knowledge is free

Where the world has not been broken up into fragments

By narrow domestic walls

Where words come out from the depth of truth

Where tireless striving stretches its arms towards perfection

Where the clear stream of reason has not lost its way

Into the dreary desert sand of dead habit

Where the mind is led forward by thee

Into ever-widening thought and action

Into that heaven of freedom,

My Father, let my country awake.

– Rabindranath Tagore

HYMN – SPIRIT OF GOD

Spirit of God in the clear running water
Blowing to greatness the trees on the hill.
Spirit of God in the finger of morning:
Fill the earth, bring it to birth,
And blow where you will.
Blow, blow, blow till I be
But breath of the Spirit blowing in me.

Spirit of God every man's heart is lonely
Watching and waiting and hungry until
Spirit of God, man longs that you only
Fulfill the earth, bring it to birth,
And blow where you will.
Blow, blow, blow till I be
But breath of the Spirit blowing in me

Spirit of God, creation is groaning:
Fill the earth, bring it to birth,
And blow where you will.
Blow, blow, blow till I be
But breath of the Spirit blowing in me.

HISTORY AND TRADITIONS

Avadh Girls' P.G. College is an institution for higher education of women, run by the Avadh Educational Society. Founded in 1958 as Loreto Degree College, it was taken over by the Avadh Educational Society in 1975 from Loreto Convent. In 1975-76 the Degree College was handed over in totality by the Government to Avadh Educational Society with Begum Hamida Habibullah as President, Late Mrs. Kamla Bhargava as Manager and Late Mrs. B.C. Sharma as its Principal. Under her Principalship the Institution, with its new name, continued its march with eleven faculty members, one librarian, one office staff and four fourth class employees. With the concerted efforts of an excellent and dedicated staff, the College steered through the changeover smoothly. Today, it is a leading institution, having imparted value based education to innumerable students for over five decades.

The College inculcates and encourages academic and extra academic excellence in its students. Thousands of students have passed through its portals, equipped to successfully take their place in society. It is a matter of great pride that many of them have carved out a niche for themselves in a wide variety of areas, specially the Indian Administrative and Allied Services, Banking, C.A., C.S., Defence and other top Managerial positions.

The College has certain traditions and all students are expected to observe them. The College lays equal emphasis on curricular and extra curricular activities. The Dean of Studies and the Dean of Students co-ordinate and take care of the academic and extra academic activities of the students. The Deans also provide a liaison between the Principal, Staff and Students, President, Vice-President (B.A./B.ComIII), Presidents of the ten extra-curricular activity clubs, NSS and Representatives and Secretaries of B.A./B.Com I, II & III.

Each student is a member of three compulsory clubs-Social-Service, Sports and Entertainment. Besides these, she is expected to join at least one other club. Enrolment to these clubs must be completed within the stipulated period.

Several functions are organized by the various clubs under the supervision of a Faculty Advisor during the session and the students are given ample opportunity to display and develop their talents.

The College commences its session with an Orientation Programme. In this the students are familiarized with the College Campus, the Library, the Staff and the Traditions of the College.

The Investiture Ceremony marks the beginning of the official functioning of the Council of Students. The Council then organizes a Social to welcome the freshers to create a feeling of fraternity amongst them.

The College recognizes and rewards the achievements of the students in the academic and extra-academic fields at the Annual Awards Day held towards the close of the session. Regular attendance in classes is essential for the Students to be considered for the awards. The Valedictory Assembly marks the end of the session.

FACULTY AND STAFF

Principal (Officiating)

Dr. U. Chaturvedi M.A. (Geography), Ph.D.

Faculty of Arts

Ms. K. Agarwal	M.A. (Psychology)
Dr. S. Varshney	M.A. (History), Ph. D.
Dr. R. Krishna	M.A. (English), Ph.D.
Dr. A. Shukla	M.Sc. (Physics), M.Ed, Ph.D.
Dr. S. Rai	M.A. (Economics) Ph.D
Dr. S. Singh Katiyar	M.A. (English) M. Phil., Ph.D.
Dr. R. Gupta	M.A. (Hindi), M.A.(Drawing & Painting) Ph.D.
Dr. P. Awasthi	M.A. (Pol. Sc.), Ph.D
Dr. S. Chaturvedi	M.A. (Psychology), Ph.D
Dr. N. Agarwal	M.A. (Anthro), IMPQ, Ph.D
Ms. Maulishri Shukla	M.A. (Anthro).
Dr. Sarita Singh	M.A.(Economics), M.P.Ed, Ph.D

Office

Mr. A.K. Pandey	Office Superintendent
Mr. K.K. Shukla	Asstt. Accountant
Mr. M. Prasad	Office Assistant
Mr. R.G. Yadav	Office Assistant
Mr. Satya Prakash	Office Assistant

Faculty of Commerce

(Self Finance on Contractual Basis)

Dr. M. Shukla	M. Com, Ph.D
Dr. N. Sinha	MBA, Ph.D
Ms. A. Pant	M.A. (Eco)
Dr. S. Sahai	M. Com, Ph.D. B.Ed.
Dr. U. Kaul	M.Com. (Applied Eco), Ph.D.

Library

Ms. R. Badhwar (M.L.I.Sc.)	Ms. R.R.A. Jafri (M.L.I.Sc.)
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Office

Mr. R.K. Srivastava	M.A. (Eco), L.L.B.
Mr. R.K. Gupta	B.Sc., M.A. (Eco.)
Mr. Y.K. Joshi	M.Com, PGDOM
Ms. S. Raza	B. Tech, MBA
Ms. A. Massey	Diploma in Nursing

DISCIPLINE

Great emphasis is laid on discipline as it is an integral part of the overall personality development of a student. The students are required to abide by the rules and regulations of the College and maintain a high level of discipline.

- **Attendance** : As per College rules, every student must attend classes regularly. A minimum of 75 per cent of attendance (As per University Rules) is required in each subject. **Certificates and letters of references for various competitive exams and courses e.g. CAT, MAT etc. will be issued only to those students who have the required percentage of attendance.** Every student must ensure her enrolment in the respective subjects cleared by the Admission Committee at the time of Admission/Re-admission in B.A. and B. Com I, II and III year. Students must attend all classes from the commencement of the academic session. In case absence is due to illness, the student must submit an application signed by the parent/guardian along with a certificate from a registered medical practitioner.

The College encourages students to pursue various professional courses/jobs along with their regular classes provided such courses/jobs do not interfere with their college class timings.

- **Uniform :Students are expected to be decently dressed on all College days.** The College has a ‘uniform’ for formal occasions only. A white saree and a blouse or prescribed white salwar-suit with a white dupatta is to be worn for all **formal occasions and while appearing for the Final Examinations.** All students must order this prescribed uniform in the College at the time of admission and collect it on time. The College will not be responsible if the students fail to collect their uniforms. (In case of any problem pertaining to it the student must meet the Principal). Students participating in sports or representing the College in the Inter-Collegiate, Inter-State or other sports activities must wear the prescribed sports uniform.
- **Campus Cleanliness :** Students must keep the campus clean. The College has a lush green garden with various plants and it is mandatory for the students to help in keeping their surroundings clean and green.
N.B. : Disciplinary action will be taken against students found indulging in littering the campus and classrooms.
- **Parking of Vehicles: The College maintains a parking system for students desirous of using it for their two wheelers. Vehicles MUST NOT be parked at the college entrance or in the drive way. Special provisions are made for differently abled students.**
- Annual parking fee (Rs. 600/-) is charged for two wheelers only. The student must collect her receipt and Parking Card from the College office. This card must be shown whenever asked by the concerned authority.
- **Documents and Cards : Every student of the College must have an Identity Card and a Parking Card (For students coming by two wheelers), issued by the College. She must always wear the Identity Card on person while on campus. These cards must be complete in all respects and the fee column must have the entry by the authorized office staff. Students carrying Identity Cards showing blank or incomplete fee-**

columns will not be allowed to appear in the final examinations. All the students are advised to collect a receipt against any payment made by them in the College at any time.

- **Notices :** Students must read regularly all the notice updates on the notice-boards of the College and on the College website, 'www.agdc.ac.in.' The College will not accept any responsibility for any loss or damage incurred by a student owing to her failure to read the notices in time either in the College or on the College website.

All Students must :

- a) Deposit fees and collect their receipts on time. **Fee Receipts are important** and are to be kept safely for the clearance of Admit Card for Final Examinations.
 - b) Collect and deposit their Re-admission Forms and Examination Forms timely to avoid any inconvenience and penalty.
 - c) Collect their Identity Cards within the notified period to avoid fine/penalty.
- **Fines and Penalties :** The students are liable to be fined in case of:
 1. Loss of Fee Receipts, Identity-Cards and Parking Cards Rs. 100/-
 2. Late collection and submission of Re-admission Forms and Examination Forms Rs. 100/-
 3. Late Payment of any fees or dues Rs. 100/-

Students found indulging in indiscipline, violating College rules or resorting to unfair means in the Final Examinations will be liable to strict disciplinary action amounting to cancellation of her Re-admission in the next class. The students are required to show due regard for the rights and property of the College. Any student found guilty of tampering or damaging the property, fixtures, equipment, furniture,

books, building, vehicles etc. of the College will be punished and be liable for expulsion from the College.

A student is required to make a declaration to the effect that she will submit to the disciplinary jurisdiction of the College and will observe and abide by the rules made by the College. **In matters of interpretation of the rules and the jurisdiction of the authorities of the College the student will have to accept the decision of the Principal as final and binding.**

- **Ragging :Ragging in any form is totally *Banned* in the College. The College has an Anti Ragging Cell. Any student found guilty of indulging in ragging of any kind will be expelled from the College and subject to action as per Government directives.**
- The college maintains an **Advisor-Advisory System** under which each student is allotted an Advisor (Lecturer) to resolve any problem of the students. Students having any problems, queries or requiring assistance must approach these Advisors or Deans for help or guidance. Students still not satisfied with the redressal may then approach the Principal on stipulated days and time. They will have to seek prior appointment from the Principal's Office to avoid any inconvenience in case their parents/guardian wish to meet the principal.

Students Welfare Centres

Over its 50 years of history, the college has emphasized on a policy of keeping the campus safe, secure and friendly for its students. The students enjoy a stress-free, healthy and joyful environment within the college premises.

In keeping with the times the college has created several help centres for its students which look after and safeguard their rights & welfare.

1. IQAC

2. Career Counselling and Placement Cell :

This cell helps and advises the students on matters pertaining to their education and career choices and in providing training and exposure for various professional courses and higher studies. This cell also organizes several co-curricular events under Students Extension Activities program, which aims at preparing the students for pursuit of higher education and career orientation.

3. Women's Cell :

The cell helps in dealing with the problems related to gender issues. It creates awareness through lectures and workshops on gender issues among students and provides redressal measures for gender related complaints.

4. Grievance and Redressal Cell :

For problems pertaining to admissions, reservation policy, evaluation, certificate, degree, and harassment or any other personal grievance, the student may approach this cell for redressal.

