



PSG College of Arts & Science
An Epitome of Quality Learning

B.Com
(ACCOUNTING & FINANCE)

Since - 1947

2017- 2020

**BCom (ACCOUNTING AND FINANCE)
SCHEME OF EXAMINATION**

(For Students Admitted from the Academic year 2014- 2015 onwards)

CODE NO.	SUBJECT	EXAM DURATION (Hrs)	Max. Marks			Credit points
			CA	CE	Total	
First Semester						
	Part –I					
14LAU01	Tamil – I OR	3	25	75	100	3
12LAU01	Hindi – I OR					
14LAU01	French-I					
	Part –II					
14EU01	Communicative English - I- Interpersonal Communication	3	25	75	100	3
	Part –III					
14AFU01	Financial Accounting – I	3	25	75	100	5
14AFU02	Banking Law and Practice	3	25	75	100	3
	Practice Workshop – I*	-	-	-	-	-
14AFU03	Mathematics (Allied-MA)	3	25	75	100	5
* Examination at the end of second semester						
Second Semester						
	Part –I					
14LAU02	Tamil – II OR	3	25	75	100	3
12LAU02	Hindi – II OR					
14LAU02	French-II					
	Part –II					
14EU02	Communicative English – II Academic Communication	3	25	75	100	3
	Part –III					
14AFU04	Financial Accounting – II	3	25	75	100	5
14AFU05	Principles of Management	3	25	75	100	4
14AFU06	Practice Workshop – I	3	40	60	100	1
14AFU07	Statistics for Business (Allied-CO)	3	25	75	100	5
	Part –IV					
14VEU01	Value Education	-	100	-	100	2

CODE NO.	SUBJECT	EXAM DURATION (Hrs)	Max. Marks			Credit points
			CA	CE	Total	
Third Semester						
	Part – III					
14AFU08	Cost Accounting	3	25	75	100	5
14AFU09	Financial Markets and Instruments	3	25	75	100	3
14AFU10	Income Tax	3	25	75	100	5
14AFU11	Computer Practical (MS-Word, Excel, Power point, Access, Front Page & SPSS Package) (Computer Application)	-	100	-	100	3
14AFU12	Business Communication (Allied-CO)	3	25	75	100	5
	Practice Workshop – II **	-	-	-	-	-
	Part- IV					
14ESU01	Environmental Studies	-	100	-	100	2
** Examination at the end of sixth semester						
Fourth Semester						
	Part – III					
14AFU13	Corporate Accounting – I	3	25	75	100	5
14AFU14	Business Law	3	25	75	100	4
14AFU15	Principles of Insurance	3	25	75	100	3
14AFU16	Personal Investment Management	-	100	-	100	3
14AFU17	Practice Workshop -II	3	40	60	100	1
14AFU18	Fundamentals of e. commerce and m.commerce (Allied - CO)	3	25	75	100	5
	Part- IV					
14SBU01	<u>Skill Based Subject:</u> Internet Security	-	100	-	100	2

CODE NO.	SUBJECT	EXAM DURATION (Hrs)	Max. Marks			Credit points
			CA	CE	Total	
Fifth Semester						
	Part – III					
14AFU19	Institutional Training ***	-	100	-	100	2
14AFU20	Corporate Accounting – II	3	25	75	100	5
14AFU21	Company Law	3	25	75	100	4
11AFU22	Financial Services	3	25	75	100	3
14AFU23	Entrepreneurship for Small Business	3	25	75	100	3
	Practice Workshop – III****	-	-	-	-	-
14AFU24A/	Core Elective-I Financial Management	3	25	75	100	4
14AFU24B	OR Working Capital Management					
	Part – IV					
14NME01	Non – Major Elective – (1): Extra Departmental Course	-	100	-	100	2
14NME02	Non – Major Elective – (2): General Awareness (Online Test)	1½	-	100	100	2
*** Examination at the end of sixth semester						
Sixth Semester						
	Part – III					
14AFU25	Management Accounting	3	25	75	100	5
14AFU26	Indirect Taxes	3	25	75	100	3
14AFU27	Auditing	3	25	75	100	3
14AFU28	Computerized Accounting (Tally)	-	100	-	100	3
14AFU29	Practice Workshop – III	3	40	60	100	1
14AFU30	Project Work	-	40	60	100	4
14AFU31A/ 14AFU31B	Core Elective-II Security Analysis And Portfolio Management OR Project Management	3	25	75	100	4
TOTAL CREDITS						136

PART-V		Credits
Extension Activity :		
NSS / NCC / Sports / Department Extension Activity	I – VI semesters	2
Competence Enhancement :		
Add-on Course / Women’s Studies / Extra paper	I – VI semesters	2
Grand Total		140
Typewriting/Office Management	I –VI Semesters	3
Total Credits		143

Learning Objective: To enable the students to know the principles and practice of Financial accounting.

	Hours
UNIT- I: Introduction and Final Accounts	14
Accounting – Meaning, Concepts & Conventions – Final accounts of sole trading Concern – Trading and Profit and Loss account – Balance sheet - Opening and closing entries - Adjustment entries.	
UNIT- II: : Rectification of Errors and Bank Reconciliation Statement	14
Rectification of errors – Types of errors – Suspense account - Bank Reconciliation Statement – Meaning – Need – Preparation of Bank Reconciliation Statement.	
UNIT –III: Account Current , Average Due Date & Bill of Exchange	14
Account Current – Average Due Date – Bill of exchange – Accounting entries in the Books of drawer and acceptor - Renewal and retiring of a bill – Accommodation bill.	
UNIT- IV: Accounting for Consignment and Joint ventures	15
Accounting for consignments – Stock valuation – Normal and abnormal Losses - Joint venture accounts - Own books – Separate set of books.	
UNIT -V: Depreciation and Royalty Accounts	15
Depreciation – Straight line method - Diminishing balance method- Change in method of depreciation account – Provision for depreciation account – Royalty accounts(including Sub Lease)	

Distribution of Marks: 80% Problems and 20% Theory

Text Book

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

Reference Books

1. Gupta R.L. & Gupta V.K., “Financial Accounting”, Sultan Chand & Sons, New Delhi.
2. Gupta R.L. & Radhasamy., “Advanced Accountancy” , Sultan Chand & Sons , New Delhi.
3. Iyengar S.P., “Advanced Accountancy ”Sultan Chand & Sons, New Delhi.
4. Reddy T.S. and Murthy A., “Financial Accounting”, Margham Publications, Chennai
5. Tulsian P.C., “ Financial Accounting ”, Tata McGraw- Hill Publishing Company Limited, New Delhi.

Learning objective: To enable the students to know the Banking Law and Practices in India

Hours

UNIT – I Banker and Customer

14

Origin of Banking – Banker–Customer– The Relationship Between Banker and Customer- Types of Deposits – Account Opening – Know Your Customer Guidelines – Pass Book - Types of Customers.

UNIT – II Negotiable Instruments

14

Characteristics – Types – Cheque – Material Alteration – Crossing of Cheque Endorsement – Paying Banker – Statutory Protection to a Paying Banker Payment in Due Course - Holder in Due Course – Collecting Banker - Statutory Protection to Collecting Banker – Duties of Collecting Banker.

UNIT – III Loans and Advances

14

Secured and Unsecured Advances – Principles of Sound Lending - Modes of Charging Security – Lien – Pledge – Mortgage – Assignment Hypothecation -Unsecured Advances – Advances Against Goods, Titles and Stock Exchange Securities.

