

SEMESTER I

18COM105

Professional Accounting I

3-1-0-4

Objective :To provide the students the knowledge and understanding of basic accounting principles and practices of sole proprietorship

UNIT I

Trial Balance - Rectification of Errors, Bank Reconciliation Statement

UNIT II

Final Accounts of a Sole Trading Concern with Adjustments

UNIT III

Depreciation - Meaning, Causes, Types - Straight Line Method - Written Down Value Method - Insurance Policy Method, Sinking Fund Method & Annuity Method.

UNIT IV

Consignment accounts, entries in the books of Consignor and Consignee, Treatment of stock, Normal and Abnormal losses, Joint Venture.

UNIT V

Capital and Revenue items, Accounts of Non – Trading concerns, Receipts and Payments Account and Income and Expenditure Account, Treatment of special items, Knowledge of Indian Accounting Standards 1 to 10.

TEXT BOOKS

1. T.S. Reddy & A. Murthy, Financial Accounting - Margham Publications Chennai.
2. P.C. Tulsian - Financial Accounting, Pearson Education India
3. S. Parthasarathy and A. Jaffarulla, Financial Accounting - Kalyani Publishers - New Delhi.

REFERENCE TEXTS :

1. R.L. Gupta & V.K. Gupta, -Advanced Accounting - Sultan Chand & Sons. New Delhi.
2. Jain & Narang, Financial Accounting - Kalyani Publishers. New Delhi.
3. Shukla & Grewal, Advanced Accounting - S Chand New Delhi.

Objective: The course familiarizes the students with the principles of management, managerial practices, and recent trends in management.

Unit 1

Concept of Management: meaning, nature, scope and importance – Role of management - management and administration – Management as profession Evolution of Management - Approaches to Management.

Unit 2

Planning - Meaning and Significance – types of plans – different approaches to plans – strategies, objectives and policies.

Unit 3

Organizing - Principles of Organization – types of organization, formal and informal organization structure – authority and responsibility, delegation. Span of control and chain of command.

Unit 4

Staffing –meaning -significance - Recruitment & Selection -meaning -difference between Recruitment and Selection.

Directing - Definition, importance- principles of direction, coordination as essence of management.

Unit 5

Emerging Trends in Management, knowledge management, stress management and event management.

Skill Development Activities:

1. Collect the photograph and Bio-data of any three contributors to Management thought.
2. Draft organizational chart and discuss the authority relationship.
3. Identify the feedback control system of an organization.
4. List out your strengths and weaknesses
5. Collect the names of BPO's and KPO's
6. Visit a factory/ industry and collect information from workers about the Stress and theircauses.

TEXTBOOKS:

1. G.S. Gupta – Managerial Economics, TMH
2. S. Shankaran – Economic Analysis, Margham Publications

BOOKS FOR REFERENCE:

1. Principles of management – C B Gupta
2. Principles of management – L M Prasad
3. Principles of management – Sherlekar
4. Knowledge management – A T Raman
5. Stress management – Dr H L Kowla
6. Strategic management – L M Prasad
7. Business Policy event Planning in business – Cindeylenair
8. Suma Damodaran – Managerial Economics, Oxford University Press
9. H.L. Ahuja – Principles of Economics, S. Chand Publishers

18COM106

ECONOMICS FOR DECISION MAKING

3-0-0-3

Objective : To provide a detailed understanding about the concepts of Economics for use by the management in decision making process.

Unit 1

Introduction to Managerial Economics: Definition of economics – wealth, welfare and scarcity – nature and scope of economics – micro- and macro-economics – methodology – inductive and deductive methods – economic models – distinction between economics and managerial economics.

Unit 2

Demand and Supply Analysis: Meaning and determinants of demand – law of demand – expansion and contraction of demand – increase and decrease – elasticity of demand – types – price, income, cross and advertisement elasticity – types of price elasticity.

Meaning of supply – determinants – law of supply – elasticity of supply – the supply curve of labour.

Unit 3

Production and Cost Analysis: Meaning of production – factors of production – production function – short run – law of variable proportion – long run – laws of return to scale – economies and diseconomies of scale – cost of production – types of cost – accounting cost and economic cost – total cost, average cost and marginal cost – long run cost curves – envelope curve.

Unit 4

Theory of Markets and Pricing: concept of revenue – total revenue, average revenue and marginal revenue – Different market forms: Perfect and imperfect competition – price determination under perfect competition, monopoly and monopolistic competition – price discrimination under monopoly – oligopoly – types of oligopoly pricing – kinked demand curve hypothesis.

Unit 5

Introduction to Macro Economics- National income analysis—concepts of National Income—GDP,GNP,NDP,NNP,PI,DPI--Problem of unemployment—types of unemployment—Problem of poverty—measurement of poverty—Problem of inflation—types of inflation—demand pull, cost push and stagflation—Monetary policy as a method to control inflation.

TEXTBOOKS:

3. G.S. Gupta – Managerial Economics, TMH
4. S. Shankaran – Economic Analysis, Margham Publications

REFERENCE BOOKS:

1. Suma Damodaran – Managerial Economics, Oxford University Press
2. H.L. Ahuja – Principles of Economics, S. Chand Publishers
3. D.M. Mithani – Managerial Economics: Theory and Applications, Himalaya Publishing

18CSA106

PC SOFTWARE

2 1 0 3

Unit 1

Introduction to computer systems - Types of computers, Characteristics of computers, What computers can do, What computers can't do, Classification of computers, Central Processing Unit, Control Unit, Arithmetic and Logic unit, Memory- Registers and Addresses - How CPU and memory works. Windows Basics -Creating Directories. Files, Shortcuts, Moving and copying Files, Task Bar Options, Control Panel – Display, Mouse, Keyboard, Regional Settings, Date & Time, and Man handled device.

Unit 2

Introduction to Computer Software - classifications-Operating systems, Utilities, Compilers and Interpreters, Word processors, Spread sheets, Presentation graphics, Database management systems, Image processors.

Unit 3

Word Processing Application – MS Word - Window parts – Menu Bar, Tool Bar, Status Bar, Scroll Bars. Understanding and arranging windows
Creating simple word documents – Saving files, Opening existing files, creating copies of files, Page set up options - Exiting word. Text Editing – Selection, deletion, cut, copy, Find & Replace, Using Undo & Redo. Document Views, Customizing toolbars, Inserting header & Footer, Zoom options. Inserting Page number, date & time, Symbols, Comments, Auto texts, Footnotes, Picture, Files & Objects, Bookmarks, Hyperlink, Cross references. Formatting Texts – Font, Paragraph, Columns, Bullets & Numbering, Borders & shading, Drop Cap, Auto format options, creating styles, Table of contents. Language Utilities – Spelling & Grammar – Mailmerge Options- Creating Macros – Inserting tables, applying formula and sorting tables - – Arranging windows and splitting windows.

Unit 4

Spread Sheet Application – MS Excel: Familiarizing with workbooks, work sheets and cells – Excel window – working with cells – moving around in excel – Using the Toolbars – Using Formula bar -Entering and editing data – Selecting ranges, copying and moving cells – Paste special options – Fill options – Clearing formats – Move, copy and delete sheets – finding and replacing texts – Inserting header and footer – Inserting cells, rows, columns and work sheet – Chart options - Inserting functions - Giving names to cell ranges – Manipulating

hyperlink – Formatting cells, rows, columns and sheet– Practicing auto-formatting and conditional formatting – Creating & merging styles
– Spelling and Auto correct – Creating macros, protecting sheet - Sorting and filtering list - creating a form – validation - Creating subtotals - Manipulating pivot table - Consolidating data - arranging windows - Freeze panes - Hiding windows.

Unit 5

Presentations using Powerpoint– 2000 Inserting slides – new slide, existing slides, duplicate slide, slides from Auto layout. Slide show – start with first slide, current Slide, customized show. Slide views -normal, slide sorter. Slide Layouts, Design Templates. Deleting slides, Paste special. Inserting Header & Footer, Date & Time, Hyperlink, Picture, Object, Symbols, Text, Table, Chart, Diagram. Paste as hyperlink, Format – Font, Bullets & Numbering. Custom animation, Slide Transitions. Action Buttons. Simple business case studies using the software tools.

