

**BHARATHIARUNIVERSITY: COIMBATORE-641046**  
**B.Com. PROFESSIONAL**  
**(For the CCII students admitted from the academic year 2017-18 onwards)**

**Objectives and opportunities of B.Com Professional**

1. To groom the students to meet the challenges of the modern business world and also develop professional competence in the areas of Accounting, Auditing, Taxation and Financial Management.
2. To enable the students to understand the basic accounting software and computer applications.
3. Enable the students to prepare Financial Statements, Tax Calculations, Legal documents related to finance
4. To enable the students to create legal frame work with different Laws and Practices.

**SCHEME OF EXAMINATIONS (CBCS PATTERN)**

Part	Course Titles	Inst. / Week	Examinations				
			Dur. Hrs.	CIA	Marks	Total Marks	Credits
<b>SEMESTER I</b>							
I	Language-I	6	3	25	75	100	4
II	English I	6	3	25	75	100	4
III	Core I - Principles of Accountancy	5	3	25	75	100	4
III	CoreII- Business Organization & Office Management	5	3	25	75	100	4
III	Allied I– Agricultural Economics of India	5	3	25	75	100	4
IV	EnvironmentalStudies#	3	3	-	50	50	2
<b>SEMESTER II</b>							
I	Language-II	6	3	25	75	100	4
II	English II	6	3	25	75	100	4
III	Core III- Financial Accounting& Practice	5	3	25	75	100	4
III	Core IV- Principles of Marketing	5	3	25	75	100	4
III	Allied II – Economic Analysis	6	3	25	75	100	4
IV	ValueEducation–HumanRights#	5	3	-	50	50	2
<b>SEMESTER III</b>							
III	Core V- Financial Management	5	3	25	75	100	4
III	Core VI- Business & Commercial Law	5	3	25	75	100	4
III	Core VII- Cost Accounting I	5	3	25	75	100	4
III	Allied III- Information Technology in Business	6	3	25	75	100	4
IV	Skill based Subject -1 : BusinessApplicationSoftware-I	5	3	20	55	75	3
IV	Tamil@/AdvancedTamil#(or)Non-MajorElective–I YogaforHumanExcellence# /Women’s Rights# ConstitutionofIndia#	2	3	50		50	2
<b>SEMESTER IV</b>							
III	Core VIII- Corporate Accounting	5	3	25	75	100	4
III	Core IX- Computer Applications in Business	5	3	25	75	100	4
III	Core X-Company Law and Secretarial Practice	5	3	25	75	100	4

IV	Core XI- Business Communication	5	3	25	75	100	4
III	Allied IV-Auditing and Assurance I	5	3	25	75	100	4
IV	Skill based Subject-2 : Computer Applications (MS-Word and MS-Excel)-Practical –I	3	2	30	45	75	3
IV	Tamil@ /AdvancedTamil # (or) Non-majorelective-II:GeneralAwareness#	2	3	50		50	2
<b>SEMESTER V</b>							
III	Core XII- Cost Accounting II	5	3	25	75	100	4
III	Core XIII- Banking Law and Practices	5	3	25	75	100	4
III	Core XIV- Advanced accounting	6	3	25	75	100	4
III	Core XV- Income Tax Law and Practice	6	3	25	75	100	4
III	Elective I- Strategic Management	6	3	25	75	100	4
IV	Skill based Subject-3 : Business Application Software II	6	3	20	55	75	3
<b>SEMESTER –VI</b>							
III	Core XVI-Management Accounting	5	3	25	75	100	4
III	Core XVII-Auditing and Assurance II	5	3	25	75	100	4
III	Core XVIII–Indirect Taxes	6	3	25	75	100	4
III	Elective II- Corporate Governance and Business Ethics	6	3	25	75	100	4
III	Elective III- Financial Markets	6	3	25	75	100	4
IV	Skill based Subject-4 : Computer Applications : MS-PowerPoint, MS-Access and Tally 9.2 ,ERP -Practical-II	6	3	30	45	75	3
V	Softskill for Business @	-	-	50	-	50	2
<b>TOTAL</b>						<b>3500</b>	<b>140</b>

\$ Includes 25%/40% continuous internal assessment marks for theory and practical papers respectively.

@ No University Examinations. Only Continuous Internal Assessment (CIA)

# No Continuous Internal Assessment (CIA). Only University Examinations.

<b>List of Elective Papers (Colleges can choose any one of the papers as electives)</b>		
<b>Elective-I</b>	A	Business Finance
	B	Brand Management
	C	Fundamentals of Insurance
	D	Strategic Management
<b>Elective-II</b>	A	Entrepreneurial Development
	B	Supply Chain Management
	C	Principles of Web Designing
	D	Corporate Governance and Business Ethics
<b>Elective- III</b>	A	Financial Markets
	B	Insurance Legislative Framework
	C	Project Work

## Core I - PRINCIPLES OF ACCOUNTANCY

**Goal:** To enable the students to learn principles and concepts of Accountancy.

**Objective:** On successful completion of course, the students should have understood concepts and conventions of Accounting. Basic Accounting framework

### UNIT-I

Fundamentals of Book Keeping – Accounting Concepts and Conventions – Journal – Ledger – Subsidiary books – Trial balance. -

### UNIT II

Final accounts of a sole trader with adjustments – Errors and rectification – Bill of exchange – Accommodation bills – Average date – Account current.

### UNIT III

A General Knowledge of the framing of the accounting standards, national and international accounting authorities, adoption of international financial reporting standards.

### UNIT IV

Accounting Standards:- AS 1 (Disclosure of accounting policies) – AS 2 (Valuation of inventories) – AS 3 (Cash Flow statements)- AS 6 (Depreciation Accounting)- AS 7 (Construction contracts (Revised 2002)- AS 9 (Revenue recognition)- AS 10 (Accounting for fixed assets)- AS 13 Accounting for investments)- AS 14 Accounting for amalgamations.

### UNIT V

Company accounts- Preparation of financial statements – Profit and Loss Account, Balance Sheet and Cash Flow Statement, Statement of changes in Equity and Explanatory Notes.- Profit (Loss) prior to incorporation. - Alteration of share capital, Conversion of fully paid shares into stock and stock into shares, Accounting for bonus issue- Simple problems on Accounting for business acquisition, Amalgamation and reconstruction (excluding problems of amalgamation on inter-company holding)

(Theory and problems may be in the ratio of 40% and 60% respectively)

### BOOKS FOR REFERENCES:

1. N.Vinayakam, P.L.Mani, K.L.Nagarajan – Principles of Accountancy – S.Chand & Company Ltd.,
2. T.S.Grewal – Introduction to Accountancy – S.Chand & Company Ltd.,
3. R.L.Gupta, V.K.Gupta, M.C.Shukla – Financial Accounting – Sultan Chand & Sons
4. T.S.Grewal, S.C.Gupta, S.P.Jain – Advanced Accountancy – Sultan Chand & Sons
5. K.L.Narang, S.N.Maheswari – Advanced Accountancy – Kalyani publishers
6. S.K.Maheswari, T.S.Reddy – Advanced Accountancy – Vikas publishers
7. R.L GUPTA, V.K GUPTA – Financial Accounting – Sultan Chand & Sons

## **Core II – BUSINESS ORGANISATION AND OFFICE MANAGEMENT**

**Goal:** To enable the student to learn principles and concepts of Business.

**Objective:** On successful completion of this course, the student should have understood Nature and types of business organizations, Process of decision-making.

### **UNIT-I**

Nature and scope of Business, Forms of Business Organization – Sole Trader, Partnership firms, Companies and Co-operative Societies – Public Enterprise.

### **UNIT-II**

Location of Business – Factors influencing location, localization of industries – Size of forms, Sources of Finance – Shares, Debentures, Public Deposits, Bank Credit and Trade Credit – Relative Merits and Demerits.

### **UNIT-III**

Stock Exchange – Functions – Procedure of Trading – Functions of SEBI – DEMAT of shares – Trade Association – Chamber of Commerce.

