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Department of Accounting and Finance
Course objectives and outcomes
Academic year 2020-2021

COURSE STRUCTURE:**SEMESTER I**

Course content	Name of subject	Ins Hrs	Credits	CIA	External	Total
PART-I	Tamil/Other Language Paper – I	6	3	25	75	100
PART-II	Communicative English-I	3	3	50	50	100
PART-III	Financial Accounting@	6	4	25	75	100
	Financial Planning & Performance	6	4	25	75	100
	Business Communication	5	5	25	75	100
PART-IV	Basic Tamil / Advanced Tamil / NME*	-	2	25	75	100
	BP4-ECAM01-English for Commerce and Management-I	4	4	50	50	100

***NME: Choose any one Paper from the other Department.**

SEMESTER II

Course content	Name of subject	Ins hrs	Credits	CIA	External	Total
PART-I	Tamil/Other Language Paper – II	6	3	25	75	100
PART-II	Communicative English-II	3	3	50	50	100
PART-III	Advanced Financial Accounting@	6	4	25	75	100
	Principle of Management@	6	4	25	75	100
	Financial Analytics and Control	5	5	25	75	100
PART-IV	Basic Tamil / Advanced Tamil / NME*	-	2	25	75	100
	BP4-ECAM02-English for Commerce and Management-II	4	4	50	50	100

***NME: Choose any one Paper from the other Department.**

SEMESTER III

Course content	Name of subject	Ins hrs	Credits	CIA	External	Total
PART III	Corporate Accounting	6	4	25	75	100
	Business Laws	5	4	25	75	100
	Banking Theory Law and Practice	5	4	25	75	100
	Entrepreneurial Development	5	4	25	75	100
	Indian Economy -I	6	5	25	75	100
PART IV	Environmental Studies	1	Examination will be held in Semester IV			
	Soft Skills	2	3	50	50	100

SEMESTER IV

Course content	Name of subject	Ins Hrs	Credits	CIA	Ext	Total
PART-III	Advanced Corporate Accounting	6	4	25	75	100
	Financial Services	5	4	25	75	100
	Principles of Management	5	4	25	75	100
	Business Communication	5	4	25	75	100
	Indian Economy II	6	5	25	75	100
PART-IV	Environmental Studies	1	2	25	75	100
	Computing Skills	2	3	50	50	100

SEMESTER V

Course content	Name of subject	Ins Hrs	Credit	CIA	Ext.	Total
PART-III	Practical Auditing	6	4	25	75	100
	Elements of Cost Accounting	6	4	25	75	100
	Income tax law & Practice – I	5	4	25	75	100
	Financial Management	6	4	25	75	100
	Portfolio Management	6	5	25	75	100
PART-IV	Value Education	1	2	25	75	100

SEMESTER VI

Course content	Name of subject	Ins Hrs	Credits	CIA	Ext	Total
PART-III	Management Accounting	6	4	25	75	100
	Advanced Cost Accounting	6	4	25	75	100
	Income Tax law & Practice-II	5	4	25	75	100
	Working Capital Management	6	4	25	75	100
	Capital Markets	6	5	25	75	100
PART-IV	Value Education	1	2			
PART-V	Extension Activities		1			

CORE I: FINANCIAL ACCOUNTING

CODE: CZ21A SEMESTER: I

HOURS : 90

OBJECTIVES:

- To enable students to understand the system of preparing financial statements for various types of organisation.
- To encourage student to analyse financial statement of different types of organisation
- To enable the student to prepare Final accounts

UNIT I: Preparation of Financial Statement

Final accounts of sole trading concern-Adjustments-Receipts and Payments-Income and expenditure-Balance sheet of non trading organisation

UNIT II: Depreciation and Insurance Claims

Depreciation Accounting: Depreciation- Meaning –Causes-Types-Straight Line Method-Written down value method- Concept of useful life under Companies Act 2015

Insurance Accounting: Insurance claims –Calculation of Claim amount-Average clause (Loss of stock only)

UNIT III: Single entry system

Meaning and Features of Single entry-Defects-Difference between single entry and double entry system-Methods of calculation of Profit-Statement of Affairs Method-Conversion Method

UNIT IV: Rectification of Errors and Bank Reconciliation Statement

Classification of Errors – Rectification of Errors – Preparation of Suspense a/c.

Bank Reconciliation Statement – Need and preparation.

UNIT V: Hire Purchase and Instalment System

Hire Purchase System- Default and repossession-Hire purchase trading account

Instalment System-Calculation of Profit.

OUTCOMES:

Students can

- Explain the Basic Accounting principles and also concepts of Bank Reconciliation Statement & Rectification, the procedures of Accounting under Single entry system.
- Foster knowledge on Depreciation Accounting.
- Comprehensive knowledge in the preparation of final accounts

CORE-II: FINANCIAL PLANNING AND PERFORMANCE

CODE: CA21A

SEMESTER: I

HOURS : 90

OBJECTIVES

1. To Achieve an understanding of strategic planning, forecasting and budgeting, recall the models of strategic planning with the process, classify the forecasting techniques and demonstrate the budget.
2. To make use of budget to prepare an annual profit plan, analyze performance by using flexible budgets
3. To enable the students understand the various profitability analysis.

Unit I: Strategic Planning

Analysis of external and internal factors affecting strategy - Long-term mission and goals - Alignment of tactics with long-term strategic goals - Strategic planning models and analytical techniques - Characteristics of successful strategic planning process.

Unit II: Budgeting and Forecasting

Operations and performance goals - Characteristics of a successful budget process – Resource allocation - Regression analysis - Learning curve analysis - Expected value - Annual business plans (master budgets) - Project budgeting - Activity-based budgeting - Zero-based budgeting - Continuous (rolling) budgets - Flexible budgeting - Annual profit plan and supporting schedules - Operational budgets - Financial budgets - Capital budgets - Pro forma income – Financial statement projections - Cash flow projections.