TEXTBOOK:

Alexis Leon & Mathews Leon: Fundamentals of Information Technology, Vikas Publishing

REFERENCE BOOKS:

1. Microsoft Office 2000 Complete, BPB publications
2. Dennis P. Curtin, Kim Foley, Kunal Sen, Cathleen Morin: Information Technology The Breaking Wave, TATA McGraw-Hill Edition

18CSA186

PC SOFTWARE LAB.

0 0 3 1

Unit 1

Word Processing Application – MS Word

1. Open a new document and set page size to A4, margins to left (2 cm), right(2cm), top (2.5m), bottom (2.5cm)

a. Type the following text:

Through Her extra ordinary acts of love and self-sacrifice, Amma has endeared Herself to millions. Tenderly caressing everyone who comes to Her, holding them close to Her heart in a loving embrace, Amma shares Her boundless love with all. Be they young or old, sick or poor everyone who comes to Her receives the same unconditional love.

Amma's compassion has given rise to a vast network of charitable and spiritual activities, which is drawing attention throughout the world. At the root of these services lies Amma's teaching that the divine exists in everything-in every person, plant and animal. Perceiving this unity is the essence of spirituality and the means by which to end all suffering. It is through this simple, yet powerful message that Amma is transforming our world, one embrace at a time.

- b. Make the document error free using Spelling and Grammar
- c. Replace the word 'compassion' using Thesaurus utility.
- d. Practice Cut, Copy and Paste.

- e. Apply Page Borders, Paragraph Borders and shade the paragraphs.
- f. Give appropriate heading in the Header and Page number, date in the Footer.
- g. Apply paragraph settings to the document.
- h. Format the text and apply bullets and numbering using menu.
- i. Insert a picture in the document (use OLE feature)
- j. Change one paragraph of the document into newspaper layout.
- k. Practice tab settings.

2. Insert a table containing 6 rows and 7 columns: Headings – Student No, name, Mark1, Mark2, Mark3, Total, and Average.

- a. Enter the details of 5 students.
- b. Calculate Total & Average using 'Formula' option.
- c. Sort the details of students in the order of Average.

3. Generate 10 copies of interview letters to candidates from different states informing the place and time of interview. (Mail Merge)

Unit 2

Spread Sheet Application – MS Excel

1. Open a new work book and enter the details:

Employee No Name Basic Pay DA HRA PF Net Pay

E001 Anu 6000

E002 Anju 8000

E003 Pavan 4500

E004 Jyothy 7600

E005 Manu 6500

Calculate DA as 7.5% of Basic Pay, HRA as 5% of Basic Pay PF as 6% of Basic Pay and Net Pay = Basic Pay + DA + HRA - PF .

2. Create a series using AutoFill handle.
3. Save the workbook & give suitable title in the Header and date in the Footer, Preview the file.
4. Create a name for a range of cells in the work sheet.
5. Practice Rows, columns, Cells and work sheet format options.
6. Clear the formats of 5 the row.
7. Delete the last sheet of the workbook
8. Make a copy of the first sheet and rename it.
9. Practice paste special options.

Unit 3

Spread Sheet Application – MS Excel

1. Find the Sum of Net Pay using function.
2. Write a function to find the count of employees in G20 cell.
3. Insert comments in different cells and practice hyperlinks.
4. Create your own style for worksheets.

5. Create a database having the headings Roll No, Name, Mark1, Mark2, Mark3 and Total. Before entering data give validation rules:
 - a. For roll no – Enter numbers between 1 and 50
 - b. For name – Enter names that have text length between 3 and 15.
 - c. For marks – Enter marks between 0 and 99
6. Insert records and Sort the records.
7. Create a chart for the above details.
8. Create a pie chart for the student with highest mark.
9. Practice Auto Filter and advanced Filter.

Unit 4

Presentations using PowerPoint - 2000

1. Open a new Presentation and insert a new slide.
2. Apply appropriate slide transition to it.
3. Insert a number 4 more slides and set up the show for all.
4. Text and Word art into slides and apply custom animations.
5. Format the text and word art in the slides and apply design templates to slides.
6. Hyper link the slides (use text for link).
7. Use action buttons for hyperlink.
8. Create a PowerPoint presentation that contains News Headlines for a TV channel.
9. Create a presentation with minimum 5 slides regarding the programmes on Annual Day celebrations.
10. Create a presentation with minimum 5 slides regarding various products offered by a particular company.

Unit 5

Simple business case studies using the software tools.

TEXTBOOK:

Alexis Leon & Mathews Leon: Fundamentals of Information Technology, Vikas Publishing

REFERENCE BOOKS:

1. Microsoft Office 2000 Complete, BPB publications
2. Dennis P.Curtin, Kim Foley, Kunal Sen, Cathleen Morin : Information Technology The BreakingWave, TATA McGraw-Hill Edition

18MAT125

MATHEMATICS FOR BUSINESS

3 1 0 4

Unit 1

Sets, Functions, Solution of Linear Equations, solutions of Quadratic equations – Arithmetic and Geometric Series, Permutations and combinations.Simplification -Addition, Subtraction, Multiplication, Division , Squaring, Finding Square Root

Unit 2

Commercial Arithmetic :

Fraction and percentage, Simple and Compound interest – Sinking fund -- Annuities – Discounting of bills, Present & Future value.

Unit 3

Application of Differentiation of Business : Limit of a Function, Continuity, Elasticity of Supply and Demand, Cost Function, Total Cost, Average Cost, Marginal Cost. Revenue function : Maxima and Minima

Unit 4

Business application of Integral Calculus : Formulas – Definite Integral, Indefinite Integral, Cost Function, Marginal Cost, Total Cost, Average Cost Consumer and Producers Surplus : Marginal Revenue, Total Revenue.

Unit 5

Matrices and Determinants Definition of Matrix, Type of Matrix, Algebra of Matrix, Properties of Determinants, Calculation Values of Determinants upto 3rd order, Adjoint of matrix, finding Inverse of matrix through Adjoint. Solution of a system of linear equation having unique solution and involving not more than three variables.

TEXT BOOKS

1. Dr. B H Suresh – Business Mathematics, Chetana Book house

REFERENCES:

1. Dr. P. R. Vittal - Business Mathematics and Statistics, Margham Publications, Chennai
2. V. K. Kapoor - Business Mathematics, Sultan Chand and Sons
3. P. N Arora and S. Arora - Mathematics, S. Chand Publishers.
4. Santi Narayan - Differential Calculus, S. Chand Publishers
5. Santi Narayan - Integral Calculus, S. Chand Publishers

SEMESTER II

18COM115
1-0-4

Professional Accounting II

3-

Objective : To provide an in depth understanding of Accounting for various types of Business.

UNIT I

Single Entry - Meaning, Features, Defects, Differences between Single Entry and Double Entry System - Statement of Affairs Method - Conversion Method.

UNIT II

Branch Accounts - Dependent branches - Stock and debtors system - Independent branch (foreign branches included). Incorporation of branch trial balance

UNIT III

Departmental Accounts- Basis for allocation of expenses – Inter departmental transfer at cost or selling price

UNIT IV

Self Balancing ledger Systems - Investment Accounts, Ex-interest and cum-interest quotations

UNIT V

Hire Purchase and installment purchase system :Meaning of the terms, Journal entries in the books of Hire purchaser and Vendor. Default and re-possession - Debtors, Stock and Debtors, Hire purchase Trading account - Installment Purchase System

TEXT BOOKS :

1. T.S. Reddy &A.Murthy, Financial Accounting - Margham Publications - Chennai.
2. R.L.Gupta&V.K.Gupta, Advanced Accounting - Sultan Chand & Sons - New Delhi.

REFERENCE TEXTS :

1. Jain & Narang, Financial Accounting - Kalyani Publishers - New Delhi.
2. Shukla & Grewal - Advanced Accounting - S Chand - New Delhi.
3. P.C. Tulsian, Financial Accounting S.Parthasarathy and A.Jaffarulla, Financial Accounting - Kalyani Publishers - New Delhi.

