

BHARATHIAR UNIVERSITY, COIMBATORE – 641046

M.Com (Finance & Accounting)

[Offered in University Department under CBCS]

SYLLABUS (FROM THE ACADEMIC YEAR 2017 – 2018)

COURSE OF STUDY AND SCHEME OF EXAMINATION

1. ELIGIBILITY FOR ADMISSION TO THE COURSE

Pass in B.Com, B.Com (CA), B.Com (e-com), B.B.A, B.B.M, BBA/BBM (CA), B.COM (Corporate Secretaryship), B.Com (Corporate Secretaryship) with CA, BCS, BCS (CA), B.A (Corporate Secretaryship), B.A (Corporate Secretaryship) with CA, B.Sc (Computer Science), BCA and B.Com (Co-operation).

2. DURATION OF THE COURSE

The course shall extend over a period of two years comprising four semesters, with two semesters per year. There shall not be less than ninety instructional days for each semester. Examination shall be conducted at the end of each semester for the respective subjects.

3. COURSE OF STUDY AND SCHEME OF EXAMINATION

| | Subject Title | Hours / Week | University Examination | | | Credits |
|--|-------------------------------------|--------------|------------------------|----------------|-------|-----------|
| | | | Internal (25%) | External (75%) | Total | |
| Semester - I | | | | | | |
| Core 1 | Advanced Financial Accounting | 4 | 25 | 75 | 100 | 4 |
| Core 2 | Quantitative Techniques for Finance | 4 | 25 | 75 | 100 | 4 |
| Core 3 | Insurance and Risk Management | 4 | 25 | 75 | 100 | 4 |
| Core 4 | Financial Markets and Institutions | 4 | 25 | 75 | 100 | 4 |
| Elective Paper - Any one of the following | | | | | | |
| Elective 1 | Financial Services | 4 | 25 | 75 | 100 | 4 |
| Elective 2 | Management Information Systems | 4 | 25 | 75 | 100 | 4 |
| Supportive | Offered by Other Department | 2 | 12 | 38 | 50 | 2 |
| Total | | | 550 | | | 22 |
| Semester – II | | | | | | |
| Core 5 | Applied Cost Accounting | 4 | 25 | 75 | 100 | 4 |
| Core 6 | Management Accounting | 4 | 25 | 75 | 100 | 4 |
| Core 7 | Direct Taxes | 4 | 25 | 75 | 100 | 4 |
| Core 8 | Computerized Accounting with Tally | 4 | 25 | 75 | 100 | 4 |
| Elective - Any one of the following | | | | | | |
| Elective 3 | International Financial Management | 4 | 25 | 75 | 100 | 4 |
| Elective 4 | Bank Credit Management | 4 | 25 | 75 | 100 | 4 |
| Supportive | Offered by Other Department | 2 | 12 | 38 | 50 | 2 |
| Total | | | 550 | | | 22 |
| Semester - III | | | | | | |
| Core 9 | Business Research Methods | 4 | 25 | 75 | 100 | 4 |
| Core 10 | Advanced Corporate Accounting | 4 | 25 | 75 | 100 | 4 |
| Core 11 | Financial Management | 4 | 25 | 75 | 100 | 4 |

| | | | | | | |
|--|--|---|-------------------|-----|-----|-----------|
| Core 12 | Enterprise Resource Planning | 4 | 25 | 75 | 100 | 4 |
| Elective Paper - Any one of the following | | | | | | |
| Elective 5 | Investment Analysis and Portfolio Management | 4 | 25 | 75 | 100 | 4 |
| Elective 6 | E-Commerce | 4 | 25 | 75 | 100 | 4 |
| Supportive | Offered by Other Department | 2 | 12 | 38 | 50 | 2 |
| Total | | | 550 | | | 22 |
| Semester - IV | | | | | | |
| Core 13 | Communicative Skills | 4 | 25 | 75 | 100 | 4 |
| Core 14 | Modern Banking | 4 | 25 | 75 | 100 | 4 |
| Core 15 | Indirect Taxation | 4 | 25 | 75 | 100 | 4 |
| Core 16 | Internship & Training | 4 | 100 | - | 100 | 4 |
| Core 17 | Project & Viva | 8 | 50 | 150 | 200 | 8 |
| Total | | | 600 | | | 24 |
| | | | 2250 Marks | | | 90 |

Supportive Courses offered to other Departments

| | | |
|-------------|------------------------------------|---|
| Paper – I | Principles of Accounting | 2 |
| Paper – II | Principles of Modern Banking | 2 |
| Paper – III | Principles of Personal Finance | 2 |
| Paper – IV | Principles of Insurance Management | 2 |

Question Paper Pattern

Max: 75 Marks.

SECTION A: Short Answers type questions with no choice

(10 Questions) **10 x 1 = 10**

SECTION B: Short answer questions of either / or type

(10 Questions - 2 each from every Unit) **5 x 5 = 25**

SECTION C: Essay type questions of either / or type

(10 Questions - 2 each from every Unit) **5 x 8 = 40**

CORE 1 – ADVANCED FINANCIAL ACCOUNTING

UNIT – I

Documentation and Recording of Business Transactions–Accounting Principles – Ethical Issues in Accounting - Double Entry System – Trial Balance- Final Accounts–preparation of Profit & Loss Accounts &Balance Sheet with adjustments.