### **UNIT-IV**

Office – Its functions and significance – Office layout and office accommodation – Filing and Indexing

### **UNIT-V**

Office machines and equipment – Data Processing Systems – EDP – Uses and Limitations – Office Furniture.

## **BOOKS FOR REFERENCE:**

1. Y.K. Bhushan – *Business Organisation and Management* – Sultan Chand & sons
2. Shukla – *Business Organisation and Management* – S. Chand & Company Ltd.,
3. Saksena – *Business Administration and Management* – Sahitya Bhavan
4. Singh. B.P & Chopra – *Business Organisation and Management* – Dhanpat Rai & sons
5. R.K. Chopra – *Office Management* – Himalaya Publishing House
6. J.C. Deneyer – *Office Management*
7. Chatterjee – *Modern Business*

## **Allied I - AGRICULTURAL ECONOMY OF INDIA**

**Goal:** To gain knowledge about the Agricultural economy in India Practices

**Objectives:** To study agricultural labour and mechanism  
: To understand the agricultural pricing ..etc.

### **UNIT I**

Features of the Indian Rural Economy – Place of Agriculture – Causes for Low Productivity – Rural poverty. Agriculture: Special Features and Place of Agriculture in Indian Economy – Causes of Backwardness – Measures for the Development of Agriculture – Progress of Agriculture during the plan period.

### **UNIT II**

Agricultural Labour and Mechanisation of Agriculture: Agricultural Labour – Meaning – Wages and Income – measures to improve the conditions of labour – Green-Revolution – Effects – Mechanisation – Problems and Prospects.

### **UNIT III**

Agricultural Marketing and Pricing: Causes and Consequences of Defective Agricultural Marketing System – Measures to improve marketing system – Agricultural Prices – Importance of Price Stability – Causes and consequences of Price fluctuations – Agricultural Price Commission – minimum Prices for Agricultural goods – Procurement policy.

### **UNIT IV**

Land Tenure system in India – Need for land Reform – abolition of intermediaries – Tenancy Legislation – Land ceiling – Land Reforms and land Tenure: Meaning of Land Tenure – Types – Abolition of intermediaries – Effects – Measures to ensure security of Tenure – Importance of Land Reforms – Various Measures.

### **UNIT V**

Agricultural Finance: Causes and Consequences of rural indebtedness – Measures to remove rural indebtedness – Agricultural Finance – Need – Types – Role of Co-operative banks and Commercial Banks – Agricultural Refinance – Corporation and NABARD

## **BOOKS FOR REFERENCE**

1. Indian Agriculture: Problems Progress and Prospects - Sankara S
2. Indian Economy - Ruddar Dutt and Sundaram
3. The Indian Economy - Dhingra
4. Indian Economic Problems - Alak Ghosh

**Semester II**  
**Core – III - FINANCIAL ACCOUNTING & PRACTICES**

**Goal:** To gain practical knowledge about the Accounting Practices

**Objectives:** To study and practice accounting for depreciation, average due date,

: To understand the accounting special transactions

: To understand the basics of accounts in computer environment.

**UNIT I**

Accounting for Depreciation – need for and significance of depreciation, methods of providing depreciation – Reserves and Provisions – Investment accounts – Royalty excluding Sublease

**UNIT II**

Average Due Date, Account Current, Self-Balancing Ledgers - Financial Statements of Not-for-Profit Organizations - Accounts from Incomplete Records

**UNIT III**

Accounting for Special Transactions - Hire purchase and installment sale transactions - Investment accounts - Insurance claims for loss of stock and loss of profit.

**UNIT IV**

Issues in Partnership Accounts - Final accounts of partnership firms – Admission, retirement and death of a partner including treatment of goodwill.

**UNIT V**

Accounting in Computerised Environment - An overview of computerized accounting system – Salient features and significance, - Concept of grouping of accounts, - Codification of accounts, maintaining the hierarchy of ledger, - Accounting packages and consideration for their selection, - Generating Accounting Reports.

(Theory and problems may be in the ratio of 40% and 60% respectively)

**BOOKS FOR REFERENCE**

- |   |   |                             |
|---|---|-----------------------------|
| 1 | Advanced Accountancy  | - R.L. Gupta & M. Radhasamy |
| 2 | Advanced Accountancy  | - S.P. Jain & K.L. Narang   |
| 3 | Advanced Accountancy  | - M.C. Shukla & T.S. Grewal |
| 4 | Financial Accounting  | - T.S. Reddy & A. Murthy    |
| 5 | R.L GUPTA, V.K GUPTA - <i>Financial Accounting</i> - Sultan Chand & |                             |

## Core – IV- PRINCIPLES OF MARKETING

**Goal:** To gain practical knowledge about Principles of Marketing,

**Objectives:** To study and Buying and selling .etc.

: To understand Marketing Mix and product life cycle

: To understand the basics consumer behavior

### UNIT I

Marketing–Definitionofmarketandmarketing-Importanceofmarketing–Modern Marketingconcept-  
GlobalMarketing–E-marketing–Telemarketing-MarketingEthics- CareerOpportunitiesinMarketing

### UNIT II

Marketingfunctions-Buying–Selling–Transportation–Storage–Financing–Risk-Bearing–Standardisation–  
MarketInformation

### UNIT III

Consumerbehavior–meaning–Needforstudyingconsumerbehaviour-Factors influencingconsumer  
behaviour-Marketsegmentation–CustomerRelationsMarketing

### UNIT IV

MarketingMix–Productmix–Meaningof Product–Productlifecycle–Branding- labeling-PriceMix-  
Importance-Pricingobjectives- Pricingstrategies–Personalselling andSalesPromotion –Placemix-  
Importanceofchannelsofdistribution–Functionsof middlemen–Importanceof retailingintoday’scontext

### UNIT V

MarketingandGovernment–BureauofIndianStandards–Agmark–Consumerism–ConsumerProtectin–  
Rightsofconsumers-GreenMarketing–ForwardTradinginCommodities

### BOOKS FOR REFERENCE:

1. Marketing Management -Rajan Sexena
2. Principles of Marketing - Philip Kotler & Gary Armstrong
3. Marketing Management - V.S.Ramasamy and Namakumari
4. Marketing - William G. Zikmund & Michael D' Amico
5. Marketing - R.S.N.Pillai & Bagavathi

## **Allied – II - ECONOMIC ANALYSIS**

**Goal:** To gain knowledge about economics, nature and scope.

**Objectives:** To study demand analysis

: To understand demand analysis and demand schedule.

: To understand the production and factors of production

### **UNIT I**

SCOPE OF METHODOLOGY : Definition of Economics – Nature and Scope of Economics – Utility analysis – Law of diminishing utility – Law of Equity -Marginal utility – Indifference curve – Approaches of Economic Analysis – Methodology of Economics maximization and other objectives – Marshall’s utility Analysis – Law of Diminishing Marginal Utility – Social Responsibilities.

### **UNIT II**

THEORY OF CONSUMER BEHAVIOUR: Demand Analysis – Demand Schedule – Law of Demand – Demand Curves – Elasticity of Demand – Consumer’s surplus – Analysis Schedule.

### **UNIT III**

Production – Factors of Production – Law of diminishing Returns – Law of variable proportions – Returns to scale – scale of production – Law of supply – Cost and Revenue – concepts and Curves – THEORY OF PRODUCTION : Production Function – Factors of Production – Enterprise as a Factor.

### **UNIT IV**

PRODUCT PRICING : Market Definition – Types – Equilibrium under perfect competition of Firm and Industry – Pricing – Pricing under perfect competition, Monopoly – Price Discrimination – Pricing under Monopolistic competition – Pricing under Oligopoly.

### **UNIT V**

FACTOR PRICING – Marginal Productivity theory – Theories of wages, rent, interest and profit.