UNIT – IV Service Channels

15

Alternate Channels– ATM– Internet Banking – Phone Banking – Payment and Remittance Services – Pay Order – Draft – Electronic Fund Transfer – Intra Branch ,Inter Branch, Inter Bank, NEFT, RTGS . Allied Services – Safe Keeping, Advisory Services – Demat Services - Credit Card – Debit Card.

UNIT – V Banking System in India

15

Indigenous Bankers – Commercial Banks – Cooperative Banks – Regional Rural Banks - Foreign Banks – Reserve Bank of India – Constitution – Functions.

Text Book

Gordan.E. & Natrajan.K.,“Banking Theory Law and Practice”, Himalaya Publishing House, New Delhi.

Reference Books

1. Indian Institute of Banking & Finance.,“Legal aspects of Bank operations”, Macmillan India Ltd, New Delhi .
2. Indian Institute of Banking & Finance, “Principles of Banking”, Macmillan India Ltd, New Delhi.
3. Kaptan.S.S., “ New Concepts in Banking”, Sarup & Sons, New Delhi.
4. Sundharam K.P.M & Varshney P.N., “Banking Theory Law and Practice”, Sultan Chand & Sons, New Delhi

14CSU01B/14COU03/14COC04/

MATHEMATICS

14COE04/14PAU04/14AFU03/

14CRM03/14FSU03/14FTU03/14BPU03

(for BCom(CS), BCom(A & B), BCom (CA), BCom (e-Com), BCom (PA), BCom (A & F),
BCom (RM), BCom (FS), BCom (FT), BCom (BBP))

Total Hours:55

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 accounting system adopted in the Partnership Firms.

Hours
14

UNIT- I: Branch Accounts

Branch not keeping full System of Accounting - Debtors System - Stock and Debtors System - Branches keeping full System of Accounting (excluding Foreign Branches)

UNIT –II: Accounting for Hire Purchase System **14**

Entries In The Books Of Hire Purchaser And Hire Vendor-Default And Repossession Hire Purchase Trading Account – Installment System

UNIT- III : Admission and Retirement of Partners **14**

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- IV: Death of Partners and Sale of Partnership Firms **15**

Death of partners – Mode of Payment – Ascertainment of Deceased Partner Share of Profits- Joint Life Policy -Sale of Partnership Firm to a Company.

UNIT –V: Dissolution **15**

Dissolution – Simple Dissolution – Insolvency of one or more Partners – Decision in Garner Vs Murray - Insolvency of All Partners – Piecemeal Distribution – Proportionate Capital Method – Maximum Loss Method

Distribution of Marks: 80% Problems and 20% Theory

Text Book

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

Reference Books

1. Gupta R.L. & Gupta V.K “Financial Accounting”, Sultan Chand & Sons, New Delhi.
2. Gupta R.L. & Radhasamy M., “Advanced Accountancy”, Sultan Chand & Sons, New Delhi.
3. Iyengar S.P., “Advanced Accountancy”, Sultan Chand & Sons, New Delhi.
4. Reddy T.S. and Murthy A., “Financial Accounting”, Margham Publications, Chennai
5. Tulsian P. C. “Financial Accounting”, Tata McGraw-Hill Publishing Company Limited, New Delhi.

14AFU05 PRINCIPLES OF MANAGEMENT Semester II

Learning objective: To learn the Principles and Practices of Management.

	Hours
UNIT I Introduction to Management Management – Definition – Meaning – Management is a Science or Art - Theories of management – Henry Fayol, F.W.Taylor – Principles of management - Administration Vs Management - Levels of management Managerial skills.	14
UNIT II Planning Planning – Definition – Features – Process – Importance – Types – Forecasting Planning premises – MBO - Meaning – Characteristics - Advantages Limitations – Decision making.	14
UNIT III Organization Nature and importance of organization – Theories of organization - Organization process – Principles of Organization -Types of organization Authority and Responsibility – Centralization - Decentralization - Departmentation.	14
UNIT IV Staffing and Leadership Staffing - Meaning – Significance – Elements of staffing Process - Recruitment Selection – Training - Appraisal - Promotion - Leadership – Need for leadership – Qualities of a leader – Types of leadership.	15
UNIT V Motivation, Co-ordination and Controlling Motivation – Theories of motivation – Maslow’s theory and Herzberg theory Types of motivation – Co-ordination – Control - Nature - Process of control, Characteristics of ideal control system - Control techniques.	15

Text Book

Dinkar Pagare , “Principles of Management ”, Sultan Chand & Sons , New Delhi.

Reference Books

1. Gupta C.B., “Business Management”, Sultan Chand & Sons, New Delhi.
2. Gupta R.N., “Principles of Management ”, S.Chand &Company Ltd, New Delhi.
3. Moshal B.S., “Management Theory and Practice”, Galgotia Publishing Company, New Delhi.
4. Wehrich, Koontz & Aryasri .A, “Principles of Management ”, Tata McGraw Hill Publishing Co. Ltd., New Delhi.

14AFU06

PRACTICE WORKSHOP – I

Semester II

Exercises have been developed on the practical aspects of business and the same have been taught to the students in the Practice Workshop classes. Examination is conducted for three hours at the end of the second semester and marks are awarded.



Since - 1947

Learning Objective: To promote the knowledge of applying statistical techniques in business.

	Hours
<p>UNIT- I : Introduction about the Statistics for Business Origin - Meaning - Definition of statistics – Characteristics – Functions - Uses of statistics in business - Advantages and Limitations of statistics - Statistical Investigation - Questionnaire: Meaning – Definition - Preparation of Questionnaire - Data Collection - Primary Data and Secondary Data - Application of questionnaire in business research.</p>	12
<p>UNIT-II : Procedure for selection and methods of presentation of data Sampling: Meaning – Definition – Features - Methods of Sampling. Tabulation: Meaning - Definition- Formation of frequency tables - Diagrams: Meaning - Diagrammatic presentation of statistical data - Types of diagrams - Simple problems in Graphic presentation of Statistical data – Histograms - Frequency Polygon - Frequency Curve – Ogives - Simple Problems.</p>	12
<p>UNIT-III : Averages including business averages Measures of Central Tendency - Averages including business averages (Mean) - Functions and Objectives of Averages, Median and Mode (All methods) - Measures of Dispersion (All measures) - Simple Problems.</p>	12
<p>UNIT-IV : Tools for business analysis Measures of Skewness: Karl Pearson’s Co-efficient of skewness and Bowley’s Co-efficient of skewness. Correlation Analysis: Meaning - Scatter Diagram - Karl Pearson’s Correlation - Spearman’s Rank Correlation. Regression Analysis: Meaning – Uses - Difference between Correlation and Regression Analysis - Simple Problems.</p>	12
<p>UNIT-V : Index Numbers for business applications Index number – Meaning - Characteristics and uses - Laspeyre’s, Paasche’s and Fisher’s Ideal Index Numbers - Fixed Base Index number - Chain Base Index number - Cost of Living Index Numbers - Method of Construction of Index Numbers - Simple Problems.</p>	12

Distribution of Marks: 80% Problems and 20% Theory

Text Books:

Gupta S.P., “Statistical Methods”, Sultan Chand and Sons, New Delhi.

