B.Com (Professional Accounting)

DEGREE PROGRAMME

COURSES AND SYLLABI

(2018 – 2021)

PG & RESEARCH DEPARTMENT OF COMMERCE

BISHOP HEBER COLLEGE (Autonomous)

(Nationally Reaccredited with A Grade by NAAC with a **CGPA of 3.58out of 4**)
(Recognized by UGC as "College with Potential for Excellence")
(Affiliated to Bharathidasan University, Tiruchirappalli)
Tiruchirappalli – 620 017

SCHEME OF COURSE

I SEMESTER			II SEMESTER	
Lang **I**	Language I		Lang **II**	Language II
Eng **II**	English I		Eng **II**	English II
Core **I**	Principles of Accountancy-I		Core **II**	Principles of Accountancy-II
Allied **I**	Business Mathematics		Allied III	Business Statistics
Allied **II**	Business Law		Allied **IV**	Business Economics
Val. Edu	RI / MI		**Env.Studies**	Environmental Science
III SEMESTER			**IV SEMESTER**	
Lang **III**	Language III		Lang **IV**	Language IV
Eng **III**	English III		Eng **IV**	English IV
Core **III**	Cost Accounting		Core **V**	Management Accounting
Core IV	Income Tax law and Practice		Elective **I**	Indirect Tax Laws & Practice
Allied **V**	Company Law		Allied **VI**	Corporate Accounting
SBEC **I**	Introduction to Computer - I		SBEC **II**	Computers Tools – Spread Sheet
NMEC **I**	Introduction to Accountancy		NMEC **II**	Principles of Commerce
V SEMESTER			**VI SEMESTER**	
Core **VI**	Financial Management		Core **X**	Operations Management
Core **VII**	Quantitative Technique		Core **XI**	Strategic Management
Core **VIII**	Computers in Business		Core **XII**	Contemporary Business Legislation
Core **IX**	Auditing		Core **XIII**	Business Valuation & business Analysis
Elective **II**	Enterprise Information System		Elective **III**	Economics for Finance
SBEC **III**	Derivatives Market			Extension Activities - Gender Studies

Programme : B.Com. - Professional Accounting (2020 onwards)

Sem.	Part	Course	Course Title	Course Code	Hours / week	Credits	CIA	ESE	Total
I	I	Tamil I	Seyyul, ilakia varalaru, urainadai, mozhi payirchium padaippakamum	U18TM1L1	6	3	25	75	100
	II	English I	English Communication Skills-I	U16EGNL1	6	3	25	75	100
		Core I	Principles of Accountancy-I	U18CP101	6	5	25	75	100
	III	Allied I	Business Mathematics	U18CP1Y1	5	4	25	75	100
		Allied II	Business Law	U19CP1Y2	5	4	25	75	100
	IV	Value Ed	Value Education (RI/MI)	U15VL1:1 / U15VL1:2	2	2	25	75	100
II	I	Tamil II	Seyyul, ilakia varalaru, sirukadai, mozhi payirchi, bhakti ilakkiam	U18TM2L2	6	3	25	75	100
	II	English II	Language through Literature	U16EGNL2	6	3	25	75	100
		Core II	Principles of Accountancy-II	U18CP202	6	5	25	75	100
	III	Allied III	Business Statistics	U18CP2Y3	5	4	25	75	100
		Allied IV	Business Economics	U18CP2Y4	5	4	25	75	100
	IV	Env. St.	Environmental Science	**U16EST21**	2	2	25	75	100
III	I	Tamil III	Seyyul, kaapiyam, puraanam, sirrilakkiam, ilakia varalaru, naval, mozhi payirchi	U18TM3L3	6	3	25	75	100
	II	English III	Business Communication in English	U17EGCL3	6	3	25	75	100
		Core III	Cost Accounting	U18CP303	5	4	25	75	100
	III	Core IV	Income Tax Law and Practice	U18CP304	5	4	25	75	100
		Allied V	Company Law	U18CP3Y5	4	3	25	75	100
	IV	SBEC I	Introduction to Computer – MS Word	U18CPPS1	2	2	40	60	100

								CIA	ESE	
		NMEC I	Introduction to Accountancy	U18CP3E1	2	2	25	75	100
IV	**I**	Tamil IV	Seyyul, naadakam, ilakia varalaru, mozhi payirchi	U18TM4L4	5	3	25	75	100
	II	English IV	English through Literature	U16EGNL4	5	3	25	75	100
	III	Core **V**	Management Accounting	U18CP405	5	5	25	75	100
		Elective **I**	Indirect Tax Laws and Practice	U18CP4:1	4	3	25	75	100
		Allied **VI**	Corporate Accounting	U18CP4Y6	5	4	25	75	100
	IV	SBEC II	Computer Tools – Spread sheet	U18CPPS2	2	2	60	40	100
		NMEC II	Principles of Commerce	U18CP4E2	2	2	25	75	100
		Soft Skills	Life Skills	U16LFS41	2	1	--	--	100
		Extension Activities	NSS, NCC, Rotract, Leo club, etc …	U16ETA41	--	1	--	--	--

Sem.	Part	Course	Course Title	Course Code	Hours / week	Credits	Marks		
							CIA	ESE	Total
V		Core **VI**	Financial Management	U18CP506	6	5	25	75	100
		Core **VII**	Quantitative Techniques	U18CP507	6	5	25	75	100
		Core **VIII**	Computers in Business	U18CPP08	5	5	40	60	100
	III	Core **IX**	Auditing	U18CP509	6	5	25	75	100
		Elective **II**	Enterprise Information System	U18CP5:2	5	5	25	75	100
	IV	SBEC III	Derivatives Market	U18CP5S3	2	2	25	75	100
VI		Core **X**	Operations Management	U18CP610	6	5	25	75	100

		Core **XI**	Strategic Management	U18CP611	6	5	25	75	100
	III	Core **XII**	Contemporary Business Legislation	U18CP612	6	5	25	75	100
		Core **XIII**	Business Valuation and Business Analysis	U18CP613	6	5	25	75	100
		Elect. **III**	Economics for Finance	U18CP6:3	6	5	25	75	100
	V	Gender Studies	Gender Studies	U16GST61	1	1	--	--	100

* Other Languages :   Hindi   Sanskrit   French   Hindi
Sanskrit   French

Semester I :   U14HD1L1   U14SK1L1   U14FR1L1   Semester III : U14HD3L3   U14SK3L3   U14FR3L3

Semester II :   U14HD2L2 U14SK2L2   U14FR2L2   Semester IV : U14HD4L4   U14SK4L4   U14FR4L4

Part I : 4 Core Theory : 13 Allied : 6 NMEC : 2 Env. Studies : 1 Value Education : 1	Total : 40
Part II : 4 Elective : 3 SBEC : 3 Soft Skills : 1 Extension Activities : 1 Gender Studies : 1	

NMEC offered by the Department: 1. Introduction to Accountancy - U18CP3E1

2. Principles of Commerce - U18CP4E2

SEMESTER –I	CORE:I-PRINCIPLES OF	CODE: U18CP101
CREDITS: 5	ACCOUNTANCY -I	TOTAL HOURS: 90

Course Objectives:

1. To enable the students to understand the basics of accounting and procedures for the preparation of final accounts of sole proprietors.

2. To make them aware of methods of recording the depreciation and self-balancing ledgers.

4. It provide the base for preparation of final accounts for the Non-Profit organisations.

3. Help them to understand the method of recording transaction for the special type of transactions.

Unit –I ACCOUNTING BASICS

1.1 Accounting Principles, Concepts and Conventions

1.2 Capital and Revenue transactions –Capital and revenue expenditures, Capital &revenue receipts

1.3 Accounting Standards- Concepts & objectives

1.4 Double entry system, Books of Prime entry, Subsidiary Books Cash Book

1.5 Bank Reconciliation Statement

1.6 Journal, Ledger, Trial Balance.

Unit II FINAL ACCOUNTS & RECTIFICATION OF ERRORS

2.1 Final accounts of profit making concerns

2.1.1Accounting treatment of Bad debts Reserve for Bad & Doubtful Debts

2.1.2 Provision for discount on debtors & Provision for discounton creditors.

2.1.3Preparation of Trading AccountProfit& Loss Account & Balance Sheet.

2.2Rectification of Errors.

Unit – IIIDEPRECIATION AND BILLS OF EXCHANGE

3.1 Depreciation Methods of recording depreciation (When provision for depreciation is maintained and not maintained)

3.1.1Methods of providing depreciation

3.1.2 Change in depreciation method.

3.2 Bills of Exchange

3.2.1 Methods of handling

3.2.2 Bills of Exchange

3.2.3Commercial Bill

3.2.4 Accommodation Bill

3.2.5 Insolvency.

Unit – IVCONSIGNMENT AND JOINT VENTURE

4.1 Consignment

4.1.1 Cost Price

4.1.2 Invoice Price

4.1.3 Commission

4.1.4 Valuation of Stock

4.1.5 Normal and Abnormal loss

4.2 Joint Venture

4.2.1 Separate set of books

4.2.2 Books of one Co- Venturer and all the Co – Venturers.

Unit – VACCOUNTS OF NON PROFIT ORGANISATIONS

5.1 Preparation of Receipts and Payments Account from Income and Expenditure Accounts.

5.1.1 Preparation of Opening and Closing Balance sheet from income and Expenditure.

5.1.2 Account and Receipts and Payments Account.

Textbook references:

1. Reddy, T. S., & Murthy, A. (2012). Financial Accounting (2nd edition) Margham Publications, Chennai.

2. Financial Accounting- Jain.S.P., Narang. K.L., Kalyani Publishers, 2016

3. Study materials of The Institute of Chartered Accountants of India on Financial Accounting.

SEMESTER –I	ALLIED :I– BUSINESS MATHEMATICS	CODE: U18CP1Y1
CREDITS: 4		TOTAL HOURS: 75

Course objectives

To learn the basics of business mathematics, developed mathematical aptitude and apply the concepts in making business decisions.