### **BOOKS FOR REFERENCE**

1. Principles of Economics - Seth M.L.
2. A Text Book of Economic Theory - Stonier and Hague
3. Macro Economics - Jhingan



## **Core –V - FINANCIAL MANAGEMENT**

### **Objectives:-**

- To develop ability to analyze and interpret various tools for financial analysis and planning,
- To gain knowledge of management and financial of working capital.
- To understand concept relating financing and investment decisions

### **UNIT I**

Scope and Objectives of Financial Management-Meaning, Importance and Objectives- Conflicts in profit versus value maximization principle -Role of Chief Financial Officer.- Time Value of Money-Compounding and Discounting techniques— Concepts of Annuity and Perpetuity

### **UNIT II**

Financial Analysis and Planning -Ratio Analysis for performance evaluation and financial health-Application of Ratio Analysis in decision making-Analysis of Cash Flow Statement. -Financing Decisions.- Cost of Capital — Weighted average cost of capital and Marginal cost of capital -Capital Structure decisions — Capital structure patterns, Designing optimum capital structure, Various capital structure theories-Business Risk and Financial Risk — Operating and financial leverage, Trading on Equity.

### **UNIT III**

Types of Financing- Different sources of finance- Project financing — Intermediate and long term financing- Negotiating term loans with banks and financial institutions and appraisal thereof- Introduction to lease financing- Venture capital finance.

### **UNIT IV**

Investment Decisions- Purpose, Objective, Process-Understanding different types of projects -Techniques of Decision making: Non-discounted and Discounted Cash flow Approaches — Payback Period method, Accounting Rate of Return, Net Present Value, Internal Rate of Return, Modified Internal Rate of Return, Discounted Payback Period and Profitability Index.- Ranking of competing projects, Ranking of projects with unequal lives.

### **UNIT V**

Management of Working Capital- Working capital policies- Funds flow analysis- Inventory management- Receivables management- Payables management- Management of cash and marketable securities -Financing of working capital.

(Theory and problems may be in the ratio of 40% and 60% respectively)

### **BOOKS & REFERENCES:**

1. Horne, J.C. Van : “Financial Management and Policy” Prentice Hall of India,
2. Khan and Jain: Financial Management Text and Problems” Tata McGraw Hill
3. Pandey I.M, “Financial Management” , Vikas Publication New Delhi.
4. Bhalla,V.K.. “Financial Management and Policy”, Anmol Publications, New Delhi
5. Chandra.P. “Financial Management-Theory and Practice”, Tata McGraw Hill New Delhi
6. Ravi M Kishore, “Financial Management-Theory-Problems-cases ”8<sup>th</sup> edition, Taxmann Publications

## Core – VI - BUSINESS LAWS & COMMERCIAL LAWS

**Goals** : To enable the students to understand the fundamentals of law relating to commercial activities.

**Objectives** : On successful completion of this course, the students should be well versed in basic provisions regarding legal framework governing the business world.

### UNIT-I

Law – Meaning and objects – Mercantile law, meaning – Sources of contracts – Classification of contracts – Essentials of a valid contract – Offer, acceptance, legality of object and consideration – Void agreement

### UNIT-II

Capacity to contract – Free consent – Quasi contracts – Contingent contracts – Performance of contract – Discharge of contract – Remedies for breach of contract.

### UNIT-III

**Sale of Goods Act 1930: Contract** for sale of goods – Essentials of a contract of sale – Conditions and Warranties – Caveat emptor – Sale by non-owners – Rules as to delivery of goods – Un paid seller and his rights.

### UNIT IV

The detailed study of – The Indian Contract Act, 1872 – The Negotiable Instruments Act, 1881 – The Payment of Bonus Act, 1965 – The Employees' Provident Funds and Miscellaneous Provisions Act, 1952 – The Payment of Gratuity Act, 1972.

### UNIT V

Law of sale of goods – Distinction between sale and agreement to sell – Conditions and warranties to sell – Transfer of Ownership – Transfer of title – Warranties to sell – by Non-owners – Performance of contract of sale – Rights and Duties of buyer – Rights of unpaid seller

### BOOKS FOR REFERENCE:

1. Advanced Accountancy - R.L. Gupta & M. Radhasamy
2. Advanced Accountancy - S.P. Jain & K.L. Narang
3. Advanced Accountancy - M.C. Shukla & T.S. Grewal
4. Financial Accounting - T.S. Reddy & A. Murthy
5. R.L GUPTA, V.K GUPTA- *Financial Accounting*- Sultan Chand & Sons

## Core – VII - COST ACCOUNTING I

**Objectives:**To understand the basic concepts and processes used to determine product costs.  
To able to interpret cost accounting standards

### UNIT I

Introduction to Cost Accounting- Objectives and scope of Cost Accounting- Cost centers and Cost units- Cost classification for stock valuation, Profit measurement, Decision making and control -Coding systems- Elements of Cost -Cost behavior pattern, Separating the components of semi-variable costs- Installation of a Costing system- Relationship of Cost Accounting, Financial Accounting, Management Accounting and Financial Management.-

### UNIT II

Cost Ascertainment- Material Cost -(i) Procurement procedures— Store procedures and documentation in respect of receipts and issue of stock, Stock verification (ii) Inventory control — Techniques of fixing of minimum, maximum and reorder levels, Economic Order Quantity, ABC classification; Stocktaking and perpetual inventory -(iii) Inventory accounting- (iv) Consumption — Identification with products of cost centres, Basis for consumption entries in financial accounts, Monitoring consumption

### UNIT III

Employee Cost -(i) Attendance and payroll procedures, Overview of statutory requirements, Overtime, Idle time and Incentives (ii) Labour turnover- (iii) Utilisation of labour, Direct and indirect labour, Charging of labour cost, Identifying labour hours with work orders or batches or capital jobs- (iv) Efficiency rating procedures-(v) Remuneration systems and incentive schemes.

### UNIT IV

Overheads:--(i) Functional analysis — Factory, Administration, Selling, Distribution, Research and Development Behavioural analysis — Fixed, Variable, Semi variable and Step cost- (ii) Factory Overheads — Primary distribution and secondary distribution, Criteria for choosing suitable basis for allotment, Capacity cost adjustments, Fixed absorption rates for absorbing overheads to products or services (iii) Administration overheads — Method of allocation to cost centres or products (iv) Selling and distribution overheads — Analysis and absorption of the expenses in products/customers, impact of marketing strategies, Cost effectiveness of various methods of sales promotion.-

### UNIT V

Cost Book-keeping:-Cost Ledgers—Non-integrated accounts, Integrated accounts, Reconciliation of cost and financial accounts.

(Theory and problems may be in the ratio of 40% and 60% respectively)

### Reference Books:

1. Cost Accounting: Jain and Narang, Kalyani
2. Cost Accounting: M.N Arora, Himalaya
3. Cost and Management Accounting: PrashantaAthma, Himalay
4. Cost Accounting- SP Iyengar , Sultan Chand & Sons

## **Allied – III - INFORMATION TECHNOLOGY IN BUSINESS**

### **Objectives:**

To develop understanding of Information Technology as a key enabler and facilitator of implementing Information Systems in enterprises and their impact on business processes and controls

### **UNIT I**

**Business Process Management & IT:** Introduction to various Business processes – Accounting, Finances, Sale, Purchase etc. – Business Process Automation – Benefits & Risks, - Approach to mappings systems: Entity Diagrams, Data Flow Diagrams, Systems Flow diagrams, - Decision Trees/tables, - Accounting systems vs. Value chain automation. - Information as a business asset, - Impact of IT on business processes. - Business Risks of failure of IT, - Business Process Re-engineering

### **UNIT II**

**Information Systems and IT Fundamentals:** importance of IT in business and relevance to Audit with case studies. - Concepts of Computing (Definition provided by ACM/IEEE and overview of related terminologies). Overview of IS Layers – Applications, DBMS, systems software, hardware, networks & links and people. - Overview of Information Systems life cycle and key phases. Computing Technologies & Hardware – Servers, end points, popular computing architectures, emerging computing architectures & delivery models – example: SaaS, Cloud Computing, Mobile computing, etc., Example: Overview of latest devices/technologies –

### **UNIT III**

**Telecommunication and Networks:** Fundamentals of telecommunication, Components and functions of Telecommunication Systems. Data networks – types of architecture, LAN, WAN, Wireless, private and public networks etc., Overview of computing architectures – centralized, de-centralized, mainframe, client-server, thin-thick client etc. Network Fundamentals – Components, Standards and protocols, Network risks & controls – VPN, Encryption, Secure protocols. Network administration and management – concepts and issues. - How information systems are facilitated through telecommunications. - How Internet works, Internet architecture, key concepts, risks and controls, e-Commerce and M-commerce technologies

### **UNIT IV**

**Business Information Systems :** Information Systems and their role in businesses, - IT as a business enabler & driver – ERP, Core Banking System, CRM, SCM, HRMS, Payment Mechanisms. - The relationship between organizations, information systems and business processes, - Accounting Information Systems and linkages to Operational systems, - Business Reporting, MIS & IT. - Organization Roles & responsibilities and table of authorities, importance of access controls, privilege controls. Specialized systems - MIS, DSS, - Business Intelligence, Expert Systems, Artificial Intelligence, Knowledge Management systems etc.

