

**ANNA ADARSH COLLEGE FOR WOMEN  
DEPARTMENT OF CORPORATE SECRETARYSHIP SHIFT II**

**LEARNING OBJECTIVES AND LEARNING OUTCOMES  
ACADEMIC YEAR 2020-2021**

**1. PREAMBLE**

The curriculum of B.Com (Corporate Secretaryship) is structured in a way that the students acquire in-depth knowledge in corporate affairs. The course provides a platform for the students to pursue Company Secretaryship as a profession. The comprehensive curriculum design bestows excellent career opportunities to explore new vistas in the present competitive corporate arena.

**2. PROGRAM LEARNING OUTCOMES**

The prime objective of the course is to create a world class academic environment in the field of commerce and business. The course will prepare the students to respond to the needs of the industry and administration.

**a. NATURE AND EXTENT OF THE PROGRAMME**

The Bachelor of Commerce with specialisation in Corporate Secretaryship is a three year degree course which introduces different facets of the Corporate World. The course inculcates factual and practical knowledge and with the ability to conceptualize and apply it in the present global corporate arena.

The course content is customised to provide an understanding of specific regulatory framework which has a direct bearing on the functioning of companies.

**b. AIM OF THE PROGRAMME**

- To provide professional expertise in the field of

Commerce/Corporate Studies. The course moulds the student through each phase of, the functioning of companies stressing key concepts and procedures.

- To lay down a strong foundation on the basic concepts of Finance, Securities, Accounting and Legislations which enable the students to become conversant with various corporate constituents.
- The Students will have better prospects to excel in professional and competitive examinations on completion of the course.

**c. GRADUATE ATTRIBUTES**

On completing the B.Com (CS) course, students will be equipped to inculcate the following attributes indicating a professional outlook in their discipline of study.

1. Proficient knowledge about laws, rules and regulations.
2. Interpretation of financial statements.
3. Interpersonal communication.

The Course helps the student to acquaint themselves with the theoretical and practical knowledge of the various managerial and secretarial aspects of business in general. It serves as a catalyst and a facilitating platform to enhance them to be independent and easily employable.

The main feature of the course is the Institutional Training which imparts job oriented skills to bridge the gap between academics & industrial requirements. Further, it creates a natural interest among the students on the dynamics of the Company and equips them to face the challenges in their future endeavors.

# FINANCIAL ACCOUNTING

**YEAR : I**

**SEMESTER: 1**

## **LEARNING OBJECTIVES:**

- To enable the students to understand the system of preparing financial statements for various types of organisation
- To familiarize the students with knowledge about financial reporting standards

### **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.

## **LEARNING OUTCOMES:**

- The students will be able to analyse and prepare financial statement for different types of organisation
- The students will be aware of the various amendments in financial reporting

## **TEXT BOOK:**

1. Lt Bhupinder – principles of Financial Accounting – CENGAGE, New Delhi
2. Raj Kumar Sah –Concepts Building Approach to Financial Accounting – CENGAGE, New Delhi
3. Gupta, R.L & Gupta,V.K, Advanced Accounting, Sulthan Chand & Sons, New Delhi

## **REFERENCE BOOKS:**

1. Jain & Narang, Financial Accounting, Kalyani Publishers, NewDelhi
2. Reddy, T.S & Murthy,A. Financial Accounting, Margham Publications, Chennai
3. Shukla & Grewal, Advanced Accounting, S.Chand & Co. NewDelhi
4. Parthasarathy, S.& Jaffarulla, A. Financial Accounting, Kalyani Publishers, NewDelhi

## **WEB REFERENCE:**

[www.accountingcoach.com](http://www.accountingcoach.com)

[www.accountingstudyguide.com](http://www.accountingstudyguide.com)

[www.futureaccountant.com](http://www.futureaccountant.com)

[www.onlinelibrary.wiley.com](http://www.onlinelibrary.wiley.com)

# **Business Communication**

**Year/ Semester: Ist year / I sem**

## **OBJECTIVES:**

- To facilitate the students to understand the concept of Communication.
- To Know the basic techniques of the modern forms of communication
- To understand the role and functions of the various types of communications and business letters.

## **UNIT I**

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

## **UNIT II**

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**

Bank Correspondence – Insurance Correspondence – Agency Correspondence – Correspondence with Shareholders, Directors.

## **UNIT IV**

Report Writing – Meetings – Agenda - Minutes of Meeting – Memorandum – Office Order – Circular – Notes.

## **UNIT V**

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

## **OUTCOME:**

- Students understand the concept of communication and familiarise with modern form of communication.
- Students would be aware of the different type's letters and how they helpful for the daily operations in the business and Individuals.
- To provide functional disclosure to students relating banking correspondence, insurance correspondence agency correspondence etc.,

## **INTERNATIONAL TRADE**

**YEAR: I**

**I SEMESTER**

### **OBJECTIVES**

1. To provide specialised knowledge in international trade
2. To provide acquire knowledge concerned with the exchange of Goods and Services with the Foreign Countries.
3. To provide the basic understanding of the Purchase, Sale or exchange of Goods and Services across the National Borders.
4. To understand the role and functions of the various Financial institution like IMF,IBRD and SDR'S
5. To learn about WTO and how globalisation of Economy takes place.