Unit I Indices, Surds, Logarithm, Simultaneous and Quadratic Equation and Arithmetic, Geometric and Harmonic Progression

1.1   The concept of number system

         1.1.1   Natural number

         1.1.2   Whole number

         1.1.3   Real number

         1.1.4   Imaginary number

         1.1.5   Rational number

         1.1.6   Irrational number

         1.1.7   Integer

         1.1.8   Fractions

         1.1.9   Prime number

         1.1.10   Complex number

         1.1.11   Odd number

         1.1.12   Even number

1.2   The concept and problem in indices

         1.2.1   Meaning

         1.2.2   Laws of indices

         1.2.3   Meaning of a^0 & problems

         1.2.4   Meaning of a^{-m} & problems

         1.2.5   Meaning of $a^{p/q}$ & problems

1.3   The concept and problem in surds

         1.3.1   Meaning

         1.3.2   Order of a surd& problems

         1.3.3   Square root of a binomial surd problems

1.4   The concept and problem in logarithm

        1.4.1   Meaning

        1.4.2   Laws of logarithm

              1.4.2.1   Product rule & problems

              1.4.2.2   Quotient rule & problems

              1.4.2.3   Power rule & problems

              1.4.2.4   Rule for change of base & problems

        1.4.3   Common logarithm

1.5   The concept and problem in simultaneous and quadratic equations

        1.5.1   Simultaneous equations

                1.5.1.1 Method of elimination

        1.5.2   Quadratic equations

1.6   The concept and problem in arithmetic, geometric and harmonic progression

1.7   Arithmetic progression

        1.7.1   Meaning

        1.7.2   Formula for n^{th} term & problems

        1.7.3   Formula for the sum to n terms & problems

        1.7.4   Properties of an arithmetic progression & problems

1.8   Geometric progression

        1.8.1   Meaning

        1.8.2   Formula for n^{th} term & problems

        1.8.3   Formula for the sum to n term & problems

1.9   Harmonic progression

        1.9.1   Meaning

        1.9.2   Formula for n^{th} term & problems

Unit II   Set Theory and Application Probability

2.1   Set theory

        2.1.1   Meaning

        2.1.2   Finite and infinite sets

        2.1.3   Description of set

        2.1.4   Singleton set

        2.1.5   Null set

        2.1.6   Sub set

        2.1.7   Equality of set

        2.1.8   Number of sub-sets of a set

        2.1.9   Disjoint set

        2.1.10   Universal set

Textbook Reference

1. P.R.Vittal - Business Mathematics, Margham Publications,2010, Chennai

2. Study materials of The Institute of Chartered Accountants of India on Business Maths

SEMESTER –I	ALLIED :II - BUSINESS LAW	CODE: U19CP1Y2
CREDITS: 4		TOTAL HOURS: 75

Course Objective

 To learn the fundamentals of laws pertaining to general contracts and special contracts and laws relating to the Sale of Goods and various other Acts facilitating the transfer of goods.

Unit -I INDIAN CONTRACTS ACT 1972

1.1 Essential elements of a Contract offer and Acceptance.

1.2 Void and Voidable agreements

1.3 Consideration, legality of object and Consideration.

1.4 Quasi Contracts, Contingent Contracts.

1.5 Performance of Contracts.

1.6 Discharge of Contracts.

1.7 Breach of Contract and Remedies for breach of Contract.

Unit - II : SALE OF GOODS ACT 1930

2.1 Definition

2.2 Transfer of Ownership

2.3 Conditions and Warranties

2.4 Performance of the Contract of Sale

2.5 Rights of unpaid Vendor

2.6 Auction Sales.

Unit – III: NEGOTIABLE INSTRUMENTS ACT, 1881

3.1 Characteristics of Negotiable Instruments.

3.2 Definition of Promissory Note, bill of exchange and Cheque

3.3 Difference between Promissory Note, Bill of exchange and cheque

3.4 Crossing – Meaning, Definition and Types of Crossing

3.5 Dishonour of Instrument Sec.131

3.6 Holder in Due course

Unit – IV: THE INDIAN PARTRERSHIP ACT, 1932

4.1 General nature of Partnership.

4.2 Rights and duties of Partners.

4.3 Reconstitution of firms.

4.4 Registration and Dissolution of firms.

Unit - V : TRANSFER OF PROPERTY ACT, 1882

5.1 Meaning and definition of Property and Transfer of Property.

5.2 Interpretation of

    5.2.1 Movable and Immovable property.

    5.2.2 Instrument

    5.2.3 Attestation

    5.2.4 Registration

    5.2.5 Attached to earth

    5.2.6 Actionable claim

    5.2.7 Notice.

5.3 General Principles of Transfer of movable and Immovable property

Text book Reference

1. N.D.Kapoor - Elements of Mercantile Law, Sultan Chand& Sons, India, (2014)

2. K.R.Bulchandani -Business law for man– Vikas4/e, Himalaya Publishing House, India, 2006

3. P.C. Tulsian - Business Law, Second Edition, Published by Tata McGraw-Hill Education Pvt. Ltd., India, 2001

4. Study materials of The Institute of Chartered Accountants of India on Business Law

SEMESTER –II	CORE :II - PRINCIPLES OF ACCOUNTANCY-II	CODE: U18CP202
CREDITS: 5		TOTAL HOURS: 90

Course Objectives

To acquire skills related to the preparation of Branch Accounts, Departmental Accounts, Single entry system, Account Current, Insurance Claims and Royalty Accounts.

Unit –I: BRANCH ACCOUNTING

1.1 Types of Branch Accounts

1.2 Dependent Branch

    1.2.1 Debtors method

    1.2.2 Stock & Debtors method.

    1.2.3 Final Accounts method.

    1.2.4 Wholesale Branch method.

1.3 Independent Branch

    1.3.1 Separate final Accounts methods.

Unit – II: Departmental Accounting

2.1 Treatment & apportionment of Joint expenses

2.2 Treatment of interdepartmental transfers

2.3 Preparation of Department Trading and Profit & Loss Account.

2.4 General P&L A/C

Unit – III: Single Entry System

3.1 Difference between single Entry & Double entry.

3.2 Ascertainment of Profit.

3.3 Method of Preparation.

    3.3.1 Statement of Affair method.

    3.3.2 Conversion

Unit – IV :Account Current

4.1 Meaning of account current.

    4.1.1 Methods of Preparing Account Current.

4.2 Average Due Date:

4.2.1 Meaning.

4.2.2 Calculation of average due date in various situations

4.3 Insurance Claims

4.3.1   Claims for loss of stock

4.3.2   Claims for loss of profit

4.3.4   Application of Average Clause

Unit – V : Royalty Accounts

5.1 Meaning of Royalty, Minimum Rent, Short workings.

5.2 Recoupment of short working.

5.3 Lapse of short working.

5.3 Journal Entries & Ledges Accounts in the Books of Landlord & lessee.

Textbook Reference

1. R.L.Gupta and V.K.Gupta-Principles and Practice of Accountancy, Eleventh edition-2005, Sultan Chand Sons, New Delhi 2. N Vinayagam and B. Charumathi

2.Financial Accounting- Jain.S.P., Narang. K.L., Kalyani Publishers, 2016

3. Study materials of The Institute of Chartered Accountants of India on Financial Accounting

SEMESTER –II	ALLIED: III - BUSINESS STATISTICS	CODE: U18CP2Y3
CREDITS: 4		TOTAL HOURS: 75

COURSE OBJECTIVE

At the end of the course the students shall have acquired skills relating to the collection and analysis of data and to draw meaningful inference from the analysis using the appropriate statistical tools.