Reference Books:

1. Gupta S.P, Gupta.P.K and Man Mohan, “Elements of Business Statistics and Operation Research”, Sultan Chand and Sons, New Delhi.
2. Navnitham P.A., “Business Mathematics and Statistics”, Jai Publishers, Trichy.

Learning Objective: To learn the concepts of Cost ascertainment.

	Hours
UNIT-I : Introduction	12
Cost Accounting – Meaning, Scope and Objectives – Cost Concepts and Classifications – Cost unit – Cost Centre – Financial Accounting and Cost Accounting – Advantages – Limitations – Methods of Costing – Elements of Cost – Cost Statement.	
UNIT-II : Material Control	15
Material Control – Meaning – Need - Techniques of Material Control – Purchase and Inventory Control of Material – Methods of Valuing Material Issues – FIFO – LIFO - Simple Average – Weighted Average	
UNIT-III : Accounting for Labour Cost and Over heads	15
Labour – Computation of Labour Cost – Accounting for Overtime – Idle Time and Labour Turnover – Good Wage System – Methods of Remuneration - Time Rate – Piece Rate- Incentive Schemes – Overheads Allocation – Apportionment and Absorption – Machine Hour Rate.	
UNIT-IV : Methods of Costing, Cost Reports and Cost Audit	15
Operating Costing – Unit Costing – Job and Contract Costing – Cost Reports, Cost Audit.	
UNIT-V : Process Costing and Reconciliation of Cost and Financial Accounts.	15
Process Costing –Normal Loss – Abnormal Loss – Abnormal Gain - Inter Process Profit – Accounting of By Products and Joint Products – Reconciliation of Cost and Financial Accounts.	

Distribution of Marks: Problem 80% and Theory 20%

Text Book

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

Reference Books

1. Pillai R.S.N and Bagavathi. V., “Cost Accounting”, Sultan Chand & Sons, New Delhi.
2. Iyengar .S.P., “Cost Accounting”, Sultan Chand & Sons, New Delhi.
3. Maheswari.S.N., “Cost and Management Accounting”, Sultan Chand & Sons, New Delhi.
4. Prabhu dev., “Cost accounting”, Himalaya Publishing House, Mumbai.

Learning Objective: To provide conceptual understanding of the financial markets comprising of financial instruments and reforms. **Hours**

UNIT I: Financial Markets and Institutions **12**

Indian financial system- Financial markets- Classification of financial markets- Money Market- Features-Objectives- Importance- Recent initiatives- Capital market-Features-Functions-Growth of capital market in India - Financial institutions in India- Institutions at Apex level- Regulatory authority of financial institutions.

UNIT II : Money Market Instruments **12**

Certificates of deposit- Procedure of issue- - Guidelines by RBI- Commercial papers- Issue of CP's by satellite dealers- Guidelines- Treasury bills - Issuing authority- Types- Qualities- Participants- Procedure for issue-Importance of treasury bill market- Commercial bill- Nature- Types- Process of bill writing and discounting – Importance

UNIT III : Capital Market Instruments **12**

Shares-Warrants- Debentures-Bonds – Derivatives – Forward contracts- futures and options- Global Depository Receipts-American Depository Receipts- Indian Depository Receipts- Methods of floating New issues – Public issue – Offer for sale – Private placement – Rights issue – Book Building Process .

UNIT IV : Secondary Market **12**

Stock Exchange – Functions – Listing of securities – Procedure – Trading system- Steps in trading- On Line Trading – Clearing and settlement – Depository system – Dematerialization process – Benefits of depository system-National Stock Exchange of India Limited

UNIT V: Regulation of Indian Capital Markets and Stock Market Index **12**

Regulation of capital markets - Securities Exchange Board of India- Objectives -Functions- Powers – Securities Contracts(regulation) Act 1956 Powers – Stock market index – Features- Importance – BSE- SENSEX – S&P CNX NIFTY- CNX NIFTY Junior

Text Book

Dr.Gurusamy S., “Capital Markets”, Tata McGraw- Hill Education Private Limited, New Delhi.

Reference Books

1. Agarwal and Krishna Kumar, “New Issue Market Operations in India”, Kanishka Publishers Distributors, New Delhi.
2. Bhole L.M., “Financial Institutions and Markets”, Tata McGraw- Hill Publishing Company Limited, New Delhi.
3. Dr.Shanmugam.R., “Financial Services”, Wiley India Pvt. limited, NewDelhi.
4. Khan M.Y., “Indian Financial System”, Tata McGraw- Hill Publishing Company Limited, New Delhi.

Learning Objective: To enable the students to acquire practical knowledge in Income Tax.

	Hours
UNIT-I : Introduction to Income Tax	
Income Tax Act 1961 – Definitions- Agricultural Income, Assessee, Person, Income, Gross Total Income, Assessment Year, Previous year Capital and Revenue – Capital and Revenue Receipts, Capital and Revenue Expenses- Basis of charge – Resident- Ordinary Resident, Not Ordinarily Resident- Non Resident - Incidence of Taxation – Exempted Incomes.	12
UNIT-II: Salary and House Property	
Different Heads of Income – Salaries – Allowances, Perquisites, Profit in lieu of Salary- Income from House Property – Annual Value, Determination of Annual Value in Different Situations, Deduction u/s 24.	15
UNIT-III : Business Income and Capital Gain	
Profit and Gains of Business or Profession – Admissible Deductions, Deduction u/s 36, General Deductions, Expenses Expressly Disallowed Depreciation – Capital gains – Short Term Capital Gains, Long term Capital gains - Exempted Capital gains - Tax on Capital Gains.	15
UNIT IV: Income from Other Sources and Gross Total Income	
Income from Other Sources – Income u/s 56(1), Income u/s 56(2), Expenses u/s 57 - Set off and Carry Forward Losses – Aggregation of Income – Deductions under Section 80.	15
UNIT V: Tax Administration	
Income Tax Authorities – CBDT – Powers – Assessing Officer – Powers Provisions Relating to Search And Seizure, Procedure for Assessment Self Assessment - Best Judgment Assessment.	15

Distribution of Marks: Problem 60% and Theory 40%

Text Book

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

Reference Books

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

14AFU11

COMPUTER PRACTICAL Semester - III
(MS –WORD, EXCEL, POWER POINT, ACCESS,
FRONT PAGE & SPSS PACKAGE) (Computer Application)

Learning Objective: To enable the students to acquire practical knowledge in Computer basic.

MS WORD

1. a) Create a chart showing the different elements of Indian Financial system
b) Draft a chairman speech of a company.
[Format – Font – Paragraph – Bullet – Border and shading – Page setup – Header and footer – Insert – Comment – Hyperlink – Bookmark – Page Break – Page Number - Tools – Auto text.]
2. a) Draft a share allotment letter to the share applicants.
[Mail Merge – Mailing Labels]
b) Draft a letter to the shareholder for Annual General Meeting.
[Mail merge - Mailing Labels]
3. Prepare your curriculum vitae and perform templates/wizards in MS Word

MS EXCEL

4. Prepare a worksheet using minimum two Finance functions.
5. a) Draw a graph to illustrate your class performance.
b) Use IF function to assign letter grade to numbers referred by the name average score for the marks scored by the students .
6. Prepare Final accounts of a banking company in the new format using MS Excel
7. Prepare an Excel sheet and apply the following statistical functions to analyze the data Mean, Median, Mode and Standard Deviation..