5. Equal Opportunity / Cell Committees

6. Academic Council
7. Admission Committee
8. Advisor – Advisory Committee
9. AIDS Awareness Committee
10. Anti – Ragging Committee
11. Awards Committee
12. ChhatraParamarshDatri Committee
13. Editorial Board
14. Interdisciplinary Research Centre
15. Library Committee
16. NAAC
17. Purchase Committee

COURSES OF STUDY

The students are prepared for the Bachelor of Arts, Bachelor of Commerce & Masters in English Degrees of Lucknow University. **The medium of instruction is English.**

FACULTY OF ARTS (Government Aided)

1. Bachelor of Arts

In B.A., there are ten subjects in the College. Students must choose three subjects from the permitted combination of subjects for B.A.-1. Any two of these may be opted by them in B.A.-III, subject to the final approval by the subject teacher(s), particularly in case of practical subjects.

There are limited seats for admission to practical subjects. Each student is responsible for the subject combination chosen by her and endorsed by the admission committee. Each student of B.A.-I, II and III will have to take her University examination in the subjects finally allotted to her. The students of B.A.-III have to opt for two subjects of their choice which must be permitted by the concerned subject Lecturer/s.

Bachelor of Commerce Writeup to be added

Internal Assessment Details of B.A. and B. Com to be Added

Inter-disciplinary research centre

From time to time, the various Departments of the College organize Inter-Disciplinary lectures, workshops and seminars to help, develop and inculcate the practice of collaborative works and projects among the students and its staff. These activities help lay down the foundation of Inter-Disciplinary research culture and aptitude.

Attendance

Students are required to have 75 percent attendance (as specified by the University of Lucknow) during the session. Final Examination Forms will only be forwarded of those students who fulfill the above criterion of 75 per cent attendance. **Parents must ensure that their wards have the requisite attendance.**

Students having short attendance in any subject will not be permitted to appear for Final Examination.

Streams

Subjects permitted by College

1. Anthropology
2. Economics
3. Education
4. English
5. Geography
6. Hindi
7. History
8. Physical Education
9. Political Science
10. Psychology

Scholarship

Financial aid by way of fee/books is given by the College to meritorious students of B.A. and B.Com from economically weaker section. This facility can be availed through an application submitted to the Co-ordinator's office by the end of August. There is also a provision of Welfare Scholarship for SC, ST, OBC, General and Minority students.

N.B.

Subject combinations opted by the candidates of B.A.-III year Semester V will be finalized at the time of re-admission.

2. Master in Arts (English)

Seats for admission to this course are limited. So, the Eligibility criteria for M.A. (English) includes:

- Minimum 55% marks in the subject which the candidate studied in first two years of graduation but not in the final year.
- Minimum 60% marks in graduation. If the candidate did not study the subject in graduation.
- In case the eligibility in the subject is “**any graduate**”, the candidate should have minimum 50% marks in graduation.

LIBRARY

The College has a well equipped digitalised Library to promote scholarship and learning amongst its students. The Library offers the facility of INFLIBNET and DELNET to the staff and students, which gives access to more than 92,27,613 books; 33,916 periodicals; 9,12,342 Periodicals Articles; 19,234 CD Rom; 5000 Video Recordings; 48,621 Dissertations; 1,631 e-books, besides providing infrastructure for sharing of library resources among academic and research institutes of world repute. The library has an open-shelf system.

A Library Orientation Programme is organized for the First year Students at the beginning of each new session in which they are acquainted with the catalogue system, the reference books section, the Book-Bank and the system of issuing and returning of books. The students are required to use the catalogue system for locating and issuing the requisite books. Students must have their identity card and library card for issuing of books. Books are issued for only six days at a time. A fine of Rs.5/- per day is charged on books overdue. All books and magazine must be handled with care. If a book is subjected to any damage or pages are found missing, the borrower will be held responsible and will have to replace the book. The students are, therefore, advised to check the books before borrowing them and if they discover any kind of damage, it must be immediately reported to the Librarian. If a book is lost, the borrower will have to replace it with the same edition/revised edition/or pay the current price of the book.

Book Bank : The College Library maintains a Book Bank and deserving students may borrow books from it through membership. Priority for membership will be given to students of backward classes, scheduled castes, S.T. and Minorities and those whose parents' income is not more than 1.5 Lakh per year.

- a) Each member of the Book Bank is entitled to borrow six books at a time.
- b) Student eligible for membership to the Book Bank is required to submit an application in duplicate with the necessary documents at the time of admission.
- c) Books can be issued for the full academic session.
- d) Security deposit of Rs. 110/- and 10% of the price of the book will be taken at the time of issuing of books which shall be refunded on return of books in good condition.

- e) If a book is subject to any damage or if any pages are found missing, the borrower will be held responsible and will have to replace the book. The students are advised to check the books before borrowing them and if they discover any kind of damage; it must immediately be reported to the Librarian. If a book is lost, the borrower will have to replace it with the same edition/revised edition/pay a fine which is three times the cost of the book.
- f) It is at the discretion of the Librarian/Principal to take action against the student for misusing the Library or breaking the rules.

Note : Any change in the rules will be notified.

CLUBS

There are 10 clubs and N.S.S. in the College which function under the supervision of the respective Club Advisors and hold events throughout the year.

Every year the College holds an intra collegiate event, the 'Cultural Week'. The College also organises an inter-collegiate cultural and sports fest 'Nazrana-e-Avadh'.

COMPULSORY CLUBS :

1. Entertainment Club :

Its aim is to train the girls in organizing and managing events. The Club is responsible for the hospitality at various College functions.

2. Social Service Club :

The prime objective of this club is to inculcate a sense of service towards the Society, especially the under-privileged section. It also looks after the welfare of the class-IV employees and their families.

3. Sports Club :

The objective of the Sports Club is to enhance the physical development of students and inculcate team spirit and healthy competition. Students get ample opportunity for various indoor and outdoor games including athletic activities.

OPTIONAL CLUBS:

4. Debating Club :

Its aim is to develop the students' potential in the art of public speaking and debating.

5. Dramatics Club :

This club aims at developing the histrionic potential of the students and organizes several dramatic activities and competitions.

6. Eco-Restoration Club :

This club aims at inculcating environment awareness amongst its members and works towards restoring the ecological balance.

7. Fine Arts Club :

This club aims at inculcating and displaying the artistic skills of its members and organizes activities like painting, poster making and collage competitions etc., throughout the year, encouraging and showcasing the aesthetic taste.

8. Literary Club :

This club aims at encouraging the literary talents of the students and organizes elocution, general knowledge quiz, essay writing and creative writing activities. It also publishes the Annual College Magazine "The Avadhite".

9. Music Club :

It organizes music and dance functions and competitions throughout the year.

10. National Service Scheme (NSS) : (Under the aegis of MHRD)

The aim of NSS is the personality development of the students by voluntary selfless service to the society. There are three NSS units in the college. Membership is voluntary. Members of this scheme who attend the Annual N.S.S. Camp are awarded certificates. Percentage weightage in admission to courses like B.Ed, etc is given to students who have been enrolled in NSS for two years and attended one year annual NSS camp.

11. Photography and Graphic Design Club :

This club is a new initiative of the college. The aim of this club is to inculcate creativity among students in Photography and Graphic Designing.

12. National Cadet Corps (NCC):

The National Cadet Corps (NCC) provides opportunities to the youth for all round development with a sense of duty, commitment, dedication, discipline and moral values so that they may become able leaders and useful citizens. The NCC provides exposure to the cadets in a wide range of activities, with a distinct emphasis on social service, discipline and adventure training. The NCC is open to all regular students of the College on a voluntary basis. There are only 100 seats which shall be allotted on a first come first serve basis.

ANNUAL AWARDS

The students are assessed by the Awards Committee towards the end of the session for their academic and extra-academic performances. They are duly awarded for their meritorious achievements on the Awards Day.

ACADEMIC AWARDS :

Certificates and Medals for Highest marks :

Medals and certificates are awarded to students securing the highest marks in B.A. and B.Com-I, II and III and the highest aggregate of B.A.-I, II and III and B.Com-I, II and III University Examination.

The same are also awarded to students securing highest marks in each subject in the B.A./B.Com. I, II and III examinations of Lucknow University.

Certificates of Distinction :

Certificates of Distinction are awarded to students securing distinction marks in any subjects in B.A./B.Com-I, II and III Examinations of Lucknow University.

N.B. : Back paper marks will not be considered for any award.

Home Examination :

Students of B.A./B.Com-I, II and III securing the highest aggregate in the Home Examination will be awarded certificates.

Awards for High Attendance :

Medals for highest attendance are awarded to those students of B.A./B.Com-I, II, and III who have the highest percentage of attendance (90% or above for each subject) during the academic year. Certificates for high attendance are awarded to those students of B.A./B.Com-I, II and III who have a percentage of 90% or above for each subject.

Instituted Academic Awards :

1. **Alka Malviya Memorial Medals** : These are for students securing the highest marks in English, Economics and Education in B.A.-III.
2. **Aparna Saxena Memorial Medal** : This is for the student securing the highest marks in Psychology in B.A.-I.
3. **S.P. Arora Scholarship** : This is for 12 months @ Rs. 50/- per month. This is given to the student who secures the highest marks in B.A.-I.
4. **Rashtrabhasha Puraskar** : This is awarded to the student of Hindi Literature who secures the highest marks in the aggregate of B.A.-I, II and III Examinations.
5. **Mrs. Tarawati Chaturvedi Memorial Award** : A gold medal and an award of Rs. 5,000/- is awarded to the student securing the highest marks in Anthropology in B.A.-III.
6. **Shri Prithvi Nath Chaturvedi Memorial Award** : A gold medal and award of Rs. 5,000/- is awarded to the student securing the highest marks in B.A.-III Examination.
7. **Dr. Hari Swarup Chaturvedi Memorial Medal** : This is awarded to the student securing highest marks in Economics in the aggregate of B.A.-I, II and III.
8. **Simmi Marwah Memorial Medal** : This is awarded to the student securing the highest marks in History in B.A.-II.
9. **Ritu Poddar Memorial Award** : This is a award of Rs. 2,100/- each for the students of B.A.-I and II securing highest marks in the final examinations.
10. **Mrs. Sunit Chaturvedi Memorial Award** : This is a Gold Medal and cash award of Rs. 2,100/- for the student securing the highest marks in Geography in B.A.-III.
11. **Shri Kesar Dass Pawha Memorial Award** : This is a Gold Medal for the student who secures the highest aggregate in English in B.A.-I, II and III.
12. **Mrs. Kamla Bhargava Memorial Award** :
 - a) This is a running Trophy for the most meritorious student in B.A.-III examination in Hindi.
 - b) Cash Award of Rs. 1,101/- to the most meritorious student in Psychology in B.A.-III.
13. **Dr. Ms. Premlata Srivastava Memorial Scholarship** : This is a scholarship of Rs. 500/- each, awarded to the students securing highest marks in Education in B.A.-I and B.A.-II Final Examinations.