### **UNIT V**

**Business Process Automation through Application software:** Business Applications – overview and types, Business Process Automation, relevant controls and information systems. Information Processing & Delivery channels and their role in Information Systems. Key types of Application Controls and their need. Emerging concepts – Virtualization, Grid Computing, Cloud delivery model.

**Reference Books:**

1. IT for Business and Management (Kalyani Publishers) by Manik Sharma and Rachhpal Singh
2. Management Information Systems(Tata McGraw Hill Edn Pvt. Ltd., New Delhi) by James A O’Brien, George M Marakas and Ramesh Behl
3. Management Information System by shivani Joshi
4. Information Technology for Business (Kalyani Publishers) by Gurinder Singh and Rachhpal Singh
5. Management Information Systems(Excel Books,New Delhi) by Ashok Arora and Akshaya Bhatia.
6. Fundamentals of Computers (PHI Larning Pvt. Ltd.) by V.Rajaraman
7. Management Information System by Dr. P. Mohan.
8. Modern Database Management (Pearson) By Jeffrey A. Hoffer, V.Ramesh and HeikkiTopi.  
Information Technology & Strategic Management (Wolters KluwerPvt Ltd.),  
Nirupama SekarG , G. Sekar and Saravana Prasath.

**Semester - IV**  
**Core – VIII - CORPORATE ACCOUNTING**

**SubjectDescription:**Thiscourseaims to enlightenthe studentsontheaccounting proceduresfollowedbytheCompanies.

**Goals :**ToenablethestudentstobeawareontheCorporateAccounting Inconformitywiththeprovisionof theCompaniesAct.

**Objective:**Afterthesuccessfulcompletionof thecoursethestudentsshould haveathoroughknowledgeon theaccountingpracticeprevailing inthecorporate.

**Unit- I**

Issueofshares:Par,Premiumand Discount- Forfeiture-Reissue–SurrenderofShares–RightIssue- Underwriting

**Unit- II**

RedemptionofPreferenceShares.Debentures–Issue–Redemption: SinkingFundMethod.

**Unit- III**

FinalAccountsofCompanies- CalculationofManagerialRemuneration.

**Unit- IV**

ValuationofGoodwillandShares–Need–MethodsofvaluationofGoodwillandShares.

**Unit-V**

LiquidationofCompanies- StatementofAffairs-Deficiencya/c.

**NOTE:DistributionofMarks :**Theory- 20% Problems- 80%

**Books for Reference:**

1. S.P.Jain&K.L.Narang,“AdvancedAccounting”,KalyaniPublications,New Delhi.
2. GuptaR.L.& Radhaswamy M.,”Corporate Accounts“,Theory Method and Application-13<sup>th</sup>Revised Edition 2006,Sultan Chand & Co.New Delhi.
- 3.Dr.M.A.Arulanandam,Dr. K.S.Raman, “Advanced Accountancy, Part-I”, Himalaya Publications,NewDelhi.2003.
4. GuptaR.L.&RadhaswamyM.,”Corporate Accounts“,Theory Method and Application-13<sup>th</sup>RevisedEdition2006,Sultan Chand& Co.,New Delhi.
5. **Shukla M.C.,GrewalT.S.&GuptaS.L.,“Advanced Accountancy”,S.Chand &Co.,New Delhi.**
6. Reddy&Murthy,“Financial Accounting”,Margham Publicatuions,Chennai,2004

**Core – IX - COMPUTER APPLICATION IN BUSINESS**

**SubjectDescription:** This course is designed to project the utilization ofComputers intheModernBusinessWorld.

**Goals:** ToenablethestudentstoknowtheimportanceofComputerinBusiness

**Objectives:** Afterthesuccessfulcompletionof the coursethestudentmust be awareof conceptsandutilizationofcomputerinday today life..

**UnitI**

Computer:Introduction–Meaning–Characteristics– Generations–TypesofDigital Computer– ComponentsofComputer– Input, StorageandOutputDevices–Usesof ComputersinModernBusiness.

**UnitII**

Software: Meaning–TypesofSoftware–OperatingSystems:Meaning-Functions–Types-Programming Language–CompilersandInterpreters.

**UnitIII**

DatabaseProcessing:Data Vs.Information–DatabaseManagementSystems: Meaning–Components–Uses– Limitations–Types.

**UnitIV**

ManagementInformationSystem:Meaning–Characteristics- FunctionalManagementInformationSystems:Financial–Accounting–Marketing-Production– Humanresource–BusinessProcessOutsourcing.

**UnitV**

Networking–Meaning–Types-Internet: Meaning–InternetBasis-WorldWideWeb –InternetAccess– InternetAddressing– SearchEngines–ElectronicMail.

**Books for Reference:**

1. Fundamentals of Information Technology- Alexis Leon & Mathews Leon
2. Information Technology for Management- Henry C. Lucas
3. Computers and Commonsense - Roger Hunt and John Shellery
4. Management Information System - Dr.S.P.Rajagopalan

**Core X – COMPANY LAW AND SECRETARIAL PRACTICE**

**Subject Description:** This course aims to enlighten the students on the provisions of the Companies Act, 1956 along with secretarial work relating to Corporate Entities..

**Goals :** To enlighten the students' knowledge on Companies Act.

**Objectives:** After the successful completion of the course the students should have a thorough knowledge on Formation of Company, Documents required and Acts pertaining to it.

**UNIT-I**

Formation of Companies – promotion – Meaning – Promoters – their functions – Duties of Promoters – Incorporation – Meaning – certification of Incorporation – Memorandum of Association – Meaning – Purpose – Alteration of Memorandum – Doctrine of Ultravires – Articles of Association – Meaning – Forms – Contents – Alteration of Article – Relationship between Articles and Memorandum – Doctrine of Indoor Management – Exception to Doctrine of Indoor Management – Prospectus – Definitions – Contents – Deemed Prospectus – Misstatement in prospectus – Kinds of Shares and Debentures.

**UNIT-II**

The Companies Act, 2013 – Sections 1 to 122- (a) Preliminary- (b) Incorporation of Company and Matters Incidental thereto- (c) Prospectus and Allotment of Securities - (d) Share Capital and Debentures - (e) Acceptance of Deposits by companies- (f) Registration of Charges- (g) Management and Administration - (h) Company Law in a computerized Environment – E-filing

**UNIT-III**

Winding up – Meaning, Modes of Winding up – Compulsory Winding up by the court – voluntary Winding up – Types of Voluntary Winding up – members voluntary Winding up – Creditors voluntary Winding up – Winding up subject to supervision of the court – Consequences of Winding up (General).

**UNIT-IV**

Company Secretary – Who is a secretary – Types – Positions – Qualities – Qualifications – Appointments and Dismissals – Power – Rights – Duties – Liabilities of a Company Secretary – Role of a Company Secretary – (1) As a statutory officer, (2) As a Co-Coordinator, (3) As an Administrative Officer. – Directors – Qualification and Disqualification of Directors.