UNIT – II

Branch Accounting – Debtors System only - Hire Purchase & Installment - Depreciation Accounting – Need & Causes for Depreciation – Methods.

UNIT-III

Partnership accounts -Admission, Retirement and Death-(simple problems only) - calculation of Goodwill.

UNIT-IV

Accounting for Non-trading Concerns – Hospitals, Educational Institutions etc – Preparation of Income & Expenditure account and Receipts & Payment account – Distinction between Income & Expenditure account & Receipts & Payment account

UNIT-V

Responsibility Accounting – Human Resource Accounting. Financial Reporting – Annual reports – Half yearly report – content of annual reports disciplines in financial reporting.

NOTE: Question Paper shall cover 40%Theory and 60% Problems.

Books for Reference:

1. R.L Gupta & Radhasamy, “Advanced Accounting”, S.Chand & Sons Publisher, New Delhi.
2. R.S N Pillai, Bagavathi & S.Uma, “Fundamentals of Advanced Accounting Financial Accounting”, S.Chand & Sons Publisher, New Delhi.
3. S.K. Battacharyya, “Accounting for Management”, Vikas Publication, New Delhi
4. Carl S. Warren, James M.Reeve & Philip E.Fess, “Financial Accounting”, Thomson-South –Western Publications, United States
5. Dr. Ashok Sehgal & Dr. Deepak Sehgal, “Advanced Accounting / Financial Accounting”, Taxmann’s Publications, New Delhi

CORE 2 - QUANTITATIVE TECHNIQUES FOR FINANCE

UNIT - I

Probability – Definition- Addition and multiplication rules Probability distribution – Theoretical distributions – Binomial poisson and normal – Simple problems applied to finance.

UNIT - II

Queuing theory – Applications to Business Decisions – Simulation – Monte Carlo Techniques - Time series – Components of time series – Use of time series data for financial analysis.

UNIT - III

Index numbers – concepts – simple and weighted index numbers – Economic and business index numbers published in India

UNIT - IV

Network Model – networking – CPM – critical path – Time estimates – critical path – crashing, Resource leveling, Resources Planning. Waiting Line Model – Structure of model.

UNIT - V

Inventory Models – Deterministic – EOQ – EOQ with Price Breaks – Probabilistic Inventory Models - Probabilistic EOQ model – Game theory-zero sum games: Arithmetic and Graphical Method.

NOTE: Question Paper shall cover 40% Theory and 60% Problems.

Books for Reference:

1. U.K. Srivastava, G.V. Shenoy & S. C. Sharma, “Quantitative Techniques for Managerial Decision”, Second Edition, Prentice Hall Pvt Ltd, New Delhi.
2. C.R.Kothari, “Quantitative Techniques”, Vikas Publications, New Delhi
3. Sancheeti & Kapoor, “Advanced Statistical Methods”, S.Chand & Sons Publisher, New Delhi.
4. S.P. Gupta, “Statistical Methods”, S.Chand & Sons Publisher, New Delhi.
5. Kanti Swarup, Gupta & Man Mohan, “Operations Research”, S.Chand & Sons Publisher, New Delhi.

CORE 3 - INSURANCE AND RISK MANAGEMENT

UNIT – I

Introduction to Insurance: Role of Insurance – Characteristics of an Insurable Risk – Principles of Insurance – Reinsurance – Double Insurance – IT in Insurance.

UNIT – II

Indian Insurance Industry – Reforms – Private Players to Indian Insurance Market – IRDA Regulations: For Licensing of Insurance Agents – For Protection of Policy Holders” Interest. Actuary – Meaning – SOA.

UNIT – III

Insurance Contract: Life Insurance Contract – Features, Policy Conditions and Products; Non – Life Insurance: Fire and Marine - Features, Policy Conditions and Products. Group, Health and Social Insurance – Schemes. Procedure for claiming Life and Health Insurance.

UNIT – IV

Introduction to Risk Management – Concept of Risk – Types of Risk – Principles of Risk Management – Risk Management process – Objectives of Risk Management

UNIT – V

Risk management and control – Methods of Risk management – Risk management by individuals and corporations – Tools for Controlling Risk

NOTE: Question Paper shall cover 100 % Theory.

Books for Reference:

1. Dr. P.K.Gupta, “Insurance and Risk Management”, Himalaya Publishing House, Mumbai.
2. Alka Mittal and S.L Gupta, “Principles of Insurance and Risk Management”, S.Chand & Sons Publisher, New Delhi.
3. Nalini Prava Tripathy and Prabir Pai, “Insurance – Theory and Practice”, Prentice Hall Pvt Ltd, New Delhi
4. Mark S. Dorfman, “Introduction to Risk Management and Insurance”, Prentice Hall Pvt Ltd, New Delhi

CORE 4 - FINANCIAL MARKETS AND INSTITUTIONS

UNIT – I

Nature and Role of Financial System: An overview of the Indian Financial System – Financial Sector Reforms – RBI - Securities and Exchange Board of India.

UNIT – II

Banking Institutions: Commercial Bank - Co-operative Banks – Functions - Small Savings - Unit Trust of India Mutual Funds - Non Banking Financial Institutions: Role – Types - Loan Companies – Investment Companies – Hire Purchase Finance – Equipment Leasing Company – Housing Finance – Mutual Benefit Financial Company – Residuary – Non - Banking Company.