18LAW202
03

MERCANTILE LAWS

2 1

Objective: To provide general awareness about some important laws relating to trade and industry.

Unit 1

Law of Contracts: Definition, Essentials of a valid Contract- Offer and Acceptance, Consideration, Doctrine of Privity of contract, Capacity to Contract, Free consent, Kinds of Contracts, Discharge and Breach of Contracts, Remedies for Breach of Contract.

Unit 2

Specific contracts: Indemnity and Guarantee: Distinction between Indemnity and Guarantee, Kinds of Guarantee.

Bailment and Pledge: Requisites of Bailment and Pledge, Law relating to lien, termination of bailment.

Contract of agency: Definition and essentials of agent and principal, classification of agency, sub-agent, co-agent or substituted agent, termination of agency.

Unit 3

Negotiable Instruments Act: Definition and types, maturity and grace days, payment in due course, parties to negotiable instruments, holder and holder in due course, endorsement, dishonour of negotiable instruments, discharge of negotiable instruments.

Unit 4

Contract of Sale of Goods: Essentials of a contract of sale, contract of sale and agreement to sell, conditions and warranties, caveat emptor, exceptions, transfer of ownership, transfer of title by non-owner, performance of contract, Unpaid seller – meaning and rights.

Unit 5

Indian Partnership Act: Definition of partnership, formation of partnership, firm, partner and firm name, registration of firm, types of partnership, dissolution of firm, Main features LLP under the Limited Liability Partnership Act, 2008; Difference between LLP and General Partnerships.

The Information Technology Act 2000: An overview- Digital signature, Electronic governance, Attribution, acknowledgement and dispatch of electronic records, Regulation of certifying authorities, Digital signatures certificates, Penalties and adjudication, Appellate Tribunal, Offences

Skill Development Activities:

1. Write down the fact and underline the legal points involved in the following cases:
 - a. Carlil and Carbolic smoke ball company,
 - b. Lalman Shukla v/s Gowridutt,
 - c. Mohribibi v/ s Dharmadas Ghose,
 - d. Abdul Aziz v/s Masum Ali,
 - e. Rangnayakamma v/s Alwarshetty
2. Collect a judgment copy on damages awarded by the court for breach of contract
3. Drafting/ Collect and filling up the following: a. Affidavit, b. Vakalat form, c. Power of Attorney d. Gift deed e. Pledge.
4. Visit a consumer court and record the nature of consumer disputes referred for redressal.
5. Collect a specimen copy of M/A and A/A of a company.

TEXT BOOKS:

1. K. C. Garg ,V. K. Sareen, Mukesh Sharma and Chawla – Business Law, Kalyani Publishers
2. M. C. Kuchal – Mercantile Law, Sultan Chand and Sons

REFERENCE TEXTS :

1. Thulsian – Business Law, Tata McGraw Hill
2. M .C. Shukla – Mercantile Law, S. Chand and Co

3. Gulshan – Mercantile Law, Excel Books

18MAT113 BUSINESS STATISTICS AND OPERATIONS RESEARCH 3 1 0
4

Objective: To develop an understanding of problem solving methods, to understand the basic concepts of statistics and operations research and to apply the results to real life business problems.

Unit 1

Data representations and analysis: Meaning and scope of statistics, collection of data, primary and secondary methods of data collection, classification of data, presentation of data by diagrams, bar diagram and pie diagram.

Unit 2

Averages, arithmetic mean, median, mode, properties and uses, measures of dispersion, quartile deviation, standard deviation and co-efficient of variation.

Unit 3

Probability, Addition theorem, Multiplication theorem, independence of events, conditional probability

Unit 4

Correlation, meaning and definition, scatter diagram, Pearson's correlation coefficient, computation and interpretation, Regression, the two regression equations. Time series, meaning and components, business forecasting, methods of estimating trend, graphic, and semi average, moving average method

Unit 5

Linear programming problem, introduction, mathematical formulation of the problem, graphical solution, standard form of LPP, solution of LPP by simplex method - Network Scheduling by CPM, introduction, Activities and events, network diagram

TEXTBOOKS:

1. Statistical methods - S. P. Gupta - Sultan Chand & Sons.
2. Operations Research - L. R Potti - Yamuna publications, Trivandrum

REFERENCES:

1. Business mathematics & statistics - P. R. Vittal - Margham Publications
2. Operations Research - Kantiswaroop, P. K Gupta and Manmohan, Sultan chand and sons

18COM117 Business Analytics 3 0 2 4

Objectives:

1. To gain an understanding of how managers use business analytics to formulate and solve business problems and to support managerial decision making.

2. To become familiar with the processes needed to develop, report, and analyze business data.
3. To learn how to use and apply SPSS , Tableau, Excel and Excel add-ins to solve business problems.

Unit I

Introduction to Business Analytics, Why Analytics, Business Analytics: The Science of Data-Driven Decision Making, Descriptive Analytics, Predictive Analytics, Prescriptive Analytics, Descriptive, Predictive and Prescriptive Analytics Techniques, Big Data Analytics, Web and Social Media Analytics, Machine Learning Algorithms, Framework for Data-Driven Decision Making, Analytics Capability Building, Roadmap for Analytics Capability Building, Challenges in Data-Driven Decision Making and Future

Unit II

Descriptive Analytics, Introduction to Descriptive Analytics, Data Types and Scales, Types of Data Measurement Scales, Population and Sample Percentile, Decile and Quartile, Measures of Variation, Measures of Shape – Skewness and Kurtosis, Data Visualization
Introduction to Sampling, Population Parameters and Sample Statistic, Sampling, Probabilistic Sampling, Non-Probability Sampling, Sampling Distribution, Central Limit Theorem (CLT), Sample Size Estimation for Mean of the Population, Estimation of Population Parameters, Method of Moments, Estimation of Parameters Using Method of Moments, Estimation of Parameters Using Maximum Likelihood Estimation

Unit III

Hypothesis Testing, Introduction to Hypothesis Testing, Setting Up a Hypothesis Test, One-Tailed and Two-tailed Test, Type I Error, Type II Error and Power of The Hypothesis Test, Hypothesis Testing for Population mean with Known Variance: Z-Test, Hypothesis Testing for Population Proportion: Z-Test for Proportion, Hypothesis Test for Population mean under Unknown Population Variance: t-Test, Paired Sample t-Test

Unit IV

Introduction to Analysis of Variance (ANOVA), Multiple t-Tests for Comparing Several Means, One-way Analysis of Variance (ANOVA), Two-Way Analysis of Variance (ANOVA), Correlation Analysis, Introduction to Correlation, Pearson Correlation Coefficient, Spearman Rank Correlation, Point Bi-Serial Correlation, The Phi-coefficient.

Simple Linear Regression, Introduction to Simple Linear Regression, History of Regression– Francis Galton’s Regression Model, Simple Linear Regression Model Building, Estimation of Parameters Using Ordinary Least Squares, Interpretation of Simple Linear Regression Coefficients, Validation of the Simple Linear Regression Model, Outlier Analysis

Multiple Linear Regression, Introduction Ordinary Least Squares Estimation for Multiple Linear Regression, Multiple Linear Regression Model Building, Part (Semi-Partial)

Unit V

Visualization Techniques, Visualization Techniques, What is Data Visualization? Column Chart, Pros of Column Charts, Cons of Column Charts, Bar Graph, Stacked Bar Graph, Line Graph, Dual-Axis Chart, Mekko Chart, Pie Chart, Scatter Plot, Bubble Chart, Bullet Graph.

Clustering, Introduction to Clustering, Distance and Dissimilarity Measures used in Clustering, K-Means Clustering ,Six Sigma, Introduction to Six Sigma, What is Six Sigma?, Origins of Six Sigma, Three-Sigma versus Six-Sigma Process, Cost of Poor Quality, Industrial Applications of Six Sigma

Dashboard In Business ,Benefits Of A Successful Dashboard Implementation, DashboardType, Strategic Dashboard, Management strategic dashboard ,CMO strategic dashboard,Operational Dashboard, Marketing operational dashboard, Customer service operational metrics dashboard, Tactical Dashboard

TEXT BOOKS :

Business Analytics ,The Science of Data Driven Decision Making by U Dinesh Kumar Wiley publication 2017

REFERENCE TEXTS:

The Big Book of Dashboards: Visualizing Your Data Using Real–World Business 2 Jun 2017 by Steve Wexler,JeffreyShaffer,AndyCotgreave Wiley publication

Storytelling with Data: A Data Visualization Guide for Business Professionals 20 Nov 2015 by by Cole NussbaumerKnaflie

18COM203

Professional Accounting III

3 1 0 4

Objective : To provide an in depth understanding of Accounting for Partnership firms.

