



PSG College of Arts & Science
An Epitome of Quality Learning

B.Com

PROFESSIONAL ACCOUNTING

2017 - 2020

**BCom (Professional Accounting)
SCHEME OF EXAMINATIONS**

(for Students admitted from the Academic year 2014 - 2015 and onwards)

CODE NO.	SUBJECT	EXAM DURA- TION (Hrs)	Max. Marks			Credit points
			CA	CE	Total	
First Semester						
	Part –I					
14LAU01 12LAU01 14LAU01	Tamil – I OR Hindi – I OR French-I	3	25	75	100	3
	Part –II					
14EU01	Communicative English - I- Interpersonal Communication	3	25	75	100	3
	Part –III					
14PAU01	Accountancy – I	-	100	-	100	5
14PAU02	General Economics	3	40	60	100	3
14PAU03	CPT Paper – I	-	100	-	100	2
14PAU04	Mathematics (Allied-MA)	3	25	75	100	5
Second Semester						
	Part –I					
14LAU02 12LAU02 14LAU02	Tamil – II OR Hindi – II OR French-II	3	25	75	100	3
	Part –II					
14EU02	Communicative English II– Academic Communication	3	25	75	100	3
	Part –III					
14PAU05	Accountancy – II	-	100	-	100	5
14PAU06	Commercial Law	3	40	60	100	4
14PAU07	CPT Paper – II	-	100	-	100	2
14PAU08	Quantitative Techniques (Allied-ST)	-	100	-	100	5
	Part- IV					
14VEU01	Value Education	-	100	-	100	2

Cont...

CODE NO.	SUBJECT	EXAM DURATION (Hrs)	Max. Marks			Credit points
			CA	CE	Total	
Third Semester						
	<i>Part –III</i>					
14PAU09	Accountancy – III	-	100	-	100	5
14PAU10	Business Communication and Business Ethics	3	40	60	100	3
14PAU11	Income Tax	3	40	60	100	5
14PAU12	Company Law	3	40	60	100	4
14PAU13	IPCC Paper – I	-	100	-	100	2
14PAU14	Industrial Laws (Allied-CO)	3	40	60	100	5
	<i>Part- IV</i>					
14ESU01	Environmental Studies	-	100	-	100	2
Fourth Semester						
	<i>Part – III</i>					
14PAU15	Accountancy – IV	-	100	-	100	5
14PAU16	Cost Accounting	-	100	-	100	5
14PAU17	Financial Management	-	100	-	100	3
14PAU18	Indirect Taxes	3	40	60	100	4
14PAU19	IPCC Paper - II	-	100	-	100	2
14PAU20	Computer Application Paper: Information Technology – (Allied-CO)	3	40	60	100	5
	<i>Part- IV</i>					
14SBU01	<u>Skill Based Subject :</u> Internet Security	-	100	-	100	2
Fifth Semester						
	<i>Part- III</i>					
14PAU21	Accountancy – V	-	100	-	100	5
14PAU22	Auditing – I	3	40	60	100	5
14PAU23A/ 14PAU23B	<u>Core Elective-I</u> Working Capital Management OR Financial Services	3	40	60	100	5
	Professional Training **	-	-	-	-	-
	<i>Part – IV</i>					
14NME02	<u>Non-Major Elective (2) :</u> General Awareness (On-line Test)	1½	--	100	100	2
** Examination at the end of sixth semester						

CODE NO.	SUBJECT	EXAM DURATION (Hrs)	Max. Marks			Credit points
			CA	CE	Total	
Sixth Semester						
	Part – III					
14PAU24	Auditing – II	3	40	60	100	6
14PAU25	Management Accounting	3	100	-	100	5
14PAU26A/	Core Elective-II Strategic Management	3	40	60	100	6
14PAU26B	OR Human Resource Management					
14PAU27	Professional Training	-	100	100	200	5
Total Credits						136

Part-V		Credits
Extension activity: NSS / NCC / Sports / Department Extension Activity	I –VI Semesters	2
Competency Enhancement: Add -on course/Women Studies/Extra paper	I –VI Semesters	2
Total		140

- Every student has to earn 140 credits to qualify for the B.Com degree.
- Students will not be permitted to take major related papers that are offered in other departments as ancillary/allied papers. 2 credits will be allotted for each extra paper.

Since - 1947

14PAU01

ACCOUNTANCY - I

Semester I

Learning Objective: To understand the fundamentals of financial accounting concepts and systems.

	Hours
UNIT - I : Introduction to Accounting	14
Meaning - Scope of accounting – Accounting concepts – Principles - Accounting Standards – Objectives – Benefits - Capital and Revenue Expenditure - Preparation of Day Book Journal - Ledger accounts- Trial balance.	
UNIT – II: Subsidiary Books and Final Accounts	14
Subsidiary books - Cash book – Single, Double and Triple Column cash book. Final accounts -Profit and Loss Account Balance Sheet - Adjustment Entries.	
UNIT – III : Rectification of Errors and Bank Reconciliation Statement	14
Rectification of Errors- Bank Reconciliation Statement - Pass Book and Cash book balance - Over draft balance.	
UNIT – IV : Bills of Exchange and Depreciation	15
Bills of Exchange and Promissory note – Accounting entries in the books of drawer and acceptor – Renewal and Retiring of a Bill – Accommodation Bill. Depreciation – Straight line method – Diminishing balance method – Annuity method – Sinking fund method – Sale of goods on approval and return basis	
UNIT –V : Consignment and Joint Venture Accounts	15
Consignment Account - Invoice price - Stock Valuation - Normal and Abnormal loss. Joint Venture - Accounts in one of the parties' books - Accounts in both the parties books - Separate set of books - Memorandum Joint Venture Accounts.	

Text Book

Jain.S.P and Narang.K.L, “Advanced Accountancy”, Volume - I, Kalyani Publishers, New Delhi.

Reference Books

1. Gupta.R.L and Radhaswamy.M, “Advanced Accountancy”, Volume - I, Sultan Chand and Sons, New Delhi.
2. Reddy.T.S and Murthy.A, “Advanced Accountancy”, Volume -I, Margham Publications, Chennai.

Learning Objective: To understand the basic economic concepts relating to business.

Hours

UNIT – I : Introduction to Economics

12

Introduction to economics - Definitions, scope and nature of economics - Methods of Economic study - Central problems of an economy and production possibilities curve - Features of economic reforms since 1991 - Liberalization, Privatization and Disinvestment – Globalization.

UNIT - II : Production and Cost

8

Meaning and Factors of production - Laws of production - Law of variable proportions and laws of returns to scale - Concepts of cost - Short run and long run cost, average and marginal cost - Total, fixed and variable cost.

UNIT - III : Demand, Supply and Price Determination

12

Meaning and determinants of demand - Law of demand and elasticity of demand Price, income and cross elasticity - Theory of consumer's behavior - Marshallian approach and indifference curve approach - Meaning and determinants of supply - Law of supply and elasticity of supply - Price determination in different markets - Forms of market - Perfect competition, monopolistic competition and oligopoly - Price determination in these markets.

