

**B.COM- PROFESSIONAL ACCOUNTING**

**CHOICE BASED CREDIT SYSTEM – LEARNING OUTCOMES BASED  
CURRICULUM FRAMEWORK (CBCS - LOCF)**

(Applicable to the candidates admitted from the academic year 2022-2023 onwards)

Sem.	Part	Courses	Title	Ins. Hrs.	Credits	Exam. Hours	Maximum Marks			
							Int.	Ext.	Total	
I	I	Language Course – I (Tamil \$ /Other Languages +#)		6	3	3	25	75	100	
	II	English Course-I		6	3	3	25	75	100	
	III	Core Course – I (CC)	Principles of Accountancy		6	5	3	25	75	100
		Core Course-II (CC)	Marketing		6	5	3	25	75	100
		First Allied Course-I (AC)	Management Concepts		4	3	3	25	75	100
	IV	Value Education	Value Education		2	2	3	25	75	100
			<b>Total</b>		<b>30</b>	<b>21</b>				<b>600</b>
II	I	Language Course - II (Tamil \$/ Other Languages +#)		6	3	3	25	75	100	
	II	<b>English Course-II</b>		<b>4</b>	<b>3</b>	<b>3</b>	<b>25</b>	<b>75</b>	<b>100</b>	
	III	Core Course – III (CC)	Business Accounting		6	5	3	25	75	100
		Core Course- IV (CC)	Business Tools For Decision Making		6	5	3	25	75	100
		<b>Add on Course- I ##</b>	<b>Professional English- I</b>		<b>6 *</b>	<b>4</b>	<b>3</b>	<b>25</b>	<b>75</b>	<b>100</b>
		First Allied Course-II (AC)	Business Economics		4	3	3	25	75	100
	IV	Environmental Studies	Environmental Studies		2	2	3	25	75	100
	VI	<b>Naan Mudhalvan Scheme (NMS) @@</b>	<b>Language Proficiency for Employability - Effective English</b>		<b>2</b>	<b>2</b>	<b>3</b>	<b>25</b>	<b>75</b>	<b>100</b>
		<b>Total</b>		<b>30 +6 *</b>	<b>27</b>				<b>800</b>	

III	I	Language Course - III (Tamil \$/Other Languages +#)		6	3	3	25	75	100	
	II	English Course-III		6	3	3	25	75	100	
	III	Core Course – V (CC)	Partnership Accounts	6	5	3	25	75	100	
		Core Course-VI (CC)	Business Law	6	5	3	25	75	100	
		Second Allied Course-I (AC)	Business Mathematics	4	3	3	25	75	100	
		<b>Add on Course- II ##</b>	<b>Professional English- II</b>	<b>6 *</b>	<b>4</b>	<b>3</b>	<b>25</b>	<b>75</b>	<b>100</b>	
	IV	Non-Major Elective Course- I @  Those who choose Tamil in Part -I can choose a non- major elective course offered by other departments.  Those who do not choose Tamil in Part- I must choose either a) Basic Tamil if Tamil language was not studied in school level (or ) b) Special Tamil if Tamil language was studied upto 10 <sup>th</sup> & 12 <sup>th</sup> std.	1. Personal Investment (or) 2. Elements of Insurance  (For other than all B.Com and BBA)	2	2	3	25	75	100	
			<b>Total</b>	<b>30+6*</b>	<b>25</b>				<b>700</b>	
	IV	I	Language Course - VI ( Tamil \$/Other Languages +#)		6	3	3	25	75	100
		II	English Course-IV		6	3	3	25	75	100
III		Core Course – VII (CC)	Cost Accounting	6	5	3	25	75	100	
		Core Course-VIII (CC)	Managerial Communication	6	5	3	25	75	100	
		Second Allied Course-II (AC)	Company Law and Secretarial Practices (2013 Amendments)	4	3	3	25	75	100	
IV		@ Non Major Elective Course-II (NME) Those who choose Tamil in Part-I can choose a non- major elective course offered by other departments. Those who do not choose Tamil in Part-I must choose either a) Basic Tamil if Tamil language was not studied in school level (or) b) Special Tamil if Tamil Language was studied upto 10 <sup>th</sup> & 12 <sup>th</sup> Std.	1. Introduction to Accountancy (or) 2. Salesmanship  (For other than All B.Com and BBA)	2	2	3	25	75	100	
VI		<b>Naan Mudhalvan Scheme (NMS) @@</b>	<b>Digital Skills for Employability - Microsoft</b>	-	2	3	25	75	100	
		<b>Total</b>	<b>30</b>	<b>23</b>				<b>700</b>		