### **SYLLABUS**

#### **UNIT I**

Theories of International Trade – Ricardo – Haberlers Opportunity cost  
-Heckscher Ohlin theorem.

## **UNIT II**

Trade policy – case for protection – Regional integration – European Union – EEC- UNCTAD – GATT – Asian – Development Bank.

## **UNIT III**

WTO – Functions of WTO – An Overview.

## **UNIT IV**

Balance of payments – Disequilibrium – Remedies – Exchange control – Purchasing Power parity Theory.

## **UNIT V**

International monetary system – IMF – SDR – International liquidity – IBRD.

## **OUTCOMES**

1. To evolve good understanding to the students about International trade.
2. Students would be aware of the different Financial Institution and how they promote International Trade.
3. To provide applied exposure to students relating to Exchange control and Balance of Payment.

# ADVANCED FINANCIAL ACCOUNTING

**YEAR : I**

**SEMESTER: II**

## **LEARNING OBJECTIVES:**

- To make the students know the various methods of maintaining the accounting records in various forms of Business
- To enable the students to get a comprehensive understanding of the Financial Reporting and 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 - Piece meal 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 IFRS - IFRS adoption or convergence in India - Implementation plan in India - IndAS - Difference between IndAS and IFRS

## **LEARNING OUTCOMES:**

- The students will be able to analyse and prepare financial statements to different types of organisation
- The students will be aware of the various amendments in financial reporting and standards

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

**Suggested Readings**

1. Gupta, R.L& Gupta, V.K,AdvancedAccounting, Sultan Chand & Sons, New Delhi.
2. Jain & Narang, FinancialAccounting, Kalyani Publishers, New Delhi.
3. Reddy, T.S & Murthy,A. FinancialAccounting, Margham Publications, Chennai.
4. Shukla & Grewal,AdvancedAccounting, S. Chand & Co., New Delhi.
5. Tulsian P.C. - FinancialAccounting.
6. Parthasarathy, S. & Jaffarulla,A. FinancialAccounting, Kalyani Publishers, New Delhi.
7. S.Thothadri & S.Nafeesa, Financial Accounting, McGraw Hill Education, New Delhi

**E-Resources**

[www.accountingcoach.com](http://www.accountingcoach.com)

[www.accountingstudyguide.com](http://www.accountingstudyguide.com)

[www.futureaccountant.com](http://www.futureaccountant.com)

[www.onlinelibrary.wiley.com](http://www.onlinelibrary.wiley.com)

# **CORPORATE MANAGEMENT**

**YEAR: I/II SEMESTER**

## **OBJECTIVES**

1. To help the students gain understanding of the functions and responsibilities of manager.
2. To provide the basic understanding of the management and techniques to be used in the performance of the managerial job.
3. To prepare the students to know about the significance of management in corporate world

## **SYLLABUS**

### **UNIT**

#### **Introduction to Management**

Nature and functions of Management – Principles – role and function of Manager – Levels of Management – Development of Scientific Management and other Schools of thought and Approaches.

#### **UNIT II - Planning and Organizing**

Planning – need and importance – forms – types – steps – decision making – types – process. Organisation – types – Organisation structure – Centralisation and Decentralisation – Departmentation.

#### **UNIT III - Human Resource Management**

Human Resource – HRM and Personnel Management – Recruitment, Selection and Training methods – Human Resource Audit.

#### **UNIT IV - Performance Appraisal and Incentives**

Performance Appraisal – methods – promotions and transfer – incentives – monetary and non-monetary- welfare and social security measures.

## **UNIT V - Direction and Control**

Direction – purpose – requirements of effective direction – motivation theories.

Co-ordination – need, type and techniques for excellent co-ordination – controlling- meaning and importance – control process.

### **OUTCOMES**

1. To develop good understanding to the students about management and organization related terms.
2. Understand the difficulties associated with management and integrate the learning in handling these complexities.

## **BUSINESS ECONOMICS.**

### **YEAR/SEMESTER: I/II**

#### **OBJECTIVES:**

- To facilitate the students to understand the term and definition of Economics.
- To know the basic concepts in Economics such as demand, supply, efficiency, cost, Market structure.
- To make the students to understand about consumer behaviour with the help of utility theories.
- To enable the students to be familiar with the the concepts of production function.
- To equip the students with the knowledge of pricing strategies in various markets

#### **SYLLABUS**

**UNIT-I** Introduction to Economics – Wealth, Welfare and Scarcity Views on Economics - Positive and Normative Economics - Definition – Scope and Importance of Business Economics - Concepts: Production Possibility frontiers – Opportunity Cost – Accounting Profit and Economic Profit – Incremental and Marginal Concepts – Time and Discounting Principles – Concept of Efficiency- Business Cycle:- Inflation, Depression, Recession, Recovery, Reflation and Deflation.