UNIT - IV : Indian Economic Development

14

Nature of Indian economy - Role of different sectors - Agriculture, industry and services in the development of the Indian economy, their problems and growth - National income of India - Concept of national income - Different methods of measuring national income - Growth of national income and per capita income in various plans.

UNIT - V: Select Aspects of Indian Economy

14

Population - Its size, rate of growth and its implication for growth - Poverty Absolute and relative poverty and main programs for poverty alleviation, and employment - Types, causes and incidence of unemployment, infrastructure, energy, transportation and communication - Health and Education - Inflation - Budget and Fiscal deficits - Balance of Payments - External debts.

Text Book

Dr. Sankaran.S, "Business Economics", Margham Publications, Chennai.

Reference Books

1. Sundaram K.P.M. and Sundaram, E.N. "Business Economics", Sultan Chand and Sons Publications, New Delhi.
2. Dr. Varshney.R.L and Dr. Maheswari K.L, "Managerial Economics", Sultan Chand and Sons Publications, New Delhi.

14PAU03

CPT Paper– I

Semester I

Multiple Choice Questions in the area of Accounting and General Economics will be dealt.



Since - 1947

MATHEMATICS

14CSU01B/14COU03/14COC04/14COE04/14PAU04/14AFU03/14CRM03/14FSU03/
14FTU03/14BPU03

Unit I (Chapter2)

12hrs

Mathematics of Finance: Simple and Compound Interest - Effective Rate and Nominal rate of Interest – Depreciation – Annuities - Present Value – Sinking fund - True Discount - Banker's Discount - Banker's Gain.

UnitII (Chapter4)

10hrs

Matrices : Basic Concepts - Addition and Multiplication of Matrices - Inverse of a Matrix - Solution of Simultaneous Equations (Cramer's Rule and Matrix Inverse Method) – Input - Output Analysis.

Unit III (Chapter6-7)

12hrs

Differentiation: Simple Differentiation of Algebraic Function- Exponential Function- Logarithmic Function - Certain Rules of Differentiation – Multiplication -Quotient Rule - Function of a Function Rule - Logarithmic Differentiation - Implicit Functions - Successive Differentiation-Use of the Derivative – Elasticities - Maxima and Minima.

UnitIV (Chapter8)

11hrs

Integration: Elementary Integral Calculus - Determining Indefinite and Definite Integrals of Simple Functions - Integration by Parts - Uses in Economics.

UnitV (Chapter9)

10hrs

Linear Programming Problem – Formation - Solution by Graphical Method -Solution by Simplex Method (Slack Variable Method Only).

Text Book:

PA.Navaneetham , “Business Mathematics and Statistics” , Jai Publishers, April 2012.

Since - 1947

Learning Objective: To understand the fundamentals of accounting concepts relating to partnership and company form of business.

Hours

UNIT- I: Inventory Valuation and Record Keeping

14

Physical verification - Pricing of material issues – Method of pricing material issues – FIFO –LIFO – Simple Average and Weighted Average.

UNIT - II : Admission and Retirement of Partnership Accounts

15

Admission of a partner – Calculation of new profit sharing ratio and sacrificing ratio – Revaluation of assets and liabilities – Treatment of goodwill - Adjustment of capital. Retirement - Calculation of new profit sharing ratio and Gaining ratio - Revaluation of assets and liabilities – Treatment of goodwill –Settlement of dues in case of retirement of partners – Admission cum Retirement of partners.

UNIT- III: Death of Partners and Sale of partnership firms

14

Death of partners – mode of payment – Ascertainment of deceased partners share of profits - Joint Life Policy - Sale of partnership firm to a company.

UNIT- IV : Issue of Shares and Debentures

14

Issue of Shares - Equity Shares – Forfeiture of shares – Re-issue of shares – Issue of Preference shares – Bonus Shares - Issue of Debentures.

UNIT- V: Redemption of Preference Shares and Debentures

15

Redemption - Underwriting of Preference shares - Issue of Right Shares – Debentures – Redemption of Debentures – Sinking Fund and Insurance Policy method – Own Debentures - Ex – Interest and Cum Interest.

Distribution of Marks:

80% Problems 20% Theory

Text Book

Jain.S.P, Narang.K.L, “Advanced Accountancy”, Volume - I and II, Kalyani Publishers, New Delhi.

Reference Books

1. Gupta.R.L and Radhaswamy.M, “Advanced Accountancy”, Volume - I and II, Sultan Chand and Sons, New Delhi.
2. Reddy.T.S and Murthy.A, “Advanced Accountancy”, Volume - I and II Margham Publications, Chennai.

Learning Objectives:

- To provide Basic knowledge on commercial Law.
- To understand the basic law relating to partnership.
- To understand the basic law relating to negotiable Instruments.

	Hours
UNIT - I: Introduction	12
Law - Meaning - The Indian Contract Act 1872 - Contract - Meaning – Essentials of a Valid Contract - Types of Contract - Offer- Acceptance – Consideration - Capacity to Contract.	
UNIT - II: Performance and Discharge of contracts	12
Free Consent - Legality of Object - Void Agreements - Performance of Contract - Discharge of Contract - Remedies for Breach of Contract.	
UNIT - III: Special Contracts	12
Quasi Contract - Contingent Contract - Contract of Indemnity and Guarantee - Bailment and Pledge - Law of Agency.	
UNIT - IV : Sale of Goods Act 1930	12
The Sale of Goods Act 1930 - Formation of the Contract of Sale - Conditions and Warranties Transfer of Ownership and Delivery of Goods - Unpaid Seller and his Rights.	
UNIT - V : The Negotiable Instruments Act 1881	12
The Negotiable Instruments Act, 1881 - Negotiable Instrument - Definition – Characteristics and classification of Instruments - Negotiation - Presentment of Instruments - Dishonour of Instruments - Discharge of Instruments - Types of Hundis - The Indian Partnership Act 1932 - Nature of Partnership - Rights and Duties of Partners - Registration and Dissolution of a Firm.	

Text Book

1. Kapoor N. D, “Elements of Mercantile Law”, Sultan Chand and Sons, New Delhi

Reference Books

1. Kapoor N.D, “Business Law”, Sultan Chand and Sons, New Delhi.
2. Shukla M.C, “A manual of Mercantile Law”, Sultan Chand and Sons, New Delhi.
3. Dr. Sreenivasan M.R, “Commercial and Industrial Law”, Margham Publications, Chennai.
4. Tulsian P.C, “Business Law”, Tata Mc Graw-Hill Publishing Co Ltd, New Delhi.
5. Institute of Chartered Accountants of India - Integrated Professional Competence Course - Study Material - Law, Ethics and Communication.

14PAU07

CPT Paper – II

Semester II

Practical aspects of Accounting and Coaching for Multiple Choice Questions in the area of Accounting and commercial Law will be dealt.



Since - 1947

14PAU08

QUANTITATIVE TECHNIQUES

Semester - II

Learning Objective: To understand basic applications of Statistics in business context

UNIT - I

10 Hrs.

Origin- Meaning and definition of statistics – Functions - Limitations and uses of Statistics - Types of Data - Methods of collection of data - Classification and Tabulation Frequency Distribution - Diagrammatic and Graphical representation of data - Census method and Various sampling Techniques.