UNIT III

Merchant Banks – Venture Capital Funds - Credit Rating - Public Deposits with Non-Banking Companies – Non bank Statutory Financial Organizations.

UNIT - IV

Financial Markets - Call Money Market - Treasury Bills Market - Commercial Bills Market - Markets for Commercial paper and Certificates of Deposits - The Discount Market - Market for Financial Guarantee - Government (Gilt-edged) Securities Market.

UNIT - V

Industrial Securities Market - International Dimensions of Financial Markets Foreign Exchange Market and Foreign Capital Market.

NOTE: Question Paper shall cover 100% Theory.

Books for Reference:

1. L.M.Bhole, “Financial Institutions and Markets”, Tata McGraw Hill Publishing Company Limited, Noida, UP.
2. Nalini Prava Tripathy, “Financial Instruments and Services”, Prentice Hall Pvt Ltd, New Delhi.
3. S. Gurusamy, “Financial Markets and Institutions”, Vijay Nicole Imprints Pvt Ltd, Chennai.
4. Pandian .P, “Financial Services and Markets”, Vikas Publications, New Delhi.
5. Dharmaraj .E, “Financial Services”, S.Chand & Sons Publisher, New Delhi.

ELECTIVE 1 - FINANCIAL SERVICES

UNIT – I

Financial Services – meaning- Scope –New Financial Products and Services -Bond Market – Basic Bond Concepts – Types of Bonds – Present Status of Indian Bond Market – challenges - Stock Exchanges – NSE and BSE.

UNIT – II

Banking Services –Merchant Banking – meaning -origin– services of Merchant Bankers- Factoring Services – Concept and Types of Factoring –Functions and Advantages – Forfaiting – Concept, Sequence of Operations of Forfaiting –its costs and benefits.

UNIT - III

Insurance Services – Definition – Principles of Insurance – Insurance Ombudsman – Insurance Associations/Insurance Council – Insurance Advisory Committee – Intermediaries – Types of Insurance – Reinsurance – Bancassurance.

UNIT - IV

Initial Public Offer – Private Equity - Securitization – Concept and Advantages of Securitization.

UNIT - V

Foreign Direct Investment in India – Benefits of FDI – Trends in FDI flows – Barriers for FDI in Indian Market – Role of Foreign Investment in Economic Development – Plastic Cards – Debit card and Credit card.

NOTE: Question paper shall cover 100% Theory.

Books for Reference:

- 1.Samuel L. Hyes, “Financial Services”, Tata McGraw Hill Publishing Company Limited, Noida, UP.
- 2.Nalini Prava Tripathy, “Financial Instruments and Services”, Prentice Hall Pvt Ltd, New Delhi
- 3.Bhole L.H, “Financial Markets & Institutions”, Tata McGraw Hill Publishing Company Limited, Noida, UP.
4. Gupta L.C, “The Changing Structure of Industrial Finance in India”, Oxford University Press, Oxford.
5. Sudhir Gupta, “Financial Series”, Wistom Prem, USA.

ELECTIVE 2 - MANAGEMENT INFORMATION SYSTEMS

UNIT – I

Fundamentals of information systems: Concept of Information – Concept of System, Sub-system, system approach – Information system – Tools for information System - Meaning and Definition of MIS - MIS design, Development, Implementation and Maintenance.

UNIT – II

Information Technology Concepts & Architecture: Computer Hardware - Trends in computer Hardware Computer peripherals - Computer software – system software: OS, DAMS, OOPS – Application software: spread sheet – graphic packages. Database management – File management – Database models - Database management system.

UNIT – III

Telecommunications and Networks: Trends in Telecommunication– Telecommunication Network Model – Types of telecommunication networks – Telecommunication Media – Processors – Network Topologies – Network Architectures and protocols.

UNIT – IV

Information system applications: Information system for Business functions- Accounting, Finance, Manufacturing and Inventory control, Marketing - Human resource Information System.

UNIT – V

Strategic and managerial implications of Information system: Managing information system resources – TPS – Office automation – Decision support system – Executive Information System – Artificial Information system.

NOTE: Question Paper shall cover 100% Theory.

Books for Reference:

1. James O'Brien, "Management Information Systems", Tata McGraw Hill Publishing Company Limited, Noida, UP
2. L.M. Prasad & Usha Prasad, "Management Information Systems", S.Chand & Sons Publisher, New Delhi.
3. A.K. Gupta, "Management Information Systems", S.Chand & Sons Publisher, New Delhi.
4. Kenneth C. Laudon & Jane P. Laudon, "Management Information Systems", Prentice Hall Pvt Ltd, New Delhi.
5. Dr. Sushila Madan, "Management Information and Control Systems", Taxmann's Publications, New Delhi.
6. Waman S Jawadekar, "Management Information Systems", Tata McGraw Hill Publishing Company Limited, Noida, UP.
7. D.P. Goyal, "Management Information Systems", Mic Millan, London, UK.

SEMESTER - II

CORE 5 - APPLIED COST ACCOUNTING

UNIT - I

Cost accounting – Meaning and Definition –Financial Accounting Vs Cost Accounting – Nature and Significance of Cost Accounting – Methods of Costing – Elements of Costing – Cost Concepts– Cost Accounting Regulations – Preparation of Cost Sheet. Material: Techniques of Inventory Control.