MS POWER POINT

8. Create contents of a sample research Report on your area of specialization.
9. Create a slide show of various activities of your Department Association.
10. Create a slideshow presentation for the advertisement of a company's product.

MS ACCESS

11. Prepare a pay roll for employee's data base of an organization with the following details Employee Id, Name, Date of birth, Department and designation, Basic pay, DA, HRA, CCA and Other deductions.
12. Create a database of major MNC's in India and their business using Access.
13. Prepare a cash budget by using Wizard.
14. Gather price quantity description for five products and enter in access table and create an invoice in Form design view.

MS FRONT PAGE

15. Create a web page for a Financial Institution.
16. Create a web site for an Industrial Development Bank.

SPSS PACKAGE

17. Computation of basic statistics (Mean, Median ...)
18. Computation of correlation matrix
19. Finding Regression equation.
20. Testing the significance of Mean (T-test)

14AFU12

**BUSINESS COMMUNICATION
(Allied – COM)**

Semester - III

Learning Objective: To develop the Business Communication Skills

	Hours
UNIT I: Introduction Communication – Meaning – Objectives – Process – Importance - Types Problems of communication – Characteristics of good communication system.	14
UNIT II: Oral and Written Communication Verbal communication – Forms – Group discussion, Interview Methods, Public Speaking - Non-verbal, Written communication – Business Letter – Needs and functions of a business letter – Effectiveness and lay-out of business letter.	15
UNIT III: Internal Communication Office orders – Memo – Proposal – Solicited, Unsolicited – Report writing Importance – Types of Report – Circulars – Agenda – Resolution – Minutes.	14
UNIT IV: External Communication Enquiries – Offers – Quotation – Circular Letter – Sales Letter – Complaints and Adjustments – Bank and Insurance Correspondence	14
UNIT V: Channels of Communication Tele and Video Conferencing – Telephone – Pager – Mobile phone – FAX – Voice mail – e-mail – Advantages – Role of Computers in Management – Real-time processing, On-line file enquiry system, DBMS, Graphics, Distributed Data Processing.	15

Text Book:

Rajendra Pal & Korlahalli J.S., “Essentials of Communication”, Sultan Chand & Sons, New Delhi.

Reference Books:

1. Gartside L., “Modern Business Correspondence”, MacDonal and Evans, London
2. Raymond V. Lesikar , “Basic Business Communication”, Tata McGraw Hill Public Company Ltd, New Delhi.
3. Sehgal M.K. & Vandana Khalar Pal, “Business Communication”, Excel Books, New Delhi.
4. Dinkar Pagare, “Principles of Management”, Sultan Chand & Sons, New Delhi.

Learning objective: To learn the Principles and Practices of Company Accounts

	Hours
UNIT I : Issue of Shares	15
Issue of Securities – Equity Shares - Preference Shares – Debentures Accounting Entries - Over Subscription - Pro-rata Allotment - Issue at Premium and at Discount	
UNIT II : Redemption of Shares	15
Redemption of Preference Shares and Debentures – Redemption at Par and Premium - Sources of Redemption – Capital Redemption Reserve – Issue of Bonus Shares - Profit Prior to Incorporation	
UNIT III : Final Accounts of Companies	15
Company Final Accounts – Profit and Loss Account – Balance Sheet - Calculation of Managerial Remuneration.	
UNIT IV : Valuation of Goodwill and Shares	15
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 - Liquidation of Companies – Statement of Affairs - Liquidator’s Final Statement of Account .	
UNIT V : Double Account System	12
Double Accounts System – Accounts of Electric Companies – Revenue, Net Revenue of Accounts - Receipts and Expenditure of Capital Accounts General Balance Sheet - Replacement of an Asset - Accounting For Human Resources (Theory Only)	

Distribution of Marks: Problem – 80 % and Theory – 20%

Text Book

1. Jain SP & Narang KL, “Advanced Accountancy” Volume II, Kalyani Publications, New Delhi.

Reference Books

1. Gupta R.L & Radhasamy., “Advanced Accountancy”, Sultan Chand & Sons, New Delhi.
2. Iyengar.S.P., “Advanced Accountancy”, Sultan Chand & Sons, New Delhi.
3. Ganeson.S & Kalavathi S.R., “Corporate Accounting”, Thirumalai Publications.
4. Reddy.T.S and Murthy.A ., “Corporate Accounting”, Margham Publications, New Delhi.

14AFU14

BUSINESS LAW

Semester - IV

Learning objective: To understand the Business Laws and Concepts.

	Hours
UNIT-I: Introduction	12
Law – Meaning – Sources – Contract – Definition – Essential Elements – Types – Offer and Acceptance – Legal Rules – Communication of Offer, Acceptance and Revocation – Modes of Revocation of an Offer – Consideration – Legal Rules as to Consideration – Contract without Consideration – Stranger to a Contract – Free Consent – Coercion – Undue Influence - Misrepresentation – Fraud – Mistake.	
UNIT-II: Law Relating to Agreements	12
Legality of Object – Unlawful and Illegal Agreements – Effects of Illegality Wagering Agreements – Agreements Opposed to Public Policy – Performance of Contracts – Discharge of Contracts – Quasi Contracts – Remedies for Breach of Contract.	
UNIT-III : Bailment and Pledge	12
Bailment and Pledge – Meaning – Rights and Duties of the Bailor and Bailee Pledger and Pledgee – Law of Agency – Creation of Agency – Classification of Agents – Rights and Duties of Principal and Agent – Delegation of Authority - Relations of Principal with Third Parties – Personal Liability of Agent – Termination of Agency.	
UNIT-IV: Sale of Goods Act	12
Contract of Sale – Agreements to Sell and Sale – Essentials of Contract of Sale – Conditions and Warranties - Caveat Emptor – Exceptions – Transfer of Property - Performance of the Contract of Sale – Sale by Non-Owners – Unpaid sellers rights against goods and the Buyer Personally.	
UNIT-V: Cyber Law	12
The Information Technology Act 2000 – Object of the Act – Definitions- Electronic Form – Electronic Record – Private and Public Key – Digital Signature – Certifying Authority – Electronic Contracts – Public Key Infrastructure – Procedural Aspects of The PKI – Cyber Regulations – Appellate Tribunal – Information Technology Offences – Confiscation.	

Text Book

Kapoor N.D., “Elements of Mercantile Law”, Sultan Chand & sons, New Delhi.

Reference Books

1. Kapoor N.D., “Business Law”, Sultan Chand & Sons, New Delhi.
2. Shukla M.C., “A Manual of Mercantile Law”, Sultan Chand & Sons, New Delhi.
3. Dr.Sreenivasan M.R., “Commercial and Industrial Law”, Margham Publications Chennai.
4. Tulsian P.C., “Business Law”, Tata McGraw – Hill Publishing Co. Ltd., New Delhi.
5. Nandan Kamath., “Guide to Information Technology Act”, Universal Law Publishers. New Delhi.

Learning Objectives: To understand the Concepts and Principles of Insurance.