UNIT - II

10 Hrs.

Average - Mean, Median, Mode, Geometric mean and Harmonic mean - Merits and Demerits - Measures of dispersion - Quartile Deviation - Mean Deviation - Standard Deviation - Co-efficient of Measures of Dispersion (Simple problems).

UNIT - III

10Hrs.

Correlation - Scatter diagram - Karl Pearson and Spearman's Rank Correlation co efficient - Regression - Regression Co-efficient and Regression equation - Prediction (Simple Problems).

UNIT - IV

9Hrs.

Index Numbers - Simple and Weighted Index Numbers - Cost of Living Index Numbers - Fixed and chain based Index Numbers – Types - Factors Reversal test - Ideal Index Number (Simple Problems).

UNIT -V

9Hrs.

Probability – Definition - Mutual Exclusive and Independent events - Addition and Multiplication theorems - Conditional Probability - Bayes theorem - Mathematical Expectations - Theoretical Distribution- Binomial, Poission and normal (Simple Problems).

Text Book

Gupta.S.P, 'Statistical Methods', Sultan Chand & Sons, New Delhi.

Reference Books

1. Kothari.C.R, 'Quantitative Techniques', Vikas Publications, New Delhi.
2. Racliffe J.F, 'Elements of Mathematical Statistics', Oxford University Press, New Delhi.
3. Sarita Sharma, 'Quantitative Techniques', APD Publishers, Jaipur.

Learning Objective: To develop ability to prepare financial statements of sole Proprietorship, partnership and company form of organization.

	Hours
UNIT - I : Accounting Standards	14
Meaning - National and International accounting authorities- Adoption of international financial reporting standards- Disclosure of accounting policies- Valuation of inventories - Cash flow statements - Depreciation accounting- Construction contracts Revenue recognition - Accounting for fixed assets- Accounting for investments Accounting for amalgamations.	
UNIT – II: Non- Profit Organisation and Investment Accounts	14
Financial Statements for Non-Profit Organization Receipts and Payments Account - Balance Sheet - Trust Accounting - Trust Balance Sheet Income - Investment Accounts - Insurance claims for loss of stock and loss of profit.	
UNIT -III: Accounting for Hire Purchase, Average due date and Account Current	14
Hire purchase and Installment transaction – Average due date and Account current – Self Balancing ledgers – Accounts from incomplete records.	
UNIT -IV: Branch and Departmental Accounts	15
Branch not keeping full system of accounting - Debtors system - Stock and Debtors system – Branches keeping full system of accounting (excluding foreign branches) – Departmental Accounts.	
UNIT -V: Dissolution of Partnership	15
Partnership accounts – Dissolution – Insolvency – Decision in Garney Vs. Murray - Piecemeal Distribution of Assets – Amalgamation and Sale of Partnership firms – Accounting in the books of Amalgamating Firm and New Firm - Sale of Partnership firm to a company.	

Distribution of Marks:

80% Problems 20% Theory

Text Book

Jain.S.P, and Narang.K.L, “Advanced Accountancy”, Volume - I and II, Kalyani Publishers, New Delhi.

Reference Books

1. Gupta.R.L and Radhaswamy.M, “Advanced Accountancy”, Volume - I and II, Sultan Chand and Sons, New Delhi.
2. Reddy.T.S and Murthy.A, “Advanced Accountancy”, Volume - I and II, Margham Publications, Chennai.

14PAU10 BUSINESS COMMUNICATION AND BUSINESS ETHICS

Semester III

Learning Objective: To learn the basic concepts of communication and ethics

	Hours
UNIT - I : Communication Process Communication – Meaning - Process - Importance - Methods – Types Communication Media - Barriers to effective communication - Parts and Layout of Business letters.	8
UNIT - II: Interpersonal Communication Skills Introduction - Principles - Functions - Listening - Emotional Intelligence – Groups Meaning – Characteristics - Group conflicts - Negotiations and Bargaining - Basic rules - Process.	8
UNIT - III : Organisational Communication And Ethics Introduction - Memo writing - Proposal writing - Reports – Meaning – Essentials - Types – Importance - Lease deed- Affidavit – Power of Attorney. Importance of ethical communication - Factors influencing ethical communication Ethical dilemmas in communication - Guidelines to handle ethical dilemmas - Corporate Culture – Elements Change - Innovative Organization.	11
UNIT - IV: Business Ethics Business ethics – Meaning - Need – Importance – Benefits of business ethics Personal ethics – Social ethics – Cause for unethical behavior – Principles relating to ethics. Social responsibility of business – Corporate Social Responsibility mechanism (CSR) – Internal and External Corporate Ethical Standards - Development of CSR Corporate Governance Committee – Corporate Governance – Corporate Accountability.	11
UNIT -V: Environmental And Marketing Ethics Environmental Ethics – Internal and external protection – Pollution control Pollution Control Act – Resource depletion – Conservation of natural resources – Eco friendly practices. Environmental Ethics – Internal and External protection –Pollution Control Act – Resource depletion – Conservation of natural resources – Eco friendly practices.	10

Text Books

1. Rajendrapal and Koralahalli.J.S, “Essentials of Business Communication”, Sultan Chand and Sons, New Delhi.
2. Dr. Sahni, D.K, “Business Ethics and Corporate Social Responsibility”, Foundation for Peace and Sustainable Development March 2008.

Reference Books

1. Raymond V.Lesikar, “Basic Business Communication”, Tata Mcgraw Hill Publishing Company Ltd New Delhi.
2. Peterson; R.A, Ferrell.O.C and Sharpe, M.E, “Business Ethics – New Challenges for Business Schools and Corporate leaders”.

Learning Objective:

1. To enable the students to know about the basic concepts of income tax.
2. To gain ability to solve simple problems of individuals with the practical knowledge of filling Income Tax Returns.

	Hours
UNIT-I : Introduction To Income Tax	14
Income Tax Act 1961- Definition Under section 2 Assessee - Deemed Assessee, Average rate, Person, Income, Gross Total Income. Basis of charge - Residential status of an individual, H.U.F, Firms, A.O.P and company - Incident of tax – Exempted Income.	
UNIT-II: Income from Salary and House Property	15
Income from Salary – Basic salary, allowances, perquisites, profit in lieu of salary, entertainment allowance - Taxes on employment - Income from house property Definition U/S 22 - Determination of annual value of let out House property, Self occupied house property, Deductions Under Section 24.	
UNIT-III: Profits and Gains of Business and Profession	14
Profits and Gains of business and profession – Definition- deductions expressly allowed and expressly disallowed – Depreciation.	
UNIT-IV: Capital Gains and Income From Other Source	14
Capital gains – Types of capital gains, Deemed transfer, transaction not regarded as transfer, calculation of capital gains, exempted capital gain. Income from other source.	
UNIT-V: Deductions And Other Provisions Of Income Tax	15
Clubbing of income - Set off and carry forward of losses - Deductions under section 80. Advance Tax and Tax deducted at source- Filing of return of Income.	