UNIT – II

LABOUR: Preparation of pay roll – Wage payment and incentive system Overhead: Meaning and classification of overheads – Steps in overhead accounting – Distribution of Overhaeads - Absorption of overhead cost, difference between cost allocation and apportionment and reapportionment.

UNIT - III

Process Costing – features- Comparison between Joint Costing and Process Costing – Process losses – Inter Process profit- equivalent production – Joint products and By-products costing.

UNIT – IV

Marginal Costing – Salient features – Advantages – Limitations – Break-Even Analysis – Cost-volume-profit Analysis – Applications of Marginal costing for Business Decision making.

UNIT - V

Reconciliation of cost and financial accounts – Cost ledger - integrated accounts – cost audit under companies Act – Benefits of cost audit – Programmes and procedures. Innovative Costing – Basics of Activity Based Costing (ABC) – Target Costing – Through put Costing.

NOTE: Question Paper shall cover 40% Theory and 60% Problems.

Books for Reference:

1. Horngren, “Cost Accounting with Managerial Emphasis”, Prentice Hall India, New Delhi.
2. Jain and Narang, “Advanced Cost Accounting”, Kalyani Publication, New Delhi
3. Wheldon, “Cost Accounting”, Pilman Elbs Macdonald Evans,
4. Biggs, “Cost Accounting”, Mc Donald of Events Publications.
5. N.K.Prasad, “Principles and Practice of Cost Accounting”, Books Syndicate Pvt Ltd, Calcutta.
6. J.Made Gowda, “Cost Accounting”, Himalaya Publishing House Pvt. Ltd,

CORE 6 - MANAGEMENT ACCOUNTING

UNIT – I

Nature and scope of Management Accounting – Functions –Financial Accounting Vs Management Accounting – Relationship between cost and management Accounting – Tools and Techniques of Management Accounting .

UNIT – II

Ratio Analysis –Advantages – Limitations – Classification of Ratios – Working Capital Management - Determinants and Computation of Working capital – Forecast of working capital Requirements.

UNIT – III

Funds Flow statement –Concept of Funds and Flow of Funds – Importance of Funds Flow statements – Limitations – Schedule of changes in working capital – Preparation of Funds Flow statement – Cash Flow statement –Funds Flow statement Vs Cash Flow statement – Uses of Cash Flow statement – Limitations – Preparation of Cash Flow Statement.

UNIT – IV

Budgeting and Budgetary control –Objectives of Budgetary control – Essentials of Budgetary control – Advantages – Limitations – Classification and Types of Budgets – Sales, Production, Cost of Production, Purchase and Flexible Budgets – Cash Budget.

UNIT – V

Standard costing and variance Analysis (Material and Labour only) - Advantages and Limitations of standard costing.

NOTE: Question Paper shall cover 40% Theory and 60% Problems.

Books for Reference:

1. R.K.Sharma & Shashi K.Gupta, “Management Accounting”, Kalyani Publisher, New Delhi
2. Manmohan Goyal, “Management Accounting”, Sahitya Bhawan Publishers and Distributors Pvt Ltd, Uttar Pradesh
3. S.N.Maheswari, “Management Accounting”, Vikas Publications, New Delhi
4. T.S.Reddy & Y Hari Prasad Reddy, “Management Accounting”, Margan Publication, Chennai.
5. Khan & Jain, “Management Accounting”, Tata McGraw Hill Publishing Company Limited, Noida, UP

CORE 7 - DIRECT TAXES

UNIT – I

Income Tax Act – Definition – Income – Agricultural Income – Assessee – Previous year – Assessment year – Residential Status – Scope of Total Income – Capital and Revenue – Receipts and Expenditure – Exempted Incomes.

UNIT – II

Computation of Income from Salaries and Income from House Property.

UNIT – III

Computation of Profits and Gains of Business or Profession – Calculation of Capital Gain.

UNIT – IV

Computation of Income from Other Sources – Set-off and carry Forward of Losses - Deduction from Gross Total Income – Assessment of Individuals.

UNIT – V

Income Tax Authorities – Procedure for Assessment- PAN Card- Tax Deducted at Source (TDS) – Residents and to Non – Residents – Tax collected at Source. International Taxation – Basic concepts (Section 90, 91 & 92). Practical Applications of E-Filing.

NOTE: Question Paper shall cover 40% Theory and 60% Problems.

Books for Reference:

1. Gaur & Narang, “Income Tax Law & Practice”, DP Kalyani Publishers, Latest Edition, New Delhi.
2. Dr.H.C.Mehorotra, “Income Tax Law & Practice”, Prentice Hall Pvt Ltd, New Delhi.
3. Dingar Pagare, “Tax Laws”, S.Chand & Sons Publisher, New Delhi.
4. Bhagavathi Prasad, “Income Tax”, Wishwa Prakashan, New Delhi.
5. Vinod K. Singhanian, “Direct Taxes”, Taxmann’s Publications, New Delhi

CORE 8 - COMPUTERIZED ACCOUNTING WITH TALLY

UNIT – I

Microsoft Excel: Introduction -Entering and Editing Text -Formula – Alignments – Menus, Commands, Toolbars and their Icons – Creating Charts -Templates – Sharing Data Between Applications – Simple calculations using statistical functions: sum, average, correlation co-efficient- growth rate- simple interest- compound interest- rank correlation- Regression.