Unit III: Cost and Variance Measures

Comparison of actual to planned results - Use of flexible budgets to analyze performance - Management by exception - Use of standard cost systems - Analysis of variation from standard cost expectations.

Unit IV: Responsibility centers and reporting segments

Types of responsibility centers - Transfer pricing - Reporting of organizational segments

Unit V: Performance Measures:

Product profitability analysis - Business unit profitability analysis - Customer profitability analysis - Return on investment - Residual income - Investment base issues - Key performance indicators (KPIs) - Balanced scorecard

OUTCOMES:

1. Students can explain and understand the importance and use of standard cost systems.
2. Students can propose various budgets and performance measures.
3. Students excel in the concept of Key Performance Indicators

BUSINESS COMMUNICATION

CA31B

SEMESTER: I

HOURS : 75

OBJECTIVES:

- To develop awareness of the complexity of the communication process.
- To develop effective writing skills so as enable students to write in a clear, concise, persuasive and audience centered manner.
- To develop ability to communicate effectively with the help of electronic media

UNIT I: Communication

Definition – Methods – Types – Principles of effective Communication – Barriers to Communication – Business Letters – Layout.

UNIT II: Business Letters

Kinds of Business Letters: Interview – Application for a situation – Interview -Appointment – Acknowledgement – Promotion – Enquiries – Reply letter – Orders – Sales letter – Circular letter – Complaint letter.

UNIT III: Correspondence

Bank Correspondence – Insurance Correspondence – Agency Correspondence – Correspondence with Shareholders, Directors. UNIT IV: Reports and Meetings Report Writing – Meetings – Agenda - Minutes of Meeting – Memorandum – Office Order – Circular – Notes.

UNIT V: Forms of Communication

Modern Forms of Communication: Fax – E-mail – Video Conferencing – Internet – Websites – uses of the various forms of communication.

OUTCOME:

- Students can develop effective letter writing skills
- Students understand the concept of communication and familiarise with modern form of communication.
- Students will be able to develop ability to communicate effectively in group

ADVANCED FINANCIAL ACCOUNTING

CZ22A

SEMESTER: II

HOURS : 90

OBJECTIVES:

- To enable the students to understand the system of preparing financial statements for various types of organisation
- To study the concepts of Partnership Accounting Procedures in Dissolution.
- To familiarize students with the financial reporting standards

Unit I: Branch Accounts

Dependent Branches - Stock and Debtors system – Distinction between Wholesale Profit and Retail Profit – Independent Branches (Foreign Branches excluded)

Unit II: Departmental Accounts

Basis of Allocation of Expenses – Calculation of Profit - Inter-departmental Transfer at cost or Selling Price.

Unit III: Partnership Accounts

Admission of a Partner – Retirement of a Partner – Death of a Partner.

Unit IV: Partnership Accounts

Dissolution of a Partnership Firm – Insolvency of a Partner – Insolvency of all Partners Piecemeal Distribution of cash in case of Liquidation of Partnership Firm.

Unit V: Accounting Standards for financial reporting

Objectives and uses of financial statements for users-Role of accounting standards Development of accounting standards in India- Requirements of international accounting standards - Role of developing IFRS- IFRS adoption or convergence in India- Implementation plan in India- Ind AS-Difference between Ind AS and IFRS.

OUTCOME:

- Students can explain Accounting principles in Partnership with respect to Admission, Retirement and Death of a partner
- Use the principles of Garner Vs Murray in cases of Insolvency of Partners
- Students will develop an insight into Accounting standards & IFRS

PRINCIPLES OF MANAGEMENT

CODE: CZ22B

SEMESTER: II

HOURS : 90

OBJECTIVES

- To understand the significance of the management in Business and its functions.
- To develop knowledge on different types of Organisations and the various elements of staffing.
- To expose students to the importance of Directing techniques, Communication & Control.

Unit I: Introduction

Definition – Importance – Nature and Scope of Management – Process of Management - Role and functions of Managers - Levels of Management Scientific Management Contributions to Management by different Schools of thought.

Unit II: Planning

Nature – Importance -Types of Planning - Steps in planning - Objectives of Planning – Policies - Decision making Process-Types of Decisions. HRM- Meaning, -Nature and scope of HRM.

Unit III: Organization

Meaning and Types of organizations - Principles – Formal and Informal organization - Organisation Structure – Span of Control – Departmentalisation – Basis - Meaning and Importance of Departmentalisation. Policies - Meaning and Types – Procedures - Forecasting.

Unit IV: Authority and Responsibility

Authority – Definition – Sources – Limitations – Difference between Authority and Responsibility – Delegation of Authority – Meaning – Principles and importance – Centralisation Vs Decentralisation- Leadership & Communication

Unit V: Direction

Co-ordination & Control Direction – Nature - Purpose. Co-ordination – Need – Types and Techniques – Requisites for Excellent Co-ordination. Controlling – Meaning – Importance – Control Process.

OUTCOME:

- Students will gain knowledge on the notions of Planning and Decision- making.
- Students will be able to outline the concepts of Organising with respect to Authority relationships, Delegation and Decentralisation.
- Students can appreciate the principles and concepts of Communication and control.