UNIT 1

Partnership Accounts: General principles, past adjustments and guarantee, Admission of a partner, valuation and treatment of Goodwill, revaluation account, distribution of past profits or losses.

UNIT 2

Retirement and death of a partner, accounting treatment on retirement and death, calculation of the amount due to the retiring / deceased partner

UNIT 3

Dissolution of firm, Realisation Account, accounting entries in the books of the firm - Sale of Firms

UNIT 4

Insolvency of partners, Garner Vs. Murray, piecemeal distribution.

UNIT 5

Accounting for Professionals – Doctors, Solicitors and Artists

TEXT BOOKS :

1. T.S. Reddy & A.Murthy, Financial Accounting - Margham Publications - Chennai.

2. R.L.Gupta & V.K.Gupta, Advanced Accounting - Sultan Chand & Sons - New Delhi.

REFERENCE TEXTS :

1. Jain & Narang, Financial Accounting - Kalyani Publishers - New Delhi.
2. Shukla & Grewal - Advanced Accounting - S Chand - New Delhi.
3. P.C. Tulsian, Financial Accounting S.Parthasarathy and A.Jaffarulla, Financial Accounting - Kalyani Publishers - New Delhi.

18COM208

Direct Taxes I

3 1 0 4

Objective: To enable students to understand the various heads of income and compute income under various heads.

Unit I Important definitions in the Income –tax Act, 1961 – Basis of charge; Rates of taxes applicable for different types of assesses – Concepts of previous year and assessment year – Residential status and scope of total income; Income deemed to be received / deemed to accrue or arise in India – Incomes which do not form part of total income

Unit II Income from salary – Income from House Property

Unit III Income from Business or Profession

Unit IV Income from Capital Gain and Other sources

Unit V Income of other persons included in assesses total income – Aggregation of income; Set – off or carry forward and set off of losses – Deductions from gross total income under Sections 80C, 80CCC, 80CCD, 80CCE, 80CCF, 80D, 80DD, 80DDB, 80E, 80G, 80GG, 80GGA, 80GGC, 80QQB 80RRB, 80U – Computation of total income and tax payable; Rebates and relief's –Computation of Total income and Tax liability of individuals.

TEXT BOOKS :

1. T. S. Reddy & Y. Hari Prasad Reddy, Income Tax Theory Law and Practice, Margham Publication, Chennai.

REFERENCE TEXTS:

2. Dr. H. C. Mehrotra, Dr. S. P. Goyal, Income Tax Law and Practice, Sahitya Bhawan Publications, Agra
3. Dr. Vinod K. Singhania, Students Guide to Income Tax. Taxmann Publications Pvt. Ltd, New Delhi.
4. V. P. Gaur & D. B. Narang, Income Tax Law and Practice, Kalyani Publications.
5. Dr. Bhagwati Prasad - Direct Taxes law & Practice – Vishwa Prakashan, N. Delhi.
6. Dr. Girish Ahuja & Dr. Ravi Gupta - Simplified Approach to income Tax – Sahitya Bhawan Publishes & Distributors, Agra.

7. Dinker Pagare - Income Tax Law and Practice

18COM313

AUDITING – PRINCIPLES AND PRACTICE

3 1 0 4

Objective: To provide the students the knowledge of principles of auditing and the procedure followed in India.

Unit 1

Origin and meaning of auditing – Definition – Objects, advantages and importance– Professional and personal qualities of an auditor – Classification of audit – Planning the audit - Arrangements with client – Audit Programme – Audit note book and working papers – Division of work. Rights and powers of Auditors,

Qualification and dis qualification of Auditors.

Unit 2

Internal check – meaning and definition – Object - Features of good internal check system - Internal audit – Relationship between internal auditing and statutory auditing – Distinction between internal audit and internal check

Unit 3

Vouching – Meaning – Objects of vouching – Vouching of cash transactions and trading transactions – Vouching of personal and impersonal ledger

Unit 4

Verification and valuation - verification of assets and liabilities - valuation of assets – general principles of valuation – Auditor’s duties

Unit 5

Cost Audit– Definition – Difference between cost audit and financial audit – Appointment of cost auditor – Advantage of cost audit – Qualifications, rights and powers of cost auditor – Cost Audit Report, Management Audit – Meaning and Definition – Need for management audit – Management audit and statutory financial audit – approach of management audit - Advantages of management audit – Management audit programme - Conduct of management audit and reporting.

REFERENCE BOOKS:

1. Jagdish Prakash – Auditing, Kalyani Publishers
2. Kamal Gupta – Contemporary Auditing, Tata McGraw Hill
3. R. G. Saxena – Principles and Practice of Auditing, Himalaya Publishing House
4. B. N. Tandon – A Handbook of Practical Auditing, Sultan Chand & Sons
5. Tandon, Sudharsnam, Sundharabahu – A Handbook of Practical Auditing, S. Chand

18COM209

FUNDAMENTALS OF GST

2 1 0 3

Objective:

To develop an understanding of GST and to acquire ability to apply knowledge to compute and address application oriented issues

Unit 1

Meaning and Historical background of GST, Background of Erstwhile Service tax and VAT, Impact of GST on society, Concept of Input Credit, Need for GST, Salient Features, Taxes subsumed under GST, Advantages of GST, Constitutional Amendment, GST Council, GST Network, Acts and Rules passed for Implementing GST and their Interlinking, Practical Examples on how GST works (to get an overview of the system), Meaning of Supply – Elements that constitute supply, Types of Supply, Activities that are neither supply of goods nor supply of services, Composite and Mixed Supplies, Principal supply

Unit 2

Some important definitions – [India, Turnover, Business, Business Vertical, Goods, Capital Goods, Inputs, Casual taxable person, consideration, Continuous supply, Exempt Supply, Job Work, Manufacture, Reverse Charge, Place of business, Input Service Distributor], Levy and Collection of GST, Tax payable under Reverse Charge, Zero rated supply

Unit 3

Exemption from GST, Goods and Services Exempt from GST, Power to grant exemption, Location of Supplier and Place of Supply of goods and services, Composition scheme under GST – Eligibility, Impact.

Unit 4

Time of Supply, Place of Supply and Value of Supply (Section 15 – Price sole consideration, unrelated buyer and seller and not notified supply) – Goods and Services

Unit 5

Input tax credit – Eligibility, conditions, Utilisation of Input credit, Tax Invoice, Credit and Debit Notes, Registration under GST – Compulsory, Voluntary, Exemption from Registration

TEXT BOOKS

1. Dr. H. C. Mehrotra, Dr. S. P. Goyal, Income Tax Law and Practice, Sahitya Bhawan Publications, Agra

REFERENCE TEXTS

1. Dr. Vinod K. Singhanian, Students Guide to Income Tax. Taxmann Publications Pvt. Ltd, New Delhi.
2. T. N. Manoharan Income Tax, VAT & Service Tax, Snow White Publication
3. Madhukar N. Hiregange, Rajesh Kumar T. R. & Sudhir V. S. Practical Guide to Service Tax, Bharath Law House Pvt. Ltd.

Objective: The preliminary objective is to ensure that every student has some knowledge about Indian Constitution.

Unit 1

Meaning and Importance of Constitution, Preamble and Salient Features of the Constitution

Unit 2

Fundamental Rights, Right to Equality, Right to Freedom, Right against exploitation, Right to freedom of religion, Cultural and Educational Rights, Right to Constitutional Remedies and Duties, Directive Principles of State Policy.

Unit 3

Union Government – Lok Sabha and Rajya Sabha Composition, Powers and functions: The President, The Prime Minister and Supreme Court: Role Position and Powers/functions.