UNIT – II

Basic Accounts – starting Tally – company creation – chart of Accounts – account masters – voucher entry – single mode voucher entry – accounts voucher printing – day book summaries – Trial Balance – Final Accounts – Reports printing.

UNIT – III

Traders Accounts – customer supplier profile – sales purchase voucher Entry – sale purchase summary – outstanding reports
Advanced Accounts – Cost categories & cost centers – voucher entries – TDS – service Tax – Bank Reconciliation – Interest – voucher class.

UNIT – IV

Security – Security control set up for company – security level – Internet connectivity – E-mail – e-mailing a report – Web Browser.

UNIT – V

Basic Inventory – inventory master – inventory voucher – invoicing – inventory reports – Sales purchase analysis – Stock journal reports. – GST - Value added course: Front Accounting.

NOTE: Question Paper shall cover 100% Theory.

Books for Reference:

1. A.K.Nadhani & K.K.Nadhani, “Implementing Tally ERP 9”, BPB Publications, New Delhi.
2. V. Sundaramoorthy, “Tally 9 Volume I & II”, Genesis – VBSE Pvt. Ltd, Chennai
3. Sanjay Saxena, “MS-Office 2007 in a nut shell”, Vikas Publishing House Private Ltd.
4. Spoken Tutorials, IIT- Mumbai

ELECTIVE 3 - INTERNATIONAL FINANCIAL MANAGEMENT

UNIT – I

International Financial Management – An overview – Importance – Nature and Scope – International flow of Funds – Balance of payments – International monetary system.

UNIT – II

Markets for Foreign Exchange – Foreign Exchange market – Feature – Spot and Forward market – Exchange Rate Mechanism – Exchange rate determination in the Spot and Forward markets – Factors Influencing Exchange Rate – FEMA - Market for currency futures and currency options – Hedging with currency future and options.

UNIT – III

International Investment decision – Foreign Direct Investment – International Capital Budgeting – International Portfolio Investment – meaning – Benefit of International Portfolio Investment – Problem of International Investment.

UNIT – IV

International Financial decisions – Overview of the International Financial Market – channels for International flow of funds – Role and functions of Multilateral Development banks – international banking – functions – credit creation – Control of International Banks.

UNIT – V

International Financial Market Instruments – Short-term and Medium-term instruments – Management of short-term funds – Management of Receivables and Inventory – Factors behind the Debt Crisis.

NOTE: Question Paper shall cover 100% Theory.

Books for Reference:

1. V. Sharan, “International Financial Management”, Prentice Hall Pvt Ltd, New Delhi.
2. A.K. Seth, “International Financial Management”, Galgotia Publishing Company, New Delhi.
3. P.G. Apte, “International Financial Management”, Tata McGraw Hill Publishing Company Limited, Noida, UP.
4. R.L. Varshney and S. Bhashyam, “International Financial Management”, S.Chand & Sons Publisher, New Delhi.

ELECTIVE 4 - BANK CREDIT MANAGEMENT

UNIT - I

Bank Credit-Meaning Definition – Overview and types of lending activity: principles and Objectives of credit management- credit policy in banks – regulatory framework- qualities of good borrower.

UNIT - II

Prudential Norms: prudential norms on capital adequacy and credit risk Management - Types of borrowers –credit evaluation –term loans – procedures in Repayment.

UNIT - III

Working capital finance – methods – Dynamics of foreign exchange – types of Credit facilities – documentation.

UNIT - IV

Monitoring and follow up – recovery management- issues and challenges

UNIT V

Micro finance - emerging issues in Micro finance - development aspects of micro Finance.

Note: Question paper shall cover 100% Theory

Books for Reference:

1. Murali S & Subbakrishna.K.R, “Bank Credit Management”, Himalaya Publishing House, Mumbai
2. Glen Bullivant, “Credit Management”, Gower Publishing Limited, England.
3. Andrew Fight, “Credit Risk Management”, Elsevier Butterworth, Heinemann Linacrehome, Jordon Hill Oxford, Burling don
4. Arnand De Servigny and Oliver Renault “Measuring and Management Credit Risk”, Tata McGraw Hill Publishing Company Limited, Noida, UP

SEMESTER - III

CORE 9 - BUSINESS RESEARCH METHODS

UNIT – I

Business Research – Meaning – Scope and Significance – Utility of Business research – Qualities of good researcher – Types of research – Research process – Identification, Selection and formulation of research problems – Hypothesis – Research design.

UNIT – II

Sampling – Methods and techniques – Sample size – Sampling error – Fieldwork and data collection. Tools of data collection – Interview schedule - Questionnaire – Observation, interview and mailed questionnaire – pilot study and final collection of data.

UNIT – III

Measurement and scaling techniques – Reliability and validity Processing and analysis of data – Editing – Coding - Classification – Tabulation – Interpretations. Report writing – Steps-Types of reports.

UNIT – IV

Measures of Central tendency – Standard deviation – Correlation- simple, partial and multiple correlation – Path analysis – Auto correlation – Regression models – Ordinary Least Square methods – Multiple regression.

UNIT – V

Test of significance – „t“ Test - large sample and „f“ Test, test of significance for attributes, analysis of variance (ANOVA) – Chi-square test. Value added course: Latex; Sci Lab.

NOTE: Question paper shall cover 60% Theory and 40% Problems.