FINANCIAL ANALYTICS AND CONTROL

CA32B

SEMESTER: II

HOURS : 75

OBJECTIVES

- To enable students understand information systems, data governance, technology-enabled finance transformation and the application of data analytics and visualization.
- To define cost behaviour and types of costs, classify costing systems
- To facilitate students' comprehend the area of supply chain management

UNIT I:

Information Systems and Data Governance Accounting information systems - Enterprise resource planning systems - Enterprise performance management systems - Data policies and procedures - Life cycle of data - Controls against security breaches

UNIT II:

Technology-Enabled Finance Transformation and Data Analytics Systems Development Life Cycle — Process automation - Innovative applications - Business intelligence - Data mining - Analytic tools - Data visualization

UNIT III:

Cost Measurement Concepts Cost behavior and cost objects - Actual and normal costs - Standard costs - Absorption (full) costing - Variable (direct) costing - Joint and by-product costing- Job order costing - Process costing - Activity-based costing - Life-cycle costing - Fixed and variable overhead expenses - Plant-wide versus departmental overhead - Determination of allocation base - Allocation of service department costs

UNIT IV:

Supply Chain Management and Business Process Improvement Lean manufacturing - Enterprise resource planning (ERP) - Theory of constraints and throughput costing - Capacity management and analysis - Value chain analysis - Value-added concepts - process analysis - Activity-based management - Continuous improvement concepts - Best practice analysis - Cost of quality analysis - Efficient accounting processes

UNIT V:

Internal Controls Internal control structure and management philosophy - Internal control policies for safeguarding and assurance - Internal control risk - Corporate governance - External audit requirements - Systems controls and security measures

OUTCOME:

1. Students can understand the supply chain management and business process improvement
2. Students will clearly understand governance, risk, compliance
3. Students gain knowledge on system controls and security measures for internal financial controls.

CORPORATE ACCOUNTING

CPG3A

SEMESTER: III

HOURS :90

OBJECTIVES

- To familiarize students with corporate accounting Concepts
- To enable the students to acquire conceptual knowledge in the preparation of the company accounts.
- To enhance the students' knowledge in corporate restructuring both internal and external

Unit I : Share Capital

Issue of Shares -Types of Shares - Forfeiture of shares - Reissue of shares - Underwriting of shares - Stock split - Meaning of Redemption - Redemption of Preference Shares.

Unit II : Debentures & Acquisition of Business

Meaning - Types of Debentures - Issue - Underwriting of Debentures - Redemption of Debentures. Acquisition of Business - Meaning - Profit Prior to Incorporation.

Unit III : Final Accounts

Final Accounts - Preparation of P & L A/c and Balance Sheet – Managerial Remuneration- Calculation and Legal Provisions.

Unit IV : Valuation of Shares and Goodwill

Valuation of Shares and Goodwill - Meaning - Methods of Valuation of Shares and Goodwill.

Unit V : Alteration of Share Capital

Meaning - Internal Reconstruction - Reduction of Share Capital

OUTCOME:

- Students will learn the accounting procedures of corporate undertakings, specifically the shares
- The students will excel in the preparation of financial statements of companies.
- Students would expertise in the corporate restructuring strategies and accounting

Core Paper VI - BUSINESS LAW

CPG3B

SEMESTER: III

HOURS :75

OBJECTIVES

- To gain insight on the law governing general contracts and special contract
- To be aware of the mode of engaging in contracts and performance of the same, and the remedies available for breach of contract.
- To familiarise the legal provisions relating to Sale of Goods Act.

Unit I : Formation of Contract

Indian Contract Act - Formation - Nature and Elements of Contract - Classification of Contracts - Contract Vs Agreement.

Unit II : Offer, Acceptance and Consideration

Offer - Definition - Forms of Offer - Requirements of a Valid Offer. Acceptance - Meaning- Legal rules as to a Valid Acceptance. Consideration - Definition - Types - Essentials.

Unit III : Other Elements of Valid Contract

Capacity of Parties - Definition - Persons Competent to contract. Free consent - Coercion- Undue Influence - Fraud - Misrepresentation - Mistake. Legality of object - Void agreements – Unlawful Agreements.

Unit IV : Performance of Contract

Performance of Contracts -Actual Performance -Attempted Performance -Tender. Quasi Contract - Definition and Essentials. Discharge of Contract - Modes of Discharge- Breach of Contract - Remedies available for Breach of Contract.

Unit V : Sale of Goods Act

Sale - Contract of Sale - Sale Vs Agreement to Sell - Meaning of Goods - Conditions and Warranty - Caveat Emptor - Exceptions of Caveat Emptor - Buyer and Seller of Goods - Unpaid Seller - Definition - Rights of an Unpaid Seller.

Outcomes:

- Students will be able to apply basic elements required to enter into a valid contract under the Indian Contract Act 1872.
- Students will understand legal provisions relating to Indemnity, Guarantee, Bailment & Pledge.
- Students can analyse the relationship between agent and principal and its legalities.

BANKING THEORY LAW AND PRACTICE

CPG3C

SEMESTER: III

HOURS :75

OBJECTIVES

- To understand the concepts of Indian Banking and Financial System
- To identify the functioning of banks
- To apply and evaluate credit facilities against various securities.

UNIT I : Introduction to banking

History of banking - Components of Indian banking - Indian banking system - Phases of development - Banking structure in India - Payment banks and Small Banks - Commercial banking - Definition - Classification of banks. Banking system - Universal banking - Commercial Banking - functions - Role of Banks in Economic Development. Central Banking- Definition - Need - Principles - Central Banking Vs. Commercial banking - Functions of Central bank.

UNIT II RBI

Establishment - Objective - Legal framework - Functions - SBI - Origin and History - Establishment - Indian subsidiaries - Foreign subsidiaries - Non-banking - Subsidiaries - Personal banking - International banking- Trade financing - Correspondent banking. Co-operative banks - Meaning and Definition - Features - Co-operative banks Vs Commercial banks - Structure.