	Hours
UNIT I: Introduction	12
Risk – Concepts of risk, Types of risk, Risk appraisal, Transfer and Pooling of risks, Concept of Insurable Risk - Introduction to Insurance – Definition - Nature and Scope – Principles of Insurance – Functions of Insurance - Role and Importance of Insurance.	
UNIT II: Life and Non Life Insurance Contract	12
Life Insurance Contract – Definition – Features – Classification of Policies (Concepts Only) – Non Life Insurance Contract – Features and Types – Insurance Products.	
UNIT III: Fire and Marine Insurance Contract	12
Fire Insurance – Definition – Kinds of Policies. Marine Insurance Contract – Definition – Classification – Elements – Marine Insurance Policies- Difference Between Fire and Marine Insurance.	
UNIT IV: Insurance Sector in India	12
Indian Insurance Industry- IRDA Act- Procedure for Formation and Registration- Globalization and its impact in India.	
UNIT V: Insurance Intermediaries	12
Insurance Intermediaries- Agents, Brokers, Surveyors and Loss Assessors- Third Party Administrators- Corporate Agents- Bancassurance- Taxation aspects of insurance.	

Text Book

Mishra M.N., “Insurance Principles and Practice”, Sultan Chand & Sons, New Delhi.

Reference Books

1. Mishra M.N., “Modern Concepts of Insurance”, Sultan Chand & Sons, New Delhi.
2. Vinayakam.N, Radhaswamy & Vasudevan.S.V., “Insurance Principles and Practice”, Sultan Chand & Sons, New Delhi.

14AFU16 PERSONAL INVESTMENT MANAGEMENT Semester – IV

Learning Objective: To impart knowledge on various investment avenues.

	Hours
UNIT I: Introduction Investment Management – Definition -Concepts of Investment - Elements of Investment - Nature of Investment-Factors Influencing Investment-Need for Investment- Investment Environment- Investment Media. Speculation - Gambling- Investment Principles - Sources of Investment Information - Analysis of Risk in Investment – Return in Investment.	12
UNIT II : Financial Markets Financial Markets-Definition – Role- Functions - Constituents of Financial Markets - Primary Market, Secondary Market, Money Market, Capital Market - Debt Market- Eurobond Market - Equity Market - Financial Services Market - Depository Market - Non Depository Market - Financial Instruments- Capital Market Instruments.	12
UNIT III: Investment in Govt. Securities, Shares and Insurance Investment in Government Securities - Shares-Investment in Insurance Policies – LIC - and other Private Insurance Companies.	12
UNIT IV: Avenues of other Investments Investment in UTI Schemes-Mutual Funds- Advantages-Investment in Bank Deposits - Provident Fund- Post Office Schemes- Fixed Deposit in Companies- Investment in Private Finance Companies- Chit Funds- Merits and Demerits - Real Estate- Gold-Silver- Coins & Stamp Collection- Diamonds and Antiques.	12
UNIT V: Investment and Tax Planning Investment and Tax Planning- Tax Implications of Various Investment Proposals- Fully Exempted Incomes-Capital Gains- Incomes from Other Sources-Wealth Tax and Income Tax Deductions.	12

Text Books

Gangadhar.V &.RameshBabu.G., “Investment Management”, Anmol Publications Pvt Ltd, New Delhi.

Reference Books

1. Preeti Singh., “Investment Management, Security Analysis and Portfolio Management”, Himalaya Publications, Mumbai.
2. Dr Gurusamy.S., “Capital Markets”, Tata McGraw- Hill Education Private Limited, New Delhi.

14AFU17

PRACTICE WORKSHOP – II

Semester IV

Exercises have been developed on the practical aspects of business and the same have been taught to the students in the Practice Workshop classes. Examination is conducted for three hours at the end of the fourth semester and marks are awarded.



Since - 1947

14AFU18 FUNDAMENTALS OF e.COMMERCE & m.COMMERCE

(Allied – COM)

Semester-IV

Learning objective: To impart the knowledge on e-Commerce & m-Commerce.

Hours

UNIT –I : Introduction

Electronic Commerce – Definition – Force Fueling E-Commerce – E-Commerce Frame Work –Anatomy of E-Commerce Application – Type of E-Commerce – Inter Organization, Intra Organizational & Consumer to E-Commerce. **14**

UNIT – II : Network Security

Network Security – Client-Sever Network Security – Firewall and its Type – Transaction Security – Data & Message Security – Challenge Response System – Encryption and its Types. **14**

UNIT – III : Electronic Data Interchange

Electronic Data Interchange – EDI Application in Business – Internet – Internet Service Provider (ISP) –Internet Topology (Concepts Only) – Interactive Marketing Process on the Internet. **14**

UNIT – IV : Mobile Commerce

Mobile Commerce –Introduction –Objectives –Factors for Successfulness of m-Commerce - Limitation –Mobile Banking – Managerial issues – Trust issues. **15**

UNIT – V : Mobile Computing

Mobile Computing – Functions - Emerging Technologies – Blue Tooth – Radio Frequency Identification (RFID) – Wireless Broadband (WIMAX) – SMS – Security issues in Mobile computing. **15**

Text Book

Ravi Kalakata & Whinston V.B, “Electronic Commerce, A manager’s Guide”, Pearson Education, New Delhi.

Reference Books

1. Dr. Varinder Bhatia, “e-Commerce”, Khanna Book Publishing Company, New Delhi.
2. Asolee. K Talwederk & Rooper R Yavagal, “Mobile Computing”, Tata McGraw- Hill Publishing Company Limited, New Delhi.
3. Elias. M., “Electronic Commerce”, Prentice Hall of India Pvt. Ltd, New Delhi.

14AFU19

INSTITUTIONAL TRAINING

Semester - V

Students shall undergo practical training in industries and business establishments during the II year summer holidays for a period of one month. They should maintain a work diary during the training programme and submit a report of the training they underwent. This is evaluated for 100 marks.



Since - 1947

14AFU20

CORPORATE ACCOUNTING – II

Semester-V

Learning Objectives: To learn the accounting procedures for reconstruction of companies and principles of the bank and insurance accounts

	Hours
UNIT I: Amalgamation & Absorptions	15
Amalgamation and Absorption – Meaning – Accounting Treatment – Purchase Consideration – Methods of Calculating Purchase Consideration – Accounting Entries.	
UNIT II: Reconstructions of Companies	14
Reconstruction – External and Internal – Accounting Treatment.	
UNIT III: Accounts of Banking Companies	14
Bank Accounts (New Format) – Profit And Loss Account – Balance Sheet.	
UNIT IV: Accounts of Insurance Companies	14
Accounts of Insurance Companies – Life Insurance Company Accounts Revenue Account and Balance Sheet – Valuation Balance Sheet – Accounts of Fire and Marine Insurance.	
UNIT V: Accounts of Holding Companies	15
Accounts of Holding Company – Minority Interest - Cost of Control/ Goodwill or Capital Reserve - Capital Profit, Revenue Profit (Excluding Chain Holding) - Consolidated Balance Sheet.	

Distribution of Marks: Problems– 80% and Theory – 20 %

Text Book

1. Jain S.P. & Narang K.L., “Advanced Accountancy” Volume II, Kalyani Publications, New Delhi.

Reference Books

1. Gupta R.L. and Radhasamy M., “Advanced Accountancy”, Sultan Chand & Sons, New Delhi.
2. Iyengar.S.P., “Advanced Accountancy”, Sultan Chand & Sons, New Delhi.
3. Ganesan.S. & Kalavathi S.R., “Corporate Accounting”, Thirumalai Publications, Nagercoil.
4. Reddy T.S. and Murthy A., “Corporate Accounting”, Margham Publications, Chennai.

Learning objective: To understand the various provisions of Companies Act 2013.