Unit 4

State Government - Legislative Assembly and Legislative Council: Composition, Powers and functions: The Governor, Chief Minister and High Court: Role, Position and Powers/functions.

Unit 5

Local self Government, Panchayat Raj System in India; Election Commission; Public Service Commissions - Role, powers and function

Skill Development Activities:

1. Court Visit & Report Presentation
2. Group discussion(Fundamental rights and duties)

REFERENCES:

1. Introduction to The constitution of India – M V Pylee, Vikas publishing house Pvt LTD
2. Introduction to The constitution of India – Dr. Durga das Basu, 19th edition Reprint 2007

I8CSA218 ACCOUNTING PACKAGES – TALLY 2 0 0 2

Objective: To enable students understand the theory of accounting through the Accountingpackage – Tally.

Unit 1

Introduction – Basic bookkeeping – importance – types of records – Getting started with Tally – Company information – Features and configuration.

Unit 2

Tally accounting - Chart of accounts – Ledgers – vouchers – financial and trading vouchers - advanced voucher entry.

Unit 3

Tally inventory – basics of inventory – inventory vouchers – purchase and sales orders – invoicing – bill of materials – price list.

Unit 4

Display and reporting – reporting and printing – bank reconciliation – budgeting – cash and funds flow.

Unit 5

Application of taxes – TDS – Goods and Service Tax (GST) Expert features – security controls – tally audit – export and import of data – splitting financial years.

TEXTBOOKS:

1. *Tally complete reference material*
2. *Nadhani – Tally ERP 9 Training Guide – BPB Publication*

REFERENCE BOOKS:

1. *Tally for everyone – Roopa, Add to Cart Publishing*
2. *Kogent Learning Solutions – Tally ERP 9 in Simple Steps, Dreamtech Publication*
3. *Dinesh Maidasani – Mastering Tally ERP 9, Firewall Media*

18CSA287

ACCOUNTING PACKAGES – TALLY LAB

0 0 3 1

Unit 1

Getting started with Tally – Company information – Features and configuration.

Unit 2

Tally accounting - Chart of accounts – Ledgers – vouchers – financial and trading vouchers - advanced voucher entry.

Unit 3

Tally inventory – inventory vouchers – purchase and sales orders – invoicing – bill of materials – price list.

Unit 4

Display and reporting – reporting and printing – bank reconciliation – budgeting – cash and funds flow.

Unit 5

Application of taxes – TDS – Goods and Service Tax (GST). Expert features – security controls – tally audit – export and import of data – splitting financial years.

TEXTBOOKS:

1. *Tally complete reference material*
2. *Nadhani – Tally ERP 9 Training Guide – BPB Publication*

REFERENCE BOOKS:

1. *Tally for everyone – Roopa, Add to Cart Publishing*
2. *Kogent Learning Solutions – Tally ERP 9 in Simple Steps, Dreamtech Publication*
3. *Dinesh Maidasani – Mastering Tally ERP 9, Firewall Media*

18COM216

Professional Accounting IV

3 1 0 4

Objective: To enable the students to develop awareness about corporate accounting system in conformity with the provisions of The Companies Act.1956 and amendments Act 2003

UNIT I

Issue of Shares and Debentures - Various Kinds - Forfeiture - Re issue - Underwriting of Shares and Debentures, Bonus Issue, Right Issue

UNIT II

Redemption of Preference Shares and Debentures

UNIT III

Final Accounts of Joint Stock companies, Preparation of Balance Sheet in prescribed form- Managerial Remuneration

UNIT IV

Acquisition of Business, Profit prior to incorporation - Reduction of Capital -internal reconstruction, Capital Reduction Account.

UNIT V

Amalgamation as per AS 14, Absorption and External Reconstruction, Meaning of the terms, Purchase Consideration, Entries in the Books of Purchasing and Vendor Companies, Inter-company owings.

TEXT BOOKS :

1. T.S. Reddy &A.Murthy, Corporate Accounting - Margham Publications - Chennai.
2. R.L.Gupta&V.K.Gupta, Advanced Accounting II - Sultan Chand & Sons - New Delhi.

BOOKS FOR REFERENCE

1. S.P. Jain and K.L. Narang – Advanced Accounting Vol. 2, Kalyani Publishers
2. S.N. Maheshwari and S.K. Maheshwari – Advanced Accountancy Vol. 2, Vikas Publishers
3. R.L. Gupta and M. Radhaswamy – Advanced Accountancy Vol - 2, Sultan Chand and Sons
4. M.C. Shukla and T.S. Grewal – Advanced Accounts Vol - 2, S. Chand and Co.
5. RSN Pillai and Bagavathi – Fundamentals of Advanced Accounts (Volume II), S. Chand Publishers.

18COM217

Company Law

3 1 0 4

The objective of this course is to provide the basic knowledge of the various provisions of the Companies Act, 1956 and to understand the duties of a Company Secretary in a joint stock company.

Unit-1

Introduction to Company Law: Company Law; Meaning, Definition, Types, Formation of Company, Concept of Corporate Veil, Definitions and Key Concepts- MOA and AOA, Alteration of MOA and AOA.

Unit-2

Shares and Share Capital: Meaning and types of Capital; Concept of issue and allotment; Issue of Share certificates; Rights issue and Bonus Shares; Sweat Equity Shares and ESOPs; Transfer and Transmission of securities; Buyback of securities; dematerialization and re-materialization of shares; Members and Shareholders: How to become a member; Register of Members; Declaration of Beneficial Interest; Rectification of Register of Members; Rights of Members; Variation of Shareholders' rights; Shareholders Democracy; Shareholder agreement, Subscription Agreements, Veto powers.

Unit-3

Debt Instruments: Issue and redemption of Debentures and Bonds; Creation of Security; Debenture redemption reserve; Debenture trust deed; Conversion of debentures into shares; Overview of Company Deposits, Distribution of Profits: Profit and Ascertainment of Divisible Profits; Declaration and Payment of Dividend

Unit-4

Corporate Social Responsibility: Applicability of CSR; Types of CSR Activities; CSR Committee and Expenditure; Net Profit for CSR; reporting requirements

Unit-5

An overview of Corporate Reorganization: Introduction of Compromises, Arrangement and amalgamation, Liquidation and Winding-up. Global Trends and Developments in Company Law. Case Laws, Case Studies and Practical Aspects

Skill Development Activities:

1. Collect and Fill in the following Forms: Demat Account opening Form and Prospectus-cumShare application Form.
2. Draft the following: Notice to convene Annual General Meeting, and Resolutions as to the declaration of Dividend, Appointment of Auditor, Issue of Bonus Shares.
3. Prepare Letter of Allotment/ Regret along with the basis of allotment,
4. Draft a Memorandum of Association and mention different clauses, and
5. Draft an Articles of Association and its important contents

TEXT BOOKS:

1. N.D. Kapoor – Corporate Laws and Secretarial Practice, Sultan Chand and Sons
2. Chawla and Garg – Secretarial Practice, Kalyani Publishers

REFERENCE TEXTS:

1. G.K. Kapoor – Corporate Laws and Secretarial Practice, Sultan Chand and Sons
D.P. Jain – Company Law and Secretarial Practice, Dhanpat Rai and Sons

18COM218

PROCEDURES AND PRACTICES OF GST 2103

Objective: to acquire ability to analyse and interpret the provisions of GST and to enable to manage practical issues arising there of

Unit 1

Current Applicability of Central Excise after introducing GST, Meaning of Manufacture, Taxable Event, Returns to be filed under Central Excise, SSI Exemption

Unit 2

Extent and commencement of IGST, Levy and Collection of IGST, OIDAR Services, Import of Goods and Services, Export of Goods and Services

Unit 3

Value of Supply – Determination of value of supply of CGST Rules

Unit 4

Payment of tax, Interest, Penalty, Electronic credit ledger, Returns to be filed under GST- Due dates, Return Forms, Late fee, Contents of Various Returns, Job work, Provisions relating to TDS under GST, Electronic Commerce, Assessment and Audit, Inspection, Search and Seizure, Demand and Recovery of tax under GST

Unit 5

Liability of pay tax in certain cases, offences and Penalties, Appeals and Revisions, Advance Rulings, Miscellaneous provisions under GST

TEXT BOOKS

2. Dr. H. C. Mehrotra, Dr. S. P. Goyal, Income Tax Law and Practice, Sahitya Bhawan Publications, Agra

REFERENCE TEXTS

4. Dr. Vinod K. Singhania, Students Guide to Income Tax. Taxmann Publications Pvt. Ltd, New Delhi.

5. T. N. Manoharan Income Tax, VAT & Service Tax, Snow White Publication

6. Madhukar N. Hiregange, Rajesh Kumar T. R. & Sudhir V. S. Practical Guide to Service Tax, Bharath Law House Pvt. Ltd.

18COM219

Direct Taxes-II

3 1 0 4

Objective: To enable the students to learn the assessment of corporate bodies, cooperativesocieties and tax management.