14. **Dilip Bhargava Memorial Award** : Gold Medals are awarded to the students securing 80% and above marks in any subject in B.A.-I, II and III.
15. **Ms. Kamla Puri Memorial Award** : A cash award of Rs. 1,500/- is given to the student securing highest marks in Political Science, in the B.A.-III Final Examination.
16. **Mrs. Ramdulari G.P. Dixit Memorial Award** : A Gold medal and a certificate is awarded to the student securing the highest aggregate marks in Geography in B.A.-I, II and III.
17. **Miss Maliha Samiuzzaman Memorial Award** : A cash award of Rs. 2,000/- is given to the student securing highest aggregate marks in B.A.-I, II and III examination in History.
18. **Mrs. Mohini Varma Memorial Award** : A cash award of Rs. 2,100/- and a medal is given to the student securing highest marks in English in the Final Year (B.A.-III)
19. **Mrs. Roop Rani Memorial Award** : A cash award of Rs. 2,100/- and a gold medal is given to the OBC student securing the highest aggregate marks in English in B.A.-I and B.A.–II. and also having opted for English in B.A. III.
20. **Dr. Mili Deb Memorial Award** :
 1. Merit cum means memorial award :A cash scholarship of Rs. 10,000/- for B.A. II fees awarded to the most meritorious amongst the financially weak.
 2. A cash award of Rs. 5000/- to the student securing highest marks in Anthropology in B.A. – III
21. **Mr. Osama Talha Award** : Details to be added

INSTITUTED AWARDS (EXTRA ACADEMIC)

22. **Begum Hamida Habibullah Medals** : The outstanding and deserving Student President/Vice-President and Club Presidents are awarded the Begum Hamida Habibullah Medal for their contribution to the College activities in their respective fields. The president of the Student Council is awarded a Gold medal and the Vice-President and the Club Presidents are awarded Silver Medals.
23. **Mr. C.P. Mittal Memorial Award** : A Gold Medal is awarded to the student of B.A./B.Com-I, II & III who has been adjudged the best social worker in terms of the quality and quantity of work done.
24. **Srijanatmaka Pratibha Puraskar** : This award is given to the student of B.A./B.Com-I, II & III, who has excelled in Hindi creative writing during the

session.

25. Shri Prakash Chandra Bhatia Memorial Gold Medal : This is awarded to the best N.S.S. worker.

26. Mrs. Prem Chaudhri Memorial Awards :

- i) A gold medal and a cash award of Rs. 1,000/- is awarded to the participants securing the highest points during the session for the extra curricular activities in a minimum of the three fields.
- ii) One gold medal and an award of Rs. 2,500/- is given to the student who exhibits the following qualities to an exceptional degree:
 - a) Integrity
 - b) High standard of co-curricular activities.
 - c) Good academic performance and regular attendance.
 - d) Social Impact.

27. Mr. P. N. Chaturvedi and Mrs. Tarawati Chaturvedi Memorial Cash Award of Rs. 10,000 awarded to the student of the year.

Roll of Honour:

The third year students of B.A/B.Com are admitted to this roll for excellence in academic and co-curricular activities. The following qualities are necessary to an exceptional degree for this honour:

- a) Integrity
- b) High academic performance and regular attendance.
- c) Rapport with staff and students.
- d) Presence and Impact, and
- e) High standard of co-curricular activities.

Student of the Year:

Students who have qualified to be admitted to the Roll of Honour are considered for this award. The student of the year will be awarded a Gold Medal and Certificate.

College Awards

Students will be evaluated for the following awards according to their regularity in class, academic performance and their performance in the respective extra-

academic activities. Academic excellence is not essential for extra-curricular activity awards.

Special Recognition Certificates (Excluding the Council Members)

These are awarded to all students who have been outstandingly helpful and cooperative during the session (in three or more fields)

OR

Have excelled in co-curricular activities in at least 2 fields.

COLLEGE CO-CURRICULAR AWARDS

Medal for Social Service :

This is awarded to the most outstanding social worker in the College. The qualities necessary in a student to qualify for this is:

- a) Spirit of dedication and leadership,
- b) Significant social service performed.

Best Joint Secretary:

This Medal is awarded to the Joint Secretary who has helped most actively the Secretary and President of her Club in the conduction of its activities.

Best Secretary :

This Medal is awarded to the Club-Secretary who has most actively helped the President of her Club in the conduction of the Club activities.

Best Club President :

All Club Presidents are eligible for this medal. The standards by which the Presidents are judged are:

- a) Initiative
- b) Organising ability
- c) Work done by the Club

Best Team :

Medal for the best team are awarded to those office-bearers of the Student Council who have displayed an exceptional degree of team spirit in the Organisation and conduction of the activities of the Council/Club.

Certificate of Merit :

These are awarded to students of B.A./B.Com-Ist, IInd and IIIrd year for excelling in at least three fields, Academics can be one of the fields.

Roll of Honour :

The third year students of B.A./B.Com are admitted to this roll for excelling in academic and co-curricular activities. The following qualities are necessary to an exceptional degree for this honour:

- a) Integrity
- b) High academic performance and regular attendance.
- c) Rapport with staff and students.
- d) Presence and Impact, and
- e) High standard of co-curricular Activities.

Student of the Year :

Students who have qualified to be admitted to the Roll of Honour are considered for this award. The student of the year will be awarded a Gold Medal and a Certificate.

ADMISSION PROCEDURE

A candidate who has passed the Intermediate or equivalent examination, recognized by the Lucknow University, is eligible for seeking admission to B.A. Semester - I or B.Com Semester –I. Candidates seeking admission in M.A. - I should have a graduation degree from a recognised university. The admissions are done on the basis of merit and interviews / written tests as per University / Government norms. Applications for admission can be made through the online portal (www.agdc.ac.in) within the specified period as per notice. While applying, the applicant must ensure that her admission form is complete in all respects as prescribed by the College. All original documents/certificates must be presented at the time of Counselling / Interview. Candidates are advised to visit the College website and see the College notice board for all matters pertaining to admission. Names of selected candidates will be notified on the notice board and College website and, the selected candidates must note the procedure and dates for completing admission formalities. The College will not be responsible for notifying the candidates individually. Admission of a candidate selected on the basis of over-sight, wrong or incomplete information, supplied by the candidate, will be cancelled and the candidate will not be entitled to any claim to admission in such a case.

Confirmation of subjects in B.A. Sem-I and Admission to B.Com Sem-I is subject to counselling and seats available.

List of Subject Combinations

Permitted by the College

1. The student can take:
 - a) Psychology or Education and/or
 - b) Anthropology or Political Science and/or
 - c) History or Geography and/or
 - d) Hindi or English and/or
 - e) Physical Education or Geography and/or
 - f) Economics
2. Seats in the subjects with practical work are limited.
3. Each student is responsible for the subject combination offered by her.
4. The section and the group chosen by the student must be mentioned in the admission form and identity card at the specified places.
5. Subjects once chosen will not be changed.

SUBJECTS AND PAPERS

ECONOMICS

B.A.–I

Paper I– Principles of Economic Analysis

Paper II– Indian Economics Problems

B.A.–II

Paper I– Macro Economics

Paper II– Public Finance and International Economics

B.A.–III

Paper I– History of Economic Thought

Paper II– Economics of Less Developed Countries

Paper III– Quantitative Mathematics

OR

Environment and Resource Economics

HISTORY

B.A.–I

Paper I– History of Medieval India (1200–1526 AD)

Paper II– History of Europe (1450–1789)

B.A.–II

Paper I– History of Medieval India (1526–1740 AD)

Paper II– History of Europe (1789–1919)

B.A.–III

Paper I– History of Modern India (1740–1950 AD)

Paper II– Western World (1919–1945)

Paper III– History of Indian Culture

OR

Western World since 1945.

GEOGRAPHY

B.A.–I

Paper I– Introduction to Geography

Paper II– Physical Geography (Elements of Geomorphology) and

PRACTICALS

B.A.–II

Paper I– Physical Geography (Elements of Climatology and
Oceanography)

Paper II– Human Geography and

PRACTICALS

B.A.–III

Paper I– Geography of India

Paper II– Political Geography

Paper III– Resources and Environmental Geography and

PRACTICALS

POLITICAL SCIENCE

B.A.–I

Paper I– Introduction to Political Theory

Paper II– Constitutional and Political Development of India

B.A.–II

Paper I– An Outline of History of Western Political Thought

Paper II– Comparative Governments

B.A.–III

Paper I– Principles of Public Administration

Paper II– Indian Political Thought

Paper III– Introduction to International Politics

ENGLISH LITERATURE**B.A.–I**

Paper I– Poetry and Drama

Paper II– Fiction & Short Fiction

B.A.–II

Paper I– Drama

Paper II– Prose

B.A.–III

Paper I– History of English Literature

Paper II– Modern Literature

Paper III– Functional skills in Language and Literature

HINDI LITERATURE**B.A.–I**

Paper I– MadhyayugeenKavya

Paper II– Hindi NatyaSahitya

B.A.–II

Paper I– Adhunik Hindi Kavya

Paper II– Hindi Katha Sahitya

B.A.–III

Paper I– Adyatan Hindi Kavya

Paper II– Hindi BhashaaurSahityakaItihasaaurKavyang

Paper III– AdhunikBrij-AvadhhiBhashaTathaSahitya

PSYCHOLOGY**B.A.–I**

Paper I– Basic Psychological Processes

Paper II– Psychological Statics and Psycho-Physics and

PRACTICALS

B.A.–II

- Paper I– Human Development
Paper II– Social Psychology and

PRACTICALS

B.A.–III

- Paper I– Psychological Assessment
Paper II– Psycho-Pathology
Paper III– Personality and

PRACTICALS

EDUCATION

B.A.–I

- Paper I– Education and Society
Paper II– History and Development of Indian Education

B.A.–II

- Paper I– Thoughts & Practices in Education
Paper II– Psychological Foundations of Education

B.A.–III

- Paper I– Measurement, Evaluation and Statistics in Education
Paper II– Systems of Education
Paper III– New Trends and Innovation in Education and

PRACTICALS

ANTHROPOLOGY

B.A.–I

- Paper I– Introduction to Social Cultural Anthropology
Paper II– Introduction to Physical Anthropology and

PRACTICALS

B.A.–II

- Paper I– Introduction to Archaeological Anthropology
Paper II– Conceptual Background to Social Cultural
Anthropology and

PRACTICALS

B.A.–III

- Paper I– Comparative Ethnography

Paper II– Human Biology

Paper III– Anthropology in Indian Context and

PRACTICALS

FACULTY OF COMMERCE

LUCKNOW UNIVERSITY

B.COM. COURSE STRUCTURE (SEMESTER-WISE)

I Year

SEMESTER -I SEMESTER -II

1 Financial Accounting 1 Company Accounts

2 Business Organisation 2 Business Laws

3 Micro Economics-Concept, Consumption &
Production

3 Micro Economics-Exchange and Distribution

4 Currency, Banking and Exchange 4 Banking Operations

5 Essential of Management 5 Human Behaviour at Work

6 Business Communication 6 Concepts in Valuation

II Year

SEMESTER -III SEMESTER -IV

1 Business Finance 1 Cost Accounting

2 Principles and Practice of Marketing 2 Contemporary Audit

3 Statistical Methods 3 Foreign Trade of India

4 Public Finance 4 Export-Import Procedures and
Documentation

5 Selling and Advertising 5 Managing Human Resources

6 Introduction of International Business 6 Information Systems and E-Commerce

III year

SEMESTER -V SEMESTER -VI

1 Income Tax Law and Accounts 1 Goods and Services Tax (GST)

2 Principles and Practice of Insurance 2 Labour Welfare Laws

3 Macro Economics 3 Applied and Business Statistics

4 Indian Economy 4 Economics of Public Enterprises

5 Institutional Framework for Business 5 Company Law and Secretarial Practice

6 Business Operations 6 Fundamentals of Entrepreneurship & Project
Planning

7 Comprehensive Viva-voce

NOTE : (1) Each Semester will be six months duration.