	Hours
UNIT-I: Introduction to Company	12
Company – Definition – Characteristics – Types – Formation of a company – Procedure – Certificate of Incorporation – Certificate of Commencement - Effects of registration – Promoters – Memorandum of Association – Articles of Association - Contents – Alteration – Legal effects.	
UNIT-II: Prospectus and Allotment of Securities	12
Public offer and Private placement –Prospectus- Deemed prospectus – Matters to be stated in prospectus – Variation in terms of contract or objects in prospectus – Advertisement of prospectus – Shelf prospectus – Red- herring prospectus – Civil and criminal liability for misstatement in prospectus – Allotment of securities by company : Securities - Global Depository Receipt.	
UNIT-III: Share Capital and Debentures	12
Nature of shares and debentures - Kinds of share capital – Issue of equity shares - Numbering of shares – Certificate of shares – Voting rights – Variation of share holders rights – Issue of sweat equity shares , Bonus shares – Issue and redemption of preference shares – Transfer and transmission of shares – Reduction of share capital – Debentures.	
UNIT-IV: Company Management and Meetings	12
Company Management – Board of Directors – Managing Director – Qualification, appointment, vacation of office – Position – Powers, duties and liabilities – Board of Director’s Meetings - General Meetings – Kinds of meetings and resolutions – Procedure relating to convening and proceedings in general meetings - Voting – Demand for poll.	
UNIT-V: Winding Up and Limited Liability Partnership	12
Winding up - Definition – Modes of winding up - Official liquidator – Appointment, powers and functions - Limited Liability Partnership - Definition- Features- Registration - E-filing.	

References:

1. Companies Act, 2013 Bare Act.
2. Companies Act, 2013 – Taxmann’s Publications Private Ltd, New Delhi.

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

	Hours
UNIT – I Introduction to Financial Services	12
Financial Services - Concepts-Nature - Growth of Financial Services Industry in India - Financial Services Environment - Recent Trends in Financial Sector.	
UNIT – II Mutual Funds and Venture Capital	12
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.	
UNIT – III Merchant Banking and Factoring	12
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.	
UNIT – IV Securitization and Credit Rating	12
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.	
UNIT – V Other Financial Services	12
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.	

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 , Boominathan.B.K etal ., “Financial services” Sultan Chand & Sons, New Delhi
4. Khan M.Y., “Indian Financial System” Tata McGraw – Hill Publishing Company Limited, New Delhi

Learning Objectives: To Provide exposure to the students about the importance and setting up of small scale units

Unit – I: Introduction **12**

Entrepreneur – Meaning, qualities and functions – Factors influencing entrepreneurship – Importance of Entrepreneurial Development – Institutions involved in entrepreneurial development

Unit – II Government Policies and Practices **12**

Government policies and practices on entrepreneurial Development – Industrial policies in relation to entrepreneurial development – Central and state Government subsidies and incentives – Institutional finance – Industrial Estates – District Industrial Centre

Unit – III Project Identification **12**

Project Identification and information classification – Criteria for selecting a project – Project Profile – Technical analysis – Marketing analysis – Feasibility report

Unit – IV Small Scale Enterprise **12**

Entrepreneurship and small-scale enterprises – need and importance of developing small entrepreneurs- problem and prospects of small entrepreneurs – Trade sickness in small scale units in India.

Unit – V: Financial Institutions **12**

Steps in establishing small scale enterprises – Financing small scale industries – Assessing the financial requirement – Institutional assistance to small-scale industries – Registration of small scale industries – Basic function and procedures.

Text Book

Gupta.C.B. and Srinivasan.S.P., “ Entrepreneurial Development”, Sultan Chand & Sons, Newdelhi.

Reference Book

Jayashree Suresh, “Entrepreneurship Development”, Sultan Chand & Son, New Delhi.

14AFU24A

Core Elective -I
FINANCIAL MANAGEMENT

Semester –V

Learning objective: To understand the various concepts and techniques of Financial Management.

	Hours
UNIT I: Introduction to Financial Management	14
Nature & scope of financial management – Objectives of financial management – Financial decisions - Financial management process - Functional areas of financial management - Organization of finance function.	
UNIT II: Capital Budgeting Techniques	14
Capital budgeting – Nature of capital budgeting – Importance –Capital budgeting process – Kinds of decision - Evaluation of investment opportunities – Investment decision tools – Time value of money – Present value of single cash flow – Present value of an annuity – Future value of single cash flow – Future value of an annuity – Average rate of return, Payback. NPV, IRR and PI methods.	
UNIT III: Cost of Capital	14
Analysis of risk and uncertainty in capital budgeting - Capital rationing - Cost of capital –Importance – Measurement of specific costs – Cost of debt – Cost of preference shares – Cost of equity capital – Cost of retained earnings – Weighted average cost of capital.	
UNIT IV: Capital Structure	15
Lease financing – Types of lease financing – Operating leverage – Financial leverage – EBIT, EPS analysis – Combined leverage – Capital structure decision – Modigilani Miller (MM) model.	
UNIT V: Working Capital Management	15
Working capital management – Nature of working capital – Determinants of working capital – Estimation of working capital requirements – Sources of working capital – Cash management – Inventory management – Receivables management.	

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

Text Book

Sharma.R.K & Shashi. K. Gupta., “Financial Management”, Kalyani Publishers, New Delhi.

Reference Books

1. Kuchal., “Corporation Finance”, Chaitanya Publishing House, Ahamadabad.
2. Prasanna Chandra., “Financial Management”, Tata McGrew – Hill Publishing company Limited, New Delhi.
3. Srivatsava. R.M., “Financial Management”, Kalyani Publishers, New Delhi.

14AFU24B

Core Elective -I
WORKING CAPITAL MANAGEMENT

Semester V

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

	Hours
UNIT - I: Introduction to Working Capital Management	14
Working Capital Management – Meaning – Objectives – Working Capital Policies- Factors affecting Working Capital Requirements – Forecasting of Working Capital Requirements.- Working Capital Management – Theories and approaches .	
UNIT - II: Financing of Working Capital	14
Financing of working capital – Determining the working capital financing mix – New trends in financing of working capital by banks – Measuring the working capital.	
UNIT - III: Receivables Management	14
Receivables Management – Meaning – Objectives -Cost of maintaining receivables Factors influencing size of receivables - Forecasting the receivables – Dimensions of receivables management	
UNIT-IV:Cash and InventoryManagement	15
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.	
UNIT – V: Working Capital Control	15
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	

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.

Learning Objective: To learn the applications of accounting techniques for 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 Statements	14
Financial Statement Analysis – Types of Financial Analysis – Techniques Comparative Financial Statements – Common Size Statements – Ratio Analysis Significance - Limitations – Liquidity, Solvency, Activity and Profitability ratios	
UNIT III: Funds Flow & Cash Flow Statements	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: Budgetary Control	14
Budgetary Control – Meaning - Objectives – Requisites for a Successful Budgetary Control System – Fixed and Flexible budget – Functional Budgets.	
UNIT V: Marginal Costing & Standard Costing	15
Marginal Costing – Meaning – Characteristics - Contribution – P/V ratio – Break Even Analysis – Margin of safety- Application of marginal costing – Standard costing – Meaning – Steps involved in standard costing – Variance analysis – Material, Labour.	

Distribution of Marks: Theory 20% & Problem 80%.