Unit I

Assessment of Firms - Conditions of section 184 - Assessment of Firm u/s 184, Remuneration to working partner, Allowable remuneration to working partner in case of loss of a firm - Assessment of Firm u/s 185 (Assessment when Section 184 not complied with) - Deductions out of Gross Total Income under Sections 80G, 80GGA, 80GGC - Computation

of Total income and tax liability of Firms - Treatment of share of income of firm - Treatment of income of a partner from the firm - Treatment of firm's losses.

Unit 2

Assessment of Hindu Undivided Families - Incomes which are not treated as family incomes - Salary paid to any member of the family - Remuneration earned by a member/ Karta of HUF to be assessed as family income or individual income-Deductions u/s 80 applicable to HUFs - Deductions out of Gross Total Income under Sections 80C, 80CCF, 80D, 80DD, 80DDB, 80G, 80GGA, 80GGC - Computation of Total income and Tax liability of HUF.

Assessment of Co-operative Societies: Co-operative society - Definition – Urban consumers' Cooperative society, Consumers' cooperative society - Deductions from GTI under sections 80G, 80GGA, 80GGC, 80-IA, 80-IB, 80-IC, 80-ID, 80IE, 80JJA and 80P. Computation of Total income and Tax Liability of Co-operative societies.

Assessment of Association of Persons or Body of Individuals - Deductions from GTI under sections 80G, 80GGA, 80GGC - Computation of Total Income and Tax Liability.

Unit 3

Assessment of Companies: Meaning of company, Types of companies, Computation of Gross Total Income of a Company, Deductions out of Gross Total Income under Sections 80G, 80GGA, 80GGB, 80 IA, 80-IAB, 80-IB, 80-IC, 80-ID, 80-IE, 80JJA, 80JAA, 80LA - Rates of Tax - In case of Domestic company and In case of non-domestic company (Foreign company) - Special Provisions for payment of income tax by certain companies or Minimum Alternate Tax (MAT) on companies (Section 115JB) - Book Profits – Calculation of book profits, Tax Credit in respect of MAT on certain companies (Section 115JAA) - Tax on Distributed Profits of Domestic Companies (Sections 115-O to 115-Q). Computation of Total income and Tax liability of companies.

Unit 4

Advance payment of tax: When assessee becomes liable to pay advance tax - Due dates - Computation of advance tax - Interest for default in payment of advance tax - Deduction and collection of tax at source – Self-assessment tax - Regular assessment tax – Interest for delayed payment of taxes - Refund of tax.

Unit 5

Filing of Returns: Voluntary return of income - Exemption from filing a return of income – Various types of returns,– Electronic Filing of Return Income - Permanent Account Number Procedure of Assessment - Self assessment, Enquiry before assessment, Assessment on the basis of return filed, Best judgment assessment, Income escaping assessment or Reassessment, Rectification of mistake. Income Tax Authorities, Appeals and Revision, Penalties, Offences and Prosecutions

TEXT BOOKS :

8. T. S. Reddy & Y. Hari Prasad Reddy, Income Tax Theory Law and Practice, Margham Publication, Chennai.

REFERENCE BOOKS:

1. Dr. H. C. Mehrotra, Dr. S. P. Goyal, Income Tax Law and Practice, Sahitya Bhawan Publications, Agra
2. Dr. Vinod K. Singhanian, Students Guide to Income Tax. Taxmann Publications Pvt. Ltd, New Delhi.
3. V. P. Gaur & D. B. Narang, Income Tax Law and Practice, Kalyani Publications.
4. Dr. Bhagwati Prasad Direct Taxes law & Practice – WishwaPrakashan, N. Delhi.
5. Dr. Girish Ahuja & Dr. Ravi Gupta Simplified Approach to income Tax – Sahitya Bhawan Publishes & Distributors, Agra.
6. DinkerPagare, Income Tax Law and Practice

18COM214

INTRODUCTION TO RESEARCH PROJECTS

2 1 0 3

Objective: To enable the students to get an insight of what is research methodology in order to prepare them for their work on the Project in the Sixth Semester.

Unit 1

Introduction: Meaning of Research – research problem – research design – stages of research – review of literature.

Unit 2

Collection of Data: Meaning of data – sample and census methods – method of observation – interview method – Schedules and Questionnaire.

Unit 3

Sampling Techniques: Non-probability methods – convenience sampling, judgement sampling and quota sampling – probability methods – random sampling, systematic sampling and stratified sampling – merits of sampling – superiority of sampling over census method

Unit 4

Analysis and Tabulation: Meaning of analysis – types of analysis – meaning of tabulation – types of tables – inclusive and exclusive tables – open-end tables – diagram and graphs – construction of bar diagrams, histograms, frequency polygon and frequency curves - ogives.

Unit 5

Preparation of Project Report: Type of project reports – steps in writing reports – components of a report, Appendices and Bibliography.

Skill Development Activities:

- Illustrate different types of samples with examples
- Construct a questionnaire for collection of primary data keeping in mind the topic chosen for research
- Narrate your experience using observation technique
- Diagrammatically present the information collected through the questionnaire

TEXTBOOKS:

1. Kothari – Research Methodology, New Age Publishers

2. K. M. Vineeth and M. C. Dileep Kumar – Research Methodology, Kalyani Publishers

REFERENCE BOOKS:

1. Ranjit Kumar – Research Methodology: A Step-by-Step Guide for Beginners, Pearson
2. Anil Tandon – Research Methodology: Methods and Techniques, S. Chand Publication

Paneerselvam – Research Methodology, PHI

18COM306

Professional Accounting V

3 1 0 4

The objective of this course is to give thorough knowledge about accounting systems followed by different entities in conformity with the provisions of relevant acts

Unit I

Accounts of Banking Companies, preparation of Profit and Loss Account and Balance Sheet in prescribed form, Rebate on Bills Discounted –Treatment of provision for doubtful debts.

UNIT II

Insurance Company accounts (New Format) – Accounts of Life Insurance – Valuation Balance Sheet – General Insurance – Fire and Marine only – Revenue Account and Balance Sheet

UNIT III

Holding Company Accounts – Preparation of Consolidated Balance Sheet with treatment of Mutual Owings, Contingent Liability, Unrealized Profit, Revaluation of Assets, Bonus issue and payment of dividend (including Inter Company Holdings)

UNIT IV

Double Account System – Comparison with double entry system – Accounts of electricity companies, Replacement of assets, Disposal of Surplus.

UNIT V

Liquidation of companies – Statement of Affairs and Deficiency or Surplus Accounts – Liquidator's Final Statement of Account

TEXT BOOKS :

1. T.S. Reddy & A. Murthy, Corporate Accounting - Margham Publications - Chennai.
2. R.L. Gupta & V.K. Gupta, Advanced Accounting II - Sultan Chand & Sons - New Delhi.

REFERENCE BOOKS:

1. S. N. Maheshwari and S. K. Maheshwary, Advanced Accountancy, Vikas Publishers
2. M. C. Shukla and T. S. Grewal, Advanced Accounts, S. Chand
3. S. P. Jain and K. L. Narang: Advanced Accountancy, Kalyani Publishers
4. R. L. Gupta and M. Radhaswamy: Advanced Accountancy, Sultan Chand
5. D. Chandra Bose – Advanced Accounting Volume II, PHI

Objective :To provide in detail knowledge on the laws governing industrial set ups in India

Unit 1

Industrial Disputes Act, 1947: Definition, Authorities, Awards, Settlements, Strikes, Lockouts, Lay Offs, Retrenchment and Closure. The Trade Union Act, 1926.