UNIT III e - banking

Meaning - Services - e-banking and Financial services - Initiatives - Opportunities - Internet banking - Meaning - Internet banking Vs Traditional banking - Services - Drawbacks - Frauds in Internet banking. Mobile banking - Meaning - Features - Services - Security issues - Electronic Mobile Wallets. ATM - Evolution - Concept - Features - Types - Mechanism - Functions. Electronic money - Meaning - Categories - Merits of e-money - Electronic Funds Transfer (EFT) system - Meaning - Steps - Benefits.

UNIT IV - Bank Account

Opening - Types of accounts - FDR - Steps in opening Accounts - Savings Vs Current Account - „Donatio Mortis Causa“ - Passbook - Bank Customer Relationship - Special Types of customers - KYC norms. Bank Lending - Lending sources - Bank Lending Principles - Forms of lending - Loan evaluation process - Securities of lending - Factors influencing Bank lending - Negotiable Instruments - Meaning - Characteristics - Types. Crossing - Definition - Objectives - Crossing and negotiability - Consequences of crossing.

UNIT V – Endorsement

Meaning - Components - Kinds of Endorsements - Cheques payable to fictitious persons - Endorsement by legal representative - Negotiation back - effect of endorsement - Rules regarding endorsement. Paying banker – Banker’s duty - Dishonoring of cheque - Discharge of paying banks - Payment of a crossed cheque - Material alteration - Statutory protection under Section 85 - Refusal of cheque payment. Collecting Banker - Statutory protection under section 131 - Collecting banker’s duty - RBI instructions - Paying banker Vs Collecting Banker - Customer grievances - Grievances redressal - Banking Ombudsman

OUT COMES:

- Student will Identify the concept of banking.
- Students will be aware of various credit facilities and can Critically analyse the same.
- Appreciate the role played by the banking institutions in the economy

ENTREPRENEURIAL DEVELOPMENT

CPG3D

SEMESTER: III

HOURS :75

OBJECTIVES

- To motivate students to become job providers rather than job seekers.
- To enable students to examine and differentiate the role of financial institutions.
- To compare and understand the state and central government schemes, facilitating entrepreneurial development.

UNIT I : Concept of Entrepreneurship

Entrepreneurship - Meaning - Types - Qualities of an Entrepreneur - Classification of Entrepreneurs - Factors influencing Entrepreneurship - Functions of Entrepreneurs.

UNIT II : Entrepreneurial Development Agencies.

Commercial Banks - District Industries Centre - National Small Industries Corporation- Small Industries Development Organisation - Small Industries Service Institute. All India Financial Institutions. SIPCOT and its objectives. MSME Sector and its coverage- Objectives of Ministry of MSME. Role and Functions of MICRO Small and Medium Enterprises - Development Organisation (MSME - DO) - Objectives of SIDCO - Functions of Tamil Nadu SIDCO - IRBI and its Role. NABARD and its role in the Rural Development of India - Introduction to Micro Units Development Refinance Agency (MUDRA).

UNIT III : Project Management

Business idea generation techniques - Identification of Business opportunities - Feasibility study - Marketing, Finance, Technology & Legal Formalities - Preparation of Project Report- Tools of Appraisal.

UNIT IV - Entrepreneurial Development Programmes

Entrepreneurial Development Programmes (EDP) - Role, relevance and achievements -Role of Government in organizing EDPs- Critical evaluation.

UNIT V - Economic development and Entrepreneurial growth

Role of Entrepreneur in Economic growth - Strategic approaches in the changing Economic scenario for small scale Entrepreneurs - Networking, Niche play, Geographic Concentration, Franchising / Dealership - Development of Women Entrepreneurship. Self-help groups and empowerment of Women in India - Financing SHG and their role in Microfinancing. Financial inclusion and its penetration in India, Challenges and Government role in Financial inclusion - Pradhan Mantri Jan-Dhan Yojana - Six Pillars of Its Mission objectives

OUT COMES:

- Students can appreciate the concept of entrepreneurship.
- Students will be motivated to utilise the facilities offered to become entrepreneurs.
- Learners can enterprise the concepts of idea generation & use feasibility analysis.

ADVANCED CORPORATE ACCOUNTING

CPG4A

SEMESTER: IV

HOURS : 90

OBJECTIVES

- To introduce the intricacies of Holding company accounts to the students
- To expose students to the accounting perspective of insurance companies
- To enable students, understand the Banking company accounts

Unit I : Company Accounts

Amalgamation, Absorption and External Reconstruction of Companies.

Unit II : Holding Company

Holding Company - Subsidiary Company - Meaning - Preparation of Consolidated Final Statement of Accounts - Treatment of Dividend. (Inter - Company Owing excluded)

Unit III : Banking Company & Insurance Company

Preparation of – Final Accounts of Banking Insurance Companies.

Unit IV : Liquidation

Meaning - Preparation of Liquidator's Final Statement of Account - Calculation of Liquidator's Remuneration.

Unit V :

Accounting for Price Level Changes - Human Resource Accounting - Computerised Accounting Meaning.

OUTCOME:

- Students would be able to appreciate the Holding subsidiary accounts
- Students develop their knowledge in Banking company accounts
- They will understand the backend process of preparing the financial statements of insurance companies.

FINANCIAL SERVICES

CPG4B

SEMESTER: IV

HOURS : 75

OBJECTIVES:

- To enable students, understand the world of financial services.
- To facilitate the understanding of new age Financial Services.
- To comprehend the working of money market and capital market

Unit I : Introduction

Financial Services - Concept - Objectives - Functions - Characteristics - Financial Services Market - Concept - Constituents - Growth of Financial Services in India - Financial Services Sector Problems - Financial Services Environment - The Forces - Players in Financial Markets - Interest Rate Determination - Macro Economic Aggregates in India.