Unit I Introduction to the study of Statistics

1.1. Statistics

  1.1.1. Meaning

  1.1.2. Definition

  1.1.3. Functions

  1.1.4. Scope

  1.1.5. Merits and Demerits

1.2. Sampling

  1.2.1. Meaning

  1.2.2. Definition

  1.2.3. Methods of sampling

1.3. Collection of data

1.4. Tabulation of data

1.5. Representation of data

  1.5.1. Diagrammatic Representation

  1.5.2. Graphic representation

Unit II Measures of central Tendency

2.1. Mathematical averages

  2.1.1. Arithmetic Mean

  2.1.1.1.   Direct method

  2.1.1.2.   Short-cut method

  2.1.1.3.   Step Deviation method

  2.1.2. Geometric Mean

  2.1.3. Harmonic Mean

  2.1.4. Corrected Mean

  2.1.5. Combined Mean

2.2. Positional averages

    2.2.1. Median

    2.2.2. Quartiles

    2.2.3. Deciles

    2.2.4. Percentiles

2.3. Mode

Unit III   Measures of Dispersion

3.1.   Range

3.2.   Quartile Deviation

3.3.   Mean Deviation

3.4.   Standard Deviation

    3.4.1. Actual Mean method

    3.4.2. Assumed Mean Method

    3.4.3. Combined Standard Deviation

    3.4.4. Corrected Standard Deviation

3.5.   Coefficient of variation

3.6.   Comparison of Measures of dispersion

3.7.   Lorenz Curve

Unit IV   Correlation and Regression:

4.1.   Correlation

    4.1.1. Definition

    4.1.2. Karl Pearson's Correlation

    4.1.3. Spearman Rank Correlation

    4.1.4. Concurrent Deviation

4.2.   Regression

    4.2.1. Definition

    4.2.2. Regression Equation

    4.2.3. Linear Regression

    4.2.4. Difference between Regression and Correlation

Unit V Analysis of Time series and Index numbers:

5.1.   Elements of Time Series

    5.1.1. Secular Trend

    5.1.1.1.   Graphic Method

    5.1.1.2.   Method of Semi-Averages

    5.1.1.3.   Method of Moving Averages

    5.1.1.4.   Method of Least Squares

5.1.2.   Seasonal Fluctuations

5.1.2.1.   Method of Simple Averages

5.1.2.2.   Method of Moving Averages

5.1.2.3.   Ratio to trend Method

5.1.2.4. Method of link Relatives

5.1.3.   Cyclical Fluctuation

5.1.4.   Random Fluctuation

5.2.   Index Numbers

5.2.1   Definition

5.2.2.   Simple Index number

5.2.3.   Weighted Index Number

        5.2.3.1   Laspeyre's formula

        5.2.3.2   Paache's formula

        5.2.3.3   Fisher's formula

        5.2.3.4   Marshal Edge-worth

        5.2.3.5   Bowley'sfoermula

        5.2.3.6   Kelly's formula

5.2.4.   Mathematical tests of consistency

        5.2.4.1   Time reversal test

        5.2.4.2   Factor reversal tes

5.2.5.   Fixed Index Number

5.2.6.   Chain Index Number

5.2.7.   Cost of Living Index

Text book Reference

1. R.S.N.Pillai and Bagavathy, Statistics : Theory and Practice, Sultan Chand & Sons, New Delhi (2010) Reference

2. P. A.Navanitham, Business mathematics and Statistics,Jai Publishers,Trichy. (2009)

3. Study materials of The Institute of Chartered Accountants of India on Business Statistics

SEMESTER –II	ALLIED: IV - BUSINESS ECONOMICS	CODE: U18CP2Y4
CREDITS: 4		TOTAL HOURS: 75

COURSE OBJECTIVE

At the end of the course students shall have understanding relating to the fundamental concepts of economics and will be able to correlate these concepts to real life situation to markets in particular and the economy in general.

Unit I   Introduction to Business Economics

1.0   Definitions

1.1   The economic system

1.2   Central problems of an economy

1.3   Central problems and the price mechanism

1.4   Resource allocation in Capitalist, Socialist and Mixed Economy.

Unit II Demand and Supply Analysis

2.0   Demand

2.1   Law of Demand

2.2   Demand Curve

2.3   Elasticity of demand

2.4   Measurement and types

2.5   The slope of a demand curve and the elasticity

2.6   Factors governing price elasticity of demand

2.7   Law of supply and supply schedules

2.8   Supply curve

2.9   Determinants of supply

2.10   Measurement of Elasticity of Supply

Unit III   Indifference Curve Analysis

3.0   The Indifference curve analysis of demand

3.1   Indifference schedule

3.2   The Principle of Diminishing marginal Rate of Substitution

3.3   Properties of indifference curves

3.4   Consumer's equilibrium in indifference analysis.

Unit IV   Cost Analysis

4.0   Cost analysis

4.1   Cost concepts and classification

4.2   Cost of production in the short and long period

4.3   Market in economic analysis

4.4   Classifications of markets and price determination.

       4.4.1   Perfect Competition

       4.4.2   Imperfect Competition

       4.4.3   Monopoly

       4.4.4   Duopoly

       4.4.5   Oligopoly

       4.4.6   Monopolistic Competition

       4.4.7   Monopsony

Unit V   National Income and Trade Cycle

5.0   Trade cycle

5.1   Phases or stages of a Trade Cycle

5.2   National income

       5.2.1   GDP

       5.2.2   GNP

       5.2.3   Wholesale Price Index

       5.2.4   Inflation

5.3   Estimation of national income as Net aggregate output

5.4   National Income as aggregate value of final products

5.5   Real and money national income.

Text book Reference

1. K P M Sundharam and E N Sundharam -Business Economics, Sultan Chand (2004), New Delhi Reference

2. Dr. S. Sankaran, Business Economics, Margham Publications; 3 edition (2012)

3. Dr. Vittal P.R, Business Mathematics, Margham Publications, 6th edition, (2004)

4. Study materials of The Institute of Chartered Accountants of India on Business Economics

SEMESTER –III	CORE: III– COST ACCOUNTING	CODE: U18CP303
CREDITS: 4		TOTAL HOURS: 75

COURSE OBJECTIVE

At the end of the course, students shall be able to learn the concepts of cost, cost sheet and shall be able to calculate cost under different heads.

UNIT I Introduction

1.1 Introduction to cost accounting

       1.1.1 Definition

       1.1.2Scope

       1.1.3 Objectives and significance of cost accounting

       1.1.4 Relationship withfinancial accounting and management accounting

1.2 Cost Objects,

1.3 Cost centers

1.4 Cost units

1.5 Elements of cost

1.6 Classification of costs

UNIT II COST ASCERTAINMENT - ELEMENTS OF COST

2.1 Material Costs:

       2.1.1 Procurement of Materials,

       2.1.2 Inventory Management and Control,

       2.1.3 Inventory Accounting & Valuation

           2.1.3.1 Methods of pricing issue of materials

       2.1.4 Physical Verification, treatment of losses

       2.1.5 Scrap, spoilage, defectives and wastage.

2.2 Employee Costs:

       2.2.1 Time keeping, Time booking and payroll,

       2.2.2 Labour Turnover, Overtime and idle time

       2.2.3 Principles and methods of remuneration and incentive schemes

           2.2.3.1 Bonus Plans

       2.2.4Employee cost reporting and measurement of efficiency.

2.3 Direct Expenses

2.4 Overheads:

2.4.1 Collection, classification and apportionment and allocation of overheads

2.4.2 Absorption and treatment of over or under absorption of overheads

2.4.3 Reporting of overhead costs

Unit III COST ACCOUNTING STANDARDS (Basic Understanding only)

(CAS 1 to CAS 23)

Unit IV COST BOOK KEEPING

4.1 Cost Accounting Records, Ledgers and Cost Statements, Cost control accounts

4.2 Items excluded from cost and normal and abnormal items/cost

4.3 Integral accounts

4.4 Reconciliation of cost accounting records with financial accounts

Unit V METHODS OF COSTING

5.1 Job Costing

5.2 Batch Costing

5.3 Contract Costing

5.4 Process Costing –

5.4.1 Normal and abnormal losses

5.4.2 Abnormal gain

5.4.3 Equivalent production

5.4.4 Inter process profit

5.4.5 Joint and By Products

5.5 Operating Costing or Service Costing – Transport, Hotel and Hospital

Text Book Reference

1. Jain S.P &Narang K. L., (2012). Cost Accounting, Kalyani Publications: New Delhi.

2. Reddy T.S. and Hari Prasad Reddy Y., (2012). Cost Accounting, MarghamPublications: Chennai.

3. Study materials of The Institute of Chartered Accountants of India on Cost Accounting

SEMESTER –III	CORE:IV -INCOME TAX LAW AND PRACTICE	CODE: U18CP304
CREDITS: 4		TOTAL HOURS: 75

COURSE OBJECTIVE

At the end of the course, students shall be able to learn the concepts of taxation in general and income tax in particular and shall be able to calculate tax on incomes under different heads.