Distribution of Marks: 40% Theory and 60% Problems

Text Book

Gaur.V.P. and Narang D.B, “Income Tax Law and Practice”, Kalyani Publishers, New Delhi.

Reference Books

1. Dr.Mehrotra H.C,“Income Tax Law and Accounts”, Sahitya Bhawan Publications, Agra.
2. Dinkar Pagare,“Law and Practice of Income Tax”, Sultan Chand and Sons, New Delhi

Learning Objective: Make the students to understand the working knowledge of company law and its application in commercial situations.

	Hours
UNIT – I : Introduction To The Company Law	
Nature of company – Definition of company – Characteristics of company - Advantages of company – Company law history and administration- Kinds of companies - On the basis of Incorporation – On the basis of liability- On the basis of Number of members – Ministry of Corporate Affairs – e filling – e filling of returns.	8
UNIT - II : Formation Of Company	
Incorporation of company – Procedure for incorporation – Certificate of incorporation – Effects of registration – Promoters - Memorandum of Association Meaning, purpose, form, contents – Alteration of memorandum – Doctrine of Ultra Vires Articles of association- Meaning – contents – form - Alteration of articles - Doctrine of Indoor management.	10
UNIT - III : Raising Of Capital	
Prospectus – Definition of prospects- Contents of prospectus – Offer for sale - Deemed prospectus – Mis-statement in prospectus and their consequences – Statement in lieu of prospectus – Share capital – Membership in company – Shares – Share certificate and share warrant – Calls and forfeiture of shares- Transfer and transmission of shares Dividend.	10
UNIT - IV : Meetings and Proceedings	
Meetings and proceedings – Members meeting – Statutory meeting – Annual General Meeting – Extra ordinary Annual General Meeting - Motions and Resolutions - Agenda and minutes.	10
UNIT - V : Company Management And Winding Up	
Company management – Director – Managing Director- Manager - Secretary – Accounts and Auditor. Winding up - Meaning – Modes of winding up - Winding up by the order of court – Grounds for compulsory winding up –Voluntary Winding up by members – Creditors Voluntary Winding up.	10

Text Book

Kapoor.N.D, “Company Law and Secretarial Practice”, Sultan Chand and Sons, New Delhi.

Reference Books

1. Kapoor.N.D, “Elements of Company Law”, Sultan Chand and Sons, New Delhi.
2. Tuteja.S.K, “Business Law for Managers”, Sultan Chand and Sons, New Delhi.

14PAU13

IPCC Paper – I

Semester III

Practical problems in Accounting and cases in Business law will be dealt.



Since - 1947

Learning Objective: To enable the students to be familiar with basic laws related to industries.

	Hours
UNIT-I : The Factories Act	
The Factories Act 1948 – Object and definitions - Provisions relating to health, safety, welfare, working hours, leave etc, of workers – Approval, licensing and registration of factories.	9
UNIT-II : The Payment Of Wages Act And Minimum Wages Act	
The payment of wages Act 1936 – Definitions – Time period and mode of payment of wages – Deductions from wages - The Minimum wages Act 1948 - Definition procedure for fixation and revision of Minimum wages.	10
UNIT-III : The Employees Provident Fund Act And Miscellaneous Provision Act	
The Employees Provident Fund Act and Miscellaneous Provisions Act – Definitions – Employees provident fund scheme – Employees pension scheme and fund – Employees Deposit link – Insurance scheme and fund – Administration – Employer’s contribution – Inspectors – Penalties and offences. Miscellaneous – Special provisions – Maintaining of provident fund account by the employers – Transfer of accounts.	10
UNIT-V: Payment of Gratuity Act and Workmen’s Compensation Act, 1923	
Definition – Payment of Gratuity – Forfeiture of gratuity – Nomination – Determination and recovery - Inspectors – Penalties and offences. Workmen’s Compensation Act, 1923 – Objectives – Definitions – Disablements employers liability for compensation.	9
UNIT-V : Payment Of Bonus Act and ESI Act	
The Payment of Bonus Act 1965 – Computation of bonus – Bonus formula minimum and maximum bonus - The Employees State Insurance Act – ESI Corporation powers – Contribution benefits available to workman under ESI scheme.	10

Text Book

Kapoor.N.D, “Elements of Industrial laws”, Sultan Chand and Sons Publishers, New Delhi.

Reference Books

1. Bhagoliwal, “Economics of Labour and Social Welfare”, Bhavan Publications, Agra.
2. Subramaniam.V, “Factories Law Applicable in Tamil Nadu”, Madras Book agency.

Learning Objective: To develop ability to prepare financial statements of Company form of Organisation

	Hours
UNIT - I: Final Accounts of Company	
Company Final accounts – Profit and Loss account – Balance Sheet and Cash Flow statement.	14
UNIT - II: Profit Prior to Incorporation and Liquidation of Companies	14
Profit Prior to Incorporation. Liquidation of Companies – Statement of Affairs – Liquidators Final Statement.	
UNIT - III : Valuation of Goodwill and Shares	14
Valuation of Shares and Goodwill - Valuation of Goodwill – Average Profit Method- Super Profit Method – Capitalization Method - Valuation of Shares – Net Asset Method – Yield Method – Fair Value Method .	
UNIT - IV : Amalgamation, Absorption and Reconstruction	15
Amalgamation and Absorption – Meaning- Accounting treatment – Purchase consideration – Methods – Accounting entries – Reconstruction – External and Internal – Accounting Treatment (Excluding intercompany holdings) – Alteration of share Capital.	
UNIT - V : Accounting for Holding Companies	15
Holding Company – Steps in consolidation – Calculation of Capital Profit, Revenue Profit, Minority Interest and cost of control – Elimination of common transaction – Treatment of unrealized profit – Revaluation of assets and liabilities – Intercompany holdings and owing – Preparation of consolidated balance sheet (Excluding Chain holding and cross – holding)	

Distribution of Marks:

80% Problems 20% Theory

Text Book

Jain.S.P, Narang.K.L, “Advanced Accountancy”, Volume - I and II, Kalyani Publishers, New Delhi.

Reference Books

1. Gupta.R.L and Radhaswamy.M, “Advanced Accountancy”, Volume - I and II, Sultan Chand and Sons, New Delhi.
2. Reddy.T.S and Murthy.A, “Advanced Accountancy”, Volume - I and II, Margham Publications, Chennai.

Learning Objective: To lay a foundation for the preparation and presentation of costing reports.

Hours

UNIT - I : Nature And Scope of Cost Accounting

Meaning – Objectives - Scope of cost Accounting-Financial Accounting Vs Cost Accounting- Cost Accounting Vs Management Accounting - Advantages of cost Accounting – Limitations of cost Accounting- Elements of cost – Statement of cost Installation of a costing System. **12**

UNIT - II : Material Cost and Labour Cost

Procurement procedure – Stores department - Procedure for documentation in respect of receipts and issue of stock- Stock verification - Inventory control Minimum level - Maximum level - Reorder level - Economic Ordering Quantity - ABC classification – Perpetual Inventory System - Methods of valuing material issues – FIFO – LIFO - Average cost method - Base Stock Method - HIFO Method.