Textbooks

1. Sharma.R.K and S.K. Gupta., “Management Accounting”, Kalyani Publishers, New Delhi.

Reference Books

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

14AFU26

INDIRECT TAXES

Semester VI

Learning Objective: To impart the basic knowledge about Indirect taxes in India.

Hours

UNIT I: Introduction

14

Constitutional back ground of taxes – Types of taxes – Direct and indirect taxes – Indirect taxation – Nature – Advantages – Disadvantages – Excise, sales, customs and service taxes – Contribution to state exchequer – Tax planning in indirect taxes – Tax evasion – Tax avoidance – Causes and consequences – Tax planning under CEA, CST and Customs Act.

UNIT II: Central Excise Act

14

The Central Excise Law – Definitions – Goods - Excisable goods, manufacture, classification, valuation, CENVAT basic procedures - Export, SSI, Jobwork. assessment, demands, refund, exemptions - Central excise audit and special audit under section 14A and 14 AA of Central Excise Act - Impact of tax on WTO, anti dumping processing - Tariff authorities.

UNIT III: Value Added Tax

14

Value Added Tax – Objectives – Features of VAT – Types – Importance – Difficulties – Implementation of VAT in Tamil Nadu – Credit of duty – Eligible inputs – Document required – Forms - Treatment of stock and branch transfer under state VAT acts, Filing and return under State VAT acts- Accounting and Auditing VAT

UNIT IV: Customs Act

15

Basic Concepts of Customs Law - Types of customs duties, antidumping duty, safe guard duty- valuation - Customs procedures, import and export procedures, Baggage - Exemptions - Warehousing, Project import and re import - penalties and offences - Export Promotion Schemes- Duty Drawback – Special economic zone

UNIT V: Service tax

15

Introduction, Nature of service Tax- Service provider and service receiver- Registration procedure - Records to be maintained- Classification of taxable services - Exemptions and abatements - Payment of service tax, return - Export and import of services

Text Book

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

Reference Books:

1. DateyV.S., “Indirect Taxes Law and Practice”, Taxmann Publications, New Delhi.
2. Dinkar Pagare., “Indirect Taxation”, Sultan Chand and Sons, New Delhi

14AFU27

AUDITING

Semester -VI

Learning objective: To understand the objectives and procedures of Auditing.

Hours

UNIT I Introduction to Auditing

14

Origin of audit – Difference between book keeping, accountancy, auditing and investigation – Objects of an audit – Advantages of audit – Classification of audit – Internal check – Meaning of internal audit and statutory audit and their differences – Audit programs – Audit note book – Working papers.

UNIT II Vouching

14

Vouching – Vouching of cash transactions – Vouching of trading transactions – Audit of impersonal ledger – Verification and Valuation of assets and liabilities – Audit and investigation – Audit of computerized Accounts.

UNIT III Audit of Limited Companies

14

Audit of limited companies – Qualification of an auditor – Appointment of an auditor – Powers & duties of an auditor – Removal of an auditor – Legal position of an auditor – liabilities of an auditor appointed by a private concern – Civil liability – Criminal liability.

UNIT IV Features and Different Classes of Audit

15

Special features of company audit – Audit of share capital and share transfer – Audit report – Different classes of audit – Club, educational institutions, hotels, hospital, charitable institutions - Audit of Banking Companies.

UNIT V Depreciation and Reserves

15

Depreciation – Definition – Causes of depreciation – Difference between depreciation and fluctuation – Objects and necessity for providing depreciation – Methods of depreciation – Auditors duties as regard depreciation – Reserve – Meaning - General reserve and specific reserve Difference between general reserve and provision – Auditors duty as regards reserves.

Text Book

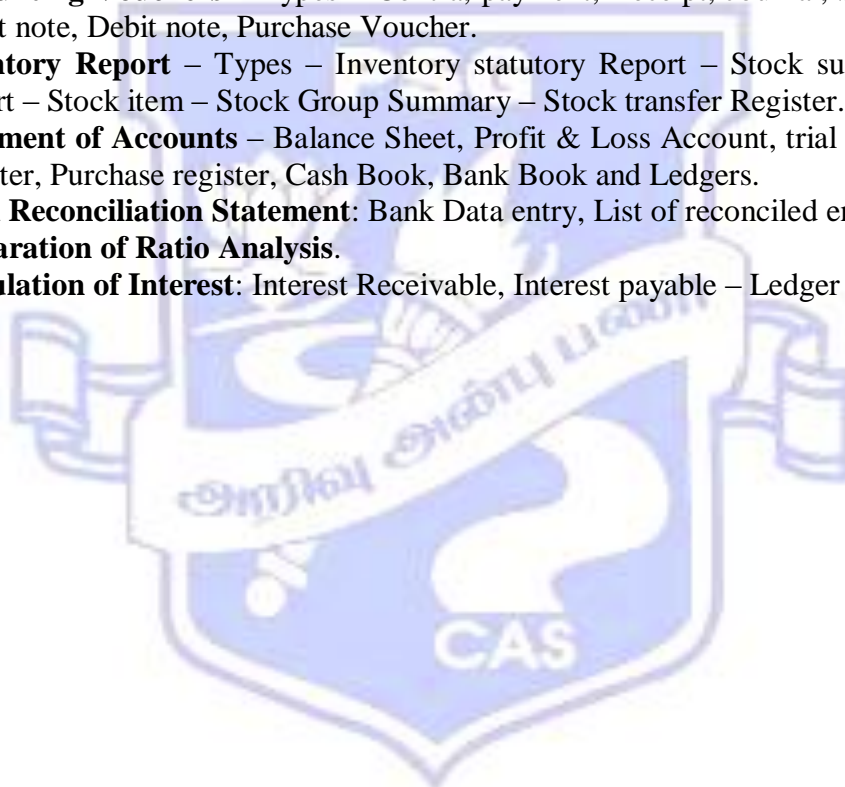
Dinkar Pagare, “Principles & Practices of Auditing”, Sultan Chand & Sons, New Delhi.

Reference Books

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

Learning objective: To provide working knowledge in accounts using Tally software.

1. **Fundamentals:** Company creation – name, address, e-mail, Income Tax, Local sales Tax and Inter-state Sales tax numbers – Currency symbol – maintaining Accounts – Selection, closure and alteration of company.
2. **Chart of Accounts:** Group of Accounts – Pre-defined group – Primary Group, Sub-Group – Creating Primary Group Altering, Deletion of groups.
3. **Ledgers** – Creation – Single Ledger, Multiple Ledger – Addition, Alteration and deletion of Ledger.
4. **Inventory Accounting:** Creation of stock item, multiple stock group, multiple stock category – Units of measure.
5. **Accounting Vouchers** – Types – Contra, payment, Receipt, Journal, Sales Voucher, Credit note, Debit note, Purchase Voucher.
6. **Inventory Report** – Types – Inventory statutory Report – Stock summary – MIS Report – Stock item – Stock Group Summary – Stock transfer Register.
7. **Statement of Accounts** – Balance Sheet, Profit & Loss Account, trial Balance, Sales Register, Purchase register, Cash Book, Bank Book and Ledgers.
8. **Bank Reconciliation Statement:** Bank Data entry, List of reconciled entries.
9. **Preparation of Ratio Analysis.**
10. **Calculation of Interest:** Interest Receivable, Interest payable – Ledger – Group.