Unit I Basic Concepts of Income Tax

1.10	History of income tax
1.11	Cannons of taxation
1.12	Assessee
1.13	Various types of Assessee
1.14	Assessment year
1.15	Previous year
1.16	Agricultural income
1.17	Capital receipts and revenue receipts
1.18	Capital expenditure and revenue expenditure
1.19	Capital loss and revenue loss
1.20	Incomes exempted u/s 10
1.21	Ordinary resident, not ordinary resident and non-resident
1.22	Basic conditions and additional conditions to identifying the residential status of individual
1.23	Residential status
	1.23.1 Hindu Undivided Family (HUF)
	1.23.2 Company
	1.23.3 Firm
	1.23.4 Association of Person (AOP)
	1.23.5 Body of Individual (BOI)
	1.23.6 Artificial Juridical person
1.24	Incidence of tax
1.25	Incomes are taxable for ordinary resident, not ordinary resident and non-resident

Unit II Computation of income under salary

2.1   The characteristics / features of salary

2.2   Incomes that are chargeable to tax under the head salaries as per section 15

2.3   Different forms of salary

         2.3.1   Advance salary

         2.3.2   Arrear salary

         2.3.3   Gratuity

         2.3.4   Pension

                 2.3.4.1   Government employee

                 2.3.4.2   Non-government employee

         2.3.5   Leave encashment

                 2.3.5.1   Government employee

                 2.3.5.2   Non-government employee

         2.3.6   Provident fund and its calculation

         2.3.7   Profit in lieu of salary

2.4   Allowance

         2.4.1   Taxable and non-taxable

2.5   Perquisites

         2.5.1   Specified employee and unspecified employee

         2.5.2   Taxable for all specified and unspecified

         2.5.3   Taxable for specified employee only

         2.5.4   Exempted for all (specified and unspecified with certain limits)

2.6   Deductions u/s 16

2.7   Deduction u/s 80c

Unit III   Computation of income under house property

3.1   Basic terms

         3.1.1   Expected rent

         3.1.2   Faire rental value

         3.1.3   Market value

         3.1.4   Actual rent

         3.1.5   Standard rent

         3.1.6   Unrealized rent

         3.1.7   Vacancy period

         3.1.8   Arrear rent

         3.1.9   Gross annual value

Text book Reference

1. VinodSinghania   -   Students guide to income tax, Taxman

2. Study materials of The Institute of Chartered Accountants of India on Direct Taxation

SEMESTER –II	ALLIED : III-COMPANY LAW	CODE: U18CP3Y5
CREDITS: 3		TOTAL HOURS: 60

COURSE OBJECTIVE

At the end of the course the students shall have acquired knowledge regarding the Companies Act 2013.

Unit I   Introduction

1.1.0   Introduction

1.1.1   Company definition

1.1.2   Characteristics

1.2.0   Types of companies

1.2.1   Public Company

1.2.2   Private Company

1.3.0   Features of public company and private company

1.4.0   Conversion of public company into private company

1.5.0   Companies registration

1.6.0   Lifting up of corporate veil

Unit   II   Documents -Memorandum And Articles

2.1.0   Memorandum of association

2.1.1   Contents

2.1.2   Alteration of Memorandum

2.2.0   Articles of association

2.2.1   Contents

2.2.2   Alteration of Memorandum

2.2.3   Doctrine of Constructive notice

2.2.4   Doctrine of Indoor management

2.3.0   Prospectus

Unit III   Meetings

3.1.0   Meetings

3.1.1   Definitions

3.1.2   General meetings of shares holders

        3.1.2.1   Statutory meeting

        3.1.2.2   Annual general meeting

        3.1.2.3   Extraordinary general meeting

        3.1.2.4   Class meeting

3.1.3   Quorum for meeting

3.1.4   Proxy

3.1.5   Resolution

3.1.6   Minutes.

Unit IV   Company Management

4.1.0   Appointment of directors

        4.1.1 Appointment of directors by small share holder

        4.1.2   Appointment of additional directors

        4.1.3   Appointment of alternate directors

        4.1.4   Appointment of nominee directors

        4.1.5   Women Directors

4.2.0   Powers & Duties of directors

4.3.0   Register of director

4.4.0   Vacation of office of directors

4.4.1   Removal of directors

Unit V   Winding Up

5.1.0   Winding up

5.1.1   Dissolution of Company

5.1.2   Modes of winding up

        5.2.2.1   Winding up by the court

        5.2.2.2   Voluntary winding up

5.1.3   General provisions on Winding up

Text book Reference

1. N.D.Kapoor, Elements of Company Law -, 30thEdition, (Reprint – 2015) Sultan Chand and Sons, New Delhi. Reference

2. PMS Abdul Gafoor and S.Thothadri, Company law, 2ndEdition ,Vijay Nicole Imprints Private Limited.(2015)

3. Study materials of The Institute of Chartered Accountants of India on Company Law

SEMESTER –III	SBEC I: INTRODUCTION TO COMPUTERS	CODE: U18CPPS1
CREDITS: 2		TOTAL HOURS:30

Course Objective:

At the end of the course the students will be able to understand the features of MS Word and apply it to create word document.

UNIT I - BEGINNING TO USE MICROSOFT WORD

1.1   Word Processing versus Desktop Publishing
1.2   Starting - Microsoft Word 2013
1.3   Opening a New Document
1.4   Saving a Document
1.5   Getting Help with MS Word
1.6   Basic Editing
    1.6.1   The Cursor
    1.6.2   Inserting Text - Deleting Text ~ Text Undo and Redo -Wrap Text
    1.6.3   Formatting - Selecting Text
    1.6.4   Applying a Font –Changing Font Size -Font Attributes - Font Colour- Clear Formatting–
    1.6.5   Text Alignment Copying and Moving Texts and Objects - The Clipboard – Paste

Unit II - EDITING FEATURES
2.1   Spell Check — Thesaurus - Auto Correct – Creating Own Default Dictionary
2.2   Word Count -Track Changes -Accepting and Rejecting Changes - Page View – Zoom
2.3   Paragraph Formatting - Changing Paragraph Alignment - Indenting Paragraphs –
2.4   Add Borders or Shading to a Paragraph, Apply Paragraph Styles –Change Spacing between Paragraphs and Lines

Unit III - TABLES

3.1   Creating Tables
    3.1.1   Creating a table by highlighting the boxes
    3.1.2   Create a table by using Insert Table command
    3.1.3   Converting Text into a Table - Quick Tables -Entering Text
3.2   Table Tools -Inserting rows and columns- Deleting Cells, Rows or Columns - Merging Cells and Splitting Cells -Adjusting Column Width- Position text within a Cell
3.3   Borders and Shading. Bulleted and Numbered Lists - Creating Outlines

Unit IV - PAGE FORMATTING

4.1   Apply a Page Border and Color
4.2   Changing the Orientation, Size of the Page, or Size of Columns
4.3   Insert Headers and Footers (including Page Numbers-Creating a Page Break- inserting Graphics, Pictures, and Table of Contents – Inserting Special Characters.

Unit V - ADVANCED TOOLS

5.1   References and Citations -Macros - Compare and Merge Documents –

5.2   Protect Document

5.3   Mailing Lists - Creating a List for Mail Merge – Mail Merge.

TEXT BOOK

1. Study material prepared by the Department

REFERENCES
1. Faithe Wempen, Microsoft Word 2010 in Depth, Que Publishing, 2010, ISBN 9780789743114
2. Katherine Murray, Microsoft Word 2010 Inside Out, 1st Edition,2010, ISBN 9780735627291

SEMESTER –III	NMEC : 1 - INTRODUCTION TOACCOUNTANCY	CODE: U18CP3E1
CREDITS: 2		TOTAL HOURS: 30

UNIT I – INTRODUCTION   **(4 Hours)**
     1.1. Introduction
     1.2. Meaning of Accounting, accountancy, Book keeping
     1.3. Differences and Relationship
     1.4. Concepts – conventions
     1.5. Accounting terms
     1.6. Difference between single entry and Double entry – Accounting.

UNIT II – DOUBLE ENTRY SYSTEM - JOURNAL   **(6 Hours)**
     2.1 Principles of double entry
     2.2 Journal
     2.3 Recording the transactions in the books of Prime entry
     2.4 Relation between Journal and Ledger.

UNIT III – LEDGER   **(6 Hours)**
     3.1. Ledger – sub divisions of Ledger
     3.2. Ledger posting and preparation of Trial Balance.

UNIT IV - TRIAL BALANCE   **(6 Hours)**
     4.1 Trial Balance
     4.2 Meaning – Differences between Trial Balance and Balance Sheet – items to be
     Debited and credited in the Trial Balance

4.3 Preparation of Trial Balance without Ledger.

UNIT V- CAPITAL AND REVENUE EXPENDITURE   (8 Hours)
     5.1 Capital and Revenue Expenditure
     5.2 Capital and Revenue Incomes – Preparation of Manufacturing Account
     5.3 Final Accounts without Adjustments

TEXT BOOKS

1. Principles of Accountancy - K.L. Nagarajan , N. Vinayagam, P.L. Mani – Sultan chand (Reprinted - 2019)
2. Financial Accounting – T.S Reddy, A.Murthy – Margham (Reprinted – 2019)

REFERENCES
1. Principles of accountancy – Dalston L. Cecil, Jenitra L. Merwin – Learntech Press

SEMESTER –IV	CORE: V -MANAGEMENT	CODE: U18CP101
CREDITS: 5	ACCOUNTING	TOTAL HOURS: 75

COURSE OBJECTIVE

At the end of the course, students shall have acquired knowledge and understanding of the concepts of Management Accounting and shall be able to apply the techniques to develop skills for decision making to a given accounting situation in business.

