

Syllabus for Common Entrance Test (2018): M. Com.

A. Subject Related 75 Questions all over the Syllabus:

FINANCIAL ACCOUNTING

Financial accounting: concept, need, objectives & scope; accounting principles- basic concepts and conventions; Accounting standards: accounting cycle and accounting equation; classification and rectification of errors. Depreciation provisions. Final Accounts: manufacturing, trading and profit and loss account; Balance sheet; adjustment entries; accounts of non -profit organizations.

Partnership account: final accounts; change in profit sharing ratio. Admission and retirement of a partner; death of a partner; amalgamation of partnership firms; dissolution of a partnership firm: modes of dissolution of a firm; accounting entries; insolvency of partners; gradual realization of assets and piecemeal distribution.

PRINCIPLES OF MANAGEMENT AND ORGANISATIONAL BEHAVIOUR

Introduction to Management; Approaches to Management; Functions of Management. Planning; Organizing; Staffing; Directing; Coordination and Control. Motivation. Leadership. Communication.

Organization Behavior: Approaches and determinants of organization behaviour; Personality; Perception; Learning; Stress Management; Group Dynamics; Transactional Analysis.

BUSINESS REGULATORY FRAMEWORK

Law of Contract (1872): offer and acceptance; capacity of parties to contract; free consent; consideration; performance of contract; remedies for breach of contract; indemnity & guarantee, bailment and pledge; contact of agency. Negotiable Instrument Act 1881: concept and types of negotiable instruments; dishonour and discharge of negotiable instruments.

Sale of Goods Act 1930: formation of contracts of sale; goods and their classification, price; conditions and warranties; Provisions of Indian Partnership Act, 1932; dissolution of a firm and consequences, registration of firms, effect of non-registration.

Competition Act, 2002: purpose, prohibition of anti-competitive agreement, prohibition of dominant position, combinations.

COMPANY LAW & AUDITING

Company: characteristics, types, conversion of private into public company. Promotion and incorporation of companies. Memorandum of Association: clauses, doctrine of ultra vires, alteration of clauses. Articles of Association: contents and alteration, doctrine of indoor management. Prospectus: contents and formalities, misrepresentation and remedies for misrepresentations.

Share Capital: issue and allotment of shares and debentures; depository system; Directors – legal position, qualification, appointment, removal; powers and duties of directors; managerial remuneration. Meetings: statutory meeting, annual general meeting, extra ordinary general

meeting; quorum, voting rights and voting, resolutions and minutes of meetings. Borrowing powers and debentures; Winding up: meaning, modes and consequences of winding up.

Auditing: Meaning, objectives and advantages of auditing; Audit process: audit programme; audit working papers and evidences; audit of e-commerce transactions. Routine checking and test checking

Vouching of account books; Verification of assets and liabilities. Company auditor – appointment, powers, duties and liabilities Audit reports.

CORPORATE ACCOUNTING

Accounting for share capital & debentures: issue, forfeiture and reissue of forfeited shares, Concept & process of book building; issue of rights and bonus shares; buy back of shares; redemption of preference shares, issue of debentures; redemption of debentures.

Final accounts of Companies: Excluding computation of managerial remuneration. Amalgamation of companies; Internal reconstruction: concepts and accounting treatment excluding scheme of reconstruction.

Valuation of goodwill & valuation of shares; Accounts of holding companies: preparation of consolidated balance sheet with one subsidiary company, relevant provisions of accounting standard: 21 (ICAI). Accounts of banking and insurance companies. Liquidation of companies.

BUSINESS MATHS & STATISTICS

Linear Programming-formulation of LPP

Compound Interest and Annuities: certain different types of interest rates, concept of present value and amount of a sum; types of annuities; present value and amount of an annuity.

Measures of Central Tendency and Dispersion. Correlation and Regression Analysis: concept, multiple and partial; linear and non-linear, Pearson's co-efficient of correlation, Probable and standard errors, Rank Correlation.

Index Numbers: construction of index numbers: Aggregative and average of relatives – simple and weighted, Tests of adequacy of index numbers, Base shifting, splicing and deflating.

Probability & Probability Distributions: theory of probability. Approaches to the calculation of probability, calculation of event probabilities, addition and multiplication laws of probability, conditional probability and Baye's Theorem; Probability distributions: Binomial, Poisson and Normal.

COST AND MANAGEMENT ACCOUNTING

Nature and scope of cost accounting; cost concepts & classification; methods & techniques. Accounting for Material; Accounting for Labour; Incentive schemes. Overheads: classification, allocation, apportionment and absorption of overheads. Unit costing; job costing; contract costing. process costing (process losses, valuation of work in progress, joint and by-products).