**UNIT-II** Demand and Supply Functions: - Meaning of Demand – Determinants and Distinctions of demand – Law of Demand – Elasticity of Demand – Demand Forecasting – Supply concept and Equilibrium

**UNIT-III** Consumer Behaviour : Law of Diminishing Marginal utility – Equi-marginal Utility – Indifference Curve – Definition, Properties and equilibrium.

**UNIT-IV** Production: Law of Variable Proportion – Laws of Returns to Scale – Producer's equilibrium – Economies of Scale - Cost Classification – Break Even Analysis

**UNIT-V** Product Pricing: Price and Output Determination under Perfect Competition, Monopoly – Discriminating monopoly – Monopolistic Competition – Oligopoly – Pricing objectives and Methods-

## **OUTCOMES**

On completion of the Syllabus,

- The students will understand the term Economics and definitions of Economics.
- The students will be aware of the basic concepts in Economics and familiarise with the phases of Business Cycle theory.
- The students will gain knowledge about the theories of consumer behaviour.
- The students will be aware of the concepts of production function.
- The students will learn the pricing methods of various methods.

# **CORPORATE ACCOUNTING**

**Year - II**

**Semester -III**

## **OBJECTIVES**

- To make the students familiarize with corporate accounting procedures
- To enable the students to acquire conceptual knowledge about the preparation of the company accounts.

### **UNIT – I Share Capital**

Issue of Shares - Types of Shares – Forfeiture of Shares- Reissue of Shares- Redemption of Preference Shares

### **UNIT – II Debentures & Underwriting**

Issue of Debentures – Redemption of Debentures- Profit prior to incorporation. Underwriting of Shares & Debentures

### **UNIT – III Final Accounts**

Final Accounts - Preparation of Profit & Loss account and Balance sheet- Managerial Remuneration

### **UNIT –IV Valuation of Goodwill & Shares**

Valuation of Goodwill & Shares – Meaning – Methods of valuation

### **UNIT – V Accounting for Insurance Companies**

Insurance Accounts- Types- Final accounts of Life Insurance- Profit determination of Life Insurance

## **Learning Outcome:**

- The students will learn the accounting procedures of corporate undertaking and their financial statement preparations.
- Students will have a practical knowledge of how the shares are issued and how accounting entries are made when the shares are issued at Par, Premium & discount and also about their forfeiture and re-issue.
- They will have clarity on how debentures are issued and redeemed; also on how preference shares are redeemed.
- Procedures involved in underwriting of shares and debentures help them to understand how the corporate companies arrange for capital from various sources.
- They will be in a position to prepare final accounts of Joint stock Companies.
- When it comes to investing in shares of a company or to purchase a running business, to analyze the value of the shares/ goodwill, the Students learn various methods of valuation of shares / goodwill.
- Students also learn about the accounting methods/procedures followed by insurance companies in settling the claims and to determine the profits/gains made by these companies.

# **STATISTICS – I**

## **Year/ Semester: II/ Sem 3**

### **OBJECTIVES**

- ❖ To Facilitate Understanding Relevance and Need of Statistics in Current Scenario
- ❖ To Customize the Importance of Business Statistics for the Commerce Students

### **UNIT – I**

Origin Meaning, Definition and Characteristics of Statistics – Uses and Limitations - Sources of Statistical data – Primary and Secondary – Collection of Primary Data – Direct Personal, Indirect Oral, Mailed Questionnaire and Schedule Methods – Collection of Secondary Data.

### **UNIT – II**

Classification and Tabulation of Data – Types and Importance – Presentation of Data including Diagrammatic and Graphical methods – Bar Diagram, Pie Diagram, Histogram and Ogive. Frequency Distribution – Frequency Table – Structure and Formation – Discrete and Continuous Series.

### **UNIT – III**

Measures of Central Tendency / Averages – Arithmetic Mean, Median, Quartiles, Mode, Geometric, Harmonic Mean, Combined Mean and Weighted Mean.

## **UNIT – IV**

Measures of Dispersion – Range, Quartile Deviation, Mean Deviation and Standard Deviation

## **UNIT – V**

Measures of Skewness – Meaning, Definition and Types – Karl Pearson's coefficient of Skewness and Bowley's Coefficient of Skewness.

## **OUTCOME**

- ❖ The students will understand the basic concepts of statistics tools and its implementation.
- ❖ To enable the students to understand the features of the Statistics and utilizes in the business world.

## **SUGGESTED READINGS**

1. Dhingra IC & MP Gupta, Lectures In Business Statistics, Sultan chand and Sons, New Delhi 2009
2. Gupta SP and Archana Agarwal, Business Statistics (Statistical Methods) Sultan chand and Sons, New Delhi, 9th Edition 2013
3. Gupta SC, Fundamentals of Statistics, Himalaya Publishing House
4. Richard Levin and David Rubin, Statistics for Management, Prentice Hall Of India, New Delhi, 2011, 7th Edition
5. Sharma J K, Fundamentals of Business Statistics, Second Edition, Vikas Publishing House Private Limited, 2013
6. Siegel, Andrew, Practical Business Statistics, Irwin Mcgraw Hill International Edition 4th
7. Rajagopalan SP and Sattanathan R B Business Statistics and Operations Research, Vijay Nicole Imprint Private Limited, Chennai

# **COMPANY LAW & SECRETARIAL PRACTICE**

## **YEAR:II / SEMESTER: III**

### **Course Objectives**

- To acquire knowledge at practical and procedural aspects of a company formation and e- governance including digital signature and compliance requirements.