(2) Each paper will carry 100 marks including Comprehensive viva-voce

Total marks = 3700

FACULTY OF COMMERCE, LUCKNOW UNIVERSITY

SYLLABUS

B.Com. – Semester I

1st SEMESTER SYLLABUS

Paper I : Financial Accounting

Unit I : Definition, Nature and Scope of Accounting, Concepts and Conventions, Introduction to Financial Statements, Capital and Revenue Items, Indian Accounting Standards & IFRS.

Unit II : Partnership Accounts - advanced problems and detailed study. Admission, Retirement and Death of partners, Dissolution of Partnership Firm.

Unit III : Hire Purchase and Instalment Accounts, Royalty Accounts, Insolvency Accounts.

Unit IV : Insurance Claim for loss of Stock and Loss of Profit, Branch Accounts, Voyage Accounts.

Books Recommended:

1. Kumar, Arvind & Saxena, Vishal – Financial and Advanced Accounting
2. Shukla, S.M. – Financial Accounting
3. Kumar, Audhesh - Financial Accounting (foRrh; ys[kkadu)
4. Anthony, R.N. and Reece, J.S. : Accounting Principles
5. Gupta, R.L. and Radhawamy, M. : Financial Accounting
6. Shukla, M.C., Grewal, T.S. and Gupta, S.C. – Advance Accounting
7. Compendium of Statement Sledners of Accounting- The Institute of Chartered Accountants of India, New Delhi
8. Mishra, A.K. : Financial Accounting
9. Gupta, S.P. Financial Accounting

1th SEMESTER SYLLABUS

Paper –II : Business Organisation

Unit-I : Nature and scope of business, Social Responsibility of Business, Size of business units, Stock Market, Commodity Market, E-business, Business Environment.

Unit-II : Forms of business organizations and comparative study - Sole Proprietorship, Partnership, Joint stock company, co-operative organisation, One Man company.

Unit –III : Business combination and its types, Rationalisation and automation, Government and Business, Methods of Remunerating Labour.

Unit-IV : Organization process – Importance, Principles, Types of organization structure, Centralisation and Decentralisation, Committees, Departmentation, Delegation of authority.

Books Recommended:

1. Padmakar Asthana – Business Organisation
2. Maheshwari, K.L., Maheshwari, R.K. & Ram Milan - Business Organisation
3. Maheshwari, K.L., Maheshwari, R.K. & Madhu Bhatia – Vyavsayik Sanghtan
4. Y.K. Bhushan - Business Organisation
5. Companies Act, 2013.

1th SEMESTER SYLLABUS

Paper –III : Micro Economics – Concept, Consumption and Production

Unit – I

Definition and Concepts of Economics: Wealth, Welfare, Scarcity and Growth Oriented definitions, Concept of Scarcity, Optimum Utilization and Equilibrium, Various Forms of Equilibrium. **Nature and Scope:** Economics as a Science and Art, Normative and Positive Science, Relation with other subjects. Micro and Macro Economics. Inductive and Deductive methods of Economic Analysis.

Unit – II

Consumer Behaviour: – Theory of Demand and its Elasticity; Definition, Types and Measurement of Elasticity. Concept and Types of Utility. **Cardinal Approach;** Law of Diminishing Marginal Utility, Law of Equi-diminishing Marginal Utility. Consumer Surplus. **Ordinal Approach;** Indifference Curves: Meaning, Assumptions, Indifference Map and Properties. Consumer Equilibrium, Price, Income and Substitution Effects-Hicks' Approach. Practical Problems.

Unit – III

Producer's Behavior: – Production and Factors of Production. **Laws of Production;** Law of Variable Proportions and Return to Scale. **Isoquant:** Meaning, Assumptions and Properties. Isoquant Map. Producer's Equilibrium through Isoquants. Practical Problems.

Unit – IV

Cost of Production: – Meaning of Cost: Long-Run and Short-Run Cost. Implicit and Explicit Cost, Accounting and Economic Cost, Total Cost, Fixed Cost, Variable Cost, Average Cost, Average Fixed Cost, Average Variable Cost and Marginal Cost. Opportunity Cost. L-Shaped Cost Curve. Practical Problems.

RECOMMENDED BOOKS:

Samuelson, P. A. - Economics

Varian, H. - Intermediate Micro Economics

Stonier & Hague- A Textbook of Economic Theory

Jhingan, M.L.- Micro-Economic Theory

Vaishampayan, J.V.- Micro Economic Theory

Maheshwari K.L., Maheshwari R.K. & Singh, A.K. - Micro Economics

Lall M. - Micro Economics

Maheshwari K.L., Maheshwari R.K. & Madhu Bhatia- Micro Economics (Hindi)

Vaishampayan, J.V.- Micro Economic Theory (Hindi)

1th SEMESTER SYLLABUS

Paper –IV : CURRENCY, BANKING AND EXCHANGE

Unit –I

Functions, Significance & Various Forms of Money, E- Money. Quantity Theory of money (Fisher's): Assumptions and Criticism, Monetary Standard – Gold Standard, Bi-metallism and Managed Currency Standard. Principles & Methods of Note issues, Indian Money Market.

Unit –II

Meaning and Significance of credit, Factors Influencing the Volume of Credit in the Country, Credit Creation by Bank, Credit Control by RBI. Inflation: Causes & Remedies.

Unit –III

Types of Banks, Central Bank and Commercial Banks: Meaning and Functions, Regional Rural Banks. E- Banking & Postal Banking,

Unit –IV

Concept of Foreign Exchange and Exchange Rate, Factors Causing Fluctuations in Exchange Rate, Exchange Control: Meaning, Objective and Methods.

Books Recommended:

1. Maheshwari R.K. & Chaturvedi Kavita– Currency, Banking and Exchange
2. Singh Archana- Currency, Banking and Exchange
3. Jaiswal Bimal – Currency, Banking and Exchange
4. Seth M.L. - Banking and International Trade
5. Maheshwari R.K. & Bhatia Madhu– Currency, Banking and Exchange (Hindi)

1th SEMESTER SYLLABUS

Paper –V : ESSENTIAL OF MANAGEMENT

Unit I: Introduction, Nature of Management, Evolution of Management Thought – various theories and approaches, Contribution of Peter Drucker to Value creation, Management Process,

Unit II: Planning: Objectives, Policy & Strategy,

Forecasting, Decision Making, Organizing: Organization Theory, Design of organization structure, Authority & Responsibility, Line and Staff Relationships, Departmentation, Delegation, Centralization and Decentralization.

Unit III: Staffing, Fundamentals of staffing, Recruitment & Selection, Training & Development, Performance Appraisal. Directing, Fundamentals of Directing, Fundamentals of motivation, Leadership

Unit IV: Co-ordination, Controlling: Nature and Scope of Control, Types of Control, Control Process, Management by Exception (MBE), Effective Control System, Control Techniques - Traditional and Modern.

Suggested Readings:

Koontz, Essentials of Management, Tata Mc Graw Hill

P.C. Tripathi, P.N. Pandey, Principles of Management, Tata McGraw Hill

V.S.P. Rao, Management Txt and Cases: Excel Publication,

1th SEMESTER SYLLABUS

Paper –VI : BUSINESS COMMUNICATION

Unit I : Introduction to Business Communication, Characteristics of Effective Organizational Communication, Basic Forms of Communication, Process of Communication, Principles of Effective Business Communication, 7 C's.

Unit II : Barriers to Communication, Facilitators to Communication, Effective Listening, Perception & Reality, Role of Opinion, Attitudes & Beliefs, , Mal-functions of communication, Business Communication Etiquettes,

Unit III: Forms of Business Communication, Written Communication, Oral Communication, Non verbal Communication, Technology of Business Communication, Peculiarities of Communication in Indian Organizations

Unit IV: Conduct of Meeting- Agenda, Notice, Notes, Minutes, Office Memorandum, Office Orders, Press Release, Business Letter Writing-Need, functions & Kinds, Layout of letter writing, Types of letter writing, Report writing- Problems, Organization and techniques of writing business Correspondence: Letter Writing, inviting tenders and quotations, designing quotations, Placing orders, Sales letters, Claim & Adjustment Letters and Social correspondence. Time management in meetings. Modern communication forms: e-mail, video conferencing, social media communication.

Suggested Readings:

Business Communication : Lesikar

Business Communication- Sinha K.K.

Business Communication- T.N. Chabbra

Business Communication- Asha Kaul

Partri VR : Essentials of Communication

Senguin J: Business Communication: the Real World And Your Career ; Allied Publishers

FACULY OF COMMERCE, LUCKNOW UNIVERSITY

SYLLABUS

B.Com. – Semester- II

2ND SEMESTER SYLLABUS

Paper I : Company Accounts

Unit I :

Meaning and kinds of shares. Issue, forfeiture and re-issue of forfeited shares. Redemption of Preference shares, Bonus shares. Meaning and kinds of Debentures – their issue and redemption.

Unit II :

Concept of amalgamation and absorption; AS 14 and Types of Amalgamation; Purchase Consideration; Accounting in the Books of Transferor of Company; Accounting in the Books of Transferee Company.

Unit III :

Concept of Reconstruction; Need of Reconstruction; Types of Reconstruction- Internal Reconstruction and External reconstruction; Alteration in Share capital; Reduction in share capital; Scheme of Accounting for Internal Reconstruction.

Unit IV :

Concept of Winding up of Companies; Preparation of Statement of Affairs and Deficiency Account; Preparation of Liquidator's Final Statement of Account.

