

# **M. Com Entrance Test Syllabus 2018 for B. Com (General) & B. Com (Honours)**

**Note:** *The syllabus prescribed for the entrance test has been divided into Ten (10) units. Each unit carries a weightage of Six (6) marks. Paper setters are required to set Six (6) Multiple Choice Questions (MCQs) from Ten (10) units of prescribed syllabus, giving uniform representation to the whole syllabus contained herein.*

## **Unit – I**

Introduction to management, meaning, Importance, Process, Management as Art, Science and Profession, Managerial Skills, Managerial roles, levels of management. Scientific Management (Taylor), Fayol's Principles of Management, Human Relation Approach (Elton Mayo). Planning: Significance, Process of planning, types of plans; Limitations of Planning. Organizing: organizational structure and design, line-staff authority, decentralization, delegation of authority, Span of Control, types of Organizational structure. Directing: Concept, importance and components. Controlling: Meaning and significance, process, requirements of effective control, control techniques-quantitative and qualitative measures of control.

## **Unit - II**

Staffing: Meaning and importance, recruitment, Sources of recruitment (Internal/ External), Selection: Concept and Significance, Methods of selection, difference between Recruitment and selection, Training : Concept and importance, types of training (on the job training and off the job training). Decision Making: SWOT Analysis, Management by objectives, Management by exception. Leadership: Concept and significance, leadership styles, Leadership Theories, Motivation: Concept and importance, Motivational theories (Maslow's Need hierarchy theory, Herzberg Two factor theory, Theory X and Theory Y, Vroom Expectancy Theory).

## **Unit – III**

Statistics: Origin, growth, importance, functions, scope and distrusts. Collection of data: Primary data, secondary data. Methods of collection of data: Census and sampling; sampling principles, types of sampling, sampling and non-sampling errors. Measures of central tendency: Mean, Median and Mode. Measures of dispersion, range, mean deviation, standard deviation, skewness and kurtosis.

## **Unit – IV**

Correlation: Concept and types of correlation, correlation & causation, methods of calculating correlation, Karlpearson's method, rank method and concurrent deviation method (only for two variables). Regression: Types of regression, linear and nonlinear regression, lines of regression (Y on X & X on Y), finding the mean values from the two lines of regression. Angle between the regression lines and coefficients of regression.

## **Unit – V**

Indian Income Tax Act 1961. Basic concepts – assessment year, previous year, person, assessee, Agricultural income- concept, aggregation of agricultural and non-agricultural portion, incomes exempted from tax, incidence and residential status of individuals, firms and companies. Computation of income from salaries for tax purpose.

## **Unit – VI**

Computation of income from house property for tax purpose.  
Computation of income from business & profession for tax purpose.  
Computation of income from capital gains for tax purpose.  
Computation of income from other sources for tax purpose.  
Deductions from Gross Total Income.

## **Unit – VII**

Contract Act: Meaning and essential elements of a valid contract, types of contracts, performance of contracts, termination and discharge of contracts and its remedies, void agreements, quasi contracts.  
The Sale of goods Act: Contract of sale, warranty and implied conditions in sales contract, sale as distinguished from agreement to sell, performance of contract of sale, rights of an unpaid seller.

## **Unit – VIII**

Negotiable Instruments Act: definition, nature, prerequisites and types of negotiable instruments, parties to negotiable instruments and their duties, rights and liabilities, special rules for cheques and drafts, dishonor of instruments, holder in course.  
Companies Act: Company – meaning, nature and types of companies, Promotion, memorandum of association, Articles of association, Board of directors and their powers and rights. Prospectus. Winding up of companies, Corporate governance.

## Unit – IX

Accounting: Concepts and significance, Accounting Cycle, Business entity concept, Going concern concept, money measurement concept, Dual aspect concept, Historical cost concept, Matching concept, Realization concept.

Accounting Conventions: Convention of Materiality, full disclosure, Consistency and conservatism. Indian Accounting Standards: Study of AS-1, AS-2, AS-3, AS -4, AS-5, AS-6, AS-7, AS-8, AS-9, AS-10, AS-11, AS-12, AS-13, AS-14, AS-15.

## Unit – X

Double Entry System, Accounting process, Journal: Meaning and advantages, Ledger: Meaning and importance, Posting and balancing, Trail balance: Objectives, Types of Errors (Error of Omission, Error of Commission, Error of Principle), Locating of Errors, Subsidiary books, Purchase Book, Sales book, Sales Return and Purchase Return, Cash book: Meaning and importance, Types of Cash book (Single column, Double Column and Triple column), Contra entry and imprest system. Company Accounts: Issue and Redemption of Share Capital. Preparation of Income statement and Balance Sheet of a company.

S. No.	Name of the Faculty
1.	Prof. Mushtaq Ahmad Bhat
2.	Prof. Mohi-ud-Din Sangmi
3.	Prof. Nazir A Nazir
4.	Prof. Riyaz Ahmad Rainaye
5.	Dr. Syed Parvez Ahmad Shah
6.	Dr. Sabiya Mufti
7.	Dr. Khalid A Chesti
8.	Dr. Ishfaq Ahmad Thaku
9.	Dr. Adil Amin Bhatt