### **UNIT I - INCORPORATION OF COMPANY AND ROLE OF COMPANY SECRETARY**

Evolution of Company law – Meaning and characteristics of a company – Stages of incorporation – e-filing – Memorandum of Association and Articles of Association – Alteration

– Effects of registration – Doctrine of constructive notice – Ultravires and indoor management – lifting of Corporate veil.

Role and importance of Company Secretary – Key Managerial Personnel – Compliance officer – Compulsory Appointment - Qualification and disqualifications – Powers, duties and responsibilities of Secretary – Resignation and removal of Company Secretary – Officer in default.

### **UNIT II - PROSPECTUS & SHARE CAPITAL**

Prospectus – Shelf Prospectus – Red herring Prospectus – Civil & Criminal liability for mis- statement in Prospectus – Statement in lieu of Prospectus - Secretarial duties in the issue of Prospectus.

Share capital – Alteration of Share capital – rights issue, Bonus issue, Private and preferential allotment – Dividend, interim dividends, warrants and mandates – Secretarial duties in the issue of share capital.

### **UNIT III - MEMBERS AND SHAREHOLDERS**

Members – Rights and responsibilities – who can be a member – member, shareholder, contributory – difference – transfer and transmission of shares (including depository mode) – Nomination and its importance.

### **UNIT IV - KEY MANAGERIAL PERSONNEL AND MEETINGS**

Directors – Women Director – Independent Director and Whole time Key Managerial Personnel

– Director Identification Number and its significance – duties, qualification and disqualification.

Board meeting, shareholder meeting, committee meeting, mandatory committee meeting – Role and composition – Powers of the board – Notice , Agenda, minutes and resolution – Secretarial duties in meetings.

### **UNIT V - WINDING UP**

Modes of Winding up - Winding up by the tribunal – Voluntary Winding up – NCLT – Special courts – Mediation and Conciliation panel.

#### **Course outcome**

- To impart students with the knowledge of fundamentals of Company Law and provisions of the Companies Act .
- To apprise the students of new concepts involving in company law regime.
- To acquaint the students with the duties and responsibilities of Key Managerial Personnel

## **REFERENCE BOOK:**

1. Dr. B. Ravi – Company Law and Secretarial Practice ( New Companies Act 2013)
2. N. D Kapoor – Company Law, Sultan Chand & Sons, New Delhi
3. Gaffoor & Thothadri – Company Law and Secretarial Paractice, Vijay Nicole Prints, Chennai
4. V.Balachandran and M.Govindarajan – A Student Handbook on Company Law and Practice, Vijay Nicole Pprints, Chennai
5. Taxman’s Companies Act 2013 - Taxman Publications, New Delhi
6. Vinod Kothari – Understanding Companies Act 2013 – Jain book agency, New Delhi.
7. Mr. Srinivasan – Company Law & Secretarial Practice, Margham Publications, Chennai

## **E – learning resources**

- [www.indianlawjournal.org](http://www.indianlawjournal.org)
- [www.icsi.edu](http://www.icsi.edu)
- [www.clioindia.com](http://www.clioindia.com)

# **Corporate Accounting – II**

## **Year/Semester: II Year/ IV Semester**

### **OBJECTIVES**

- To make the students familiarize with corporate accounting procedures
- To enable the students to acquire conceptual knowledge about the preparation of the company accounts

**Unit - I** Amalgamations – meaning – types - AS 14 – Conditions - Amalgamation in the nature of Merger – Amalgamation in the nature of purchase – Pooling of interest method – Purchase method – Calculation of purchase consideration – Entries in the books of Transferor and Transferee company (intercompany investments excluded)

**Unit – II** Reconstruction – meaning – Difference between internal and external reconstruction – Methods –Capital Reduction – Journal entries – Resultant balance sheet.

**Unit – III** Liquidation – Calculation of Liquidator’s Remuneration - Liquidator’s final statement of receipts and payments.

**Unit – IV** Goodwill-meaning- factors- methods of calculation-Simple average profit-Weighted average profit- super profits method- capitalization method-annuity methods- sliding scale method

**Unit – V** Valuation of shares – need- methods- Net asset basis or intrinsic value method-yield method- valuation based on rate of dividend- valuation based on rate of earnings- valuation based on price earnings ratio- capitalization factor-valuation based on productivity factor-fair value of shares

### **Learning Outcome:**

- The students will learn the accounting procedures involved during amalgamation and reconstruction and financial statement preparations.
- Students will have a practical knowledge of how a company goes into liquidation, how the settlement is made to creditors and shareholders of the company.
- When it comes to investing in shares of a company or to purchase a running business, to analyze the value of the shares/ goodwill, the Students learn various methods of valuation of shares / goodwill.