Books Recommended:

1. Groves, R.E.V., Pendlebury, M. – Company Accounts : Analysis, Interpretation and Understanding
2. Roth, Martin : Analysing Company Accounts
3. Bloomfield, Stephen : Understanding and Interpreting Company Accounts : A Practical guide
4. Gupta, R.L., Radhaswamy, M. : Sultan Chand & Sons, New Delhi
5. Maheshwari, S.N. : Corporate Accounting, Vikas Publishing House, New Delhi
6. Shukla, M.C., Grewal, T.S. and Gupta, S.C. : Advanced Accounts : S. Chand & Co., New Delhi
7. Moore, C.L. and Jaedicke, R. : K.K. Managerial Accounting
8. Jha, B.K. and Shah, M.S. : Corporate Accounting.

B.Com. – Semester II

Paper II : Business Laws

Unit –I : The Contract Act, 1872. Meaning, characteristics and kinds, essentials of valid contract : offer and acceptance, consideration, contractual capacity, free consent, legality of objects – void agreements.

Unit –II : Contract of Indemnity and Guarantee; Contract of Bailment and Pledge; Discharge of contract – modes, breach, remedies; quasi contract.

Unit –III : Contract of Agency, Sales of Goods Act, 1930 - Contract of Sale, meaning, difference between sale and agreement to sell, Conditions and warranties, Transfer of ownership in goods including sale by non agreement, Performance of contract of sale, Unpaid seller.

Unit –IV : The Negotiable Instrument Act, 1881 – Definition, features, types of negotiable instruments, promissory note, bill of exchange, cheque, Endorsement and its types, Holder and Holder in due course. Consumer Protection Act, 1986 : Objectives and its salient provisions.

Books and Acts recommended:

1. Pullock and Mulla – Indian Contract Act (Student's Edition)
2. Basnerjee, A.K. – Indian Mercantile Law
3. Venkatesham, E –A Handbook of Mercantile Law
4. Pandia –Mercantile Law
5. Indian Contract Act No. IX 1872
6. Indian Sale Goods Act 1930
7. Indian Partnership Act. 1932
8. Negotiable Instruments Act, 1881
9. Maheshwari K.L. and Ram Milan – Business Law
10. Dr. G.K. Varshney – Business Laws
11. D. Chandra Bose – Business Laws
12. Consumer Protection Act, 1986

2ND SEMESTER SYLLABUS

PAPER – III : Micro Economics- Exchange and Distribution

Unit – I

Market;- Concept, Classification of Market. Supply: Meaning and Change in Supply. Factors Affecting the Supply; Supply Elasticity.**Perfect Competition;-** Firm and Industry, Assumptions, Equilibrium and Price Determination. Practical Problems.

Unit – II

Monopoly;- Assumptions, Equilibrium and Price Determination, Price Discrimination,

Degree of Monopoly Power and its Regulation.

Unit – III

Monopolistic Competition;- Assumptions/Characteristics, Product Differentiation, Selling Cast. Equilibrium and Price Determination. **Oligopoly market**; Concept and Characteristics, Practical Problems.

Unit – IV

Factor Pricing: Rent- Ricardian Theory, Modern Theory, Quasi Rent. **Wages**-Subsistence Theory of Wages, Wage Fund Theory, Residual Claimant Theory and Marginal Productivity Theory. **Interest**- Classical Theory of Interest, Loanable Funds Theory, Liquidity Preference Theory. Concept of Liquidity Trap. **Profit**- Accounting and Economic Profit. Dynamic Theory of Profit. Risk-bearing Theory, Uncertainty Bearing Theory and Innovation Theory. Functions of Profit.

RECOMMENDED BOOKS:

Samuelson, P. A. - Economics

Varian, H. - Intermediate Micro Economics

Stonier & Hague- A Textbook of Economic Theory

Jhingan, M.L.- Micro-Economic Theory

Vaishampayan, J.V.- Micro Economic Theory

Maheshwari K.L, Maheshwari R.K. & Singh, A.K. - Micro Economics

Lall M. - Micro Economics

Maheshwari K.L, Maheshwari R.K. & Madhu Bhatia- Micro Economics (Hindi)

Vaishampayan, J.V.- Micro Economic Theory (Hindi)

Pant J.C.- Micro Economics (Hindi)

2ND SEMESTER SYLLABUS

PAPER – IV : BANKING OPERATIONS

Unit- I

Banking System in India, Monetary Policy: Concepts & Objectives, Basic concepts of Regulatory Environment for commercial bank in India and their provisions : RBI Act- Chapter I, II, III ; Banking Regulation Act- General Provisions, Management Control, Loan & Advances; Deposit and Insurance Act- Objectives, SARFAESI Act- Methods of recovery of NPA's and Money Laundering- Procedure, Laws and Guidelines for anti-money laundering.

Unit- II

Operational Aspect of commercial banks in India, Relationship between Banker and customers, Types of customer account, Cheque & its types, Endorsement, Dishonour, Rights and liabilities of Paying and collecting Banker, Time Value of money – calculation of interest on loan & deposits, EMIs.

Unit- III

Negotiable Instruments, Bills of Exchange and Promissory notes, Rights and liabilities of parties, Bills discounting and purchasing, Ancillary Services of the Bankers. E-Banking.

Unit-IV

Employment of funds by Commercial Banks, Types of securities, mode of creating charge, Bank guarantees, Basel norms, Financial sector reforms in India.

Recommended Books:

Jaiswal Bimal : Banking Operations Management

Bhole L.M: Financial Institution & Markets

2ND SEMESTER SYLLABUS

PAPER – V : HUMAN BEHAVIOUR AT WORK

Unit I: Meaning and development of Organizational Behaviour, Need for Organizational Behaviour, Organizational Behaviour Model.

Unit II: Perception: Meaning, Significance of Perception for understanding Human Behaviour,

Perception Process and Factors Influencing Perception; Personality: Concept, Factors influencing

Personality, Theories of Personality **Unit III:** Learning: Concept, Process, Learning Theory and OB,

OB Modification, **Motivation:** Motivation and Goal Directed Nature of Human Behaviour, Process,

Theories of Motivation: Maslow's need hierarchy, Herzberg's two factor theory, Theory X,Y and Z, Conflict Management.

Unit IV: Group Dynamics: Meaning Functions, Types, Reasons for joining Group, Stages of Group Development, Characteristics, Advantages and Disadvantages of Informal Groups, Group Norms, Group Cohesiveness, Leadership: Meaning, style, approaches of leadership (Trait and Behaviour approach).

SUGGESTED READINGS

Robins, Stephen P. – Organizational Behaviour

Ashwathappa .K.-Organizational Behavior

Kavita Singh- Organisational Behavior

Davis, K & Newstrom - Human Behaviour at Work

Prasad, L.M. – Organisational Behaviour

2ND SEMESTER SYLLABUS

PAPER – VI : CONCEPTS IN VALUATION

Unit -I: Calculation of Simple Interest, Compound Interest, Present value and future values.

Unit – II: Annuity: ordinary annuity, annuity due, future value of annuity, determining present value and future value of annuity, Compounding frequency, present value of perpetuities, present value of uneven cash flow streams, present value of deferred annuities, Net present value.

Unit-III: The characteristics of fixed-income (debt and preferred stock), interpreting financial market data, including stock and bond price quotations, capitalization of cash flows from the asset and the riskfree rate. The value of a bond with a finite maturity date, the yield to maturity of a bond, the value of a perpetual bond / perpetuity, Preferred stocks.

Unit-IV: The characteristics of variable income (common stock) securities – Stockholder rights, Features, Advantages and disadvantages, Methods of selling securities in the primary capital markets – public, cash offering, Direct placement, Rights offering to shareholders. The general dividend valuation model, constant growth dividend valuation model, Zero growth dividend valuation, non-constant growth dividend valuation model.

References:

Financial Management & Policy, Van Horne

Financial Management: I.M Pandey

Financial Mathematics, Suresh Chandra

Financial Management, Ravi M Kishore, Taxman

Business Maths, Bajpai and Bajpai

FACULY OF COMMERCE, LUCKNOW UNIVERSITY SYLLABUS

B.Com. – Semester III

Paper I : Business Finance 3RD SEMESTER SYLLABUS

Unit I :

Nature, Scope, Significance of Business Finance, Financial Goals, Finance Function, Duties, Responsibilities of a Finance Manager, Capital market : functions, types & significance.

Unit II :

Capitalisation : Concept, Over and Under-capitalisation : causes and remedies. Capital structure : Concept, Cost of Capital, Capital Budgeting.

Unit III :

Long term and short term, sources of capital – Owned and borrowed, Trade Credit, Bank credit, commercial papers etc., Analysis of Profitability, Activity, Liquidity, Solvency and Performance.

Unit IV :

Concept, Determinants and Sources of Working Capital, Fixed and Variable working capital, Estimation of working capital requirements, Financing Approaches to working capital.

Books recommended :

1. Kumar, A., Misra, P & Singh, D. – Financial Management
2. Kulshreshtha, R.S. – Financial Management (Hindi)
3. Srivastava, R.M. – Financial Management
4. Pandey, I.M. - Financial Management
5. Khan and Jain - Financial Management
6. Rastogi - Financial Management
- 7.

Paper II : Principles and Practice of Marketing

Unit I : Introduction: Nature and scope of marketing: Importance of marketing, functions, Marketing concepts- traditional and modern; Selling Vs. Marketing; Marketing mix; Marketing environment, Emarketing.

Unit-II : Consumer Behaviour, Nature, scope and significance of consumer behaviour; Bases of Consumer Behaviour, Market segmentation- Concept and importance; basis for market segmentation, Promotion; Methods of promotion; promotion mix; Personal selling.

Unit-III : Product: Concept of product, consumer and industrial goods; Product planning and development; Product life cycle, Packaging – role and functions; Brand name and trade mark. Price: Importance of price in the marketing; Factors affecting price of a product, kinds and method of pricing.

Unit-IV : Distribution Channels – concept and roles; Types of distribution channels; factors affecting choice of a distribution channel; Retailer and wholesaler; physical distribution of goods; Transportation; warehousing; inventory control; order processing.

Books Recommended:

1. Maheshwari K.L., Maheshwari R.K. & Ram Milan – Marketing Management
2. Prof. A. Chatterjee & Dr. R.K. Chaturvedi – Marketing Fundamentals – A Contemporary Insight
3. Agarwal, R.L. & Agarwal, D.P. – Viparan Ke Sidhant Tatha Neetiyan
4. Gupta, A.P. – Bharat Mein Viparan Ke Sidhant Thata Vyohar
5. Gupta, A.P. – Marketing of Agricultural Produce in India
6. Varshney, R.L. & Gupta, S.P. – International Marketing Managment
7. Kotler, Phillip – Marketing Management Analysis Planning and Control
8. S.P. Bansal – Marketing Management
9. R.S.N. Pillai & Bagarathi – Modern Market
10. C.B. Gupta & Dr. N. Rajan Nair – Marketing Management
11. Debray Dutta & Mahua Dutta - Marketing Management
12. Dr. Ajit Kumar Shukla - Marketing Management

3rd SEMESTER SYLLABUS

Paper III : STATISTICAL METHODS

Notes:

1. Use of Simple/Scientific calculator is allowed.

Unit –I

Introduction: The Nature and scope of statistics, Definition of statistics. Law of Statistical Regularity: Law of Inertia of Large Numbers. Census and Sampling, Methods of Sampling, Types and Characteristics of Statistical Unit. Methods and instruments of data collection.