Unit 2

The Factories Act 1948: (Provisions related to Health, Safety and Welfare)-The Workmen's Compensation Act, 1923, The doctrine of Assumed risk, The doctrine of Common Employment. The doctrine of Contributory Negligence. Employers' liability for Compensation

Unit 3

Employee State Insurance Act 1948. Employees Provident Fund Act. Miscellaneous Provision Act 1948.

Unit 4

The payment of Wages Act 1948. Payment of Bonus Act, 1965. The Payment of Gratuity Act, 1972.

Unit 5

Contract labour (regulation and abolition) Act, 1970. Maternity Benefit Act, 1961. The child Labour (prohibition and regulation) Act, 1986. The industrial employment (standing orders) act, 1946- The trade union act, 1926

Text Books

1. Industrial Law, Mr. N.D. Kapoor, Sultan Chand
- 2.

Reference Texts

3. Industrial and Labour Laws, Dr. Sanjeev Kumar, Bharat Law HP Ltd
4. Labour and Industrial Laws, S.N Misra, Central Law Publication
5. Labour and Industrial Laws, P.K.Padhi, Eastern Economy Edition
6. Commercial and Industrial Law, S.K. Dasgupta, Sterling Publishers Pvt. Ltd
7. Employee's Provident Fund, Chopra D.S, Labour Law Agency
8. Industrial Law, Mr. P.L. Mallick, Sultan Chand.
9. Essence of Personnel Management and Industrial Relations, Cowling, Prentice – Hall

Objective: To provide the students the knowledge of cost ascertainment, cost presentation and cost control and to understand different methods of costing adopted by various concerns and its utility.

UNIT I

Cost Accounting – Definition – Meaning and Scope – Concept and Classification – Costing an aid to Management — Types and Methods of Cost – Elements of Cost Preparation of Cost Sheet and Tender.

UNIT II

Material Control: Levels of material Control – Need for Material Control – Economic Order Quantity – ABC analysis – Perpetual inventory – Purchase and stores Control: Purchasing of Materials – Procedure and documentation involved in purchasing – Requisition for stores – Stores Control – Methods of valuing material issue.

UNIT III Labour: System of wage payment – Idle time – Control over idle time – Labour turnover. Overhead – Classification of overhead – allocation, apportionment and absorption of overhead

UNIT IV

Process costing – Features of process costing – process losses, wastage, scrap, normal process loss – abnormal loss, abnormal gain. (Including inter process profits and equivalent production).

UNIT V Operating Costing - Contract costing – Reconciliation of Cost and Financial accounts.

TEXT BOOKS :

1. T.S. Reddy & A. Murthy, Cost Accounting - Margham Publications - Chennai.

REFERENCE BOOKS:

1. B. S. Raman – Cost Accounting, United Publishers
2. K. M. Vineeth and K. R. Shabu – Cost Accounting, Kalyani Publishers
3. S. P. Jain and K. L. Narang: Cost Accounting, Kalyani Publishers

18COM392

Project

6 CREDITS

The Project report based on primary data collection or an extensive internship program taken up with Chartered accountants/ Auditing firms/ professional financial consultants/ stock brokerage firms. It shall be evaluated for 6 credits. Project will be evaluated on the basis of report, guide certificate, reviews and viva voce

18COM315

Professional Accounting VI

2-1-0-3

Objective :The objective of this course is to give thorough knowledge about specialized accounting systems practiced in India

Unit I

Economic Value Added: Difference between Accounting income Statement and Economic income Statement: Limitations of Accounting concept: Need for EVA, Evolution of EVA - Market value Added. Calculation of EVA - The conceptual issues- calculation of NOPAT, calculation of Capital employed, WACC, EVA in capital budgeting decisions. Advantages and Limitations of EVA.

Distinguish between Valued Added and EVA, Advantages of Valued Added schemes. Methods of calculating the amount of Value Added. Employees; Providers' capital; Government; Reinvestment in the business: Forms of Value Added Statement

UNIT II

Historical Accounting –Accounting for price level changes (Inflationary Accounting): Meaning. Limitations of Historical Accounting. Meaning of Accounting for price level changes. Approaches: – Current purchasing Power accounting (CPP) Current Cost Accounting (CCA), Specific and General Price level accounting(SGP). Price evaluation of fixed assets with adoption of LIFO method of inventory.

UNIT III

Human Resource Accounting: Need, Reasons for HR accounting; Development of HRA: objectives of HRA: Valuation of Human resources –Historical cost approach, Replacement cost approach; Opportunity cost, Standard cost approach, Present value approach, Recording and Disclosure in financial statements: Benefits of HR accounting.

UNIT IV

Green and Environmental accounting: Green Accounting: Basics of Green Accounting; Need for adoption of Green Accounting: Law related to Green accounting; Opportunities in Green Accounting: Green accounting in India.

Definition of Environmental accounting- Need for environment al accounting at corporate level- Scope of Environmental accounting-Element of Environmental Accounting- Mechanism of Environmental Accounting.

UNIT V

Social Accounting: Social responsibilities of business: Meaning of Social Accounting: Approaches to social Accounting: Measurement of social cost Benefit; Employees account: Society's Account: Social accounts: Social Balance sheets

REFERENCE BOOKS:

1. S. P. Jain and K. L. Narang: Advanced Accountancy, Vol- 2Kalyani Publishers
2. S. N. Maheshwari and S. K. Maheshwary, Advanced Accountancy, Vol- 2 Vikas Publishers

3. Dr.M.A.Arulanandam&Dr..K.S.Ramana Advanced Accountancy, Vol- 2 Himalaya Publishing House.

18COM317

Corporate Strategies

3-0-0-3

Objective: To impart an understanding of the general and competitive business environment and to enable the students understand Corporate strategies and techniques.

Unit – 1

Introduction to Corporate Strategy: An Overview of Corporate Strategy - Meaning & Process; Corporate Strategic Leadership; Functions and Importance for Professionals like Company Secretaries; Value of vision, mission and corporate objectives, the role of corporate governance and stakeholder management

Unit – 2

Corporate Strategic Levels of the Organization; Business Policy and Formulation of Functional Strategy; Formulation of Financial; Marketing; Production; Human Resource and Logistics strategies; Designing Network Level Strategies: Alliances, Joint Ventures, Competition vs Cooperation, Organizational Dependencies. Designing Global Strategies: Internationalization: Motivations & Patterns, Building Transnational Corporations;

Unit – 3

Corporate Strategic Analysis and Planning: External Analysis: Industry Analysis & Trends, PEST Analysis, 5 Forces Analysis, Blue Ocean Strategy; Internal Analysis: Competitive Advantage, Core Competence, Organizational Structure, Process and Culture; Situational Analysis; PERT & CPM; SWOT and TOWS Analysis; Portfolio analysis-Boston Consulting Group (BCG) growth share Matrix, Ansoff's Product Growth Matrix, ADL Matrix and General Electric (GE) Model; Strategic Alternatives-Glueck and Jauch and Michael Porter's Generic Strategies

Unit – 4

Corporate Strategic Implementation and Control: Strategy Implementation, Re-Positioning the Organization, Strategic Change; Leadership and its forms; Strategic Change and Control; Analyzing Strategic Edge: Introduction to Business Process Reengineering(BPR); Concept of Benchmarking; Introduction to Total Quality Management(TQM) and Six Sigma

Unit – 5: Corporate Social Responsibility Ethics, Theories of Capitalism, Corporate Social Responsibility (cases of India)

REFERENCE BOOKS:

- L Byars – Strategic Management, Tata McGraw hill*
M Sengupta - Strategic Management, Orient Paperbacks
N R. Srinivasan – Strategic Management: The Indian context, PHI

Unit 1

Financial management: Introduction – Meaning and definition – Importance – Finance Function – Approaches to finance function – Scope of financial management – Objectives and Functions of financial management – Finance manager – Functions and role of finance manager.