# **Business Management**

**Year/Semester: II Year/ IV Semester**

## **Objectives:**

- **To make the students to understand the basic concept of management.**
- **To prepare the students to know about the significance of management in corporate world**

## **Unit - I**

MANAGEMENT: Importance -Definition – Nature and Scope of Management process - Role and Functions of a Manager – -Levels of Management – Development of Scientific Management and other Schools of Thought and approaches

## **Unit - II**

Planning – need and importance – forms – types – steps – decision making – types – process. Organisation – types – Organisation structure – Centralisation and Decentralisation – Departmentation.

## **Unit - III**

Human Resource – HRM and Personnel Management – Recruitment, Selection and Training methods – Human Resource Audit.

## **Unit - VI**

Performance Appraisal – methods– promotions and transfer – incentives – monetary and non- monetary- welfare and social security measures.

## **Unit - V**

**COORDINATING AND CONTROLLING:** Coordination – Need, Type and Techniques and Requisites for excellent Coordination Controlling – Meaning and Importance – Control Process.

### **OUTCOME:**

- **On the completion of the syllabus students will understand about management process.**
- **To develop good understanding to the students about develop functioning and growth of principles of management.**

## **STATISTICS – II**

Year/ Semester: **II/ Sem 4**

Subject code: CYB4A

### **OBJECTIVES**

- ❖ To Facilitate Understanding Relevance and Need of Statistics in Current Scenario
- ❖ To Customize the Importance of Business Statistics for the Commerce Students

### **UNIT – I**

Correlation Analysis – Meaning, Definition, Significance and Types of Correlation, Scatter Diagram, Karl Pearson's Coefficient of Correlation – Spearman's Rank Correlation.

### **UNIT – II**

Regression Analysis – Meaning and Importance – Regression Equations.

### **UNIT – III**

Time Series Analysis – Meaning, Need and Components of Time Series – Different Methods – Simple Average Method – Free hand, Semi Average, Moving Average and Least Square Method – Seasonal Indices.

### **UNIT – IV**

Index Numbers – Definition, Usage, Methods of construction of Index Numbers – Types – Unweighted and Weighted Index Numbers. Simple, Aggregate, Price Relatives Methods – Laspeyres, Paasche's Bowley's and Fisher's Index Numbers – Time and Factor Reversal Tests – Cost of Living Index.

### **UNIT – V**

Interpolation and Extrapolation – Definition and Uses - Newtons, Lagrange and Binomial Expansion methods.

### **OUTCOME**

- ❖ The students will understand the basic concepts of statistics tools and its implementation.
- ❖ To enable the students to understand the features of the Statistics and utilizes in the business world.

### **REFERENCE BOOKS:**

1. S.P.Gupta – Statistical Methods
2. D.N.Gupta – Business Statistics
3. Elements of Statistics – B.N.Asthana
4. R.S.N.Pillai & B.Bhagavathi – Statistics

# **MANAGEMENT ACCOUNTING**

**Year/ Semester: III year / V Sem**

## **OBJECTIVES:**

To enable the students to get knowledge about the various techniques of Management Principles.

To make the students to get practical skill in solving management problems.

## **SYLLABUS:**

### **UNIT 1**

Management accounting – meaning, scope, importance and limitations- management accounting vs. Cost accounting- management accounting vs Financial accounting.

Analysis and interpretation of financial statements, nature, objectives and tools- methods- comparative statement, common size statement and trend analysis.

### **UNIT II**

Ratio analysis and interpretation benefits and limitations, Classification of ratios- Liquidity, Profitability, turnover, computation of ratios- preparation of balance sheet.

### **UNIT III**

Funds- meaning- schedule of changes in working capital- funds from operation- funds flow statement- As3- cash flow from operating activities- Direct method- Indirect method- Investment activities- Financing activities- cash flow statement- (simple problems only)

## **UNIT IV**

Budget and budgetary control- meaning- objectives, merits and demerits- types of budgets- production, cash and flexible.

## **UNIT V**

Marginal costing (excluding decision- making) - Absorption costing and Marginal costing- CVP analysis- Break Even Analysis- Break Even Chart.

## **OUTCOME:**

Understand the primary purpose of management accounting namely financial statement analysis and budgetary control.

Develop and apply budget for planning and controlling purpose.

# **INCOME TAX LAW AND PRACTICE I**

**Year/ Semester: III year / V Sem**

## **OBJECTIVES:**

1. To provide a detailed understanding of the various provisions of I.T. Act 1961.
2. To enable the students to know about the Assessment Procedures and Tax planning .