Unit –II

Classification and Tabulation – Objects, general rules for the construction of tables.

Measures of Central Tendency: Mean – Simple and Weighted, Mode, Harmonic and Geometric Mean; Positional Averages- Median, Quartile and Percentiles.

Unit –III

Measures of Dispersion, Skewness and Kurtosis – Range, Quartile Deviation, Mean Deviation, Standard Deviation and their coefficients; Measures of Skewness and Kurtosis.

Correlation Analysis – Scatter diagram, Karl Pearson’s coefficient of correlation, Spearman’s ranking method.

Unit –IV

Regression Analysis – Linear regression, regression lines, regression equations.

Interpolation – Assumptions, Binomial, Newton’s advancing differences, Larganges’ methods.

Suggested Readings:

1. J. K. Sharma, *Business Statistics*
2. S.C. Gupta, *Fundamentals of Statistics*

3. S.P. Gupta and Archana Gupta, *Elementary Statistics*
4. Richard Levin and David S. Rubin, *Statistics for Management*
5. M.R. Spiegel, *Theory and Problems of Statistics*, Schaum's Outlines Series
6. Anoop Kumar Singh, *Statistical Methods (English)*
7. Anoop Kumar Singh, *Statistical Methods (Hindi)*

3rd SEMESTER SYLLABUS

Paper IV : PUBLIC FINANCE

UNIT I

Introduction: Meaning & Scope of Public Finance; Public goods vs. Private goods; Principle of Maximum Social Advantage; Public Budget, Techniques of Budgeting (ZBB, PBB).

UNIT II

Public Expenditure: Meaning & Nature, Wagner's views on increasing state activities Wiseman-peacock hypothesis, Canons and classification of public expenditure; effects on production, distribution and economic stability.

UNIT III

Public Revenue: Main sources of revenue, Tax revenue, Direct and Indirect Taxes, Progressive, proportional & Regressive Taxes, Value added tax and GST, The Division of tax burden- Impact and Incidence of a tax, effects on production & distribution.

Public Debt: Role and classification of Public debt and methods of their redemption. Deficit Financing.

UNIT IV

Indian Public Finance: Different types of Budgetary Deficits; Financial Federalism under constitution, Finance Commission- meaning and current Finance Commission, Budgetary Procedure and Financial Control in India. Fiscal Consolidation and FRBM Act.

Suggested Readings

1. Joseph E. Stiglitz, *Economics of the Public Sector*
2. R.A. Musgrave and P.B. Musgrave, *Public Finance in Theory & Practice*
3. Maheshwari K L, R K Maheshwari, *Public Finance*
4. Kaushik Basu and A. Maertens (ed.),
5. Lekhi, R K- *Public Finance*
6. Bhatia, H L- *Public Finance*
7. Maheshwari K L, R K Maheshwari, *Rajasva*
8. Maheshwari K L, R K Maheshwari, *Lok Vitt*
9. Recent Budget Documents.

3rd SEMESTER SYLLABUS

Paper V : SELLING AND ADVERTISING

Unit –I: Selling: Concept, Nature and Role in Marketing. Personal Selling: Evolving face of Personal Selling, Nature and importance of Personal Selling, Characteristics of a successful salesperson, Sales as a career option, Sales training, Consumer psychology and buying motives, difference between selling of consumer and Industrial Products

Unit –II: Selling process: Prospecting, Pre-approach, Approach, Sales presentation and demonstration, Handling objections, Closing the sale, After sale service. Effective selling techniques, role of relationship marketing in personal selling, tools of selling, motivating and Remunerating Salespersons.

Unit –III: Advertising: Concept, role, functions, scope and types, Economic, Social, Legal and Ethical aspects of Advertising. Advertising Appeals: Meaning, types and methods, advertising as a persuasive communication process. Advertising Design: Characteristics and basic elements of Advertising copy. Creation, Production and Planning of Advertisements. Advertising Budget: Types, components and process of preparing. Advertising Agency: Functions and selection of agency.

Unit –IV: Advertising as a component of Integrated Marketing Communication, AIDA and DAGMAR model. Advertising Media: Types (Print, Outdoor, Electronic and other), Characteristics, merits and limitations of each media type. Media planning: Selection of media category; their reach, frequency, impact, cost and other factors influencing media choice. Problems in reaching rural and remote audience. Evaluation of Advertising effectiveness: Importance, difficulties and methods of measuring advertising effectiveness.

Suggested Readings:

Sales Management by Candiff & Still, Pearson

Advertising Management by Batra, Aaker, Pearson

Advertising, Sales and Promotion Management by S.A. Chunawala, Himalaya Publication

Sales Management by Pradip Malik, Oxford Publication

3rd SEMESTER SYLLABUS**Paper VI : INTRODUCTION TO INTERNATIONAL BUSINESS**

Unit I: Introduction and concepts of the international business, Domestic and international business comparison, advantages and disadvantages of domestic business and International Business respectively, Reasons for entering into International Business, modes of entry, Concept of MNC, TNC.

Unit II: WTO - structure, functions and roles in the current international business scenario, an overview of WTO agreements, concept of Trade Creation, trade Diversion, Concept and Various levels of International Economic Integration, PTA, FTA, Custom Union, Common Market, Economic Union, Political Union.

Unit III: Major Regional Trade Agreements, features of European Union, SAARC, NAFTA, ASEAN, SAFTA, Limitations of Regional Economic Integration, BRICS

Unit IV: International financial institutions – structure, roles, functions of World Bank/ IMF, ADB. Financial support available in India – EPZs, SEZs, Future trends in international business, concepts of FDI and Portfolio investments .

SUGGESTED READINGS

Justin Paul, International Business, Prentice Hall of India

Alan M. Rugman and Richard M. Hodgetts, International Business by Pearson Education.

Joshi, R.M , International Business, Oxford

International Business, K. Ashwathappa

International Business, F. Cherunilam, Prentice Hall of India-fifth edition

International Business, P. Subbarao

Global Business Management, Manab, Adhikari

FACULTY OF COMMERCE, LUCKNOW UNIVERSITY**SYLLABUS****B.Com. – Semester IV****4th SEMESTER SYLLABUS****Paper I : Cost Accounting**

Unit –I : Definition, Nature, Scope, Significance and function of Cost Accounting, Cost Centre, Costs and its elements, System of ascertainment of cost, Control of Materials, Labour and Overhead, Allocation, Apportionment and Absorption of Overheads.

Unit –II : Output or Unit Costing, (Calculation of Tender, quotation and estimated price), Contract and Job Costing, Process Cost Accounting.

Unit –III : Reconciliation of Cost and Financial Accounts, Service costing, Budgetary Control.

Unit –IV : Marginal Costing, Standard Costing.

Books Recommended:

1. M.L. Agarwal – Cost Accounting (Hindi & English)
2. S.P. Gupta– Cost Accounting (Hindi & English)
3. Khan & Jain – Cost Accounting
4. Audhesh Tripathi & Varshney - Cost Accounting
5. Bigg – Cost Accounts
6. Lunt – Manual of Cost Account
7. Ridgeway – Cost Account
8. Whelden – Principles and Methods of Costing
9. Gupta, MP – Costing
10. Lucey. T. – Costing
11. Bharr – Cost Accounting
12. Blocker & Weltmer – Cost Accounting
13. Horngrance, Charles T. –Cost Accounting : A Managerial Emphasis

B.Com. – Semester IV**Paper II : Contemporary Audit**

Unit –I : Nature & Objectives of Auditing; Types of Audit, Auditing Techniques; Internal

Control & Internal Check, Audit Programme, Routine checking, Test checking.

Unit –II : Audit Procedure, Vouching, Verification of Assets & Liabilities, Investigation, Divisible Profit and Dividend, Internal Audit.

Unit –III : Government Audit, Audit of Limited Companies, Company Auditor: Appointment, Remuneration, Powers, Duties and Liabilities, Audit report.

Unit –IV : Standards on Auditing, Audit of Special entities : Non Profit Organisations, Educational Institutions, Clubs, Cost Audit, Tax Audit and Management Audit.

Books Recommended:

1. Maheshwari K.L. and Maheshwari R.K. – Contemporary Audit
2. Spicer and Peglar – Practical Auditing
3. Batliboi – Principles and Practice of Auditing
4. T.R. Sharma - Contemporary Audit (Hindi & English)
5. Kamal Gupta - Contemporary Auditing
6. Pankaj Garg – Auditing and Assurance
7. B.N. Tandon – A Handbook of Practical Auditing

4th SEMESTER SYLLABUS

Paper III : FOREIGN TRADE OF INDIA

Unit –I

Introduction – Trade its meaning and types. Difference between internal and international trade. Concept, Assumptions and Criticism of International Trade Theories. India’s Internal Trade- Characteristics and Problems. Coastal trade .Terms of Trade.

Unit-II

Foreign Trade of India – Before independence, During Planning Period, Recent trends in India’s Foreign Trade. Major Items of Exports: Composition, Direction and Future Prospects, Major Items of Imports: Composition, Direction and Future Prospects.

Unit –III

Free Trade and Protective trade policies, India’s Major trading partners: USA, UK, China and Japan. National Level Financing Institutions: EXIM Bank, ECGC and other institutions in financing of foreign trade, STC, MMTC, SEZ and EPZ. Export promotions.

Unit –IV

Recent World trade Scenario, Recent changes in Foreign trade policy, Trade agreements – Bilateral and Multilateral Trade Agreements. GATT & UNCTAD, WTO. India’s Balance of Trade and Balance of Payments: Concept, Problems, Reasons for disequilibrium and Corrective Measures.

Recommended book(s)

- 1) Jaiswal Bimal &A.K.Singh – Foreign Trade of India
- 2) Goswami V.K. – International Trade
- 3) Mishra N.K. & Abrar Anjum- Trade of India
- 4) Plaekar – Trade of India
- 5) Salvi P.G. – New Directions on India’s Trade policy.
- 6) Cherrunilam F. – International Trade Export Management
- 7) Singh, M – India’s Export trends
- 8) Bhagwati J. Srinivasan – Foreign Trade regimes and Economics development

4th SEMESTER SYLLABUS

PAPER – IV : EXPORT IMPORT PROCEDURES & DOCUMENTATION

Unit I

Exports-planning: Adaption, Standardisation and Packaging. Getting ready for Exports. Procurement and processing of an export order and Export Contract. Export Costing & Pricing, Export Documentation: Concept & Types. Steps in Export Procedure.

Unit II

Methods/Terms of payments for Exports, Export Financing: Pre Shipment and Post

Shipment Financing. Export Credit Guarantee Corporation of India (ECGC of India). Quality control and inspection in Exports. Type of risks, Cargo insurance: Contract, procedures and documentation for cargo loss claims, INCO Terms.