**UNIT-V**

Basic understanding and preparation of legal deeds and documents- Partnership deed- Power of Attorney- Lease deed – Affidavit- Indemnity bond - Gift deed- Memorandum and articles of association of a company - Annual Report of a company

**Books for reference:**

M.C.Shukla and S.S.Gulshan----Principles of Company Law----S.Chand & Co.,  
M.C.Shukla and S.S.Gulshan----S.Chand & Co., N.D.Kapoor----Company Law----Sultan Chand & Sons  
M.C.Kuchhal----Secretarial Practice----Vikas Publications

**Core – XI - BUSINESS COMMUNICATION**

**Objectives:**

To nurture an understanding of ethical issues in business.  
To understand the digital communication system used for business  
To understand and act corporate communication culture

**UNIT I**

Business Communication: Meaning–Importance of Effective Business Communication-  
Modern Communication Methods–Business Letters: Need–Functions- Kinds-  
Essentials of Effective Business Letters-Layout. Company Secretarial Correspondence  
(Includes Agenda, Minutes and Report Writing)

**UNIT II**

Elements of Communication- (a) Forms of Communication: Formal and Informal, Interdepartmental, Verbal and non- verbal; Active listening and critical thinking-(b) Presentation skills including conducting meeting, press conference-(c) Planning and Composing Business messages-(d) Communication channels.

**UNIT III**

Communicating Corporate culture, change, innovative spirits -Communication breakdowns-Communication ethics- Groups dynamics; handling group conflicts, consensus building; influencing and persuasion skills; Negotiating and bargaining-Emotional intelligence - Emotional Quotient- Soft skills – personality traits; Interpersonal skills ; leadership

**UNIT IV**

Communication in Business Environment- Business Meetings – Notice, Agenda, Minutes, Chairperson’s speech.- Press releases -Corporate announcements by stock exchanges-Reporting of proceedings of a meeting

**UNIT V**

**Technology and Business Communication:** Role , effects and advantages of Technology in Business Communication like e-mail , text messaging , instant messaging – Modern techniques in communication : Video Conferencing , social networking , media communication – Strategic importance of e- communication

**BOOK FOR REFERENCE**

1. **Dr. G.K Kapoor, Dr. CB Gupta**, *Business Laws, ethics and communication*, -Sultan Chand & Sons.
2. **Korlahalli & Rajendra Pal**, *Essentials of Business Communication*-Sultan Chand & Sons.
3. **Ramesh, MS, & C.P Pattanshetti**, “Business Communication”, R.Chand & Co, New Delhi, 2003.
4. **Rodriquez MV**, “Effective Business Communication Concept” Vikas Publishing Company , 2003



## **Allied - IV AUDITING AND ASSURANCE - I**

**Goals** : To familiarize the students with the Principles of Auditing.

**Objectives** : On successful completion of this course, the students should be well versed in the fundamental concepts of Auditing.

### **UNIT I**

Auditing Concepts — Nature and limitations of Auditing, Basic Principles governing an audit, Ethical principles and concept of Auditor's Independence, Relationship of auditing with other disciplines.-

### **UNIT II**

Standards on Auditing and Guidance Notes — Overview, Standard-setting process, Role of International Auditing and Assurance Standards Board, -Standards on Auditing issued by the ICAI; Guidance Note(s) on — Audit of Fixed Assets, Audit of Inventories, Audit of Investments, -Audit of Debtors, -Loans and Advances, -Audit of Cash and Bank Balances, Audit of Miscellaneous Expenditure, -Audit of Liabilities, -Audit of Revenue, -Audit of Expenses and provision for proposed dividends.

### **UNIT III**

Auditing engagement — Audit planning, Audit programme, Control of quality of audit work — Delegation and supervision of audit work.- Documentation — Audit working papers, Audit files: Permanent and current audit files, -Ownership and custody of working papers.

### **UNIT IV**

Audit evidence — Audit procedures for obtaining evidence, Sources of evidence, Reliability of audit evidence, Methods of obtaining audit evidence — Physical verification, Documentation, Direct confirmation, Re-computation, Analytical review techniques, Representation by management, Obtaining certificate.

### **UNIT V**

Internal Control — Elements of internal control, Review and documentation, Evaluation of internal control system, Internal control questionnaire, Internal control check list, Tests of control, Application of concept of materiality and audit risk, Concept of internal audit.- Internal Control and Computerized Environment, Approaches to Auditing in Computerized Environment.

### **BOOKS FOR REFERENCES:**

1. Jha, Aruna : "A Student's Guide to Auditing", Taxmann
2. Tandon, BN, S. Sudarsanan and S. Sundarabahu, : "A Handbook of Practical Auditing", S. Chand and Co. Ltd. New Delhi.
3. Pagare, Dinkar : "Principles and Practice of Auditing", Sultan Chand and sons, New Delhi.
4. ICAI, "Auditing and Assurance", Sahitya Bhavan Publications.
5. Gupta, Kamal and Aok Arora : "Fundamentals of Auditing", Tata MC Graw Hill Publishing Co. Ltd. New Delhi.

**Semester V**  
**Core – XII - COST ACCOUNTING II**

**Objectives:**

- To familiarize the students with the various concepts and elements of cost
- To create cost consciousness among the students

**UNIT I**

Direct Expenses:- Sub-contracting — Control on material movements, Identification with the main product or service.

**UNIT II**

Costing Systems- (a) Job Costing Job cost cards and databases, Collecting direct costs of each job, Attributing overhead costs to jobs, Applications of job costing.-(b) Batch Costing  
-(c) Contract Costing- Progress payments, Retention money, Escalation clause, Contract accounts, Accounting for material, Accounting for plant used in a contract, Contract profit and Balance sheet entries. -  
(d) Process Costing-Double entry book keeping, Process loss, Abnormal gains and losses, Equivalent units, Inter-process profit, Joint products and by products. (e)Operating Costing System

**UNIT III**

Introduction to Marginal Costing-Marginal costing compared with absorption costing, Contribution, Breakeven analysis and profit volume graph.-

**UNIT IV**

Introduction to Standard Costing-Variety types of standards, Setting of standards, Basic concepts of material and Labour standards and variance analysis.

**UNIT V**

Budget and Budgetary Control- The budget manual, preparation and monitoring procedures, budget variances, flexible budget, preparation of functional budget for operating and non-operating functions, cash budget, master budget, principal budget factors.

(Theory and problems may be in the ratio of 40% and 60% respectively)

**Reference Books:**

1. Cost Accounting: Jain and Narang, Kalyani
2. Cost Accounting: M.N Arora, Himalaya
3. Cost and Management Accounting: PrashantaAthma, Himalaya
4. Cost Accounting: Jawaharlal, Tata Mcgraw Hill
5. Cost Accounting: Theory and Practice: Banerjee, PHI
6. Introduction to Cost Accounting: Tulsian, S.Chand
7. Cost Accounting: N.K.Prasad

**Core – XIII - BANKING LAW AND PRACTICES**

**SubjectDescription:** This course aims to enlighten the students on the Recent Trends in Banking and the regulating provisions.

**Goals :**To enlighten the students' knowledge onBankingRegulationActs.

**Objectives :**Afterthesuccessfulcompletionof thecoursethestudentsshould haveathoroughknowledgeonIndianBankingSystem andActs pertainingtoit.

### **Unit-I**

Definition of banker and customer – Relationships between banker and customer – special feature of RBI, Banking regulation Act 1949. RBI credit control Measure – Secrecy of customer Account.

### **Unit-II**

Opening of account – special types of customer – types of deposit – Bank Passbook – collection of banker – banker lien.

### **Unit-III**

Cheque – features essential of valid cheque – crossing – making and endorsement – payment of cheques statutory protection duties to paying banker and collective banker – refusal of payment cheques Duties holder & holder in due course.

### **Unit-IV**

Loan and advances by commercial bank lending policies of commercial bank – Forms of securities – lien pledge hypothecation and advance against the documents of title to goods – mortgage.