Unit II : Merchant Banking and Public Issue Management

Definition - Functions - Merchant Bankers Code of Conduct - Public Issue Management - Concept - Functions - Categories of Securities Issue - Mechanics of Public Issue Management - Issue Manager - Role of Issue Manager - Marketing of Issue – New Issues Market Vs Secondary Market - Underwriting - Types - Benefits Functions.

Unit III : Money Market and Stock Exchange

Characteristics - Functions - Indian Capital Market - Constituents of Indian Capital Market- New Financial Institutions and Instruments - Investor Protection - Stock Exchange -Functions - Services - Features - Role - Stock Exchange Traders -Regulations of Stock Exchanges - Depository - SEBI - Functions and Working.

Unit IV : Leasing

Characteristics - Types - Participants - Myths about Leasing - Hire Purchase – Lease Financing Vs Hire Purchase Financing - Factoring - Mechanism - Functions of a Factor- Factoring - Players - Types - Operational Profile of Indian Factoring - Operational Problems in Indian Factoring - Factoring Vs bills Discounting - Consumer Finance -Mechanics - Sources - Modes - Demand for Consumer Finance - Factors - Consumer Finance Insurance.

Unit - V : Venture Capital

Origin and Growth of Venture Capital - Investment Nurturing Methods - Mutual Funds Portfolio Management Process in Mutual Funds - Credit Rating System - Growth Factors- Credit Rating Process - Global and Domestic Credit Rating agencies - Principles of Insurance - Life and Non - Life Insurance - IRDA - Powers - Pension Fund - Objectives -Functions - Features - Types - Chilean Model - Pension Investment Policy - Pension Financing

OUTCOME:

- Students will be able to Outline the roles and functions of Indian financial market
- Evaluate the stock exchange operation and trading system, in light of SEBI regulations
- Compare the various modes of lending finance and role of merchant bankers.

PRINCIPLES OF MANAGEMENT

CPG4C

SEMESTER: IV

HOURS : 75

OBJECTIVES

- To understand the significance of the management in Business and its functions.
- To develop knowledge on different types of Organisations and the various elements of staffing.
- To expose students to the importance of Directing techniques, Communication & Control.

Unit I: Introduction

Definition – Importance – Nature and Scope of Management – Process of Management - Role and functions of Managers - Levels of Management Scientific Management Contributions to Management by different Schools of thought.

Unit II: Planning

Nature – Importance -Types of Planning - Steps in planning - Objectives of Planning – Policies - Decision making Process-Types of Decisions. HRM- Meaning, -Nature and scope of HRM.

Unit III: Organization

Meaning and Types of organizations - Principles – Formal and Informal organization - Organisation Structure – Span of Control – Departmentalisation – Basis - Meaning and Importance of Departmentalisation. Policies - Meaning and Types – Procedures - Forecasting.

Unit IV: Authority and Responsibility

Authority – Definition – Sources – Limitations – Difference between Authority and Responsibility – Delegation of Authority – Meaning – Principles and importance – Centralisation Vs Decentralisation- Leadership & Communication

Unit V: Direction

Co-ordination & Control Direction – Nature - Purpose. Co-ordination – Need – Types and Techniques – Requisites for Excellent Co-ordination. Controlling – Meaning – Importance – Control Process.

OUTCOME:

- Students will gain knowledge on the notions of Planning and Decision- making.
- Students will be able to outline the concepts of Organising with respect to Authority relationships, Delegation and Decentralisation.
- Students can appreciate the principles and concepts of Communication and control.

BUSINESS COMMUNICATION

CPG4D

SEMESTER: IV

HOURS : 75

OBJECTIVES:

- To develop awareness of the complexity of the communication process.
- To develop effective writing skills so as enable students to write in a clear, concise, persuasive and audience centered manner.
- To develop ability to communicate effectively with the help of electronic media

UNIT I: Communication

Definition – Methods – Types – Principles of effective Communication – Barriers to Communication – Business Letters – Layout.

UNIT II: Business Letters

Kinds of Business Letters: Interview – Application for a situation – Interview -Appointment – Acknowledgement – Promotion – Enquiries – Reply letter – Orders – Sales letter – Circular letter – Complaint letter.

UNIT III: Correspondence

Bank Correspondence – Insurance Correspondence – Agency Correspondence – Correspondence with Shareholders, Directors. UNIT IV: Reports and Meetings Report Writing – Meetings – Agenda - Minutes of Meeting – Memorandum – Office Order – Circular – Notes.

UNIT V: Forms of Communication

Modern Forms of Communication: Fax – E-mail – Video Conferencing – Internet – Websites – uses of the various forms of communication.

OUTCOME:

- Students can develop effective letter writing skills
- Students understand the concept of communication and familiarise with modern form of communication.
- Students will be able to develop ability to communicate effectively in group

PRACTICAL AUDITING

CPG5A

SEMESTER: V

HOURS : 90

OBJECTIVES:

- To understand the concepts and principles of Auditing.
- To learn the various techniques of Vouching and verification of assets and liabilities
- To enhance the knowledge on the preparation of Audit report and Electronic Data Processing

UNIT I: Introduction

Meaning and Definition of Auditing – Distinction between Auditing and Accounting - Objectives - Advantages and Limitations of Audit - Scope of Audit - Classifications of Audit – Audit Planning - Meaning. Audit programme – Meaning – Objectives and Contents. Audit Note Book, contents, Usefulness of Audit Note Book - Audit working papers - meaning. Ownership and Custody – Test checking and Routine checking - Meaning. Internal control – Meaning – Definition – Objectives – Technique for evaluation of Internal Control System. Internal check – Meaning - Objectives difference between Internal control, Internal check and Internal Audit.

UNIT II: Vouching and Verification

Vouching – Meaning and Definitions - Objectives. Trading Transactions – Audit of Ledger - Scrutinizing of ledgers – Vouching of cash Receipts and Payments - Vouching of outstanding Assets and Liabilities – Verification – Meaning - Objectives and Process – Valuation of Assets and liabilities – Distinction between Verification and Valuation.