Labour Cost - Pay roll Procedure - Over time - Idle time - Labour turnover - Direct and indirect labour - Systems of wage payment - Time wage system - Piece rate system - Straight piece rate system- Taylor’s differential piece rate system - Merrick’s multiple piece rate system - Gant task bonus plan - Premium and bonus plans - Halsey, Rowan Bedeaux and Group Bonus Schemes. **12**

UNIT - III: Overheads Classifications and Accounting

Overhead classification - Factory, Administrative, Selling, Distribution and research and Development Overheads - Fixed, variable and semi variable overheads- Allocation and apportionment - Primary distribution - Bases of apportionment - Principles of Apportionment- Reapportionment of service Department Costs to Production Departments - Methods of reapportionment - Accounting of administration overheads - Accounting of selling and distribution overheads - Overhead absorption rates - Machine hour rate - Under absorption and over absorption of overheads. **12**

UNIT-IV : Costing Systems

Job Costing - Job Cost Cards, Direct Costs of job, Overhead Cost to Jobs, Application of Job Costing - Batch Costing - Contract Costing – Progress Payments, Retention Money, Escalation Clause, Contract Accounts, Accounting for Material, Plant Used in a Contract, Contract Profit and Balance Sheet Entries - Operating Costing System. **12**

UNIT- V : Process Costing and Cost Book Keeping

Principles of Process Costing - Application of Process Costing- Process Losses - Normal Process Loss, Abnormal Process Loss - Abnormal Gain- Inter Process Profits, Work In Progress - Equivalent Production - Calculation of Equivalent Production. Cost Ledger - Control Accounts- Non Integrated, Integrated Accounts Reconciliation of Cost and Financial Accounts - Need and Methods of Reconciliation. **12**

Distribution of Marks:80% problems 20% theory

Text Book

Jain, S.P and Narang K., “Cost Accounting”, Kalyani Publishers, New Delhi.

Reference Books

1. Iyengar S.P, “Cost Accounting”, Sultan Chand and Sons, New Delhi.
2. Dr.Maheswari, S.N, “Cost and Management Accounting”, Sultan Chand and Sons, New Delhi.

Learning Objective:

- To acquaint the students with the analytical techniques and methods of Financial Management of business firms.
- To provide an exposure to certain analytical techniques relating to financial policy decisions making.

Hours**UNIT-I : Nature Of Financial Management And Mathematics Of Finance**

Meaning - Importance and Objectives - Profit Maximization Decision Criterion
Wealth Maximization Decision Criterion - Role of Chief Financial Officer -
Compounding and Discounting techniques - Practical Applications of Compounding
and Discounting techniques - Concepts of Annuity and Perpetuity. **12**

UNIT-II : Cost of Capital and Capital Structure

Cost of Capital – Importance - Measurement of Cost of Capital - Computation of
overall Cost of Capital -Weighted Average Cost of Capital -Marginal Cost of Capital
- Capital Structure – Introduction - Theories of Capital Structure - Net Income (NI)
Approach - Net operating Income (NOI) - Business and Financial Risk - Operating
Leverage - Financial leverage - Combined Leverage - Trading on equity. **12**

UNIT-III : Investment Decisions

Purpose of Investment Decision - Process and Objectives - Different types of projects
- Identifying relevant cash flows – Evaluation - Techniques for capital Budgeting -
Average Rate of Return (ARR) - Pay Back Period - Discounted cash flow technique
(DCF) - Present Value (PV) - Net Present Value (NPV) - Internal Rate of
Return(IRR) - Profitability Index(PI) or Benefit Cost Ratio (B/C Ratio) - Projects
with unequal lives. **12**

UNIT-IV : Sources Of Financing

Sources of Finance – Introduction – Security financing – Ownership securities –
Kinds - Forms of Credit- Project Financing- Long term Financing - Negotiating terms
loans with banks and other financial Institutions Lease Financing - Introduction -
Nature- Types off Leasing - Economics of Leasing Venture Capital Finance. **12**

UNIT-V : Dividend Policy, Bonus Issue and Rights Issue

Dividend decision – Valuation of firms – Theory of irrelevance – Residual approach
– MM Model – Theory of irrelevance – Walter’s Approach – Gordon’s approach –
Determinates and types of dividend policy – Advantages and disadvantages. Bonus
Issues – Effects and objects - Advantages and Disadvantages – Sources. Rights issues
– Advantages and Limitations – Valuation of rights. **12**

Distribution of Marks: 30% problems and 70% theory**Text Book**

Khan.M.Y and JainN, P.K, “Financial Management”, Tata Mc Graw-Hill Publishing Company, New Delhi

References Books

1. Sharma R.K, and Shashi K.Gupta, “Financial Management”, Kalyani Publishers, New Delhi.
2. Kuchal, “Corporation Finance”, Chaitanya Publishing House, Ahmedabad.
3. Prasanna Chandra, “Financial Management”, TATA Mc Graw-Hill, New Delhi.
4. Srivatsava.R.M, “Financial Management”, Kalyani Publishers, New Delhi.

14PAU18

INDIRECT TAXES

Semester IV

Learning Objective: To enable the students to acquire knowledge on indirect taxes.

Hours

UNIT - I: Central Sales Tax Act

Introduction - Constitutional background - Definitions- Objectives- Scope- Salient features - Levy and collection of CST- Sales and deemed sales- Inter- State sale and Intra state sale - Sale or purchase in the course of export or import- Forms - Registration of dealers - Octroi.

9

UNIT - II: Customs Act

Introduction - Background - Definitions - Scope - Officers of customs - Levy and collection of customs duty - Export and import - Valuation of goods - Clearance of goods - Warehousing of goods - Duty drawbacks - Baggage rules - Powers of customs authorities - Search and seizure and arrest – Offences – Penalties - Appeals under Customs Act.

10

UNIT - III : Central Excise Act

Introduction – Definition – Scope – Nature - Levy and collection of excise duty Administrative setup- Excitability and manufacture - Types of central excise - Valuation Clearance - Licensing - Registration- Payment of duty.

9

UNIT - IV : Value Added Taxes

Introduction- Objectives - Meaning and definitions - Scope - Salient features Levy and types of VAT - Advantages and disadvantages - Implementation of VAT in other states - Issues on implementation - Credit limit - Various forms and documents required.

10

UNIT-V : Service Tax And Tax Planning

Introduction- Scope and coverage- Meaning and definition – Levy - Payment Taxable services - Provisional assessment - Tax planning – Introduction - Meaning Definition - Scope - Nature and characteristic features - Tax evasion - Tax avoidance Tax planning.

10

Text Book

Balachandran.V, “Indirect taxation”, Sultan Chand and Sons, New Delhi.

Reference Books

1. Datey V.S, “Indirect taxes”, Taxmann Publications (P) Ltd.
2. Dinkar pagare, “Indirect Taxation”, Sultan Chand and Sons, New Delhi.
3. Prof.Govindan N.S, “Indirect taxes made easy”, C.Sitaraman and Co.Pvt.Ltd.