## **INCOME TAX LAW AND PRACTICE – I**

### **UNIT I**

#### **BASIC CONCEPTS**

Income Tax Act 1961 & relevance of Finance Act – Definition of important terms – Income, Person, Assessee, Assessment Year and Previous Year – Broad features of Income

#### **RESIDENTIAL STATUS, INCIDENCE OF TAX & BASIS OF CHARGE:**

Taxable entities – Classification of Residential Status of taxable entities - Residential Status – Individual, firm, AOP, HUF and Companies – Incidence of Tax.

#### **EXEMPTED INCOMES:**

Classification of exempted incomes – Incomes excluded from total income – Income forming part of total income but exempted from Tax.

## UNIT II

### **INCOME FROM SALARIES**

Different forms of salary – Provident Funds – Allowances – Perquisites – Other items included in Salary – Qualifying amount for deduction u/s 80(c).

## UNIT III

### **INCOME FROM HOUSE PROPERTY**

Computation of Income from House Property – Let-out house – Self occupied house – Deduction allowed from house property – Unrealized rent – Loss under the head house property.

## UNIT IV

### **PROFITS AND GAINS OF BUSINESS AND PROFESSION**

Introduction – Computation of profits and gains of business and profession – Admissible deductions – Specific Disallowances – Depreciation – Loss under the head business and profession.

## UNIT V

### **ADMINISTRATION OF INCOME TAX ACT**

Income tax authorities – procedure for assessment – PAN (Permanent Account Number) - Types of assessment.

**Outcome:**

1. The students will understand the basic concepts and various terms and definitions of Income tax, Determination of residential status and Incidence of taxation.
2. The students will understand the heads of Income like Income under the head Salaries, House Property and profits and Gains of business or Profession.
3. The students will understand the Types of Assessment and Tax authorities .
4. This provide the student to understand the computation of the taxable income and importance of PAN

# **Commercial Law**

**Year/ Semester: III year / V Sem**

## **OBJECTIVE:**

- To highlight the Provisions of Law governing the General Contract and Special Contract.
- To enable the students to understand the Legal Remedies available in the Law to the Business and other People.
- To provide knowledge in the guidelines, rules and regulations overriding the objects listed on the sale of goods act.

## **Unit 1**

Meaning of Law - Sources of Law - Classification of Contract Express & Implied - Valid, Void & Voidable Contracts - Executed & Executory Contracts - Unilateral & Bilateral Contracts.

## **Unit 2**

Structure and Formation of Contract - Essential Elements of Contracts - Consensus-ad idem - Offer - Acceptance - Lawful Consideration- Capacity of parties Free Consent - Mistake Misrepresentation Fraud - Coercion - Undue influence Lawful Objects Discharge of Contracts-Remedies for Breach of Contracts.

### **Unit 3**

Contract of Indemnity & Guarantee - Essential Difference between Contract of Indemnity & Contract of Guarantee - Revocations of Continuing Guarantee - Surety's Liability - Rights of Surety-Discharge of Surety from Liability - Bailment - Pledge.

### **Unit 4**

Contract of Agency - Essentials creation of agency - Kinds of Agents Agent - Authority - Duties and Rights of Principal - Agent when personally liable - Delegations of Authority-Sub-Agent - Substituted Agent - Termination of Agency - Irrevocable Agency

### **Unit 5**

Law of Sale of Goods Definition - Sale and Agreement to Sell - Sale and Hire Purchase -Conditions & Warranties - Duties & Rights of Buyer & Seller - Right of Unpaid Seller Auction Sale

#### **OUTCOME:**

- On the completion of the syllabus students will understand the basic provisions of Law, contract and legal remedies in the law.
- To develop good understanding to the students about develop functioning and growth of the law.

# **SECURITIES LAW AND MARKET OPERATION**

**Year/ Semester: III year / V Sem**

## **OBJECTIVES**

1. To provide knowledge in the legislations, rules and regulations governing the entities listed on the stock exchange.
2. To provide the basic understanding of the working of capital markets in India.
3. To understand the growth, working and role of NIM and Stock market.
4. To understand the role and functions of the various intermediaries and regulatory bodies.

## **SYLLABUS**

### **UNIT I**

Features of SEBI Act 1992 and securities contract regulation act – SEBI guidelines relating to the functioning of the new issue market (NIM) – SEBI guidelines for disclosure and investor protection.

### **UNIT II**

Primary market and secondary market, role and function of new issue market methods of flotation pricing of issues, promoter's contribution, offer documents – underwriting of issues and allotment of shares, appointment and role of merchant bankers, underwriting brokers, registrars, lead managers and bankers.

### **UNIT III - Stock exchange**

Meaning, functions, important, limitations, mechanism of stock market trading – different types of orders, screen-based trading, internet-based trading, settlement and procedure, types of brokers, listing of securities in Indian stock exchange, classification and listing of securities.

### **UNIT IV**

Trading pattern in OTCEI and NSE – meaning, significance and functions, procedure for listing of trading in OTC, NSE – functioning and trading pattern in capital market segment, security market indications – need and importance, BSE Sensex, NSE nifty and other index numbers.