UNIT III: Audit and Accounting Standards

Types of Audit – Statutory Audit – Concurrent Audit – Stock Audit – Cost Audit – Secretarial Audit – CAG Audit – Management Audit. Accounting Standards – Standards on Auditing Standards on Internal Audit – Penal Provisions – Role of National Financial Reporting Authority (NFRA)

UNIT IV: Auditors and Audit Report

Appointment – Procedures – Eligibility and Qualifications – Powers and Duties – Rotation and Removal of Auditors – Resignation of Auditors – Remuneration of Auditors - Audit report – Preparation and presentation. Auditor's Responsibilities and liabilities towards Shareholders, Board and Audit Committee. Restriction on other Services.

UNIT V: Recent Trends in Auditing

EDP Audit – Meaning – Division of auditing in EDP environment. Impact of Computerization on Audit Approach – Online Computer System Audit – Types of Online Computer System Audit – Audit around with the Computers – Procedure of Audit under EDP system- Green Audit Introduction

OUTCOME:

Students

- Gain knowledge in the area of Internal Audit, Internal Check and Internal Control
- Can apply the techniques of Vouching and Valuation of Assets and Liabilities in Auditing
- Understand and appreciate Audit report and gain knowledge on EDP auditing

ELEMENTS OF COST ACCOUNTING

CPG5B

SEMESTER: V

HOURS : 90

OBJECTIVES:

- To learn the concepts and principles of cost accounting
- To understand the control of cost relating to various material losses, labour
- To acquire knowledge on overhead costing involving classification, allocation, apportionment and absorption of overheads

UNIT I: Introduction of Cost Accounting

Definition - Nature and Scope – Principles of Cost Accounting – Cost Accounting and Financial Accounting - Cost Accounting Vs Management Accounting – Installation of Costing System – Classification of Costs – Cost Centre – Profit Centre

UNIT – II: Cost sheet and methods of costing

Preparation of Cost Sheet. Reconciliation of Cost and Financial Accounts - Unit Costing- Job Costing.

UNIT III: Material Costing

Material Control – Meaning and Objectives – Purchase of Materials – Stock Levels of Materials – EOQ – Stores Records – ABC Analysis – Issue of Materials – Methods of Issue – FIFO – LIFO – HIFO – Base Stock Method – Specific Price Method – Simple and Weighted Average Method– Standard and Inflated Price Method.

UNIT IV: Labour Costing

Direct Labour and Indirect Labour – Time Keeping – Methods and Calculation of Wage Payments – Time Wages – Piece Wages – Incentives – Different Methods of Incentive Payments - Idle time – Overtime – Labour Turnover - Meaning, Causes and Measurement.

UNIT V: Overheads Costing

Overheads – Definition – Classification – Allocation and Apportionment of Overheads – Basis of Allocation – Absorption of Overheads - Preparation of Overheads Distribution Statement –Machine Hour Rate – Computation of Machine Hour Rate.

OUTCOME:

- Students can Prepare the statement of Cost and understand the control of cost
- Compute the Labour cost under various remuneration schemes
- Analyse the different methods in computation and apportionment of Overheads cost

INCOME TAX LAW AND PRACTICE-I

CPG5C

SEMESTER: V

HOURS : 75

OBJECTIVES:

- To enable students, understand the basic concepts of Income tax and provisions under the Income Tax Act,1961.
- To enlighten students with the computation of Income under the Head Salary income, House Property and Business under the head salaries.
- To provide insight in to the e-filing procedure

UNIT I: INTRODUCTION

Meaning of Income – Features of Income Tax – Types – Important Definitions Under the Income Tax Act – Assessee – Types – Rates of Tax – Residential Status – Scope of Total Income–Incomes Exempt from tax.

UNIT II: Income from Salary

Definition – Allowances – Valuation of perquisites – Deductions from Salary – Gratuity – Pension – Commutation of Pension – Leave Salary – Profits in lieu of Salary - Provident Funds – Deductions under Sec. 80.

UNIT III: Income from House Property

Annual Value – Meaning and Computation – Deductions from Annual Value – Legal Provisions.

UNIT IV: Profits and Gains from Business or Profession

Income from Business or Profession – Allowable expenses – Not allowable expenses – General deductions – Provisions relating to Depreciation – Deemed Business Profits – Undisclosed incomes – Investments – Compulsory maintenance of Books of accounts – Audit of Accounts of certain persons – Special provisions for Computing Incomes on estimated basis – Computation of Income from Business or Profession.

UNIT V: E-filing & Submission of Returns

E-filing – Concept – Procedure - 26AS – TDS – Traces – Filing of Return – Various Returns – Permanent Account Number (PAN) – Usage of PAN – Concept of Transfer Pricing - Fundamentals.

Outcome:

- Demonstrate the understanding of the basic concepts and definitions under the Income Tax Act
- Students excel in the Computation of Income under the head salaries, House property and Business
- Students would develop insight into e-filing of returns.

FINANCIAL MANAGEMENT

CPG5D

SEMESTER: V

HOURS : 90

OBJECTIVES

- To impart the basics of Financial Management for the benefit of Commerce students.
- To facilitate the understanding of the basics of investing, financing and dividend decisions.
- To enable students to know the concept of Working Capital

UNIT I: Introduction

Meaning and Objectives of Financial Management – Functions of Financial Management. Finance - Sources of Financing-Role of Financial Manager in Financial Management Financial Goals- Profit maximization Vs. Wealth maximization – Concept of Time Value of Money- Risk and Return.