14PAU19

IPCC Paper – II

Semester IV

Practical problems in Cost Accounting and in Direct and Indirect Taxation will be dealt.



Since - 1947

Learning Objective: To develop an understanding of information technology and its use by the business as facilitator and driver.

Hours

UNIT-I: Introduction to Computers

Computer hardware - Classification of computers - Personal computer - Workstation, servers and super computers- Computer components - CPU - Input and Output devices Storage devices- BUS, I/O CO Processors - Ports (Serial , Parallel, SB Ports)- Expansion slots, add on cards, on board chips, LAN cards, multi media cards , cache memory, buffers, controllers and drivers.

Computer Software- System Software – Operating system, translators (compilers, interpreters and assemblers), System Utilities - General Purpose software / Utilities Word processor, spread sheet, DBMS, scheduler/planner, internet browser and e-mail clients. Application software – Financial accounting, payroll, and inventory specialized systems – Enterprise Resource Planning (ERP), artificial intelligence, expert systems and decision support systems – An overview.

10

UNIT-II: Data Storage, Retrievals And Data Base Management Systems.

Data and information concepts- Bits, bytes, KB,MB,GB,TB Data Organization and access. Storage concepts - Record, fields, grouped fields like date, integers, real, floating, fixed, double precision, logical, characters, strings, variable character fields (Memo), key, primary key, foreign key, secondary key, referential integrity, index fields - Storage techniques - Sequential, block sequential, random, indexed, sequential access, direct access, random access including randomizing logical structure and physical structure of files DBMS models and classification - Need for database, administration, models, DML and DDL (query and reporting) - Data dictionary.

10

UNIT- III :Types Of Data Base Management System

Distributed data bases, object oriented databases, client server databases, knowledge databases - Backup and recovery - Backup policy, backup schedulers, offsite backups, recycling of backups, frequent checking of recovery of backup - Usage of system software like program library management systems and tape and disk management systems - Features, functionalities, advantages - Data Mining and data warehousing -An overview.

8

UNIT-IV: Computer Networks and Network Security

Networking concepts - Need and scope, benefits Classification - LAN, MAN, WAN, VPN - Peer-to-peer, client server Components - NIC, router, switch, hub, repeater, bridge, gateway, modem Network Topologies - Bus, star, ring, mesh, hybrid, architecture token ring, Ethernet transmission technologies and protocols - OSI,TCP/IP,ISDN Etc., Network operating system - Local area networks - components of LAN - Advantages of LAN - Client server technology - Limitation of single user systems and need for client server technology - Servers - Database, application, print servers, transaction servers, Internet servers, mail servers, chat servers - IDS Introduction to 3tier and “n” tier architecture.

10

UNIT-V : Internet And Other Technologies

Data centers - Features and functions - Primary delivery centre and disaster recovery site - Network security need - Threads and vulnerabilities - Security levels - Techniques. Internet and world wide web, intranets , extranets, applications of internet, internet protocols - E- commerce – Nature, types (B2B,B2C,C2C) - Supply chain management CRM - Electronic Data Interchange (EDI) - Electronic Fund Transfers (EFT) - Payment portal - E-commerce security - Mobile commerce - Bluetooth and Wi-Fi.

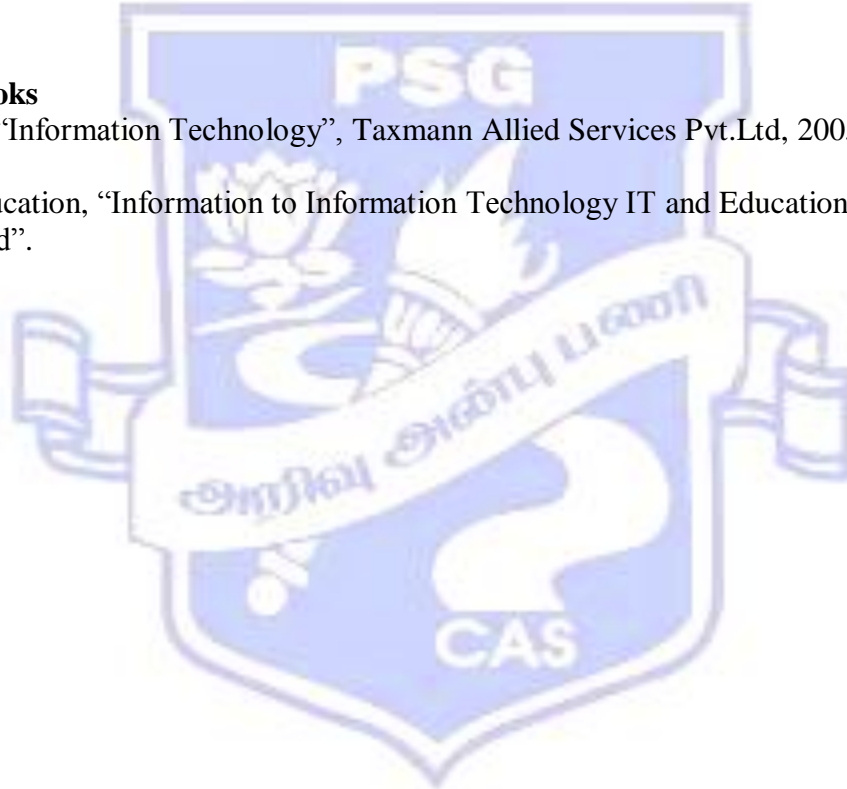
10

Text Book

Jaiswal .A, “Fundamentals of computer and Information Technology”, New Delhi Dreamtech, 2006 Edition.

Reference Books

1. Dr.Sushila, “Information Technology”, Taxmann Allied Services Pvt.Ltd, 2005 – Edition.
2. Pearson Education, “Information to Information Technology IT and Education Solution Ltd”.



Since - 1947

Learning Objective:

- To acquaint knowledge of the accounting standards.
- To understand the basic knowledge in banking, insurance, computerized human resource accounting.

UNIT-I : Accounting Standards

Accounting Standards - Contingencies and events occurring after the balance sheet date - Net profit or loss for the period- Effects of changes in foreign exchange rates
Accounting for Government grants -Borrowing costs - Leases-Earning per share- Intangible assets - Provisions, contingent liabilities and contingent assets - Departmental and Branch accounts including foreign branches.

Hours**14****UNIT – II: Accounting for Banking Companies**

Accounts of Banking Companies - Bank accounts - Profit and loss Account- Balance sheet.

14**UNIT-III : Double Account System**

Double Account System - Accounts of Electric Companies – Revenue, Net Revenue Accounts- Receipt and expenditure of capital accounts- General balance sheet - Replacement of asset.

14**UNIT-IV : Accounting for Insurance Companies**

Accounts of Insurance Companies – Life Insurance Company Accounts – Revenue Account and Balance Sheet – Valuation Balance Sheet – Accounts of Fire and Marine Insurance.

15**UNIT-V : Computerised Accounting and Human Resource Accounting**

Mechanization of accounts – Need - Advantages – Grouping - Coding and Maintaining accounts - Selecting appropriate accounting - Package and Generating accounting reports.