### **Unit-V**

Position of surety – Letter of credit – Bills and supply bill. Purchase and discounting bill Traveling cheque, credit card, Tellers system.

### **Books for Reference:**

1. Sundharam and Varshney, Banking theory Law & Practice, Sultan Chand & Sons., New Delhi.
2. Banking Regulation Act, 1949.
3. Reserve Bank of India, Report on currency and Finance 2003-2004.
4. Basu: Theory and Practice of Development Banking
5. Reddy & Appanniah: Banking Theory and Practice
6. Natarajan & Gordon: Banking Theory and Practice

## **Core – XIII - ADVANCED ACCOUNTING**

### **Objectives:**

To gain the ability to solve advanced problems in the case of different entities.

To have an understanding of the conceptual frame work for the preparation and presentation of financial statements.

### **UNIT I**

Framework for Preparation and Presentation of Financial Statements

### **UNIT II**

Accounting Standards:- AS 4: Contingencies and Events occurring after the Balance Sheet Date )- AS 5: Net Profit or Loss for the Period, Prior Period Items and Changes in Accounting Policies - AS 11: The Effects of Changes in Foreign Exchange Rates (Revised 2003) )- AS 12 :Accounting for Government Grants- AS 16 : Borrowing Costs -AS 19:Leases-AS 20 :Earnings Per Share -AS 26 :Intangible Assets- AS 29: Provisions, Contingent Liabilities and Contingent Assets

### UNIT III

Advanced Issues in Partnership Accounts and Issues related to accounting in Limited Liability Partnerships- Dissolution of partnership firms including piecemeal distribution of assets; Amalgamation of partnership firms; Conversion into a company and Sale to a company.

### UNIT IV

Company Accounts- Accounting for employee stock option plan, Buy back of securities, Equity shares with differential rights, Underwriting of shares and debentures, Redemption of debentures- Advanced problems for business acquisition, Amalgamation and reconstruction (excluding problems of amalgamation of inter-company holding)-Accounting involved in liquidation of companies, Statement of Affairs (including deficiency/surplus accounts) and liquidator's statement of account of the winding up-Financial Reporting of Insurance and Banking and legal and regulatory requirements thereof

### UNIT V

Accounting for Special Transactions- Departmental and branch accounts including foreign branches.

**Note: Distribution of Marks between theory and problems shall be 40% and 60% respectively.**

### REFERENCE BOOKS

1. CA G Sekar, CA B. SaravanaPrasath.-*Advanced Accounting* , WoltersCluer India Pvt. Ltd.
2. M.C.Shukla, T.S.Grewal, S.C.Gupta, *Advanced Accounts*, Vol-1, S.Chand
3. Ashok Sehgal and Deepak Sehgal, *Advanced Accounting*, Volume I, Taxmann
4. Ashok Sehgal and Deepak Sehgal, *Advanced Accounting*, Volume I, Taxmann
5. B.S. Raman, *Advanced Accountancy*.

## Core - XIV- INCOME TAX LAW AND PRACTICE

**Subject Description:** This course aims to provide in-depth knowledge on the provisions of Income Tax.

**Goals:** To familiarize the students with recent amendments in Income-tax.

**Objectives:** On successful completion of this course, the students should be well versed in the prevailing act.

### 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 .Exempted Income.

### UNIT II

Incomes which do not form part of total income- Heads of income and the provisions governing computation of income under different heads- Income of other persons included in assessee's total income- Aggregation of income; Set-off or carry forward and set-off of losses.

### UNIT III

Deductions from gross total income- Computation of total income and tax payable; Rebates and reliefs- Provisions concerning advance tax and tax deducted at source- Provisions for filing of return of income.

#### **UNIT IV**

Profit and Gains of Business or Profession – Income from Other Sources.

#### **UNIT V**

Set off and Carry forward of losses – Aggregation of Income – Computation of Tax liability – Assessment of Individuals.

**Note: Distribution of Marks between theory and problems shall be 40% and 60% respectively.**

#### **Books for Reference:**

1. **Gaur and Narang**, “Income Tax Law and Practice” Kalyani publishers New Delhi
2. **Dr. H C Mehrotra**, “Income-tax Law and Accounts” Sahitya Bhavan publishers
3. **Vp Gaur , Rajiv Puri, Puja Gaur** “Income tax law & Practice” Kalyani Publishers
4. Dr. K Venugopalan, Dr. Abdul Assis Koroth “Income Tax Law & Practice” CUCS

### **Elective – I - STRATEGIC MANAGEMENT**

#### **Objectives:**

To develop an understanding of the general and competitive business environment.

To develop an understanding of strategic management concepts and techniques.

#### **UNIT I**

**Business Environment:** General environment - Demographic, socio-cultural, macro-economic, legal, political, technological, and global - Competitive environment - Business policy and Strategic Management - Meaning and nature - Strategic Management imperative: Vision, Mission and Objectives - Strategic levels in organizations.

#### **UNIT II**

Strategic Planning- Meaning, stages, alternatives, strategy formulation.- Formulation of Functional Strategy- Marketing strategy, Financial strategy, Production strategy, Logistics strategy, Human resource strategy.

#### **UNIT III**

Business Environment-General Environment — Demographic, Socio-cultural, Macro-economic, Legal/political, Technological, and Global; Competitive Environment.- Business Policy and Strategic Management- Meaning and nature; Strategic management imperative; Vision, Mission and Objectives; Strategic levels in organizations.-

#### **UNIT IV**

Strategy Implementation and Control- Organizational structures; Establishing strategic business units; Establishing profit centers by business, product or service, market segment or customer; Leadership and behavioral challenges

## UNIT V

Reaching Strategic Edge- Business Process Reengineering, Benchmarking, Total Quality Management, Six Sigma, Contemporary Strategic Issues. -Strategic Analysis- Situational Analysis – SWOT Analysis, TOWS Matrix, Portfolio Analysis – BCG Matrix.

### Reference Books:

1. Fred David, Strategic Management, Prentice Hall, New Delhi.
2. Thompson and Strickland, Crafting and Executing strategy , Tata McGraw Hill.
3. Hitt, Hoskinsson and Ireland, Management of Strategy Concepts and Cases ,South Western Cengage Learning.
4. Krishna Kumar, Cases in Strategic Management- managerial Experiences, Global Business Press
5. RM Srivastava: Corporate Strategic Management, PragatiPrakashan
6. AzharKazmi: Strategic management and Business Policy, Tata Mac Graw Hill Publishers
7. Stephen Hains: Strategic Thinking, Jaico Publishing Hous

## Semester VI

### Core – XV – MANAGEMENT ACCOUNTING

**Subject Description:** This course aims to develop an understanding of the conceptual framework of Management Accounting

**Goals** : To acquaint the students, the Management Accounting Techniques that facilitates managerial decision-making.

**Objectives** : After the successful completion of the course the students should have a thorough knowledge on the Management Accounting Techniques in business decision making.

#### UNIT I

Management Accounting – Meaning – Objectives and Scope – Relationship between Management Accounting, Cost Accounting and Financial Accounting

#### UNIT II

Ratio Analysis – Analysis of liquidity – Solvency and Profitability – Construction of Balance Sheet.

#### UNIT III

Working Capital – Working capital requirements and its computation – Fund Flow Analysis and Cash Flow Analysis.

#### UNIT IV

Marginal costing and Break Even Analysis – Managerial applications of marginal costing – Significance and limitations of marginal costing.

#### UNIT V

Budgeting and Budgetary control – Definition – Importance, Essentials – Classification of Budgets – Master Budget – Preparation of cash budget, sales budget, purchase budget, material budget, flexible budget.