Books for Reference:

1. Cooper, “Business Research Method”, Tata McGraw Hill Publishing Company Limited, Noida, UP.
2. J.K.Suchdeva, “Business Research Methodology”, Himalaya Publishing House, Mumbai.
3. S.P. Gupta, “Statistical Methods”, S.Chand & Sons Publisher, New Delhi.
4. C.R. Kothari, “Research Methodology”, Himalaya Publishing House, Mumbai.
5. R.S.N. Pillai & V. Bagavathi, “„Statistics“”, S.Chand & Sons Publisher, New Delhi.
6. O.R.Krishnaswami & M. Ranganathan, “Methodology of Research in Social Science”, Himalaya Publishing House, Mumbai.
7. Spoken Tutorials, IIT, Mumbai.

CORE 10 - ADVANCED CORPORATE ACCOUNTING

UNIT – I

Company Final accounts – Schedule II – Managerial remuneration – Depreciation accounting Schedule III (Theory only)– profit or loss prior to incorporation- Preparation of Company final accounts.

UNIT – II

Holding Company Accounts - Consolidation of Balance Sheets and Profit and Loss Accounts – Inter-company holdings.

UNIT – III

Bank Accounts – Preparation of Profit and Loss Account and Balance Sheet-
Insurance Company Accounts – Accounts of LIC and General Insurance Business .

UNIT - IV

Accounts of Electricity Companies - Final Accounts – Replacement of an asset – Disposal of surplus.

UNIT – V

Inflation Accounting-International Accounting Standards – IFRS.

NOTE: Question paper shall cover 20% Theory and 80% Problems.

Books for Reference:

1. R.L. Gupta and Radhasamy, “Advanced Accounting”, S.Chand & Sons Publisher, New Delhi.
2. M.C. Shukla & T.S.Grewal, “Advanced Accounting”, S.Chand & Sons, New Delhi.
3. Jain & Narang, “Advanced Accounting”,
4. Arulanandam & Raman, “Advanced Accounting”, Himalaya Publishing House, Mumbai
5. S.P. Iyengar, “Advanced Accounting”, Himalaya Publishing House, Mumbai

CORE 11 - FINANCIAL MANAGEMENT

UNIT – I

Nature and scope of financial management – objectives – Financial decisions – Relationship between Risk and Return – Role and functions of financial manager – Time value of money – concept of value and return.

UNIT – II

Cost of Capital – Meaning and importance – Cost of debt, preference, equity and retained earnings – weighted average cost of capital – capital budgeting – Techniques – ROI, payback period and discounted cash flow.

UNIT – III

Financial leverage – measures – EBIT, EPS Analysis – operating leverage – financial – business and operating risks – Theories of capital structure – net income approach – Net – operating income Approach. MM Hypothesis – Determinants of capital structure – leasing – Nature & Types of leasing – Advantages and disadvantages of leasing – Financial evaluation of leasing.

UNIT – IV

Dividend Theories – Walter’s model – Gordon and MM’s models – Dividend policy – forms of Dividend – Determinants of dividend policy.

UNIT – V

Management of working capital – concept – importance – Determinants and computation of working capital – Management of cash, inventory and receivables – Regulations of Bank credit to industry - – Credit Monitoring and Assessment (CMA) formats.

NOTE: Question Paper shall cover 60% theory and 40% Problem

Books for Reference:

1. Prasanna Chandra, “Financial Management”, Tata McGraw Hill Publishing Company Limited, Noida, UP
2. S.N Maheswari, “Financial Management”, S.Chand & Sons Publisher, New Delhi.
3. L.J.Gitman & Dr.M.Manickam, “Principles of Managerial Finance”, Pearson Education, New York
4. I.M. Pandey, “Financial Management”, Vikas Publication, New Delhi.
5. Khan & Jain, “Financial Management”, Tata McGraw Hill Publishing Company Limited, Noida, UP
6. James C. Van Horne, “Financial Management and Policy”, Pearson Education, New York

CORE 12 - ENTERPRISE RESOURCE PLANNING

UNIT – I

Introduction to ERP – Conceptual model of ERP – Evolution of ERP – Structure of ERP - Reasons for Growth – Advantages of ERP – Enterprise: An overview. ERP and Related Technologies: Business Process Re-engineering – Management Information System – Decision Support System – Executive Information system – Data Warehousing – Data Mining – OLAP – Supply Chain Management.

UNIT- II

ERP – Manufacturing Perspective – Materials Requirement Planning – Distribution Requirements Planning – JIT – CAD/CAM – Product Data Management – ERP Modules: - Plant Maintenance – Quality Management – Materials Management.

UNIT - III

Benefits of ERP: Reduction of Lead Time – Reduction of Cycle Time – Improved Resource Utilization – Reduced Quality Costs – Increased Flexibility – Improved Information accuracy and Decision making capability.

UNIT - IV

ERP Implementation Lifecycle: Introduction – Pre-evaluation screening – Project Planning – Gap Analysis – Reengineering – Configuration – Implementation – Testing – Training – Maintenance. Vendors, Consultants and Users: Inhouse Implementation-Pros and Cons – Vendors – Consultants – End-users.

UNIT - V

Future Directions in ERP: New Markets – New Channels – Faster Implementation Methodologies – Business Models – Application Platforms – new business segments – Web-enabling – Market Snapshot.