### **UNIT V - DEMAT trading and mutual fund**

Meaning and significance, SEBI guidelines for other regulations relating to DEMAT trading, procedure of DEMAT trading, role of depositories and custodial services – introduction, definitions, types, risk involved, performance analysis and SEBI regulations for mutual funds

### **OUTCOMES**

1. To develop good understanding to the students about development, functioning and growth of the SEBI, NIM and Stock exchanges in India.
2. Students would be aware of the different regulatory agencies and how they affect the daily operations in the business.
3. To provide applied exposure to students relating to stock trading and market indexes like SENSEX and NIFTY.

# ENTREPRENEURIAL DEVELOPMENT

YEAR : III & SEM: 5

## OBJECTIVES:

1. To enable the students to understand the concept of Entrepreneurship and to learn the professional behavior expected of an entrepreneur.
2. To identify significant changes and trends which create business opportunities and to analyze the environment for potential business opportunities.
3. To provide conceptual exposure on converting idea to a successful entrepreneurial firm.

## UNIT I

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

## 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 (IDBI, IFCI, ICICI, IRDBI.)

## 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 (EDP) - their role, relevance and achievements - Role of Government in organizing EDPs - critical evaluation.

#### UNIT V

ECONOMIC DEVELOPMENT & 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

#### **OUTCOME**

On completion of syllabus student will understand on the basic concepts of entrepreneurship and business opportunities to familiars with knowledge about business and project reports for starting a new ventures on team based.

#### **TEXT BOOKS:**

1. Reddy, Entrepreneurship: Text & Cases - Cengage, New Delhi.
2. Kuratko/rao, Entrepreneurship: a south asian perspective.- Cengage, New Delhi.
3. Leach/Melicher, Entrepreneurial Finance – Cengage. , New Delhi.

4. K.Sundar – Entrepreneurship Development – Vijay Nicole Imprints private Limited
5. Khanka S.S., Entrepreneurial Development, S.Chand & Co. Ltd., New Delhi, 2001.
6. Sangeeta Sharma, Entrepreneurship Development, PHI Learning Pvt. Ltd., 2016.

### **REFERENCE BOOKS:**

1. Barringer, B., Entrepreneurship: Successfully Launching New Ventures, 3<sup>rd</sup> Edition, Pearson, 2011.
2. Bessant, J., and Tidd, J., Innovation and Entrepreneurship, 2<sup>nd</sup> Edition, John Wiley & Sons, 2011.
3. Desai, V., Small Scale Industries and Entrepreneurship, Himalaya Publishing House, 2011.
4. Donald, F.K., Entrepreneurship- Theory, Process and Practice, 9<sup>th</sup> Edition, Cengage Learning, 2014.

### **E-RESOURCES:**

1. <http://inventors.about.com/od/entrepreneur/>
2. <http://learnthat.com/tag/entrepreneurship/>
3. [www.managementstudyguide.com](http://www.managementstudyguide.com)
4. [www.quintcareers.com](http://www.quintcareers.com)
5. [www.entrepreneur.com](http://www.entrepreneur.com)

## **COST ACCOUNTING**

### **OBJECTIVES:**

Ø To gain knowledge on ascertainment of the cost of goods & services accurately on cost control.

### **Unit 1**

Cost accounting, definition, meaning and objectives- advantages and importance- distinction between cost and financial accounting- elements of cost and preparation of cost sheets and tenders.

### **Unit 2**

Materials – stores record- purchase records- purchase order- goods received note- Bin card- Stores ledger- inventory control- ABC Analysis- Economic ordering quantity-maximum, minimum and reordering levels- methods of pricing issues- perpetual inventory system.

### **Unit 3**

Labour- importance of labour cost control- various methods of wage payments- calculation of wages- methods of incentives (Bonus) scheme- Recording labour time- treatment of “over time” and “idle time”- labour turn over (LTO)

### **Unit 4**

Overheads (factory, administration, selling and distribution)- definition and meaning of overheads- classification- apportionment of overheads- redistribution (secondary distribution)- absorption of overheads including “Machine Hour Rate”

### **Unit 5**

Methods of cost accounting- unit costing- job costing (excluding contract costing) - process costing- simple process accounts (excluding inter process profits and equivalent production, joint product) - operation and operating costing.

### **OUTCOME:**

Ø The students will understand the concepts of cost accounting, methods and its usage in decision making.

# **INCOME TAX LAW AND PRACTICE II**

**YEAR: III /VI SEMESTER**

## **OBJECTIVES:**

1. To provide a detailed understanding of the various provisions of I.T. Act 1961.
2. To enable the students to know about the Assessment Procedures and Tax planning .

## **UNIT I**

### **CAPITAL GAINS**

Capital Assets – Meaning and Kinds – Procedure for computing Capital Gains – Cost of Acquisition – Exemption of Capital Gains – Loss under head Capital Gains.

## **UNIT II**

### **INCOME FROM OTHER SOURCES**

Income chargeable to tax under the head Income from Other Sources – Dividends – Interest on Securities – Casual Income – Other Incomes – Deduction from Income from Other Sources – Loss under the head Other Sources.