Unit I Fundamentals Of Management Accounting

1.0   Management Accounting

1.1   Meaning and Definitions

1.2   Objectives

1.3   Scope and functions

1.4   Advantages and limitations

1.5   Management accounting principles

1.6   Installation of management accounting systems

1.7   Distinction between management accounting and financial accounting.

1.8   Management accounting Vs Cost accounting

Unit II   Financial Statement Analysis

2.0   Financial Statements

2.1   Meaning and types

2.2   Analysis and interpretation

2.3   Techniques of financial analysis

2.4   Limitations of financial analysis

2.5   Ratio Analysis- Meaning

4.1.2   Features

4.1.3   Merits and demerits

4.2   CVP analysis

4.2.1.   Meaning

4.2.2   Merits and demerits

4.2.3   Construction of break even chart

4.2.4   Assumptions underlying CVP analysis and break even chart

4.2.5   Managerial uses of BEP analysis.

4.2.6   Problems in Marginal costing and Break even analysis (decision making problems)

Unit VBudgetary Control

5.1   **Budgetary Control**

5.1.1   Definition and Meaning

5.1.2   Advantages and disadvantages

5.1.3   Installation of budgetary control system

5.1.4   Requirements of a good budgetary control system

5.1.2   Classification of budgets

5.1.3   Preparation of budgets

5.1.3.1   Production Budget

5.1.3.2   Raw material Budget

5.1.3.3   Purchase Budget

5.1.3.4   Sales Budget

5.1.3.5   Flexible Budget

5.1.3.6   Master Budget

5.2 Standard Costing

5.2.1 Standard costing

5.2.1 Definition

5.2.2 Advantages and limitations

5.2.3 Distinction between budgetary control and standard costing

5.2.4 Estimated cost vs standard cost

5.2.5 Preliminary steps for establishing a system of standard costing

5.2.6 Distinction between cost reduction and cost control

5.2.7 Variance in standard costing – meaning and types of variance (material and labour)

Text book reference

1. M.Y.Khan&P.K.Jain, Management Accounting, Tata McGraw Hill Education Pvt. Ltd, 2006
2. A. Murthy and S. Gurusamy, Management Accounting- 2nd edition –Tata Mcgraw Hill Education Private Limited, India, (2009)
3. Study materials of The Institute of Chartered Accountants of India on Management Accounting

SEMESTER –IV	ELECTIVE: I - INDIRECT TAX LAWS AND PRACTICE	CODE: U18CP4:1
CREDITS: 3		TOTAL HOURS:60

Course Objectives

At the end of the course, the students shall gain knowledge on the practical applicability of the GST Act.

UNIT I Goods and Services Tax Act & Rules

    1.0 Introduction

    1.1 What is GST

    1.2 Need for GST in India

    1.3 Cascading effect of tax

    1.4 Non-integration of VAT and Service Tax causes double taxation

    1.5 No CENVAT Credit after manufacturing stage to a dealer

    1.6 Cascading of taxes on account of levy of CST Inter-State purchases

    1.7 One Nation-One Tax

    1.8 Dual GST Model

    1.9 Central Goods and Services Tax Act, 2017 (CGST)

    1.10 State Goods and Services Tax Act, 2017 (SGST)

    1.11 Union Territory Goods and Services Tax Act, 2017 (UTGST)

    1.12 Integrated Goods and Services Tax Act, 2017 (IGST)

    1.13 Goods and Services Tax Network (GSTN)

    1.14 Functions of GSTN (i.e. Role assigned to GSTN)

    1.15 Constitution (101st Amendment) Act, 2016

    1.16 GST Council

    1.17 Guiding principle of the GST Council

    1.18 Functions of the GST Council

    1.19 Definitions under CGST Laws

Unit II Levy and Collection of Tax

    2.1 Scope of supply (Section 7 of CGST Act, 2017)

    2.2 Section 7(1)(a) all forms of supply of goods or services or both such as sale, transfer, barter, exchange, license, rental, lease or disposal made or agreed to be made for a consideration by a person in the courseor furtherance of business;

2.3 Section 7(1)(b) of CGST Act, 2017, import of services for a consideration whether or not in the course orfurtherance of business

2.4 Section 7(1)(c) of the CGST Act, 2017 the activities specified in Schedule I, made or agreed to be made withouta consideration

2.4.1 Permanent transfer/disposal of business assets

2.4.2 Supply between related persons or distinct persons

2.4.3 Supply to agents or by agents

2.4.4 Importation of Services

2.5 Section 7(1)(d) the activities to be treated as supply of goods or supply of services as referred to in Schedule II

2.5.1 Renting of Immovable Property

2.5.2 Information Technology software

2.5.3Transfer of the right to use any goods for any purpose

2.5.4Composite supply

2.6 Non-taxable Supplies under CGST Act, 2017

2.6.1 Section 7(2) (a) activities or transactions specified in Schedule III;

2.6.2 Section 7(2)(b) such activities or transactions undertaken by the Central Government, a State Government or any local authority in which they are engaged as public authorities, as may be notified by the Government on the recommendations of the Council,

2.6.3 Section 7(3)the transactions that are to be treated as—

(a) a supply of goods and not as a supply of services; or

(b) a supply of services and not as a supply of goods.

2.7 Composite and Mixed Supplies (Section 8 of CGST Act, 2017)

2.7.1 Meaning of Composite and Mixed Supplies

2.7.2 Composite Supply

2.7.3 Mixed supply

2.8 Levy and Collection

2.9 Composition Levy

2.10 Exemption from tax

2.11 Person liable to pay tax

2.11.1 Forward Charge

2.11.2 Reverse Charge

2.11.3 Person who are required to pay tax under section 9(5) of CGST (i.e. Electronic Commerce Operator)

Unit III Time and Value of Supply

3.1 Time of supply

3.2 Place of supply

3.3 Value of supply

3.4 Change in rate of tax in respect of supply of goods or services

Unit IV Input Tax Credit

4.1 Eligibility for taking Input Tax Credit (ITC)

4.2 Input Tax credit in special circumstances

4.3 Input Tax Credit in respect of goods sent for Job-Work

4.4 Distribution of credit by Input Service Distributor (ISD)

4.5 Recovery of Input Tax Credit

Unit V Registration under GST Law

5.1 Persons not liable for registration

5.2 Compulsory registration

5.3 Procedure for registration

5.4 Deemed registration

5.5 Casual taxable person

5.6 Non-resident taxable person

5.7 Cancellation Vs Revocation of registration

Text book Reference

Study materials of The Institute of Cost and Management Accountants of India on Indirect
Taxation

SEMESTER –IV	ALLIED: VI-CORPORATE ACCOUNTING	CODE: U18CP4Y6
CREDITS: 5		TOTAL HOURS:75

COURSE OBJECTIVE

At the end of the course, student shall have gained insight into share capital and its calculation, knowledge of theconcepts of debentures and its workings, Amalgamation and Reconstruction of companies, Holding of subsidiary company Accounts and Accounts related to liquidation of Companies and its procedures.

Unit I Accounting for Share capital

1.1   Issues of shares

1.2   Allotment of shares

1.3   Forfeiture of shares

1.4   Reissue of forfeited shares

1.5   Redemption of preference shares.

1.6   Valuation of shares

Unit IIAccounting for Debentures

2.1   Issue of Debentures at par and Premium

2.2   Redemption of Debentures

2.3   Sinking fund method

2.4   Purchase of own debentures in open market

2.5   Preparation of final accounts of companies (excluding managerial remuneration)

Unit III Problems in Amalgamation and Internal Reconstruction of Companies

3.1   Accounting for amalgamation in the nature of purchase and merger

3.2   Internal reconstruction

3.3   Profits prior to incorporation.

Unit IV Accounting for Holding and subsidiary Companies

4.1   Holding Companies (including intercompany holdings with one subsidiary company)

4.2   Consolidation of Balance sheet

4.3   Treatment of mutual Owings

4.4   Contingent liabilities

4.5   Unrealized profit

4.6   Revaluation of assets

4.7   Minority interest

Unit V Accounts relating to liquidation of Companies

5.1   Liquidator's final statement

5.2   Order of payment

5.3   Preferential payments (creditors)

5.4   Overriding preferential payments

5.5   Preparation of statement of affairs

Text book references

1. Reddy and Moorthy - Corporate Accounting -Margham publications, Chennai, (2013)
2. ShuklaGrewel and Gupta-Advanced Accounts II, Sultan Chand& Sons, India, (2016)
3. R.L.Gupta&Radhaswamy- Advanced Accounting. Sultan Chand Sons, New Delhi (2004)
4. Jain &Narang - Advanced Accountancy II ,S.P.Jain and K.L.Narang, Kalyani publishers, New Delhi. 9th edition (2016)
5. Study materials of The Institute of Chartered Accountants of India on Corporate Accounting

SEMESTER – IV	SBEC: II - COMPUTER TOOLS-SPREAD SHEET	CODE: U18CPPS2
CREDITS: 2		TOTAL HOURS: 30

Course Objective:

At the end of the course the students will be able to open workbooks, use formulae to calculate statistical tools in MS Excel.

