The Principals of University and
Affiliated Colleges offering B.Com. & BBA courses

KAKATIYA UNIVERSITY


Ref:- Ltr. No. 1203/BOS/DCBM/KU/2016, dated 19th August, 2016 of the Chairperson, Board of Studies in Commerce & Business Management, KU.

Sir/Madam,

I am to inform you that the Chairperson, Board of Studies in Commerce & Business Management, KU has sent the syllabus of BBA in the place of existing BBM and issue few clarifications regarding internal assessment for the CBCS course structure of B.Com., B.Com. (Computer Applications), B.Com. (Taxation), B.Com. (Tax Procedures & Practices), B.Com. (Corporate Secretariatship), B.Com. (Advertising and Sales Management) and B.Com. (Insurance) as recommended by the Board of Studies at its meeting held on 12th August, 2016 for implementation during the academic year 2016-2017 onwards. The Dean, Faculty of Commerce & Business Management, KU forwarded the minutes for implementation.

In view of urgency, the Vice-Chancellor, in anticipation of approval by the academic bodies, has accorded approval for implementation of syllabus of BBA in the place of existing BBM and few clarifications regarding internal assessment for the CBCS course structure of B.Com., B.Com. (Computer Applications), B.Com. (Taxation), B.Com. (Tax Procedures & Practices), B.Com. (Corporate Secretariatship), B.Com. (Advertising and Sales Management) and B.Com. (Insurance) with effect from 2016-2017 and onwards.

The revised syllabus and few clarifications regarding internal assessment are available at the University Website www.kakatiya.ac.in. The same may be brought to the notice of the students and the staff concerned.

Yours faithfully,

REGISTRAR

Encl.: As stated.

Copy to:
1. The Dean, Faculty of Commerce & Business Management, KU
2. The Chairperson, Board of Studies in Commerce & Bus. Mgt., KU
3. The Controller/Addl. Controller of Examinations (UG/Confd.), KU
4. The Director, Campus Network/Website, KU with a request to place the revised syllabi on the website.
5. The Secretary to the Vice-Chancellor/PA to Registrar, KU
Proposed Syllabus of BBA
CBCS
BBA Degree Course – I Year – I Semester
Department of Commerce and Business Management, Kakatiya University
BBA104: Business Environment

Duration: 3 hrs. Marks: 100


Suggested Readings


References

Proposed Syllabus of BBA
CBCS
BBA Degree Course – I Year – I Semester
Department of Commerce and Business Management, Kakatiya University
BBA105: BUSINESS ECONOMICS

Duration: 3 hrs.                                                                                                       Marks: 100

Unit – I

Unit – II

Unit –III

Unit – IV
Analysis of Competition:- Types of Competitive situations – Price determination under competitive situations - perfect Competition - Monopolistic Competition - Monopoly – Oligopoly –Price discrimination

Unit - V

Suggested Readings:

• Paul A. Samuelson : Instruction to Economic Analysis
• K.K. Dewatt : Modern Economic Theory
• K.P.H. Sunderm: Business Economics
• Joel Dean: Managerial Economics
• R.L. Varsheney & K.L. Maheshwar: Managerial Economics.
• P.L. Mehta, Managerial Economics – Analysis Problems & Cases - Sultan Chand & Sons - New Delhi
• Francis Cherunilam, Business Environment - Himalaya Publishing House
Proposed Syllabus of BBA
CBCS
BBA Degree Course – I Year – I Semester
Department of Commerce and Business Management, Kakatiya University
BBA106: FINANCIAL ACCOUNTING

Duration: 3 hrs. Marks: 100

UNIT – I: INTRODUCTION TO ACCOUNTING:

UNIT – II: SUBSIDIARY BOOKS & BANK RECONCILIATION STATEMENT:

UNIT – III: TRIAL BALANCE & RECTIFICATION OF ERRORS:

UNIT – IV: DEPRECIATION

UNIT – V: FINAL ACCOUNTS:

Suggested Readings:
2. R.L.Gupta & M. Radhaswamy : Corporate Accounting, Sultan Chand & Sons.
Proposed Syllabus of BBA
CBCS
BBA Degree Course – I Year – I Semester
Department of Commerce and Business Management, Kakatiya University
BBA 107: Information Technology

Duration: 3 hrs.                                                                                                      Marks: 100

Unit –I    Information technology:

Unit – II   Computer Networks & Security:

Unit – III  Word Processing:

Unit – IV  Power point Presentation:

Unit – V    IT Lab

Suggested Readings:

- Turban, Maclean Wetherbe-Information Technology for Management. Willy India
- Deepak Barihanke, Fundamental of Information Technology, Excell pub
- Dr, S, Sudalaimuthu, R. Hariharen,- IT Application for Business. Himaalaya publishing house
- S, Sudalaimuthu, S. Anthony Raj, Computer Applications in Business, Himaalaya publishing house
- MS Office, Sanjay Saxsena
- MS Office- BPB Publications
Proposed Syllabus of BBA
CBCS
BBA Degree Course – I Year – II Semester
Department of Commerce and Business Management, Kakatiya University