UNIT II: Capital Structure

Meaning - Factors affecting Capital Structure - Planning - Theories of Capital Structure - Determining Debt Equity Proportion - Leverage Concept

UNIT III: Cost of Capital

Definition - Cost of Equity Capital – Cost of Preference Capital – Cost of Debt – Cost of Retained Earnings – Weighted Average (or) Composite cost of capital (WACC)

UNIT IV: Dividend

Meaning – Dividend Policies – Factors affecting Dividend Payment – Provisions on Dividend Payment in Company Law – Dividend Models - Walter's Model - Gordon's Model - M. M. Model – Hypothesis Model.

UNIT V: Working Capital

Working Capital - Meaning and importance – Factors Influencing Working Capital –Determining (or) Forecasting of Working Capital requirements – Working Capital Operating cycle.

OUTCOME:

- Students can apply the basics of financial management
- Apply measures of cost of capital and financial leverage to form long-term financial policies for business.
- Students can forecast the working capital requirements of an organisation.

PORTFOLIO MANAGEMENT

CVG5A

SEMESTER: V

HOURS : 90

OBJECTIVES

- To enable the students to understand the concepts and importance of Portfolio Management
- To uncover the techniques of fundamental and technical analysis to the students
- To widen the students' understanding of Portfolio Theories

UNIT I: Introduction

Portfolio - Meaning - Objectives - Terms relating to Portfolio - Securities - Risk – Return - Introduction to Portfolio Management – Role of Portfolio Managers.

UNIT II: Value of Money

Time value- Computation of Present Value Interest Factor(PVIF), Future Value Interest Factor(FVIF), Present Value Interest Factor at an Annuity(PVIFA) - Future Value Interest Factor at an Annuity (FVIFA) Simple Problems relating to it.

UNIT III: Portfolio Analysis

Planning – Selection – Evaluation – Revision -Various Steps involved in Portfolio Development Theories relating to Portfolio Analysis.

UNIT IV: Risk & Return

Interpretation of Risk & Return – Mean – Variance Analysis - B(Beta) Measures. Portfolio Diversification – Bond Valuation.

UNIT V: Need and Importance of Portfolio Management

Portfolio Management Vs Wealth Management – Introduction to Derivatives – Futures Options – Swaps – SEBI Regulations relating to Portfolio Operations.

Note: Questions in Sec.A, B & C shall be in the proportion of 80:20 between Theory and Problems.

TEXT BOOK:

1. Francis-Management of Investments, McGraw Hill.
2. Gurusamy S, Security Analysis and Portfolio Management, Vijay Nicole Imprints, Chennai

OUTCOME

- Students will understand the basic concepts of portfolio management
- Students will foster their skills in analysing the market
- Portfolio theories would harness their exposure to the subject

MANAGEMENT ACCOUNTING

CPG6A

SEMESTER: VI

HOURS : 90

OBJECTIVES

- To enable students, understand the basic concepts of management accounting and its techniques
- To help students read, interpret and analyse the financial statements.
- To impart knowledge of cash flow and fund flow statements.

UNIT I: Introduction

Management Accounting - Meaning- Scope- Importance- Limitations - Management Accounting Vs Cost Accounting – Management Accounting Vs Financial Accounting.

UNIT II: Financial Statement Analysis

Analysis and Interpretation of Financial Statements – Nature and Significance – Types of Financial Analysis – Tools of Analysis – Comparative Statements – Common size Statement – Trend Analysis.

UNIT III: Ratio Analysis

Meaning – Advantages – Limitations – Types of Ratios – Liquidity Ratios – Profitability Ratios Turnover Ratios – Capital Structure Ratios – Leverage Ratios – Calculation of Ratios.

UNIT IV: Fund Flow Analysis & Cash Flow Analysis

Introduction, Meaning of Funds Flow Statement-Ascertainment of flow of funds- Technique of preparing funds flow statement- Schedule of Changes in Working Capital- Adjusted Profit and Loss account-Funds Flow Statement

Meaning of Cash Flow Statements – Advantages – Limitations – Preparation of Cash Flow Statement – Types of Cash flows - Operating, Financing and Investing Cash flows.

UNITV: Budgetary Control & Marginal Costing

Budgetary Control – Meaning – Preparation of various Budgets – Cash Budget - Flexible Budget – Production Budget – Sales Budget. Capital Expenditure Control - Application of Marginal Costing in Decision Making – Make or Buy –Shut down or Continue – Exploring New Markets.

OUTCOME:

- Students would Understand the primary purpose of management accounting
- Students' expertise in financial statement analysis and budgetary control
- Would comprehend the of cash flow and fund flow statements

ADVANCED COST ACCOUNTING

CPG6B

SEMESTER: VI

HOURS : 90

Objectives:

- To understand the principles of Job and Batch costing systems and construction Contract costing
- To compute the cost of maintenance of transport service
- To understand marginal costing techniques as a decision making tool

UNIT I: Contract Costing

Definition - Features of Contract costing- Calculation of Profit on Contracts- Cost plus Contract, Contract Costing Vs job Costing-Preparation of Contract A/c

UNIT II: Process Costing

Features of Process Costing - Process Loss - Normal and Abnormal Loss - Abnormal Gain -Joint Products - By Products - Concept of Equivalent Production – Process Accounts – Process Losses and Gains.

UNIT III: Operation Costing

Operating Costing – Meaning – Preparation of Operating cost Sheet – Transport costing – Power Supply Costing – Hospital Costing – Simple Problems.

UNIT IV: Marginal Costing

Meaning – Features – Absorbtion Costing – Marginal Costing Vs Absorbtion Costing –Contribution – PV Ratio – Break Even point – Key Factor – Margin of Safety – Preparation of Marginal Cost Statement.