NOTE: Question paper shall cover 100% Theory

Books for Reference:

1. Alexis Leon, “Enterprise Resource Planning”, Tata McGraw Hill Publishing Company Limited, Noida, UP
2. Rahul V. Altekar, “Enterprisewide Resource planning - Theory and Practice”, Prentice Hall Pvt Ltd, New Delhi
3. Vinod Kumar Garg and N.K.Venkitakrishnan, “Enterprise wide Resource”, Prentice Hall Pvt Ltd, New Delhi
4. Dr.Subodh Kesharwani, “ERP Systems – Application, Experiences” Upsurg, Pragati Prakathan Publication, Meerut.

ELECTIVE 5 - INVESTMENT ANALYSIS AND PORTFOLIO MANAGEMENT

UNIT - I

Investment Analysis: Nature-scope-Elements of Investment Risk & return objective of investment Approaches to investment analysis. Securities - types - Features.

UNIT - II

Investment alternatives and strategies: Financial investment - Non financial investment - Inbound and outbound investments – Sources of Investment Information - valuation of fixed income securities and variable income securities (excluding Derivatives).

UNIT - III

Fundamental Analysis: Economic – Industry and company analysis – Sources of information for analysis.

UNIT - IV

Technical Analysis – Types of charts – Dow Theory, Elliott wave theory, Odd-lot Theory, Breadth of Market, Relative Strength Analysis – Moving Average analysis - Efficient Market Hypothesis.

UNIT - V

Portfolio analysis & Management: Portfolio risk and return – Diversification - Markowitz model – Sharpe model: Single index model – CAPM –Arbitrage pricing theory. Practical Applications of Stock market Operations.

NOTE: Question paper shall cover 100% theory

Books for Reference:

1. S. Kevin “Security Analysis and Portfolio Management” PHI Learning Pvt Ltd, New Delhi.
2. V.A. Avadhani, “Security Analysis and Portfolio Management”, Himalaya Publishing House, Mumbai.
3. Punithavathy Pandian, “Security Analysis and Portfolio Management”, Vikas Publishing House Pvt Ltd, New Delhi.
4. M. Ranganatham & R. Madhumathi, “Investment Analysis and Portfolio Management”, Pearson Education (India) Pvt Ltd, New Delhi.
5. Bhalla, Tuteja, “Investment Management”, S. Chand & Sons Publisher, New Delhi.
6. Preeti Singh, “Investment Management”, Himalaya Publishing House, Mumbai.

ELECTIVE - 6 E-COMMERCE

UNIT - I

Introduction to E-Commerce – Benefits of Electronic Commerce – Impact of Electronic commerce Classification of Electronic Commerce – Applications of Electronic Commerce Technologies. Business Models. Architectural Framework.

UNIT - II

Network Infrastructure: Local Area Networks – Wide Area Network – Intranet, Extranet and Internet – TCP/IP Reference Model – Domain Name Systems – Internet Industry Structure. Information Distribution and Messaging: File Transfer Protocol Applications - Electronic Mail – World Wide Web Server – HTTP – Web servers Implementations.

UNIT - III

Information Publishing Technology: Information publishing – Web browsers – Hyper Text Markup Language – Common Gateway Interface – Multimedia Content – Other Multimedia Objects – Virtual Reality Modeling Language.

UNIT - IV

Securing the Business on Internet: Security policy, Procedures and practices – Site security – Protecting the Network – Firewalls – Securing the Web service. Securing Network Transactions: Transaction Security – Cryptology – Cryptology Algorithms – Public Key Algorithm – Authentication Protocols – Digital Signatures – Electronic Mail Security – Security Protocols for Web Commerce.

UNIT - V

Search Engines and Directory Services: Information Directories – Internet Advertising- E –Commerce Applications- Cyber Law-Introduction- Concept of Cyberspace - cyber law in E-Commerce-Contract Aspects - Electronic Governance. Value Added Course: Drupal.

NOTE: Question Paper shall cover 100% Theory

Books for Reference:

1. Bharat Bhasker, “Electronic Commerce: Framework, Technologies and Applications”, Tata McGraw Hill Publishing Company Limited, Noida, UP
2. Dr.C.A.Rayudu, “E-Commerce & E-Business”, Himalaya Publishing House, Mumbai
3. Ravi Kalakotoa & Andrew B. Whinston, “Frontiers of Electronic Commerce”, Addison-Wesley – An Imprint of Pearson Education, United States.
4. Jeffvey F. Rayport & Bernard J. Jaworeski, “Introduction to E-Commerce”, Tata McGraw Hill Publishing Company Limited, Noida, UP.
5. Suresh T.Viswanathan, “The Indian Cyber Law “, Bharat Law House, New Delhi

SEMESTER - IV

CORE 13 - COMMUNICATIVE SKILLS

UNIT - I

Business Communication – Objectives, Principles and Scope - Ethics of Communication - Language – Arts - Basics - Punctuation, Grammar and Word usage - Electronic Technology in global business communication: Internet, Fax, e-mail - Work Team Communication - Group Communication - Variables - Solving group problems - Strategies for communicating across culture.

UNIT - II

Principles of Business Writing - Planning - Drafting - Revising - Formatting – 3Ps of Business Writing (problem, process, product) for Goodwill messages, Routine Messages and Negative news – Aids to correct writing –Essay writing.

UNIT - III

Report writing - Characteristics - Purpose - Types - Periodic reports - Situational report - Proposals - Policies and Procedure - Report structure - Writing research and technical reports.