Introduction to Management Accounting, Budgeting and budgetary control; Standard costing and variance analysis; marginal costing and its applications in decision making; Responsibility Accounting.

ECONOMICS

Concept of micro and macroeconomics; Theories of demand: cardinal utility approach; Indifference curve approach; law of demand; elasticity of demand – price, income and cross; concepts of revenue (marginal and average) and relationship with elasticity of demand.

Production function: concepts, law of variable proportions; Isoquants – meaning, properties and producer's equilibrium; economies and diseconomies of scale; law of returns to scale; Cost concepts; theory of costs.

Equilibrium the firm and industry under perfect competition; price and output determination under monopoly, price discrimination; price determination under monopolistic competition – Chamberlin's approach; Marginal productivity theory of distribution; Ricardian theory of rent; Keynes liquidity preference theory of interest.

Macro Economics: nature, scope, concepts and variables; National income: concepts and measurement; circular flow of income (four sector); consumption function; investment function; multiplier: concepts and importance; principle of acceleration. Keynesian theory of income, output and employment; income determination in closed economy. Inflation: meaning, types, causes, effects and remedial measures. An overview of monetary and fiscal Policies.

BANKING AND INSURANCE

Introduction of Indian Financial System; Reserve Bank of India: organization, management and functions; credit creation and credit control; monetary policy. Commercial banks: meaning and functions, structure and recent developments in commercial banking in India; E-banking.

Introduction to Insurance: life and general insurance; purpose, need and principles of insurance. Claim assessment and verification.

Double insurance; measures of indemnity; claims settlement procedures. Accident and motor insurance: policy and claims settlement procedures.

FINANCIAL MANAGEMENT

Financial Management: Nature, significance, scope and objectives, functions of finance executive in an organization, sources of finance.

Cost of Capital: significance, computation of cost of capital, weighted average cost of capital. Capital structure decisions: meaning, determinants and theories of capital structure

Capital Budgeting Decisions: Nature & importance, factors influencing capital expenditure decisions, techniques of capital budgeting. Working Capital Management: need, types & determinants, assessment of working capital requirements; management of cash, inventory & receivables. Dividend decisions: meaning forms and importance of dividends, types of dividend policy, determinants of dividend policy.

INCOME TAX

Basic Concepts of Income Tax; Tax evasion, avoidance, tax planning and tax management. Basis of Charges: Scope of total income, residence and tax liability, Heads of Income: Salaries, Income from house property; profit and gains of business or profession, capital gains and income from other sources. Clubbing and aggregation of income, provisions regarding set-off and carry forward of losses.

Deductions under section 80C to 80U in Computing Total Income. Computation of Total Income and Tax Liability of an Individual and H.U.F. Computation of Total Income and Tax Liability of a Firm and Companies. Income Tax Authorities and their powers.

HUMAN RESOURCE MANAGEMENT

Human Resource Management: introduction, HRD and personnel management; Human Resource Planning; Job Analysis; Recruitment; Selection.

Placement; Induction; Internal Mobility; Transfer; Promotion; Demotion; Separation. Training; Performance Appraisal.

MARKETING

Introduction to marketing; marketing concepts –marketing management; marketing mix; Marketing environment; Market Segmentation; niche market; understanding consumer behavior.

Product: classification, product mix and product line decisions, product differentiation; branding; packaging; labelling; product life cycle; new product development process; Pricing decision; Promotion: elements of promotion mix; roles of advertising; publicity; personal selling; sales promotion; public relations; logistics and channel decisions. Marketing Information System (MIS): online marketing; changing retailing scenario.

COMPUTER APPLICATIONS AND E-COMMERCE

Computer; components, characteristics, memory and mass storage devices, introduction to modern CPU and processors. Computer Software – introduction; types of software - system, application and utility software; Programming languages, introduction to operating system, types and function of operating system. Spreadsheets, Word Processors, Database Management software. Networks basic, types of networks, topologies, media, hardware and software required for networking.

Concept and evolution of internet; World Wide Web. Internet Services – search engines, social networking, email, SMS, etc. Information Technology and Business – An overview of Information Technology. Impact of information technology on business. E-Commerce framework, architecture and anatomy. E-commerce application services. E-Commerce Models – B2B, B2C, C2C. Electronic Payment systems. Security Issues in E-commerce.

B. General Awareness 25 Questions Covering the following:

- Current Affairs (National/International)
- Major Social/Economic/Political News
- Who's Who/personalities
- Sports
- Books and Authors
- Awards and Honors
- Science – Inventions and Discoveries
- Popular Abbreviations
- Important Dates
- National/International Organizations