Unit- III:

Central Excise and custom clearance regulations- Procedures and Documentation. Export / trading / star trading / superstar trading houses; Objective criteria and benefits, procedures and documentation; Policy for EOU / FTZ/ EPZ units, Objectives, criteria and benefits.

Unit- IV

Institutional Support for India's Foreign Trade, Export Incentives (Financial & Non-Financial Incentives). Schemes for import of capital goods, Procedures and documentation for new / second hand capital goods. International Logistics.

BOOKS RECOMMENDED:

1. Maheshwari R.K. & Ekta Rastogi- Export-Import Procedure & Documentation
2. Jaiswal Bimal & Yusuf Kamal - Export-Import Procedure & Documentation
3. Exporters Manual- Nabhi Publication

4th SEMESTER SYLLABUS

PAPER – V : MANAGING HUMAN RESOURCES

Unit I: Nature and concept of HRM, importance, present day challenges. Human Resource Planning concept and process

Unit II: Job Analysis: Job Description and job Specification. Recruitment & Selection: difference between them, Process of Selection- Stages; Socialization and Induction

Unit III: Training & Development: Difference between the two, Process and methods of training and development, Performance Appraisal: Methods of Performance Appraisal

Unit IV: Compensation Planning: Meaning and objectives, Developing Pay Structures, Principles of Wage and Salary Administration, Promotions, Demotions, Transfers and Separations.

SUGGESTED READINGS

Human Resource Management Text & Cases - VSP Rao

Human Resource Management Text & Cases - K. Ashwathappa

Human Resource Management - Gary Dessler

Personnel Management- C.B. Mamoria

Personal Management and HR- C.S. Venkatartnam

HRM by P.K. Gupta

4th SEMESTER SYLLABUS

PAPER – VI : INFORMATION SYSTEMS AND E-COMMERCE

Objective: The course aims to develop basic understanding of the Information Systems and Ecommerce and their role in Business Organizations.

Unit I: Introduction to Computer systems, elements of a Computer System, types of Computers and their features, input, output and storage devices, types of software, networking and Internet, types of networks and networking devices, methods of Internet access, services available through Internet, business applications and benefits of computerization and Internet.

Unit II: Introduction to Information Systems, business applications and its benefits, functional and cross functional Information Systems: Transaction Processing Systems, Electronic Data Interchange, On Line Analytical Processing, Management Information Systems, Decision Support Systems, Executive Information Systems, Executive Support Systems, Enterprise applications, Supply Chain Management Systems, Customer Relationship Management Systems.

Unit III: Concept of Database and Database Management System centralized and distributed Database Systems, Planning and designing of Information Systems: System Flow Charts, traditional System Development Life Cycle, modern System Development Methods, Implementing Information Systems as planned organizational change.

Unit IV: Concept of E-commerce, Digital Markets and Digital Goods, advantages and disadvantages of transacting online, types of E-commerce and M-commerce, E-commerce business models, e-payment systems, digital signatures.

Suggested readings:

Peter Norton – Introduction to Computers: McGraw Hill

Leon - Introduction to Computers: Vikas Publications

Satish Jain – Computers in Business Management: BPB Publications

Kenneth C. Laudon – Management Information Systems: Pearson

James A. O'Brien - Management Information Systems: McGraw Hill

Girdhar Joshi - Management Information Systems: Oxford

FACULTY OF COMMERCE, LUCKNOW UNIVERSITY

SYLLABUS

B.Com. – Semester V

Paper I : Income Tax Law and Accounts 5th SEMESTER SYLLABUS

Unit-I : Basic Concepts : Income, agricultural income, casual income, assessment year, previous year, gross total income, total income, Person. Tax evasion, avoidance and tax planning. Basic of Charge; Scope of total income, residence and tax liability, income which does not form part of total income, deduction from Gross total income.

Unit-II : Head of the Income: Salaries; Income from house property; Profit and gains of business and profession. Capital gains; Income from other sources.

Unit-III : Deemed income: Aggregation of Income, Set-off and carry forward of losses; Tax Authorities; Assessment procedures.

Unit-IV : Computations of total income of an individual, H.UF

Books Recommended:

1. Shukla S.K. – Income Tax : Laws and Accounts (Hindi & English)
2. Singhanai V.K. – Students, Guide of Income Tax, Taxman, Delhi
3. Prasad, Bhagwati: Income Tax Law & Practice; Wiley Publication, New Delhi
4. Mehrotra, H.C. – Income Tax Law & Accounts;
5. Dinker Pagare: Income Tax Law and Practice; Sultan Chand & Sons, New Delhi
6. Grish Ahuja & Ravi Gupta, Systematic approach to income tax, Sahitya Bhawan publication, New Delhi.

5th SEMESTER SYLLABUS

Paper II : Principles and Practice of Insurance

Unit –I : Introduction, Purpose and Need of Insurance, Insurance as a social security tool; Insurance and economic development, Theories of Insurance, Principles of Insurance Contract, Risk, Double insurance, Over insurance, Under insurance, Re-insurance.

Unit –II : Life Insurance – Principles and Practice; Life insurance contracts; nature and characteristics, Types of life insurance policies, Terms & Conditions of the policy, Nomination and Assignment of policies, Computation of premium, Annuity payments, Mortality Table.

Unit –III : Fire Insurance – The basic principles of Fire Insurance contracts, Fire Policy; Conditions, Assignment, Claims.

Unit –IV : Marine Insurance – General Principles, Conditions and Warranties in marine insurance policy, Types of Marine insurance policies; Assignment of policy, Loss and abandonment, Marine losses.

Books Recommended:

1. Young – Insurance
2. S.K. Shukla – Insurance Law & Accounts (Hindi & English)
3. S.N. Mishra – Insurance
4. Arif Khan - Insurance
5. Huebner – Life Insurance
6. Leigh – A Guide of Life Insurance
7. Maclean – Life Insurance
8. Godwin – Principles and Practices of Fire Insurance
9. Bal Chand – Bima Ke Prambhik Prakaran
10. Insurance Act 1938
11. M.N. Mishra - Insurance

5th SEMESTER SYLLABUS

Paper III : MACRO ECONOMICS

Unit- I

Concept and scope of Macro-Economics; Macro-economic Paradoxes: wage-employment paradox and paradox of thrift, The Circular flow of Income and expenditure.

The Analysis and Measurement of Economic Activity - National Income Accounting: Concept and Definitions of National Income. Various components of National Income, Methods of Measurement of National Income and Welfare.

Unit – II

Classical Macroeconomic Models – Say’s Law, Quantity Theory of Money, Wage-Price Flexibility and Full employment.

Aggregate Expenditure – Consumption Function: Concepts of propensities of consumption and saving. Absolute Income Hypothesis, Relative Income Hypothesis; Consumption Puzzle and Permanent Consumption Hypothesis. Investment Function: Types, Marginal Efficiency of Capital (MEC) and Marginal Efficiency of Investment (MEI).

Unit –III

The Concept of Multiplier; National Income Determination in an Open Economy IS-LM Analysis - Derivation of IS and LM Functions; Joint determination of National Income and rate of Interest and Shift and IS and LM Curves.

Unit-IV

Theory of Inflation – Meaning, types and measurement, Demand Pull and Cost Push Inflation. The Philips Curve, Effects of Inflation, Anti-Inflation Policies – Monetary and Fiscal Policies.

Business Cycles – concept, types and phases; Keynes, Hawtrey, Hicks Models.

Suggested Readings:

1. Dornbusch, Fischer and Startz, Macroeconomics, McGraw Hill.
2. N. Gregory Mankiw. Macroeconomics, Worth Publishers.
3. Richard T. Froyen, Macroeconomics, Pearson Education Asia.
4. Errol D’Souza, Macroeconomics, Pearson Education.
5. J V Vaishampayan, Macroeconomic Theory and Policy, New Royal Book Publication (Hindi & English).
6. Maheshwari K.L. & Maheshwari R.K. – Macro Economics
7. H L Ahuja, Macroeconomic Theory, S Chand Publication.
8. D N Dwivedi, Macroeconomic Theory.

5th SEMESTER SYLLABUS

Paper IV : INDIAN ECONOMY

UNIT-1

Concept and Features of Developing and Developed economy, Nature and structure of Indian Economy, Characteristics and problems of Indian Economy, Planning in India: Five year plans – Achievements and failures, NITI Aayog.

Unit –II

Indian Agriculture –Its features and problems. Agricultural development in planned era.Green revolution, Agricultural marketing. Problem of unemployment, Forms of Unemployment, Employment Generation and Poverty Alleviation Programmes in India.

Unit –III

Indian Industry: Large scale, small scale and cottage industries, MSME, MUDRA Scheme Industrial development during five year plans, Industrial policy-Make in India, Industrial Sickness, Industrial finance: Sources and Institutions.

UNIT-IV

Infrastructure in the Indian Economy, Energy Sector: Sources, Energy crisis and measures to tackle. Population growth and Population explosion, Population Policy and programmes.

Books Recommended:

1. Datta and Sundaram – Indian Economy (English & Hindi)
2. Misra S.K. and Puri V.K. – Indian Economy (English & Hindi)

5th SEMESTER SYLLABUS

Paper V : INSTITUTIONAL FRAMEWORK FOR BUSINESS

Objective:- *The intent of the course is to introduce the students to Indian regulatory as well as supportive framework of business in India*

UNIT I - Introduction to Indian regulatory environment for business, Role and Functions of RBI, Structure of commercial banking in India, mandatory provisions regarding SLR and CRR, NABARD: Role and functions, EXIM Bank and its facilitative role, SIDBI and its various schemes for promotion of small business, Microfinance Institutions and Regional Rural Banks, Scope and functions of IRDA

UNIT II - Regulatory body for financial and Investment market in India :SEBI- roles and functions, Important guidelines for Issue of capital Intermediaries /market infrastructure institutions: Role and functions of Bankers to issue, Registrar to the issue, Credit rating agencies, Merchant banks, Mutual funds, Portfolio managers, Underwriters

UNIT III- Role and functions of Stock exchanges in India, Prominent stock exchanges in India - BSE and NSE, Different types of instruments and brokers: equity and equity derivatives, corporate debt market segment, commodities derivatives market segment, interest and currency market segments, role of depositories

UNIT IV- Overview of functions of: Competitive Commission of India, National Company Law Tribunal towards Insolvency and Bankruptcy code, Department of Industrial Policy and Promotion for FDI in India and its guidelines

References:

Indian Financial System, Pathak Bahrti, Pearson

Business Environment, Francis Cherunilam

Web- sites of RBI, SEBI, IRDA, BSE, NSE, IBEF etc.

5th SEMESTER SYLLABUS

Paper VI : BUSINESS OPERATIONS

Unit I: Introduction: Meaning, Nature and Scope of Production and Operation Management. Objectives of Operations Management, Duties and Responsibilities of Operations Management. Manufacturing Vs Service Operations. Systems approach to Operations Management.