UNIT - IV

Non-verbal communication - Personal appearance posture - Body language – Presentation Techniques – Case Studies - Visual & Audio Visual aids for Communication – Barriers to communication – Overcoming Barriers to communication.

UNIT - V

Conducting Meetings: Procedure - Preparing Agenda, minutes and resolutions – Practicals with respect to conduct of meetings – Secretary’s Report – Mock Interviews Conducting seminars and conferences:- Procedure of Regulating speech - Evaluating oral presentation – Interview Skills – Resume preparation, Application letters, Testimonial, Reference - Group Discussion – Presentation Skills. Value added Course: Libre Office Writer, Calc and impress.

NOTE: Question Paper shall cover 100% Theory.

Books for Reference:

1. Krishnamohan & Meera Bannerjee, “Developing Communication Skills”, Mic Millan, London, UK .
2. Woolcott & Unwin, “Mastering Business Communication, Mic Millan, London, UK.
3. Anderson & Others, “Assignment & Thesis Writing”, illustrated Publisher, Wiley.
4. Rajendra Paul and Koralahalli, “Business Communication”, S.Chand & Sons Publisher, New Delhi.
5. Lesikar and Flatly, “Basic Business Communication”, TMH Publications, New Delhi.
6. L.Gartside, “Business English”, Mac Donald & Events Ltd, London
7. Spoken Tutorials – IIT – Mumbai.

CORE 14 - MODERN BANKING

UNIT – I

Banking – Definition – Banking System – Role of Banks in Economic Development – Central Bank – Functions – Credit Control Measures – Role of RBI in Regulatory and Controlling Banks.

UNIT – II

E-Banking – meaning – E-Banking and Financial Services – Risk Management for E-Banking – Internet Banking – Mechanics of Internet Banking – Drawbacks of Internet Banking – Future outlook.

UNIT – III

Mobile Banking – meaning – Services – Security Issues – Telephone Banking – Mechanism – Telephone Banking System – Call Centers.

UNIT – IV

ATM – Features – Mechanism – Benefits – Shared ATM Network in India – Digital Money – Mode of Issue and Implications – E-Money and Monetary Policy – Policy issues of RBI – Electronic Funds Transfer System.

UNIT – V

Indian Financial Network – Features – Application – Recent trends in Indian Banking – Payment Banking– Negotiable Instruments – Characteristics – Types – Paying Banker – Collecting Banker – Rights and Duties. Practical applications of Digital Banking.

NOTE: Question Paper shall cover 100% Theory.

Books for Reference:

1. K.C. Shekhar and Lakshmy Shekhar, “Indian Banking System”, Vikas Publishing House Pvt Ltd, New Delhi.
2. Muraleedhran, “Modern Banking Theory and Practice”, PHI Learning Pvt Ltd, New Delhi.
3. S. Nataraj and R. Parameswaran, “Indian Banking”, S.Chand & Sons Publisher, New Delhi.
4. O.P.Agarwal, “Modern Banking of India”, Himalaya Publishing House, Mumbai
5. P.N.Varshney, S.L.Gupta and T.D.Malhotra, “Principles of Banking”, S.Chand & Sons Publisher, New Delhi.
6. P.Chellasamy, “Modern Banking Management”, Himalaya Publishing House, Mumbai

CORE 15 – INDIRECT TAXATION

Unit - I

Indirect Taxes - Introduction - Features - Objectives of Taxation- Types of taxes- Direct and Indirect taxes - Indirect Tax structure-Merits and Demerits of Indirect Taxes- Recent Developments in Indirect Taxes- Goods and Services Tax Act 2016 - Introduction – Features – Benefits of GST Act.

Unit - II

Goods and Service Tax - Important Definitions - Taxable persons – Time of supply of goods and services – Administrative set up – Classes of officers under Central and State goods and services Tax Act - Appointment of Officers – Powers of officers – Levy and collection of GST – Powers to grant exemption from tax.

Unit - III

Registration – Procedure for registration under Schedule III – Special provisions relating to casual taxable person and non-resident taxable person – Amendment of registration – Cancellation of registration – Revocation of cancellation of registration.

Unit - IV

Assessment of GST- Self-assessment – Provisional assessment – Scrutiny of returns – Assessment of non-filers of returns – Assessment of unregistered persons – Assessment in certain special cases – Tax Invoice – Credit and Debit Notes – Payment of Tax – Tax Deducted at Source – Electronic Commerce – Definitions - Collection of Tax at source.

Unit - V

Customs Act 1962 – Important Definitions – Basics – Importance of Customs Duty – Constitutional authority for levy of Customs Duty – Types of Customs Duty – Prohibition of Importation and Exportation of goods – Valuation of goods for Customs Duty – Transaction Value – Assessable Value – Computation of Assessable Value and Customs Duty.

Books for Reference

1. Background Material for Goods and Service Tax. July, 2016. National Academy Of Customs Excise and Narcotics.
2. Mehrotra & Goyal. 2015. Indirect Taxes, Sahitya Bhavan Publications, Agra.
3. V. Balachandran, “Indirect Taxation”, Sultan Chand & Sons and Kalyani Publishers, 16th Edition, 2014.
4. Dr. P. Radhakrishnan, “Indirect Taxation”, Kalyani Publishers, 2013.