Since - 1947

14AFU29

PRACTICE WORKSHOP – III

Semester -VI

Exercises have been developed on the practical aspects of business and the same have been taught to the students in the Practice Workshop classes. Examination is conducted for three hours at the end of the sixth semester and marks are awarded.



Since - 1947

14AFU30

PROJECT WORK

Semester - VI

Project work will be assigned to the students on the basis of group under the supervision and guidance of the faculty members in the areas of Finance, Accounting, Taxation and Management. The grouping may be done in such a way that it has minimum three and maximum five students. The project report shall be submitted jointly by the group, evaluated by the internal and external examiners but the marks will be awarded to each student separately by conducting viva-voce examination.



Since - 1947

Core Elective - II

14AFU31A SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT

Semester VI

Learning objective: To understand the various concepts and techniques of Security analysis and portfolio management.

	Hours
UNIT I: Portfolio management and Risk	14
Portfolio management- Meaning - Phases – Evolution of portfolio management - Risk – Meaning – Elements of Risk - Systematic Risk – Unsystematic Risk - Measurement of Risk.	
UNIT II : Fundamental Analysis	14
Fundamental analysis - Economic analysis – Economic forecasting – Forecasting techniques – Industry analysis - Industry life cycle- Company analysis - Financial statements - Analysis- Assessment of risk.	
UNIT III : Portfolio Analysis	14
Portfolio analysis - Expected return and risk- Reduction of portfolio risk through diversification - Technical analysis - Basic principles – Trends - Trend reversals- Chart patterns - Elliot wave theory- Market indicators.	
UNIT IV :Portfolio Construction and Selection	15
Portfolio construction- Approaches- Determination of objectives- Selection of portfolio- Markovitz Model- Sharpe Index Model- Capital Asset Pricing Model.	
UNIT V: Portfolio Revision and Evaluation	15
Portfolio revision – Meaning – Need - Constraints- Formula plans – Evaluation - Meaning – Need – Evaluation perspective - Differential return.	
Learning Objective: To provide conceptual understanding towards technical aspects of security portfolio including portfolio analysis.	

Text Book

Kevin S, “Security Analysis and Portfolio management”, Prentice Hall of India Pvt Limited, New Delhi

Reference Books

1. Bhalla V K, “Investment Management Security Analysis and Portfolio management”, Sultan Chand and Sons Limited, New Delhi
2. Avadhani V A , “Security Analysis and Portfolio management”, Himalaya Publishing House, Mumbai
3. Barua, Samir K, Varma J R, Ragnathan V “Portfolio management”, Tata Mc Graw Hill, New Delhi
4. Francis J C, “Investments Analysis and management”, Tata Mc Graw Hill, New Delhi
5. Fischer, Donald E and Ronald J Jordan, “Security Analysis and Portfolio Management”, Prentice Hall of India Pvt Limited, New Delhi

14AFU31B

**Core Elective-II
PROJECT MANAGEMENT**

Semester – IV

Learning objective: To familiarize the students with the Project Management Techniques

	Hours
UNIT-I Preliminary review of Project Project – Introduction - Concept of a project - Objectives and Scope of projects -Project characteristics - Project life cycle-project identification and formulation - Project preparation - Feasibility study - Generation and screening of project ideas.	15
UNIT-II Project planning Process of project planning - Managing the planning process - Application of Network Analysis (CPM, PERT) for planning - Levels of plans - Plant lay-out- Location of projects - Commercial analysis - Project cost analysis.	15
UNIT-III Project Financing Internal generation of funds - Leasing financing - Public sector banks – Debentures - Assistance from international financial institutions - Investment institutions - Project financing package - Procuring funds.	14
UNIT-IV Project implementation Stages of project implementation – Bottlenecks in project implementation - Guidelines for effective implementation - Management techniques for project management - Project monitoring - Tools and techniques of project management performance.	14
UNIT-V Project audit Types of project audit - Audit life cycle - Computer aided project management - Need for proper management software - Contracts in projects - Project manager - Team building in project.	14

Text book

Prasana Chandra, “Project planning, Analysis, Selection, Implementation and Review”, Tata McGraw-Hill Publishing Co.Ltd, New Delhi.

Reference books:-

1. Chudhury S., “Project Management”, TataMcGraw-Hill Publishing Co Ltd, New Delhi.
2. Harvey Maylor ,“Project Management”, Macmillian Indian Ltd, New Delhi
3. Joy P.K., “Total Project Management”, Macmillian Indian Ltd, New Delhi.
4. Nagarajan K. ,“Project Management”, New Age International Publishers, New Delhi.

Learning Objective: To provide knowledge in the basic aspects of accounting.

Hours**UNIT I: Double Entry System and Accounting Concepts**

Double Entry Book Keeping – Accounts – Types of Accounts – Rules of Accounts
Accounting Concepts – Conventions – Uses and Limitations of Double Entry Book Keeping. **6**

UNIT II: Journal , Ledger and Trial Balance

Journal - Ledger – Trial Balance – Need for Preparing a Trial Balance - Uses and
Limitations of Trial Balance. **9**

UNIT III: Final Accounts

Final Accounts of Sole Trading Concerns – Trading Account - Profit and Loss Account
Balance Sheet – Problems With Simple Adjustments. **9**

Text Books

1. Grewal T.S, “Double Entry Book Keeping”, Sultan Chand and Sons, New Delhi.

Reference Books

1. Gupta R.L, “Advanced Accountancy”, Sultan Chand and Sons, New Delhi.
2. Jain S.P and K.L. Narang, “Advanced Accountancy”, Kalyani Publishers, New Delhi.
3. Reddy T.S and Murthy A, “Financial Accounting”, Margham Publications, Chennai.
4. Vinayagam, Nagarajan and Mani, “Principle of Accounting”, Sultan Chand and Sons. New Delhi.



Since - 1947

OFFICE MANAGEMENT (SELF STUDY)

Learning objective: To learn the principles and practices of office management.

UNIT I Modern Office and Management

Introduction – Meaning – Office Work - Office Functions – Principles of Management Elements
Functions of Office Management – Information Management – Organization Characteristics
Importance – Benefits – Steps - Principles.

UNIT II Administration and Accommodation.

Administration – Objectives – Accommodation – Principles – Location – Office Layout – Re-Layout – New Trends in Office Layout – Office Lighting – Types – Benefits – Ventilation
Interior Decoration- Physical Hazards – Sanitary Requirements – Security – Secrecy
Cleanliness.

UNIT III Office System and Procedures

System Concept – Definition – System Analysis – Flow of Work – Role of Manager
Centralization vs Decentralization – Mechanization – Criteria – Types of Office Machines
Office Forms – Forms Control – Designing – Sets – Stationery.

UNIT IV Records Management

Records – Importance – Filing – Essentials - Classification and Arrangement of Files – Methods
Modern Filing Devices – Indexing – Types – Selection – Filing Routine – Manual – Retention
Evaluation – Modern Tendencies in Records Making.

UNIT V Communication and Office Correspondence

Importance – Barriers – Process – Characteristics – Office Correspondence – Mail Services
Facilities – Arrangements – Mail Routines – Cost Reduction or Cost Saving – Areas – Methods
Economy – Budgetary Control.

Text Book

1.Chopra R.K, “Office Organization and Management”, Himalaya Publishing House, Mumbai.

Reference Books

1. Singh B.P, “Office Organization and Management”, Kalyani Publishers, New Delhi.
2. Gupta C.B, “Office Management”, Sultan Chand and Sons, New Delhi.