15**Distribution of Marks**

80% problems and 20% theory

Text Book

Jain.S.P and Narang.K.L., “Advanced Accountancy”, Volume - I and II, Kalyani Publishers, New Delhi.

Reference Books

1. Gupta.R.L and Radhaswamy.M, “Advanced Accountancy”, Volume - I and II, Sultan Chand and Sons, New Delhi.
2. Reddy.T.S and Murthy.A, “Advanced Accountancy”,Volume - I and II, Margham Publications, Chennai.

Learning Objective: To Learn the Auditing Concepts and the Principles in depth.

Hours

UNIT - I : Auditing Concept

Auditing- Meaning-Nature and Limitations of auditing –Basic Principles governing an audit – Objectives –Advantages - Relationship of auditing with other disciplines.

14

UNIT- II : Assurance Standards And Audit Work

Assurance Standards – Setting Process - Role of International Auditing and Assurance Standards Board - Auditing and Assurance Standards Board in India - Audit Planning - Audit Programme - Control of quality of audit work - Delegation and Supervision - Audit work.

15

UNIT - III : Audit Working Papers and Audit Evidence

Audit working papers - Audit files - Permanent and current audit files - Ownership and custody of working papers - Audit procedures for obtaining evidence - Sources of evidence - Methods of obtaining audit evidence - Physical verification - Documentation Direct confirmation.

15

UNIT - IV: Internal Control

Elements of Internal Control - Review and documentation - Evaluation of internal Control System - Internal control – Questionnaire, Checklist, Test of Control - Internal Control and Computerized Environment.

14

UNIT –V : Audit Sampling

Audit Sampling – Meaning, Types of Sampling - Techniques of test checks Analytical Review Procedures.

14

Text Book

Dinkar Pagare, “Principles and Practices of Auditing”, Sultan Chand and Sons, New Delhi.

Reference Books

1. Basu B.K, “An Insight into Auditing ”, Book Syndicate Private Ltd, KolKata.
2. Jagdish Prakash, “Auditing Principles, Practices and Problems”, Kalyani Publishers, New Delhi.
3. Kishnadwala V.H. and Shetty M.V, “Auditing , Principles and Practices ”, Sultan Chand and Sons, New Delhi.
4. Tandon B.N, “Practical Auditing ”, Kalyani Publishers, New Delhi.

Learning Objective: To educate the importance of working capital management concepts in corporate finance.

	Hours
UNIT - I: Introduction to Working Capital Management Working Capital Management – Meaning – Objectives – Working Capital Policies- Factors affecting Working Capital Requirements – Forecasting of Working Capital Requirements.- Working Capital Management – Theories and approaches .	14
UNIT - II: Financing of Working Capital Financing of working capital – Determining the working capital financing mix – New trends in financing of working capital by banks – Measuring the working capital.	14
UNIT - III: Receivables Management Receivables Management – Meaning – Objectives -Cost of maintaining receivables Factors influencing size of receivables - Forecasting the receivables – Dimensions of receivables management	14
UNIT-IV: Cash and Inventory Management Cash management – Managing cash flows – Determining optimum cash balances. Inventory Management – Meaning, nature, benefits, risk and cost of inventory management – Tools and techniques of inventory management.	15
UNIT – V: Working Capital Control Working Capital Control and Banking policy – Committee recommendations on working capital – New system of assessment of working capital finance. - Money market instruments – Bank Finance- Assessment and Appraisal – Managing corporate liquidity and financial flexibility	15

Distribution of Marks: 60% problems (simple problems only) and 40% theory

Text Book

V.K.Bhalla, “Working Capital Management”, Text and Cases, Sixth edition, Anmol Publications.

Reference Books

1. Prasanna Chandra, “Financial Management - Theory and Practice”, Tata McGraw-Hill Publishing Company Limited, New Delhi.
2. Pandey I.M, “Financial Management”, Vikas Publications, New Delhi.
3. Khan and Jain, “Financial Management”, Tata McGraw- Hill Publishing Company Limited, New Delhi.

14PAU23B

**Core Elective-I
FINANCIAL SERVICES**

Semester V

Learning objective: To provide the students the basic knowledge regarding financial services available in India.

	Hours
UNIT – I Introduction to Financial Services Financial Services - Concepts-Nature - Growth of Financial Services Industry in India - Financial Services Environment - Recent Trends in Financial Sector.	14
UNIT – II Mutual Funds and Venture Capital Mutual funds – Concepts- Features-Structure –Types - Benefits - Mutual fund Regulations - Mutual Fund Industry in India - Venture Capital – Definition – Characteristics - Venture Capital Investment Process - Forms of Venture Capital Assistance - Advantages of Venture Capital Assistance.	14
UNIT – III Merchant Banking and Factoring Merchant Banking - Concept - Types of Merchant Bankers – Functions - Obligations and Responsibilities of Merchant Bankers Under SEBI Regulations - Merchant Banking in India – Factoring – Concept - Forms of Factoring - Benefits of Factoring.	14
UNIT – IV Securitization and Credit Rating Securitization – Concept – Definition – Need – Participants in securitization – Benefits – Problems of securitization - Credit Rating – Meaning - Features - Credit Rating Symbols - Uses of Credit Rating - Problem of Credit Rating – Credit Rating Agencies – CRISIL – ICRA – CARE.	15
UNIT – V Other Financial Services Stock Broking – Stock Broker and Sub Broker - SEBI Guidelines - Functions of Stock Brokers - Code of Conduct for Stock Brokers – Contract Note - Custodial Services – Definition - Custodian - Obligations and Responsibilities - Stock Holding Corporation of India Limited - Registrars and Share Transfer Agents.	15

Text Book

Dr. Shanmugam.R, “Financial Services”, Wiley India Pvt. limited, New Delhi.

Reference books

1. Dr. Gurusamy.S “Essentials of Financial Services”, Tata McGraw- Hill Publishing Company Limited, New Delhi
2. Gordon.E and Natarajan.K, “Financial Markets and Services”, Himalaya Publishing House, Mumbai.
3. Joseph Anbarasu.D and Boominathan.B.Ketal, “Financial Services”, Sultan Chand and Sons, New Delhi
4. Khan M.Y, “Indian Financial System”, Tata McGraw – Hill Publishing Company Limited, New Delhi

Learning Objective: In depth understanding of practicing auditing procedures.