Unit 2

Financial Decisions and Planning: Introduction – concept – Major decision areas – Investment decisions – Financing decisions – Dividend decisions – Factors influencing the decisions, Time Value of Money. Financial Planning – Concept – Objectives – Process – Significance – Considerations – Limitations

Unit 3

Working capital: Meaning and concept – Objects – Constituents of working capital – Classification of working capital – Adequate and inadequate working capital – Factors determining working capital requirements – Working capital management – Significance – Principles of working capital management – Estimate of working capital requirements – Simple practical problems on estimate of working capital requirements.

Unit 4

Cost of capital and Leverage: Meaning, concept and significance of cost of capital – Classification of cost – Determination of cost of capital – Computation of cost of capital – Cost of debt – Cost of preference and equity capital – Cost of retained earnings – Marginal cost of capital. – Leverage – Types – Impact.

Unit 5

Capitalisation and Capital Structure: concept of capitalization – Theories – Overcapitalisation and undercapitalisation - Causes, consequences and remedies – Concept and patterns of Capital structure – Criteria and factors influencing capital structure decision – Capital Budgeting – evaluation of investment projects – payback period, time factor, discounted cash flow methods.

TEXT BOOKS

1. R. M. Srivastava – Financial Management, PragatiPrakashan, 2002

REFERENCE TEXTS:

1. Shashi K. Gupta, R. K. Sharma – Financial Management Theory and Practice, Kalyani Publishers, 2001.
2. IM Pandey – Essentials of Financial Management, 4th Edition, Vikas Publishing
3. P. C. Tulsian – Financial Management, S. Chand

4. Prasanna Chandra – Fundamentals of Financial Management, 3rd Edition, TMH
5. S. C. Kuchhal – Financial management - An Analytical and Conceptual Approach, Chaitanya Publishing House, Allahabad, 2001.

18COM316

ACCOUNTING FOR DECISION MAKING 3 1 0 4

OBJECTIVES: To provide practical knowledge on important tools of modern managers providing quantitative information, primarily of financial nature, necessary for making vital economic decisions.

Unit 1

Management Accounting: Introduction, Meaning and definition, Advantages and disadvantages, Comparison with Financial and Cost Accounts, Management Audit, Objectives, Comparison with Financial Audit, Conducting Management Audit.

Unit 2

Marginal costing, marginal cost, advantages and disadvantages of marginal costing-contribution, P/V Ratio, Break Even Point (BEP), Margin of Safety, managerial applications of marginal costing.

Unit 3

Ratio analysis, Significance of ratios and long-term financial position, Uses and limitation of ratios, Classification and computation of various ratios, Preparation of financial statement from accounting ratios

Unit 4

Fund flow statement, meaning and importance, fund from operation, statement of changes in working capital, Cash flow statement, cash from operation, preparation of fund flow statement and cash flow statement.

Unit 5

Budget and Budgetary Control, Forecast and budget, Objectives and advantages, Functional budgets and Master Budget, Flexible Budget, Zero Base Budgeting. Standard costing - definition, advantages and limitations, variances, computation of variances, material variances, overhead variances and overhead variances.

TEXT BOOKS

1. Murthy and Gurusamy – Management Accounting, TMH

REFERENCE TEXTS:

2. K. M. Vineeth and K. R. Shabu – Management Accounting, Kalyani Publishers
3. S. N. Maheswary – Principles of Management Accounting, Sultan Chand
4. R. S. N. Pillai and Bagavathi – Management Accounting, S. Chand

5. Jain and Narang – Cost and Management Accounting, Kalyani Publishers

18COM318

Financial Market Operations

3 0 0 3

Objective: To provide an insight into the process and concept of security analysis and managing the financial instruments .

Unit –I

Financial system: Introduction to Financial system - Introduction to Indian Financial Market - Role of Financial Market in Economic Development of a country - Components in Financial Markets: Concept of capital market - importance and role – components of a capital market - Concept of Money Market - importance and role - capital market vs. money market.

Unit –II

Financial markets Instruments: – Capital market instruments – common stock – preference shares - Bonds – Debentures - Hybrid securities – Gold ETF – Mutual funds - Foreign exchange **market** – Derivatives – Money Market Instruments: call money – Treasury bills – commercial papers – certificate of deposits - Banker's Acceptance - etc.

Unit –III

Financial Market Reforms: Capital market reforms – Depository System. Securities Contracts (Regulation) Amendment Act 2007 – Stock exchanges - IPO Grading – Credit Rating - Rating Services - Objectives and types – money market reforms.

Unit –IV

Financial Market Intermediaries : Primary Market and Secondary Market Intermediaries: Role and Functions - Merchant Bankers - Stock Brokers - Syndicate Members - Registrars and Transfer Agents - Underwriters - Bankers to an Issue - Portfolio Managers - Debenture Trustees - Investment Advisers - Research Analysts - Credit Rating Agencies

Unit –V

Financial Market Regulatory bodies: The Securities and Exchange Board of India Act, 1992 - Objective; Powers and functions of SEBI Legislative framework on listing agreements - SEBI (Ombudsman) Regulations, 2003 - Securities Contracts (Regulations) Act 1956: Objectives of the SCR Act, Rules and Regulations – RBI as a regulatory body.

TEXT BOOKS

1. Gordon and Natarajan – Financial Markets and Services, Himalaya Publishing House

REFERENCE TEXTS :

1. Clifford Gomez – Financial Markets, Institutions and Financial Services, PHI

2. PunithavathyPandian – Financial Services and Markets, Vikas
3. Bharati V Pathak – The Indian Financial System: Markets, Institutions and Services, Pearson.
4. G. S. Batra – Financial Services and Markets, Deep and Deep Publication

18COM319

Banking Law and Practices

3 0 0 3

Objective : To enable the students to know the working of various types of banks and Indian banking system.

Unit 1

Banking, definition, origin and development of banking in India, types of banks, banking system, commercial banks - functions, credit creation by commercial banks, Central banking - functions, central banking vs. commercial banking, central banking and credit control.

Unit 2

Regional Rural Banks, capital structure and management, objectives of RRBs, difficulties faced by RRBs, Co-operative banking, co-operative banking in India, structure , Agricultural finance – Kisan Credit card.

Unit 3

Negotiable Instruments: Meaning & Definition – Characteristics – Cheque and its kinds – Crossing, Endorsement, Material Alteration – Collection and payment of Cheque – Refusal or bouncing of cheque. Bills of Exchange: Definition, characteristics and Parties involved – Difference between Bill and Cheque, Right of General Lien of a banker- Duties of collecting and payment bank-Garnishee Order-

Unit 4

Non Performing (NPA) – Definition and Meaning – Types of NPAs - Causes –Remedies – Banking ombudsman and its features. Basel Banking Norms – Basel I, Basel II and Basel III, SARFAESI Act

Unit 5

Banking Sector Reforms in India: Recommendations of Narasimham Committee Banking Electronic Services:- On-line/Internet Banking – EFT (Electronic Fund Transfer) –Real Time Gross Settlement (RTGS) System, Negotiated Dealing System (NDS), National Financial Switch (NFS), and Inter Bank Funds Transfer Processor (IFTP) – Immediate Payment Service (IMPS), Payment banking

REFERENCE BOOKS:

1. Maheswary and Paul – Banking Theory, Law and practice, Kalyani Publishers
2. S. Natarajan, P Parameswaran – Indian Banking, S. Chand and Company Ltd.
3. E. Gordon & K. Natrajan, —Banking Theory, Law & Practice”, Himalaya

PublishingHouse, Mumbai, 24th revised edition, 2015.

4. Shekhar and Shekhar – Banking Theory and Practice, Vikas Publications

5. Radhaswamy and Vasudev – Banking Theory and Practice, Sultan Chand and Sons

6.K.P.M. Sundaram and P.N.Varshney, —Banking Law and Practice”, Sultan Chand & SonsPublishing House, New Delhi,

7.K.C.Shekar, LekshmyShekar, —Banking theory and Practice”, Vikas Publishing House