BBA204: CORPORATE FINANCIAL ACCOUNTING

Duration: 3 hrs.                                                              Marks: 100

UNIT – I SHARE CAPITAL AND DEBENTURES:
Meaning of Company and its Formation – Shares – Share Capital –
Accounting Entries – Under-Subscription –Over-subscription – Calls in
Advance – Calls in Arrears – Issue of Shares at Par – Issues of Shares at
Premium – Issue of Shares at Discount – Forfeiture of Shares – Reissue of
Forfeited Shares – Debentures: Classification of Debentures – Issue and
Redemption – Accounting aspects of Issue of Debentures. ( Theory and
Problems)

UNIT – II COMPANY FINAL ACCOUNTS:
Provisions relating to preparation of Final Accounts – Important Adjustments
– Profit and Loss Account-Special Points – Format of Balance Sheet as per the
provisions of Indian Companies Act – Preparation of Company Final
Accounts. ( Simple Problems)

UNIT – III VALUATION OF GOODWILL AND SHARES:
Goodwill: Meaning – Need for valuation – Methods for valuing Goodwill:
Average Profits Method – Super Profits Method – Capitalisation Method –
Shares: Significance and need for valuation of shares – Methods for valuing
shares: Intrinsic Value Method – Yield Method – Fair Value Method. (Theory
& Simple Problems)

UNIT – IV MERGERS AND ACQUISITIONS:
Meaning of Mergers and Acquisition – Concept of Amalgamation –
Amalgamation in the nature of Merger – Amalgamation in the nature of
Acquisition (Absorption) – Accounting aspects of AS-14 – Methods for
calculation of Purchase Consideration – Accounting in the Books of
Transferor Company – Accounting in the Books of Transferee Company.
(Theory and Simple Problems)

UNIT – V DOUBLE ACCOUNT SYSTEM:
Meaning and Features of Double Account System – Revenue Account – Net
Revenue Account – Capital Account (Receipts and Expenditure on Capital
Account) – General Balance Sheet. ( Theory and Simple Problems)

Suggested Readings:
   House Pvt.Ltd.
4. Shukla and Grewal: Advanced Accountancy, S Chand & Co
Proposed Syllabus of BBA
CBCS
BBA Degree Course – I Year – II Semester
Department of Commerce and Business Management, Kakatiya University
205: BUSINESS STATISTICS - I

Duration: 3 hrs. Marks: 100

Unit – I

Unit – II
Tabulation – Classification– Frequency Distribution- Discrete or Ungrouped Frequency Distribution - Grouped Frequency Distribution - Rules of Classification – Averages - Mean, Median, Mode in different Distributions

Unit – III

Unit – IV
Correlation – Types of Correlation – Methods of Correlation – Karl Pearson Coefficient of Correlation - Spearmans Rank Correlation – Regression – Linear and Non – Linear Regression - Lines of Regression – Coefficient of Regression –

Unit – V
Index Numbers – Types of Index Numbers – Problems in Construction of Index Numbers- Methods of Constructing Index Numbers- Weighed Average Method – Simple Aggregate Method – Weighted Aggregate Method –Fishers Ideal Index-Cost of Living Index

References:
1. S.P. Gupta - Statistical Methods Sultan Chand &Sons New Delhi
2. S.C. Gupta and Indra Gupta Business Stastics Himalaya Publishing House Delhi
Proposed Syllabus of BBA  
CBCS  
BBA Degree Course – I Year – II Semester  
Department of Commerce and Business Management, Kakatiya University  
BBA206: Principles of Management

Duration: 3 hrs.  
Marks: 100

Unit I  
**Business Organisations**  

Unit II  
**Management**  

Unit III  
**Planning and Decision Making:**  

Unit IV  
**Organising**  

Unit V  
**Direction and Control**  

References:

2. Charles W. L. Hill & Steven McShane, “Principles of Management”  
4. Tony Morden, “Principles Of Management”  
5. By Bartol & Martin, Management
Proposed Syllabus of BBA
CBCS
BBA Degree Course – I Year – II Semester
Department of Commerce and Business Management, Kakatiya University
BBA 207: PRINCIPLES OF BANKING

Duration: 3 hrs. Marks: 100

UNIT - I

UNIT - II
Principles of sound lending – Principle of Liquidity, Safety, Solvency Profitability and Diversity. Secured vs. unsecured advances - Types of advances - - Securitization of Standard Assets - Anti-money Laundering Guidelines - Credit Information Bureau of India Ltd (CIBIL)

UNIT - III

UNIT – IV
Central Banking – Functions of RBI – Quantitative and Qualitative Methods of Credit Control – Bank Rate- Repo Rate – Reverse – Repo Rate- CLR – SLR - RBI – Objectives and Functions of RBI - Role of RBI in Control of Inflation

UNIT - V

Suggested Readings:

4. Saxena, G.S., Legal Aspects of Banking Operations, Sultan Chand and Sons
5. Gupta, P.K., Insurance and Risk Management, Himalaya Publishing House
7. Black, K. and H.D. Skipper, Life and Health Insurance, Pearson Education