UNIT I - INTRODUCTION TO MS EXCEL
1.1   Introduction and Navigating MS Excel – Cells, Rows, and Columns
1.2   Workbooks –Opening – Labeling and Naming
1.3   Adding and Deleting
1.4   Hiding/ Unhiding
1.5   Columns and Rows – Adjacent Columns –Separated-Columns
1.6   Saving Workbooks -Saving an Existing File.
1.7   Headers and Footers
1.8   Margins for Headers and Footers – Print   Area ~print a Range of pages
1.9   Printing

Unit II - ENTERING INFORMATION AND MANAGE WORK BOOK CHANGES IN MS EXCEL
2.1   Entering data – Entering Labels and Values - Entering Values –Multiple Entries –
2.2   Copying Cells, Rows and Columns – Pasting Cells, Rows, and Columns
2.3   To Paste an item from clipboard
2.4   Inserting and Deleting Rows and Columns-To insert a Column – To insert a Row
2.5   Filling Cells with a Series of Data —Editing Cell Data – Find and Replace, Go to a Cell Data
2.6   Locking Rows and Columns by Freezing Panes -Spell Check –AutoCorrect
2.7   Formatting a Worksheet – Change Font Style and Sizes - Adding Borders and Colors to Cells
2.8   Changing Column Width- Changing Column Width using the Mouse – Changing Row Height
2.9   Change a Row Height by dragging the Mouse -Merge Cells
2.10   Applying Number Formats-Creating Customer Number Formats-Align Cell Contents
2.11   Creating Your Own Cell Styles – Conditional Formatting – Freeze and Unfreeze Rows and   Columns

Unit III- APPLY CUSTOM FORMATS AND LAYOUTS
3.1   Apply custom data formats
3.2   Creating custom formats (number, time, date)

3.3   Using advance fill series options
3.4   Apply advanced conditional formatting and filtering
3.5   Creating custom conditional formats
3.6   Using functions to format cells
3.7   Creating advanced filters
3.8   Apply customs styles and templates-creating-modifying cell styles
3.9   Creating customs color and fonts formats
3.10   Creating themes
3.11   Creating fields

Unit IV- CREATE ADVANCED FORMULAS AND FORMATTING   (5 Hours)
4.1   Definition and Explanation of Formulas
4.2   Using the IF, AND, and OR functions
4.3   Using the SUMIF, AVERAGEIF, and COUNTIF
4.4   Conditional Formatting
4.5   Using the VLOOKUP
4.6   Using the HLOOKUP
4.7   Creating advanced chart elements
4.8   Creating dual-axis charts
4.9   Creating custom chart templates
4.10   Creating Pivot Tables

Unit V- STATISTICAL FUNCTIONS IN EXCEL   (5 Hours)
5.1   Basic Statistics like Mean, Median, Mode, Max, Min, Standard Deviation, Skewness
5.2   Descriptive Statistics
5.3   Chi-square
5.4   Independent t test
5.5   Paired t test
5.6   ANOVA
5.7   Correlation
5.8   Regression

TEXT BOOK
1. Dr. D. Joseph Anbarasu et al., – Excel for business, Learn Tech Press, Trichy.

REFERENCES
1. John Walkenbach, Excel 2016 Bible, Wiley, 1st Edition
2. Gary Shelly, Thomas. J. Cashman, Jeffrey. J. Quasney- Microsoft Office Excel, 2007: complete concepts and techniques.
3. William Fischer, Excel: QuickStart Guide- From Beginner to Expert, Create Independent Publishing Platform, 2016, 13th Edition.

SEMESTER –IV	NMEC: I- PRINCIPLES OF COMMERCE	CODE: U18CP4E2
CREDITS: 2		TOTAL HOURS: 30

Course Objective:

At the end of the course the students will be able to concepts of business and commerce.

UNIT I -INTRODUCTION TO COMMERCE

1.1 Economic activities- Concept of business

1.2 Characteristics of Business- Objectives

1.3 Classification of Business activities- Industry Commerce

1.4 Industry, types, primary and secondary

1.5 Trade and Aids to trade

UNIT II -FORMS OF ORGANISATION (5 Hours)
2.1 Forms of Organisation, Sole proprietorship

2.2 Joint Stock company- features, merits and demerits

2.3 Formation of Company

2.4 MOA- AOA- Prospectus

2.5 Public enterprises-Co-operative societies

UNIT III -TRANSPORTATION AND WAREHOUSE (5 Hours)

3.1 Transport Functions

3.2 Modes of transport, road, railway, waterways

3.3 Advantages and disadvantages of transportation

3.4 Warehouse Types and functions

UNIT IV -BANKING AND INSURANCE (5 Hours)

4.1 Banking Functions of Banks

4.2 Types of Bank Accounts

4.3 Insurance Principles of insurance

4.4 Types of Insurance

UNIT V - MARKETING AND ADVERTISING (5 Hours)

5.1 Marketing definition functions

5.2 Marketing mix

5.3 Market segmentation

5.4 Advertising Types

5.5 Advertising media- Kinds of Media, merits, demerits

TEXTBOOK

1. Y.K. Bhushan, Fundamentals of Business Organisation, 20th Revised Edition, Sultan Chand, 2016

REFERENCES

1. R.S.N. Pillai and Bhagavathi, Modern Marketing Principles and Practices, 4th Revised Edition, S. Chand& Chand Ltd , 2010
2. Sanjay Gupta, Business Organisation and Management, Latest edition, SBPD Publications, 2015.
3. C.B. Gupta, Business Organisation and Management, 2011, Mayur Paperback

SEMESTER –V	CORE: VI-FINANCIAL	CODE: U18CP506
CREDITS: 5	MANAGEMENT	TOTAL HOURS: 90

COURSE OBJECTIVE

On completion of this course the student shall have gained knowledge about financial management, the concepts of working capital, capital budgeting and leverages, Capital structure and dividend policies

Unit I Introduction

1.1   Meaning of Financial management

1.2   Scope

1.3   Financial Environment

1.4   Time value of Money

    1.4.1. Present Value Techniques

    1.4.2   Future Value Techniques

1.5   Risk and Return

    1.5.1   Portfolio risk

    1.5.2   Capital Asset Pricing Model

1.6   Valuation of Securities

    1.6.1   Value of Equity Shares

    1.6.2   Value of Preference Shares

    1.6.3   Value of Debentures

Unit II Working capital management

2.1   Working capital management

   2.1.1   Working capital terminology

   2.1.2   Statement of working capital requirement

2.2   Cash management

2.2.1   Cash cycle

2.2.2   Cash budget

2.3   Credit management

2.3.1   Debtors turnover ratio

2.3.2   Creditors turnover ratio

2.3.3   Credit standards

2.3.4   Credit policy

2.4   Inventory Management.

2.4.1   Inventory turnover ratio

2.4.2   Minimum consumption, maximum consumption, Reorder level, Economic Order Quantity

Unit III Cost of Capital

3.1   Cost of capital meaning

3.1.1   Cost of equity Shares

3.1.2   Cost of Preference shares

3.1.3   Cost of Debentures

3.1.4   Weighted average Cost of Capital

3.2   **Capital Budgeting**

3.2.1   Pay back period

3.2.2   Net Present Value

3.2.3   Internal rate of return

3.2.4   Accounting rate of return

3.2.5   Profitability index

Unit IV   Leverages

4.1   Leverages

Text book Reference

1. Prasanna Chandra – Fundamentals of Financial Management, TMH, 5th edition ,2010
2. I.M.Pandey – Fundamentals of Financial Management, Vikas Publishing House, 1999
3. M.Y.Khan and P.K.Jain – Fundamentals of Financial Management, TMH, New Delhi
4. D. Joseph Anbarasu and N. Janakiraman – Financial and Investment Management, S.Chand.
5. VyuptakeshSharu – Fundamentals of Financial Management, Pearson Ed.
6. Van Horne and Wachawicz Jr. – Fundamentals of Financial Management, Pearson Ed, 13th edition, 2009.

7. Study materials of The Institute of Chartered Accountants of India on Financial Management

Theory – 20 % (Section A) , Problems – 80 % (Section B & C)

SEMESTER –V	CORE: VII-QUANTITATIVE	CODE: U18CP507
CREDITS: 5	TECHNIQUES	TOTAL HOURS: 90

COURSE OBJECTIVE

At the end of the course, the student shall have gained knowledge about the Linear Programming Problem and its methods, will be able to analyse and find an optimal solution to the transportation problem, shall have developed anunderstanding about the game theory and simulation, gained knowledge about the replacement theory and shall be able to analyse and find solution to problems in decision analysis and network analysis.

Unit I Introduction to Operations research and Linear Programming Problem

1.1   Operations research – Origin and development

1.2   Role in decision making

1.3   Phases and approaches to OR

1.4   Linear programming problem – Applications and limitations

1.5   Formulation of LPP

1.6.   Optimal Solution to LPP

      1.6.1   Graphical method

          1.6.2   Simplex Method (excluding dual problem)

Unit IITransportation and Assignment problem

2.1   Transportation problem – methods

2.1.1 North West corner method

2.1.2 Least cost method

2.1.3 Vogel's approximation method

2.1.4 Moving towards optimality - Stepping stone & MODI methods

2.2 Assignment problem

Unit III   Game Theory and Simulation

3.1 Game Theory- different strategies followed by the players in a game.

3.1.1 Optimal strategies of a game using maximin criterion.

3.1.2 Dominance property

3.1.3 Graphical method

3.2 Simulation

Unit IV   Replacement Problem

4.1 Replacement decisions

4.2 Replacement policy without change in money value

4.3 Replacement of items that fail completely (group replacement)

4.4 Applications in finance and accounting

Unit V Decision Analysis and Network Analysis

5.1 Decision analysis – EMV criterion – EOL and EVPI

5.2 Decision tree analysis

5.3 Network Analysis

5.3.1 PERT

5.3.2 CPM

5.3.3 Simple CPM calculations

5.4 Application in finance and accounting (Excluding crash)

TextBook Reference

1. P.R.Vittal - Operation Research, Margham publications, 2nd edition , Chennai
2. V.K.Kapoor,   Operations Research, Sultan Chand & Sons, 5th edition
3. S.C.Kothari, Quantitative techniques, Vikas Publishing House Pvt.Ltd, Delhi
4. P.Mariappan, Operation Research, Pearson Education India
5. P.C.Tulsian& Vishal Pandey - Quantitative techniques, Pearson Education
6. Study materials of The Institute of Chartered Accountants of India on Quantitative Techniques

Theory – 20 % (Section A) , Problems –80 % (Section B & C)

SEMESTER –V	CORE: VIII-COMPUTERS IN	CODE: U18CPP08
CREDITS: 5	BUSINESS	TOTAL HOURS:75

COURSE OBJECTIVE

On completion of the course student will be able to understand the basic concepts of Tally, and will be skilful in maintaining accounts of a business firm using Tally.