Unit II: Facility Location: Nature, Factors considered in location and Methods. Facility Layout: Objective of good layout, Factors influencing layout and Types of layout. Material Handling Equipment: Importance, Objective, Principles, Factors affecting selection of equipment and types of handling equipment.

Unit III: Production Planning and Control: Role, Scope and Benefits. Inventory Management: Objectives of Inventory management, Techniques of inventory management.

Unit IV: Service Operations: Types of Service Operations. Scheduling for Services. Scheduling Strategies for Services. Introduction to Quality Management in Manufacturing and Services.

SUGGESTED READINGS:

Production & Operations Management, by Upendra Kachru, Excel Books.

Operations Now, by Byron J Finch, Tata McGraw-Hill

Operations Management, by Gaither & Fraizer, Thomson South Western.

Production & Operations Management: Ashwathappa and Bhat, Himalaya Publications.

Productions and Operations Management: Kaniksha Bedi, Oxford

FACULTY OF COMMERCE, LUCKNOW UNIVERSITY

SYLLABUS

B.Com. – Semester VI

Paper I : Goods And Services Tax (GST)

Unit-I : Concept and types of Indirect Tax; Right to impose indirect tax by Centre (Union)/State and Union Territory Governments before and after 101st Amendment of the Constitution of India; Introduction of GST in India; Definition - Supply, Aggregate Turnover, Person, Business, Appropriate Government, Mixed Supply, Composite Supply, GSTN, GSTIN, E-Commerce Input Tax Credit etc. GST Models : Single GST & Dual GST; Types of GST:- CGST,SGST/UTGST,IGST ; Levy and Collection of GST.

Unit -II : Registration under GST : Persons liable to get registered, Compulsory Registration, Registration Procedure, Reverse Charge Mechanism, Composition Scheme and assessment under composition scheme; Zero rated supply; Exemption from GST, GST tax rate.

Unit-III : Input Tax Credit (ITC), Eligibility and conditions for taking Input Tax Credit, Apportionment of ITC and Blocked Credit ; Various Documents under GST- Tax Invoice, Bill for Supply, Debit Note, Credit Note, Payment Voucher, Receipt Voucher, E-way bill, HSN Code and SAC Code.

Unit-IV : Assessment and Administration of GST - Types of GST Returns, Types of Assessment & Assessment Procedures, Role and Functions of GST Council, Tax Authorities and their powers; Tax deduction at Source & Tax Collection at Source, Refund of Tax.

Suggested Readings :

1. S.K. Shukla : GST in India (Hindi & English)
2. Bare Act
3. Taxman : Goods and Service Tax (Hindi & English)

Paper II : Labour Welfare Laws

Unit I : Employees State Insurance Act, 1948 – Definition, Scope of the Act, Corporation, Standing committee, Medical Benefit council, Finance and Audit, Employees' State Insurance fund, Combination, Benefits, Adjudication of Disputes and Claims, Penalties.

Unit-II : Payment of Gratuity Act, 1952 – Scope and application, definition, continuous service, controlling authority, payment of gratuity, power to exempt, nomination, determination of the amount of gratuity, inspectors, recovery of gratuity, penalties.

Payment of Bonus Act, 1965 – Introduction, definition, determination of bonus, eligibility and payment of bonus. Offences and penalties.

Unit-III : Employees' Provident Funds and Miscellaneous Provisions Act, 1952 – Definition, scope of the act, Employees Provident fund, scheme and authorities. Determination of money due from Employers, Appellate Tribunal, Inspectors, offences and penalties.

Maternity Benefit Act, 1961- Introduction, definitions, prohibition of employment, maternity benefit, leave nursing breaks, inspectors, offences and penalties.

Unit-IV : Workmen's Compensation Act, 1923 – Introduction, definitions, employer's liability for compensation, rules as to compensation, commission and procedure before them, offences and penalties.

Trade Union Act, 1926 – Definitions, scope of the act, Objectives and its provisions.

Books Recommended:

1. S.K. Shukla & K.P. Tewari – Labour & Welfare Law (Hindi & English)
2. S.N. Mishra – Industrial Law
3. V.K. Goswami - Industrial Law
4. P.K. Jain - Industrial Law
5. Kumavat - Industrial Law (Hindi)
6. Mangal Singhai - Industrial Law (Hindi)
7. Badri Prasad – Udyogik Sanniyam (Hindi)

PAPER – III : APPLIED AND BUSINESS STATISTICS

Unit-II

Statistical System in India – Indian Statistical Machinery – Organisation at Central and State

level, National Sample Survey Organisation – Organisation, Functions, Design and Technique.

National Income Statistics: Methods of measuring National Income and related aggregates

Unit - I

Population Statistics – Nature, Importance and Methods of Population Census. Population

Census in India. Vital Statistics- Computation of birth, death, Fertility and Reproduction rates.

Unit- III

Analysis of Time Series – Meaning, Importance and Purposes, Components of Time Series

Analysis. Long Term Trend and Seasonal Variation measurement – Different methods. Statistical

Quality control: Concept, Utility and Techniques. Construction of control charts for Variables and Attributes

Unit- IV

Index numbers and their uses: Definition, Importance and Limitations. Price, Quantity and

value index numbers, Methods of constructing index numbers, Tests of reversibility, WPI and

CPI, Deflating Index Numbers. Business Forecasting: Concept and Methods

Books Recommended:

1. Anoop Kumar Singh- Applied and Business Statistics (Hindi)
2. Abrar Anjum – Applied and Business Statistics
3. Gupta S.P. – Statistical Methods

6th SEMESTER SYLLABUS

PAPER – IV : Economics of Public Enterprises

Unit-1

Concept of public enterprises, Role in national economy, Growth of public enterprise in India.

Unit-2

Organisational Patterns- Departmental Undertaking, Statutory Corporations, Companies, Holding Companies, Other Forms. Management- Public Enterprises Board, Functions Responsibilities, Duties of Board of Directors, Delegation of Authority.

Unit-3

Pricing in Public Enterprises, Efficiency and Performance Evaluation, Financing of Public Enterprises, Performance Budgeting, Financial Advisor, Disinvestment in PSUs.

Unit-4

Accountability and Control – Public Accountability and Autonomy, Accountability to Parliament, Control, Audit, Annual Reports, Consumer Organisation.

Books Recommended:

1. Barnes, I.R. – Economics of Public Utility Regulation
2. Clemens E.W. – Economics and Public Utilities
3. Sleeman, J.F. – British Public Utilities
4. LaxmiNarain – Principles Practice of Public Enterprise
5. Maheshwari, R.K. – Public Enterprise Management
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6th SEMESTER SYLLABUS

PAPER – V : COMPANY LAW AND SECRETARIAL PRACTICE

Objective: *The objective of the course is to impart basic knowledge of the provisions of the Companies Act 2013 and introduction to secretarial practices.*

UNIT I: Characteristics of a company; lifting of corporate veil; types of companies including one person company, small company, associate company, dormant company, producer company; association not for profit; illegal association; formation of company, promoters and their legal position, pre incorporation contract and provisional contracts; on-line registration of a company. Secretarial Duties and responsibilities of Company Secretary secretarial duties relating to issue and allotment of shares, Calls, forfeiture, Lien and transfer of shares. Provisions relating to company and Board meetings.

UNIT II: Memorandum of association and its alteration, articles of association and its alteration, doctrines of constructive notice and indoor management, prospectus, shelf prospectus and red herring prospectus, misstatement in prospectus; issue, allotment and forfeiture of share, calls on shares; issue of sweat capital; employee stock option; issue of bonus shares; transfer and transmission of shares, buyback; share certificate; Demat system. Secretarial duties relating to meetings, Notice, Agenda, Proxy, Motion, Resolution, Minutes and Reports.

UNIT III: Classification of directors, director identity number (DIN); appointment, removal of directors; legal positions, powers and duties; key managerial personnel, managing director, manager; committees of board of directors – audit committee, nomination and remuneration committee, stakeholders relationship committee, corporate social responsibility committee; prohibition of insider trading. Meetings of shareholders and board; types of meeting, convening and conduct of meetings, requisites of a valid meeting- notice, agenda, chairman, quorum, proxy, resolutions, minutes; postal ballot, meeting through video conferencing, e-voting.

UNIT IV: Provisions relating to payment of dividend, provisions relating to books of account, provisions relating to audit, auditors' appointment, rotation of auditors, auditors' report, secretarial standards and secretarial audit; on-line filing of documents. Concept and modes of winding up,

Insolvency and Bankruptcy Code 2016, Liquidator, National Company Law Tribunal (NCLT), Appellate tribunal (NCLAT), Special Courts.

Suggested Readings:

Company law and Secretarial Practice by S.M. Shukla and P. Mahajan

Corporate Law by Kuchal M.C

Kuchhal M C, Corporate Laws, Shri Mahaveer Book Depot, New Delhi.

Sharma, J.P., An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi

Ramaiya, A Guide to Companies Act, LexisNexis, Wadhwa and Buttersworth.

Kannal, S., & V.S. Sowrirajan, Company Law Procedure, Taxman's Allied Services (P)Ltd., New Delhi.

Singh, Harpal, Indian Company Law, Galgotia Publishing, Delhi.

Companies Act and Corporate Laws, Bharat Law House Pvt. Ltd, New Delhi.

6th SEMESTER SYLLABUS

PAPER – VI: FUNDAMENTALS OF ENTERPRENEURSHIP AND PROJECT PLANNING

Objective: This course provides inputs for students interested in starting their own business, working for an entrepreneurial firm, or intending to work in small businesses.

Unit I: Entrepreneurship: Concept and objective. Entrepreneurial Traits and Mindset.

Misconceptions and Myths about Entrepreneurship. Motivation for becoming an Entrepreneur. Entrepreneurship as a Career Option.

Unit II: Creativity, Innovation and Entrepreneurship. bottlenecks to Creativity, sources of New Ideas, techniques for generating ideas, accessing Business Potential of an Idea, Idea to Opportunity: Opportunity recognition. Types of New Ventures, Tax implications of various forms of Ventures. Intellectual Property Rights (IPR): Patents, Trademarks and Copyrights.

Unit III: Business Plan: Purpose and Contents of a Business Plan as follows: Marketing Plan, Operations Plan, Organizational Plan and Financial Plan with projections

Unit IV: Financing of New Ventures: Stages of Financing, Sources of Finance – Seed Funding, Venture Capital Funding, Bank Funding, Lease Financing. Funding opportunities and Institutional Support in India. Key Financial Indicators.

Reference Books:

Arya Kumar, Entrepreneurship, Pearson, Delhi.

Poornima M.CH., Entrepreneurship Development –Small Business Enterprises, Pearson, Delhi.

Anil Kumar, S., ET.al., Entrepreneurship Development, New Age International Publishers, New Delhi.

A.Sahay, M. S. Chhikara, New Vistas of Entrepreneurship: Challenges & Opportunities,
Rajeev Roy, Entrepreneurship, Oxford, New Delhi.

6th SEMESTER SYLLABUS

PAPER- VII : COMPREHENSIVE VIVA-VOCE (100 MARKS)