	Hours
UNIT- I : Audit of Purchases And Sales	
Vouching of cash and credit purchases - Forward purchases, Purchase Returns, Allowance Received from Suppliers - Vouching of cash and credit sales, Goods on Consignment, Sale on approval basis, Sale under hire- purchase, various types of allowances given to customers, Sales returns.	14
UNIT - II : Audit Of Payments And Receipts	
General Considerations of Payments, Wages, Capital expenditure, Other Payments and expenses, Petty Cash Payments, bank Payments, Bank Reconciliation. General Consideration of Receipts - Cash Sales, Receipts from Debtors, Other Receipts.	14
UNIT - III: Audit Of Impersonal Ledger	
Capital Expenditure, Deferred revenue expenditure and revenue expenditure, Outstanding expenses and income, Repairs and Renewals, Distinction between reserves and provisions- Self balancing and sectional balancing systems - Provision for Bad and doubtful debts, Writing off of bad debt.	15
UNIT - IV: Audit Of Limited Companies	
Audit of Shares -Audit of Asset and Liabilities - Qualification and Disqualification of Auditors - Appointment of auditors - Removal of Auditors - Power and duties of auditors - Branch audit - Joint audit and Special Audit.	15
UNIT –V: Audit Report	
Reports and Certificates- Different classes of Audit- Club, Educational Institutions, Hotels, Hospitals - Hire- Purchase and leasing companies, Charitable Institutions, Shipping, Government and local Bodies.	14

Text Book

Dinkar Pagare, “Principles and Practices of Auditing”, Sultan Chand and Sons, New Delhi

Reference Books

1. Basu B.K, “An Insight into Auditing”, Book Syndicate Private Ltd, KolKata.
2. Jagdish Prakash, “Auditing Principles - Practices and Problems”, Kalyani Publishers, New Delhi.
3. Kishnadwala V.H..and Shetty M.V, “Auditing , Principles and Practices ”, Sultan Chand and Sons, New Delhi.
4. Tandon B.N, “Practical Auditing ”, Kalyani Publishers, New Delhi.

Learning Objective: To learn the applications of accounting techniques management.

	Hours
UNIT- I: Introduction To Management Accounting	14
Management accounting – Nature and scope – Objectives – Functions – Importance - Limitations - Management accounting and Financial Accounting - Management Accounting and Cost accounting – Installation of management accounting system.	
UNIT -II: Financial Statement analysis	14
Financial statement analysis – Types of financial statement analysis – Techniques – Comparative financial statements – Common size statements – Ratio analysis – Significance – Limitations – Liquidity, Solvency, Activity and Profitability ratios.	
UNIT – III: Fund Flow and Cash Flow Statement	15
Fund flow statement – Concepts – Importance and Limitations – Preparation of fund flow statement – Schedule of changes in working capital – Statement of Sources and Application of funds – Cash flow statement – Uses, Significance and Limitations – Preparation of Cash flow statement (New format).	
UNIT IV: Marginal Costing and Break – Even Analysis	15
Meaning of Marginal Costing – Characteristics of Marginal Costing – Advantages and Disadvantages of Marginal Costing. Meaning of Contribution – Advantages of Contribution – Marginal Cost Equation, Profit / Volume Ratio – Cost –volume Profit Analysis. Meaning of Break – Even Analysis – Advantages and Disadvantages of Break – Even Analysis – Margin of Safety.	
UNIT-V: Budgeting and Budgetary Control	14
Meaning of a budget – Nature of Budgetary Control – Objectives of Budgetary Control – Essentials of Budgetary Control – Advantages and Disadvantages of Budgetary Control – Classification of Budget.	
Distribution of Marks: Theory 50% and Problem 50%.	

Text Book

Shashi.K.Gupta and Sharma.R.K, “Management Accounting”, Kalyani Publishers.

Reference Books

1. Jain.S.P. and Narang.K.L, “Elements of Management Accounting”, Kalyani Publishers.
2. Khan M.Y. and Jain P.K, “Management Accounting”, Tata Mc Graw – Hill Publishing Company.
3. Maheswari S.N, “Principles of Management Accounting”, Sultan Chand and Sons.
4. Pillai.R.S.N, and Bagavathi, “Management Accounting”, Sultan Chand and Sons.

14PAU26A

**Core Elective-II
STRATEGIC MANAGEMENT**

Semester VI

Learning Objective: To develop an understanding of strategic management concepts and techniques and able to solve simple cases.

	Hours
UNIT-I: Framework For Business Policy Nature of Business Policy – Evolution of Business Policy – Business Policy Education – Objectives of Business Policy Education – Significance of Business Policy course – Conceptual frame work for strategic management – Policy – Strategy – Tactics Benefits of Strategic Management – Limitations of the strategic Management - Strategic Management Process .	14
UNIT- II: Strategic Formulation Organizational mission and objectives – Environmental analysis – Industry and competition analysis – Techniques of Environmental Analysis – Organizational Analysis Competitive Advantages – Types of Competitive Advantage – Approaches for competitive advantages – Generic Competitive Strategy.	15
UNIT - III : Strategy Implementation Grand Strategies-Growth Strategies – Choice of strategies - Frame work for Strategy Implementation – Structural Implementation – Functional implementation Behavioral Implementation – Leadership- Strategic Leadership- Role of Leadership in strategic implementation – Leadership styles - Effective leadership.	15
UNIT-IV: Organizational Change And Innovation Nature of organizational change – Process of management of change - Resistance to change – Factors in Resistances to change – Overcoming resistance to change Innovation – Innovation generation – Innovation diffusion – Learning organization.	14
UNIT- V: Strategy Evaluation And Control Framework for strategic evaluation and control – Concept of strategic evaluation and control – Barriers in Strategic evaluation and control – Stages of control – Control Process- Criteria of Business success- Techniques of strategic evaluation and control.	14

Text Book

Prasad.L.M., “Business Policy Strategic Management”, Sultan Chand and Sons, New Delhi.

Reference Books

1. Ghosh.P.K, “Business Policy, Strategic planning and management”, Sultan Chand and Sons, New Delhi.
2. Vipin Gupta, “Business policy and Strategic Management Concepts”, Kamala Gollakota and Application Eastern Economy Edition.
3. Thosmpson, “Strategic Management - Concepts and Cases”, Mc Strickland Graw Hill Companies.

14PAU26B

**Core Elective-II
HUMAN RESOURCE MANAGEMENT**

Semester VI

Learning Objective: To impart knowledge in Human Resource Management.

	Hours
UNIT I: Introduction Introduction- Nature and Scope of HRM - Organizing the HRF - Strategic HRM - Human resource policies.	14
UNIT II: Acquiring Human Resources Human resource planning - Job analysis and Job design - Recruitment and selection - Placement Induction and Socialization.	14
UNIT III: Developing Human Resources Employee Training of operatives - Executive development - Career planning and Development - Human Resource Development – Employee Empowerment.	15
UNIT IV: Managing Performance and Compensation Performance appraisal – Job evaluation - Wage and Salary administration - Incentive Compensation.	14
UNIT V: Maintaining and Retaining Human Resources Job changes – Absenteeism - Labor turnover – Employee health and safety- Employee welfare- Morale – Collective bargaining- Workers participation in management- Trade unions- Human relations – Quality of working life- Management of stress and burnout.	15

Text Book

Gupta. C.B, “Human Resource Management”, Sultan Chand and Son, New Delhi.

Reference books

1. Rao V.S.P, “Human Resource Management”, Excel Books, New Delhi.
2. Sharma, “Human Resource Mangement”, Tamil Nadu Book House, Chennai.
3. Gary Dessler, “Human Resourece Mangement”, Prentice – Hall of India, Chennai.

14PAU27

PROFESSIONAL TRAINING

Semester VI

Students shall undergo practical training in Auditors Office during the V and VI Semester. They should maintain a work dairy during the training program and submit a report of the training they underwent at the end of the sixth semester.



Since - 1947