Unit I   Introduction to Tally

1.1   Basic concept of Tally

1.2   Architecture and customization of Tally

1.3   F11 features of Tally

1.4   F12 configuration of Tally

1.5   Tally screen and menu

Unit II   Ledger creation and Accounting Voucher Entries

2.1   Ledger creation

    2.1.1   Creation of company

    2.1.2   Group creation

    2.1.3   Ledger creation

    2.1.4   Altering and deleting company, group and ledger Accounts

2.2   Accounting voucher Entries

    2.2.1   Receipts voucher

    2.2.2   Payment voucher

    2.2.3   Purchase voucher

    2.2.4   Sales voucher

    2.2.5   Contra voucher

    2.2.6   Journal voucher

2.2.7   Altering and Deleting voucher

Unit III Inventory and Voucher entries

3.1   Creation of Inventory

      3.1.1   Configuration and features of stock items

      3.1.2   Create stock item

      3.1.3   Create unit of measurement

      3.1.4   Create stock group

      3.1.5   Create stock category

      3.1.6   Create Godown

3.2   Creation of inventory vouchers (without tracking no)

      3.2.1   Create receipt note

      3.2.2   Create delivery note

      3.2.3   Create Rejection in

      3.2.4   Create Rejection out

      3.2.5   Stock Journal

      3.2.6   Physical stock

Unit IV Cost Centers and voucher entries and advanced invoicing

4.1   Cost centers and cost category

      4.1.1   Creation of cost centers

      4.1.2   Editing and deleting

      4.1.3   Cost centers in voucher entry

      4.1.4   Create Bill wise details

      4.1.5   Create Tracking Number

      4.1.6   Create Order Number

4.2   Advanced Invoicing

      4.2.1   Create receipt note

      4.2.2   Create delivery note

      4.2.3   Create Rejection in

      4.2.4   Create Rejection out

      4.2.5   Create purchase order

      4.2.6   Create sales order

Unit V   VAT Application in TALLY

5.0   Computation of VAT

5.1.1   Introduction to VAT

5.1.2   Features of VAT

5.1.3   Input and output VAT Ledger

5.1.4   Creation of import purchase

5.1.5   Creation of interstate purchase

5.1.6   Creation of purchase of capital goods

5.1.7   Creation of export sales

5.1.8   Creation of interstate sales

5.1.9   Creation of sales-exempt

Text book Reference

1. Business Computing , Published by Department of Commerce, Edition 2012.
2. Tally Solution Materials
3. Genesis Tally Academy Material

SEMESTER –V	CORE:IX-AUDITING	CODE: U18CP509
CREDITS: 5		TOTAL HOURS: 90

COURSE OBJECTIVE
At the end of the course the students shall gain knowledge about the basic principles of auditing and its classification and will be able to distinguish between internal check, control and audit and will be aware of Electronic Data Processing Audit and Investigation.

Unit I Introduction

1.1   Definition

1.2   Objective of an Audit

1.3   Role of auditors in detecting errors and frauds

1.4   Basic principles governing an audit

1.5   scope and procedures

1.6   Advantages and limitations

1.7   Classification of audit.

Unit II Internal Check, Verification Of Assets And Liabilities

2.1   Internal check

2.2   Internal control and Internal Audit

2.3   Introduction of vouching

2.4   Objectives

2.5   Importance of vouching

2.6   Verification of assets and liabilities.

Unit III   Investigation and EDP Audit

3.1   Investigation

3.2   Professional ethics

3.3   Misconduct

3.4   General approach to EDP based audit

3.5   Approaches to EDP audit

3.6   Special techniques for auditing in an EDP environment.

Unit IV   Audit of Limited Companies-Company Auditor

4.1   Appointment

4.2   Qualification

4.3   Rights, duties and liabilities of company auditor

4.4   Types of audit reports

4.5   Audit certificate (based on recent amendment with respective Company Act 2013)

Unit V New Areas of Auditing

5.1   New areas of Auditing

5.2   Cost Audit

5.3   Management Audit

5.4   Human Resource Audit

5.5   Operational Audit

5.6   Forecast Audit

5.7   Social Audit

5.8   Tax Audit

5.9   Forensic Audit

5.10   Environmental (Green) Audit.

5.11   Health and safety audit

Text book Reference

1. B.N.Tandon, Auditing .Sultan Chand & Sons

2. S.K.Basu, Auditing concepts and techniques, Pearson Ed.

3. Study materials of The Institute of Chartered Accountants of India on Auditing

SEMESTER –V	ELECTIVE: II - ENTERPRISE INFORMATION SYSTEM	CODE: U18CP5:2
CREDITS: 5		TOTAL HOURS: 75

Course objective

The students will obtain understanding on the components of Information System and the integration of various subsystems in the enterprise.

Unit I AUTOMATED BUSINESS PROCESSES

1.1 Introduction to Enterprise Business Processes

1.2 Benefits, Risks and Controls;

1.3 Diagrammatic representation of business processes using Flowcharts;

1.4 Risks and controls for specific business processes: Procure to pay (P2P), Order to cash, Inventory Cycle, Hire to Retire, Supply Chain Management, Fixed Assets etc.

1.5 Applicable regulatory and compliance requirements including computer related offences, privacy, cyber-crime, Sensitive Personal Data Information of Information Technology Act, 2000

Unit II FINANCIAL AND ACCOUNTING SYSTEMS

2.1 Integrated (ERP) and non-integrated systems with related risks and controls;

2.2 Business process modules and their integration with Financial and Accounting systems.

2.3 Reporting Systems and MIS, Data Analytics and Business Intelligence

2.4 Business Reporting and fundamentals of XBRL (eXtensible Business Reporting Language).

2.5Applicable regulatory and compliance requirements

Unit III INFORMATION SYSTEMS AND ITS COMPONENTS

3.1 Components of Automated Information Systems: Application Systems, Database, Network and Operating System with related risks and controls.

3.2 Mapping of Organization structure with segregation of duties in Information Systems.

Unit IV E-COMMERCE, M-COMMERCE AND EMERGING TECHNOLOGIES

4.1 Components and Architecture of E-Commerce and M-Commerce with related risks and controls

4.2 Business process flow with its related risks and controls

4.3 Applicable regulatory and compliance requirements

4.4 Emerging technologies with its related risks and controls

Unit V CORE BANKING SYSTEMS

5.1 Components and Architecture of CBS and related risks and controls

5.2 Core modules of banking and Business process flow and its related risks and controls

5.3 Reporting Systems and MIS, Data Analytics and Business Intelligence

5.4 Applicable regulatory and compliance requirements

Text book Reference

1. Study materials of The Institute of Chartered Accountants of India on Enterprise Information System.

SEMESTER –V	SBEC:III- DERIVATIVES MARKET	CODE: U18CP5S3
CREDITS: 2		TOTAL HOURS: 30

Course Objective:

At the end of the course the students will be able to gain a basic understanding about the derivative market, its evolution, various types of derivative instruments and its applicability.

UNIT I - DERIVATIVES MARKET

      1.1 Definition of derivatives
      1.2 Importance of derivatives
      1.3 Difference between cash and derivative market
      1.4 Types of derivatives

UNIT II - FUTURES

      2.1 Meaning of futures
      2.2 Types of futures contract
            2.2.1   Single stock futures
            2.2.2   Index futures
      2.3 Trading mechanism in stock futures
      2.4 Purpose of trading in futures
      2.5 Advantages of stock index futures

UNIT III- FORWARD CONTRACT

      3.1 Meaning of forward contract
      3.2 Hedging through futures
      3.3 Correlation between forward and future prices
      3.4 Benefits of futures market

UNIT IV- OPTIONS

 Meaning of stock options

      4.1 Parties involved in the option contract
      4.2 Components determining an option premium

4.3 Types of options

UNIT V - SWAPS AND SWAPTIONS

5.1 Meaning of swaps
5.2 Features of swaps
5.3 Types of swaps
5.4 Difference between swaps and swaptions

TEXT BOOKS

1. Derivative Markets, Robert L McDonald, 3rd Edition, Pearson Publishers.

2. Introduction to Financial Derivatives, Kishore Bhatt, JBS Academy Pvt Ltd.

REFERENCES

1. Vohra N.D and Bagri B.N, Futures and Options, 9th edition, Tata McGraw Hill Publishing company, New Delhi, 20092. P.G. Apte, International Finance Management, 5th edition, Tata McGraw Hill Publishing Company, New Delhi, 2008.