UNIT V: Standard Costing

Definition – Objectives – Advantages – Standard Cost and Estimated Cost – Installation of Standard Costing – Variance analysis – Material, Labour, Overhead, and Sales Variances – Calculation of Variances.

Outcome:

- Students will be able to analyse the principles job and Batch order costing system and construction contract costing
- The students will be able to assess the cost of maintenance of transport service
- The students can take decisions based on techniques of marginal costing

INCOME TAX LAW AND PRACTICE-II

CPG6C

SEMESTER: VI

HOURS : 75

OBJECTIVES

- To compute income from short term and long term capital gains
- To enterprise the provisions relating to Clubbing of Income & aggregation of income
- To uncover the Assessment Procedures and Tax Planning, in India to the learners.

UNIT I: Income from Capital Gain

Capital Gain – Meaning – Short term and long-term Capital Gains – Certain Transactions not included as transfer – Cost of Acquisition – Cost of Improvement – Indexation – Capital Gain under different circumstances – Exempted Capital Gains – Computation of Capital Gains.

UNIT II: Income from other sources

Computation – Grossing up – Deductions in Computing Income under the head and other related provisions.

UNIT III: Clubbing of Incomes and Set off / Carry forward and Set – Off of losses

Clubbing of Incomes under various situations – Deemed Incomes – Simple Problems on clubbing of incomes – Setoff – Carry forward and set off of losses.

UNIT IV: Deductions from Gross Income

Permissible Deductions from Gross Total Income Sec.80C, 80CCC, 80CCCD, 80D, 80DD, 80DDB, 80E, 80G, 80GG, 80GGA, 80QQB, 80RRB, 80U. Assessment of Individual – Computation of Tax.

UNIT V: Income Tax Authorities and Procedure of Assessment

Income Tax Authorities – Powers of the Central Board of Direct Taxes (CBDT), Commissioners of Income Tax and Income Tax officers. Assessment Procedures – Self Assessment – Best Judgement Assessment– Income Escaping Assessment (Reassessment)-Advance Payment of Tax – Meaning and Due dates.

OUTCOME:

- Students can Evaluate income under the Residuary head and apply the provisions of Clubbing of Income.
- Students Demonstrate an understanding of set off & carry forward of losses and also identify the incomes exempt from tax.
- Assess taxable income & tax liability of an individual.

WORKING CAPITAL MANAGEMENT

CPG6D

SEMESTER: VI

HOURS : 90

Objectives

- To develop students' understanding of the rationale of working capital in business
- To improve students' knowledge in the area of financing working capital , its approaches
- To expose them to various techniques of working capital management

UNIT I: Introduction

Working Capital Meaning - Importance of working capital management - components of working capital - Factors Influencing working capital requirements - Estimating working capital management- working capital life cycle - Role of finance manager in working capital.

UNIT II: Financing Current Assets

Different approaches to Financing Current Assets- Conservative, Aggressive and Matching approach - Sources of Finance Committees on Working Capital Finance.

UNIT III: Cash Management

Importance - Factors influencing Cash Balance - Determining Optimum Cash Balance - Cash Budgeting - Controlling and Monitoring Collection and disbursements.

UNIT IV: Receivables Management

Credit Policy Variables - Credit Standards - Credit period - Cash discount and Collection efforts - Credit evaluation - Control of receivables.

UNIT V: Inventory Management

Need for Inventories and Importance of its Management -Techniques for managing Inventory - Economic Order Quantity (EOQ) - Stock levels - Analysis of Investment in inventory - Selective Inventory Control - ABC, VED and FSN Analysis.

OUTCOME:

- Students will have a wider understanding of the role and importance of Working Capital
- Students would develop insight into the approaches in financing working capital
- Students will master the techniques of working capital management

CAPITAL MARKETS

CVG6A

SEMESTER: VI

HOURS : 90

OBJECTIVES

- To expose the students to the world of capital markets.
- To enable the students to learn the working mechanism of Stock exchanges
- To make the students understand the regulatory framework of Indian capital markets.

UNIT I: Introduction

Financial markets - Definition - Role -Functions-Constituents - Financial Instruments – Indian Financial Market - Global Financial Market - Capital Market - Evolution and growth Constituents - Capital Market Instruments - Types - Preference shares - Equity Shares -Non - voting equity shares - Company fixed deposits - Warrants - Debentures and Bonds- Global Debt

Instruments.

UNIT II: Regulation of Indian Capital Market

Regulatory Framework - Committees on Regulatory Framework - SE BI - Objectives -Management - Powers and functions - Regulatory role - Investor Protection - Insider Trading Rationale - Insiders - Insider information - Connected persons.

UNIT III: Stock Exchange

History- Meaning - Functions - Stock Exchange Vs Commodity Exchange - Stock Exchange Traders - Regulation of Stock Exchanges - Steps in Stock Trading - BSE and NSE - World Stock Exchanges - New York, London, Hongkong and Tokyo Stock Exchanges.

UNIT IV: Primary Market

Meaning - NIM Vs Secondary Market - Methods of New Issue -Intermediaries in the New issues market - SE BI Guidelines on Primary Market - Listing -Agreement - Benefits - Consequences of Non-listing - Underwriting - Definition - Types - Mechanics - Benefits - Book Building - Concept - Characteristics - Process - IPO including eIPO - Reverse book - building.

UNIT V: OTCEI

Concept - Features - Benefits - OTCE I Vs Other Stock Exchanges - Depository Services- Banks Vs Depository - Demat Account - Electronic Settlement of Trade - Role of CDSL and NSDL - Speculation- Online Stock Trading - Debt Market - Types - Role - Price Determination.

Outcomes

- At the end of the course the students have the knowledge on the basics of capital markets
- Students could grasp the functioning of Capital Market.
- Gained new insight into latest developments in Indian Stock Market.