**Note: Distribution of marks: Theory 40% and Problems 60%**

**Books for Reference:**

1. **Dr. S.N. Maheswari**, "Management Accounting", Sultan Chand & Sons, New Delhi, 2004.
2. **Sharma and S.K. Gupta**, "Management Accounting", Kalyani Publishers, New Delhi, 2006.
3. **S.P. Jain and K.L. Narang**, "Cost and Management Accounting", Kalyani Publishers, New Delhi.
4. **S.K. Bhattacharya**, "Accounting and Management", Vikas Publishing House

**Core – XVII - AUDITING AND ASSURANCE - II**

**Objectives:** To gain the knowledge about auditing principles, procedures and techniques in

accordance with current legal requirements and professional standards.

**UNIT I**

Auditing Sampling — Types of sampling, Test checking, Techniques of test checks. - Analytical review procedures. - Audit of payments — General considerations, Wages, Capital expenditure, - Other payments and expenses, - Petty cash payments, - Bank payments, - Bank reconciliation.

**UNIT II**

Audit of receipts — General considerations, Cash sales, Receipts from debtors, - Other Receipts. - Audit of Purchases — Vouching cash and credit purchases, Forward purchases, - Purchase returns, Allowance received from suppliers. - Audit of Sales — Vouching of cash and credit sales, Goods on consignment, - Sale on approval basis, - Sale under hire-purchase agreement, - Returnable containers, - Various types of allowances given to customers, - Sale returns.

**UNIT III**

Audit of suppliers' ledger and the debtors' ledger — Self-balancing and the sectional balancing system, Total or control accounts, Confirmatory statements from credit customers and suppliers, Provision for bad and doubtful debts, Writing off of bad debts.

Audit of impersonal ledger — Capital expenditure, deferred revenue expenditure and revenue expenditure, Outstanding expenses and income, Repairs and renewals, Distinction between reserves and provisions, Implications of change in the basis of accounting.

**UNIT IV**

Audit of assets and liabilities - Company Audit — Audit of Shares, Eligibility, Qualifications and Disqualifications of Auditors, Appointment of auditors, Removal of auditors, Remuneration of Auditors, Powers and duties of auditors, Branch audit, Joint audit, Reporting requirements under the Companies Act, 2013, Other Important Provisions under the Companies Act, 2013 relating to Audit and Auditors and Rules made thereunder.

**UNIT V**

Audit Report — Qualifications, Disclaimers, Adverse opinion, Disclosures, Reports and certificates. - Special points in audit of different types of undertakings, i.e., Educational institutions, Hotels, Clubs, Hospitals, Hire-purchase and leasing companies (excluding banks, electricity companies, cooperative societies, and

insurance companies).- Features and basic principles of government audit, Local bodies and not-for-profit organizations, Comptroller and Auditor General and its constitutional role.

### Reference Books:

Ghatalia, S.V “Practical Auditing”, Allied Publishers Pvt. Ltd. New Delhi.

SurabhiBensal, Advanced Auditing And Professional Ethics.

Sharma S.D, Auditing Principles & Practice, Taxmann Allied Services (P) Ltd, New Delhi.

SurabiBensal, Advanced Auditing And Professional Ethics, Bestwordn Publications

## Core – XVII - INDIRECT TAX

**Subject Description:** This course aims to provide knowledge on the Indirect Tax.

**Goals :** To familiarize the students with the major in.

**Objectives:** On successful completion of this course, the students should be well versed in the prevailing act.

### UNIT-I

Features–Types of Indirect Taxes–Merits and demerits – Constitutional provisions relating to Indirect Taxes.-Special features of Indirect Taxes-Contribution to government revenues-Taxation under the constitution-Advantages and Disadvantages of Indirect Taxes.

### UNIT-II

Levy and collection of Excise duty-Kind of Excise Duty-Basic conditions for liability to Excise concept of Goods-Excise ability and Intermediate Products-Packing, Labelling and branding of goods- Valuation of excisable goods-Registration in Central Excise- Procedure for Registration- Automatic or Deemed Registration.

### UNIT-III

VAT: Terms and Definitions–Registration of Dealers– Input and Output Tax– Exempted Sales and Zero Rated Sales–Penalties–Filing of Return–Service Tax– main features

### UNIT-IV

Customs Duty-Different Types of Customs Import Duties- Abatement of duty in Damaged or Deteriorated Goods-Remission on duty on lost, destroyed or abandoned goods – Customs Tariff Act 1985-Customs Duty Drawback.-Central Sales Tax Act 1956-Objectives of the CST- Overview & Introductions to Goods & Service Tax (GST )- Features & Definitions-

### UNIT-V

Significant provisions of service tax- Constitutional Aspects- Basic Concepts and General Principles- Charge of service tax including negative list of services- Point of taxation of services-Exemptions and Abatements- Valuation of taxable services- Invoicing for taxable services- Payment of service tax- Registration- Furnishing of returns- CENVAT Credit [Rule 1 -9 of CENVAT Credit Rules, 2004]

(Theory and problems may be in the ratio of 40% and 60% respectively)

### Books for Reference:

1. **V.S.Datey**, “Indirect Taxes”, Taxmann Publications (P) Ltd., New Delhi 2002
2. **Balachandran**, “Indirect Taxation”, Sultan Chand & Co., New Delhi 2006.
3. **R.L.Gupta V.K.Gupta**, “Indirect Tax”
4. Dr. Vandana Bangar, Dr. Yogendra Bangar- *Indirect Tax Laws*, Adya Prakashan



## Elective – II - FINANCIAL MARKETS

**Subject Description:** This course aims to create awareness about the role and importance of these agencies in Corporate Financing.

**Goals** : To enable the students to know the functioning of Indian Financial Markets and Institutions.

**Objectives** : On successful completion of this course, the student should know about the methods of financing by these agencies and the key role played by them in Corporate Financing.

### Unit-I

Financial Markets–Structure of Financial Markets–Financial Investment–Money Market in India–Indian Capital Markets –Difference between Money Market and Capital Market–Classification and object of Indian Money Markets and Structure of Capital Markets.

### Unit-II

Markets for Corporate Securities–New Issue Markets–Functions Issue Mechanism–Merchant Banking –Role and Functions of Merchant Bankers in India–Under writing.

### Unit-III

Secondary Markets–Stock Exchange–Role of Secondary Market–Trading in Stock Exchange–Various Speculative Transactions–Role of SEBI–Regulation of Stock Exchange.

### Unit-IV

Banks as Financial Intermediaries–Commercial Banks Role in Financing–IDBI–IFCI –LIC–GIC–UTI–Mutual Funds –Investments Companies.

### Unit-V

New Modes of Financing–Leas in gas Source of Finance–Forms of leasing–Venture Capital–Dimension Functions–Venture Capital in India–Factoring– Types–Modus Operandi of Factoring–Factor in gas Source of Finance–Securitization of assets– Mechanics of Securitisation-Utility of Securitisation–Securitisation in India,

### Books for Reference

Essentials of Business Finance	- R.M.SriVatsava
Financial Management	- Saravanavel
Financial Management	- L.Y.Pandey
Financial Management	- S.C.Kuchhal
Financial Management	- M.Y.KhanandJain
Principles of Financial Management	- S.N.Maheshwari
Financial Management Theory and Practice	- PrasannaChandra

### **Elective - III - CORPORATE GOVERNANCE AND BUSINESS ETHICS**

**Objectives:** To enable the students to understand the importance of corporate governance and ethics in business.

To have an understanding of ethical issues in business and to acquire knowledge and capability to develop ethical practices for effective management

#### **UNIT I**

**Corporate Governance :** Meaning–Back ground–Need and importance–Elements of good corporate governance – Models and benefits of corporate governance – Corporate governance in India – Statutory measures: SEBI Guidelines – Clause 49 of Listing Agreement – Provisions under Companies Act – Constitutions of Board of Directors – Chairman of Board – Board Committees and their functions – Role of management – Information to share holders – Class action - Share holders’ activism – Corporate governance and other stake holders : Employees – Customers – Government - Society – Corporate governance reports – Whistle blower policy – Green Governance/E-governance.