## **UNIT III**

### **AGGREGATION OF INCOME**

Provisions relating to income of other persons to be clubbed in Assessee's Total Income – Income of minor Child – Deemed Incomes.

#### **SET-OFF AND CARRY FORWARD OF LOSSES:**

Provisions relating to Set-off & Carry forward and Set-off of Losses.

#### **UNIT IV**

##### **DEDUCTIONS FROM GROSS TOTAL INCOME:**

Deductions in respect of certain payments – Deduction in respect of income (Deductions applicable to Individuals only)

#### **UNIT V**

##### **ASSESSMENT OF INDIVIDUALS**

Assessment of Individuals – Tax rates – Computation of Tax liability of Individuals.

#### **Outcome:**

1. The students will understand the heads of Income like capital gains, Income from other sources and how to club the incomes and set off the losses with various income.
2. The students will have the awareness of Deductions under section 80C to 80U and Computing tax liability of individuals.
3. This provides the student to understand the computation of the taxable income and importance of PAN

# **GOODS AND SERVICES TAX & CUSTOMS LAW**

Year/ Semester: **VI/ Sem 6**

## **OBJECTIVES**

- To make the students to gain knowledge of the Principles of the Indirect Tax.
- To highlight the students about the Customs duty, Excise duty, VAT etc.

## **UNIT - I**

Direct and Indirect Taxes – Features of Indirect Taxes - Genesis of GST in India – Concept of GST – Need for GST in India – Framework of GST as introduced in India – Benefits of GST

## **UNIT - II**

Concept of Supply (Section 7 of CGST Act) – Composite and Mixed Supplies (Section 8 of CGST Act) – Interstate Supply (Section 7 of IGST Act) – Intra State Supply (Section 8 of the IGST Act) - Time of Supply (Section 12 & 13 of CGST Act ) – Value of Supply (Section 15 of CGST Act.)

## **UNIT - III**

Levy and collection of CGST & IGST – Composition levy - Input Tax Credit – Eligibility and conditions – Registration – Persons liable for registration – Compulsory registration – Procedure for registration Amendment of registration- Cancellation of registration. - Tax invoice, Credit and Debit Notes

## **UNIT – IV**

The Customs Act, 1962 - Definitions- Territorial Waters of India, High Seas, Indian Customs Water, Levy and Collection of Customs duty - Types of Custom Duties, Valuation of goods .

## **UNIT- V**

Customs Procedures, Import and Export Procedures, Baggage Rules & Exemptions

## **OUTCOME**

On completion of syllabus student will understand on the basic concepts of GST and utilization of GST to familiars with knowledge about business development

### **REFERENCE BOOKS:**

1. GST and Customs Law – V.Balachandran – Sultanchand & Sons New Delhi
2. GST - Law & Practice: Dr. B.G. Bhaskara, Manjunath. N & Naveen Kumar IM,
3. Understanding GST : Kamal Garg, Barat's Publication.
4. Indirect Taxes – Datey – Tax man publications
5. Study Material – CA intermediate Paper 4B – Indirect Taxes- Module 1 & 2 6.  
Study Material – CA final- paper 8- Indirect Tax laws- Modules 1 & 2

### **WEB REFERENES**

[www.gst.gov.in](http://www.gst.gov.in)

<http://www.cbic.gov.in/>

<https://cleartax.in/s/gst-law-goods-and-services-tax>

<https://www.profitbooks.net/gst-india-overview/>

<https://www.investopedia.com/terms/g/gst.asp>

<https://gst.taxmann.com>

# **INDUSTRIAL LAW**

**YEAR: III /VI SEMESTER**

## **OBJECTIVES**

- To obtain knowledge on various rules and regulations in the industries.
- To gain insight on various legal Acts passed to protect the health, safety & welfare of the employees

### **Unit I - Factories Act, 1948.**

Definitions. Health. Safety. Welfare. working hours of adults. Employment of women. Employment of young persons. Leave with wages.

### **Unit II - Industrial disputes Act, 1947.**

Definitions. Authorities under the Act. Reference of disputes. Procedures and powers of authorities. Strikes and lockouts. Layoff and retrenchment. Special provisions relating to Layoff retrenchment and lockouts.

### **Unit III - Workman Compensation Act, 1923.**

Need for the Act. Scope and coverage of the Act. Definitions. Employers' liability for compensation. Including theory of extension and Occupational Diseases. Defences available to employer. Amount in the distribution of compensation. Obligations and rights of employers and employees. Schedules to the Act.

### **Unit IV - Employees State Insurance Act ,1948.**

Objects. Definitions. ESI Corporation. Functions contribution and recovery. Penalties and offenses.

### **Unit V Employees Provident Fund and Miscellaneous Provision Act,1952.**

Objects definition Provident fund schemes. Contribution- and recovery. Penalties and offenses for false claims.

## **OUTCOMES**

1. Students should be able to illustrate the role of trade union in the industrial set up.
2. Enable the students to be able to elaborate the concept of Industrial Relations.
3. Students should be able to outline the important causes and impact of industrial disputes.