SEMESTER –VI	CORE:X-OPERATIONS MANAGEMENT	CODE: U18CP610
CREDITS: 5		TOTAL HOURS: 90

Course Objective

At the end of the course, the students acquire knowledge on the production of goods according to the consumer and market demand.

UNIT I INTRODUCTION TO OPERATIONS MANAGEMENT

1.1 Meaning and Scope of Operations Management

1.2 Characteristics of modern operations management

1.3 Functions of operations management

1.4 Recent trends in Operations management

UNIT II OPERATIONS PLANNING

2.1 Demand Forecasting

2.2 Capacity Planning and Capacity Requirement Planning

2.3 Facility location, Facility layout

2.4 Resource Aggregate Planning

2.5 Material Requirement Planning, Economic Batch quantity

UNIT III DESIGNING OF OPERATIONAL SYSTEMS AND CONTROL

3.1 Product Design

3.2 Process Design, Selection

3.3 Product Life cycle

3.4 Process Planning, Process selection

UNIT IV PRODUCTION PLANNING AND CONTROL

4.1 Introduction to Production Planning and Control

4.2 Control measures, Time study, Work study

4.3 Job Evaluation, Job Allocation (Assignment Technique)

4.4 Scheduling Queuing Models, Simulation and Line Balancing

4.5 Optimum Allocation of Resources, Lean Operations, JIT

4.6 Transportation Model and Linear Programming Technique (Formulation of equations only)

UNIT V PRODUCTIVITY MANAGEMENT AND PROJECT MANAGEMENT

5.1 Measurement techniques of Productivity Index

5.2 Productivity of management resources, Productivity of other factors

5.3 TQM basic tools and certification

5.4 ISO standards basics

Text Book Reference

1. Stevenson J. William, Operations Management, McGraw-Hill, 2005

2. Paton,Steve, Operations Management, McGraw-Hill, 2011

3. Study material of Institute of Cost and Management Accountants of India on Operations Management

SEMESTER-VI	CORE: XI - STRATEGIC MANAGEMENT	CODE: U18CP611
CREDITS: 5		TOTAL HOURS: 90

Course Objectives :

At the end of the course, students shall be able to understand the issues involved in the Strategic Management, appreciate the relevance in current management area.

Unit I Introduction to Strategic Management

      1.1 Business Policy

      1.2 Meaning and Nature of Strategic management

      1.3 Business Strategy

      1.4 Strategic Levels in Organizations

      1.5 Strategic Management in Government and Not-for-profit organization

Unit II Dynamics of Competitive Strategy

      2.1 Competitive Landscape

      2.2 Strategic Analysis

      2.3 Industry and Competitive Analysis

      2.4 Core Competence

      2.5 Competitive Advantage

2.6 Internal and External Analysis

2.7 SWOT Analysis (viii) Globalization

Unit III Strategic Management Process

3.1 Strategic Planning

3.2 Strategic Intent – Vision, Mission and Objectives

3.3 Strategy Formulation

Unit IV Corporate Level Strategies

4.1 Concepts and Nature of Corporate Strategy

4.2 Strategic Alternatives at Corporate Level

    4.2.1 Growth

    4.2.2 Stability

    4.2.3 Expansion

    4.2.4 Business Combinations – Mergers and Acquisitions

    4.2.5 Strategic Alliances

    4.2.6 Turnaround

    4.2.7 Retrenchment and Retreat

    4.2.8 Business Level Strategies

4.3 Competitive Strategies at Business Level

4.4 Michael Porter's Generic Strategies

4.5 Best-Cost Provider Strategy

Unit V Functional Level Strategies

5.1 Marketing Strategy

5.2 Financial Strategy

5.3 Operations Strategy

5.4.Human Resource Strategy

5.5 Research and Development

Text book Reference

1. Strategic Management – John A Pearce II and Richard B Robinson – Tata Mcgrawhill.

2. Study materials of The Institute of Chartered Accountants of India on Strategic

Management

SEMESTER – VI	CORE: XII CONTEMPORARY BUSINESS LEGISLATION	CODE: U18CP612
CREDITS: 5		TOTAL HOURS: 90

Course Objectives

At the end of the course, the student gains understanding on the contemporary laws pertaining to business.

UNIT I INTRODUCTION TO ECONOMIC LAWS

1.1 Objectives of Economic laws , Economic development

1.2 Industrial Policy 1991

1.3 Policy Measures for small, tiny, handloom and village industries

1.4 SME sector, Initiatives by Government

UNIT II FOREIGN EXCHANGE MANAGEMENT ACT, 1999

2.1 Objectives of FEMA

2.2 Scope and coverage of FEMA

2.3 Key definitions, Management of foreign exchange

2.4 current and capital account transactions

2.5 Authorised person, Export of goods and services

2.6 Directorate of Enforcement, Penal provisions, Adjudication and appeals

UNIT III COMPETITION ACT, 2002

3.1 Objectives of the Act

3.2 Scope and coverage

3.3 Key definitions under Competition Act

3.4 Prohibition of Agreement

3.5 Anti competitive agreement

3.6 Prohibition of abuse of dominant position, combination, regulation of combination

3.7 Competition Commission of India (CCI), Composition, Powers and duties

3.8 Enquiries and Proceedings of CCI

UNIT IV ENVIRONMENT PROTECTION ACT,1986

4.1 Objectives of the Act

4.2 Key definitions used in the Act

4.3 General Powers of the Central Government

4.4 Prevention, control and abusement of Environmental Pollution

4.5 Environmental Labs, Penalty provisions and Environment Audit

UNIT V INTELLECTUAL PROPERTY RIGHTS

5.1 Intellectual property, features

5.2 Need for IPR

5.3 Types of IPR, Designs, Trademarks, Copyright

5.4 Geographical indications, Trade secrets

5.5 Patents, Layout designs of integrated circuits.

Text for Reference:

1. Kapoor G.K., Economic and other legislations, Sultan Chand & Sons, New Delhi, 2010
2. Balachandran V., Economic and other legislations, Vijay Nicole Imprints, Chennai 2014
3. Singh Avtar, The Principles of Mercantile Law. Eastern Book Company, Lucknow,2005

SEMESTER –VI	CORE: XIII-BUSINESS VALUATION AND ANALYSIS	CODE: U18CP613
CREDITS: 5		TOTAL HOURS: 90

Objectives

This course will have all the elements that would go into reviewing a potential investment opportunity. The path to evaluating the opportunity to its fullest after one has gone through basics of strategy, finance, and accounting.

Unit I

1.1 Financial Models for project appraisal

1.2 Use of functions like Net Present Value (NPV)

1.3 Internal Rate of Return (IRR)

1.4 Forecasting techniques.

Unit II Business Valuation Basics:

2.1 Principles and techniques of valuation

2.2 DCF, Multiple methods

2.3 Accounting based valuation

2.4 Assets valuation, Earning valuation

2.5 Cash flow valuation: Other valuation basis.

Unit III Valuation in Mergers and Acquisitions:

3.1 Assets and cash flows

3.2 Strengths and weakness of various valuation method

3.3 Recognition of interest of various stakeholders

3.4 Selection of appropriate cost of capital for valuation

3.5 Synergistic benefits, forms of consideration and terms of acquisitions

3.6 Post-merger integration process.

Unit IV Fair value in Accounting Measurement:

4.1 Concept

4.2 Measurement techniques and standards

4.3 Challenges

4.4 Accounting treatment.

Unit V Valuation of Intangibles:

5.1 Intellectual property

5.2 Intangibles

5.3 Brand Valuation.

Reference Book

1. Business Analysis Valuation : Using Financial statements – Paul M Healy & Krishna G Palepu

2. Study material by the faculty

SEMESTER – VI	ELECTIVE: III- ECONOMICS FOR FINANCE	CODE: U18CP6:3
CREDITS: 5		TOTAL HOURS: 90

Course Objective:

At the end of the course the students will be able to have an understanding about the

Determination of National Income, theories of International trade and concepts about the

Balance of payments

UNIT I - DETERMINATION OF NATIONAL INCOME   (15 Hours)
1.1   Macro-Economic Aggregates and Measurement of National Income
1.2   The Keynesian Theory of Determination of National Income

UNIT II - THE MONEY MARKET   (15 Hours)
2.1   The Concept of Money Demand: Important Theories of Demand for Money
2.2   The Concept of Money Supply
2.3   Monetary Policy

UNIT III - PUBLIC FINANCE   (20 Hours)
3.1   Fiscal functions: An Overview
3.2   Market Failure
3.3   Government Interventions to Correct Market Failure
3.4   Fiscal Policy

UNIT IV -INTERNATIONAL TRADE   (20 Hours)
4.1   Theories of International Trade
4.2   Trade Policy – The Instruments of Trade Policy
4.3   Trade Negotiations
4.4   Exchange Rates and its economic effects
4.5   International Capital Movements: Foreign Direct Investment

UNIT V - BALANCE OF PAYMENTS   (20 Hours)
5.1   Meaning and definition
5.2   Components and structure
5.3   Different terms in the concept of Balance of Payment
5.4   Balance of Payment Disequilibrium
5.5   Methods of correcting an unfavorable Balance of Payment

TEXT BOOK

1. Study materials of The Institute of Chartered Accountants of India on Economics for Finance.

REFERENCES

1. Principles of Macroeconomics, N. Gregory Mankiw, Eighth edition,ISBN-13: 978-1305971509