#### **UNIT II**

**Major Corporate Governance Failures :** Bank of Credit and Commerce International(BCCI, UK), Maxwell Communication (UK), Enron (USA) , World.com (USA), Andersen Worldwide (USA) , Vivendi (France) , News of the World(USA), Satyam Computer Services Ltd(India), Sahara(India), King Fisher Ltd(India) – Common governance problems noticed in various corporate failures – Policy actions including major codes and standards.

#### **UNIT III**

Business ethics- Meaning and definitions-The nature, purpose of ethics and morals for organizational interests; Ethics and Conflicts of Interests; -Ethical and Social Implications of business policies and decisions; -Corporate Social Responsibility; Ethical issues in Corporate Governance- Benefits of adopting ethics in business – Ethics Committee – Ethical issues in corporate governance

#### **UNIT IV**

**Corporate Social Responsibility and Environmental Issues :** Social responsibility-an extension of business ethics – Concept of Corporate Social Responsibility and Corporate Sustainability – Meaning and scope – CSR provision under Companies Act 2013 – CSR Committee – CSR reporting – CSR models – Global reporting initiatives – ISO 26000 –Environment issues& Issues: Protecting the Natural Environment – Prevention of Pollution and Depletion of Natural Resources; Conservation of Natural Resources.-Individual in the organisation, discrimination, harassment, gender equality.

#### **UNIT V**

Ethics in Marketing and Consumer Protection- Healthy competition and protecting consumer’s interest- Ethics in Accounting and Finance- Importance, issues and common problems.

**Reference Books:**

1. Boatwright. John R , Ethics and the Conduct of Business, Pearson Education, New Delhi.
2. SathishModh, Ethical Management, Macmillan.
- 3 Koontz, H and Wehrick, H, Management, McGraw Hill Inc, New York.
4. Mallin, Christine A., Corporate Governance (Indian Edition), Oxford University Press, New Delhi.
5. Rani, Geeta D., and R.K, Mishra, Corporate Governance - Theory and Practice, Excel Books, New Delhi.
6. Bob Tricker, Corporate Governance - Principles, Policies, and Practice (Indian Edition), Oxford University Press, New Delhi.
7. Sharma, J.P., Corporate Governance, Business Ethics and CSR, Ane Books Pvt Ltd, New Delhi.

### SEMESTER - III

#### Skill Based Subject – 1 : BUSINESS APPLICATION SOFTWARE - I

**Subject Description:** This course aims to expose the students on the Applications of Computer in Business

**Goals** : To enable the students to learn the concepts of MS-Office.

**Objectives** : On successful completion of this course, the students should have understood the basic framework and how to work in Ms-Word and Ms-Excel.

#### Unit-I

**Microsoft Word:** Basics-Creating Documents–Mouse, Keyboard Operations, Keys– Formatting Features– Menus, Commands, Toolbars and their Icons.

#### Unit-II

Creating Templates, Creating Tables, Changing Font and Text Size, Borders and Shadings, Textbox, Formatting, Insert picture.

#### Unit-III

Mail Merge-Creating the Main Document– Creating data source, Adding fields, removing fields– Merging Documents- Macros–Inserting Headers and Footer– Recording macros.

#### Unit-IV

**Microsoft Excel:** Introduction–Navigation, Selecting Cells, Entering and Editing Text, Entering Numbers and Formulas–Alignments–Menus, Commands, Toolbars and their Icons.

#### Unit-V

Spreadsheet Overview– Creating Worksheet - Managing and Analyzing Complex Worksheet – Creating Charts – Creating Form Templates – Sharing Data Between Applications

#### Books for Reference:

1. Sanjay Saxena, “MS-Office 2000”, Vikas Publishing House Private Ltd.
2. Timothy J. O’Leary and Linda O’Leary, “MS-Office”,

IRWIN/McGraw Hill.

Skill Based Subject-1:  
COMPUTER APPLICATIONS PRACTICAL – I  
MS WORD AND MS EXCEL & E-FILING

**Subject Description :** This course aims to expose the students on the Practical Applications of Computer in Business

**Goals :** To enable the students to Work with MS-Office.

**Objectives :** On successful completion of this course, the student should be able to work efficiently in Ms-Word and Ms-Excel.

MSWord

1. Create the front page of a News Paper.
2. Type a document and perform the following:
  - i. Change a paragraph into two columns.
  - ii. Change a paragraph using bullets (or) numbering format.
  - iii. Find any word and replace it with another word in document.
3. Prepare a class timetable using a table menu.
4. Prepare an email merge for an interview call letter.
5. Create a resume wizard.
6. Design a cheque book of a bank.
7. Create a table with the following field name:  
EMP-no, Emp-name, designation, department, experience.

MSExcel

1. Develop the Students Mark List worksheet and calculate total, average and save it. Specify the Result also (Field names: S.NO, Name of the student, course, mark1, mark2, mark3, total, average and result).
2. Design a chart projecting the cash estimate of a concern in the forthcoming years.
3. Create a Pivot table showing the performance of the salesmen's.

E-FILING

Process of e- filing activities

### **Skill Based Subject - 3: BUSINESS APPLICATION SOFTWARE - II**

**Subject Description:** This course aims to expose the students on the Applications of Computer in Business

**Goals** : To enable the students to learn the concepts of MS-Office.

**Objectives** : On successful completion of this course, the students should have understood the basic framework and how to work in Ms-PowerPoint and Ms-Access.

#### **Unit-I**

**Microsoft PowerPoint:** Basics– Using Text– Adding Visual Elements–Charts and Tables–Drawing–Clipart– Sounds–Animation–Apply Time Transition to Slides- Menus, Toolbars and Navigation in PowerPoint.

#### **Unit-II**

Working with PowerPoint: Slide Sorter–Date and Time–Symbol–Slide Layout–Font –Slide Colour Schema–Macros–Custom Animation.

#### **Unit-III**

**Microsoft Access:** Database Overview–Creating Database–Creating database through Table Wizard–Modifying Table.

#### **Unit-IV**

Creating a Table–Rename Columns–Saving the Database–Relationships–Forms- Filtering and Querying Tables – Crating Reports and Mailing Labels – Sharing Information between Applications.

#### **Unit-V**

**Computer Aided Audit Techniques .- Web Technology & System Security and Maintenance** -Internet Basics, Internet Services and Languages, Internet Connections and Addressing, World Wide Web (www), E-Commerce, Electronic Data Interchange (EDI)

#### **Books for Reference:**

1. **Sanjay Saxena**, “MS-Office 2000”, Vikas Publishing House Private Ltd.
2. **Timothy J.O’Leary and Linda I O’Leary**, “MS-Office“, IRWIN/McGraw Hill.

**Skill Based Subject - 4:**  
**COMPUTER APPLICATIONS PRACTICAL–II MS POWER POINT, M SACCESS,  
DIGITAL SIGNATURE, ERP AND TALLY 9.2**

**Subject Description:** This course aims to expose the students on the practical applications of computer in business

**Goals** : To enable the students to work with MS-Office and Tally.

**Objectives** : On successful completion of this course, the students should be able to work efficiently in Ms-PowerPoint, Ms-Access and Tally.

**MSPowerPoint**

1. Design a slide for a product of your choice, include the picture of the product and demonstration and working (minimum three slides)
2. Prepare an organization chart for a company.
3. Create a show projecting the activities of your department during the academic year.

**MSAccess**

1. Create a Student database with the following Tables:
  - i). Students Personal Details
  - ii). Students Mark DetailsPerform the following:
  - a). Relate the Tables
  - b). Create a query to the students passed in all subjects.
  - c). Create a form and report

**Tally**

1. Company Creation and Alteration
2. Creating and Displaying Ledger
3. Voucher Creation
4. Voucher Alteration and Deletion
5. Inventory Information – Stock Summary
6. Inventory Information – Godown Creation and alteration
7. Final Accounts
8. Bank Reconciliation Statement
9. Accounting and Inventory Information's
10. Billwise Statements.

**Latest Accounting Packages**

Principles of Accounting, Basics of Tally.ERP 9, Voucher Entry in Tally.ERP 9, Generating Reports in Tally.ERP 9, Financial Analysis Tools in Tally.ERP 9