V	III	Core Course-IX (CC)	Corporate Accounting-I	5	5	3	25	75	100
		Core Course-X (CC)	Computerized Accounting (Theory)	5	5	3	25	75	100
		Core Practical –I (CCP)	Computerized Accounting (Practical)	5	5	3	40	60	100
		Core Course-XI (CC)	Management Accounting	5	5	3	25	75	100
		Major Based Elective Course-I (MBE)	1.Auditing (or) 2. Human Resource Management	5	5	3	25	75	100
	IV	Skill Based Elective Course-I	Information Technology Concepts	3	2	3	25	75	100
		Soft Skills Development		2	2	3	25	75	100
		<b>Total</b>		<b>30</b>	<b>29</b>				<b>700</b>
	VI	III	Core Course- XII (CC)	Financial Management	5	5	3	25	75
Core Course –XIII (CC)			Income Tax Law and Practice	6	5	3	25	75	100
Core Course-XIV (CC)			Corporate Accounting -II	6	5	3	25	75	100
Major Based Elective Course-II (MBE)			1. Entrepreneurship Development (or) 2. Investment Management	5	5	3	25	75	100
Project				4	3		20	80	100
IV		Skill Based Elective Course-II	Basics of Goods and Service Tax	3	2	3	25	75	100
V		Gender Studies		1	1	3	25	75	100
		Extension Activities		--	1*	--	--	--	--
VI		<b>Naan Mudhalvan Scheme (NMS) @@</b>	<b>Digital Banking, Logistics and Audit Essentials for employability</b>	-	<b>2</b>	<b>3</b>	<b>25</b>	<b>75</b>	<b>100</b>
		<b>Total</b>		<b>30</b>	<b>29</b>		<b>150</b>	<b>450</b>	<b>800</b>
	<b>Grand Total</b>		<b>192</b>	<b>154</b>				<b>4300</b>	

§ For those who studied Tamil upto 10<sup>th</sup> +2 (Regular Stream)

+ Syllabus for other Languages should be on par with Tamil at degree level

# Those who studied Tamil upto 10<sup>th</sup> +2 but opt for other languages in degree level under Part- I should study special Tamil in Part -IV

## The Professional English – Four Streams Course is offered in the 2<sup>nd</sup> and 3<sup>rd</sup> Semester (only for 2022-2023 Batch) in all UG Courses. It will be taught apart from the Existing hours of teaching/ additional hours of teaching (1 hour /day) as a 4 credit paper as an add on course on par with Major Paper and completion of the paper is must to continue his/her studies further. (As per G.O. No. 76, Higher Education (K2) Department dated: 18.07.2020)

\* The Extra 6 hrs/cycle as per the G.O. 76/2020 will be utilized for the Add on Professional English Course.

@ NCC Course is one of the Choices in Non-Major Elective Course. Only the NCC cadets are eligible to choose this course. However, NCC Course is not a Compulsory Course for the NCC Cadets.

\*\* Extension Activities shall be outside instruction hours.

@@ Naan Mudhalvan Scheme: As per Naan Mudhalvan Scheme instruction

### SUMMARY OF CURRICULUM STRUCTURE OF PROGRAMMES – COMMERCE

Sl. No.	Part	Types of the Courses	No. of Courses	No. of Credits	Marks
1.	I	Language Courses	4	12	400
2.	II	English Courses	4	12	400
3.	III	Core Courses	14	70	1400
4.		Core Practical	1	5	100
5.		Allied Courses I & II	4	12	400
6.		Major Based Elective Courses	2	10	200
7.		<b>Add –on Course (Professional English)</b>	<b>2</b>	<b>8</b>	<b>200</b>
8.		Project	1	3	100
9.	IV	Non Major Elective Courses	2	4	200
10.		Skill Based Elective Courses	2	4	200
11.		Soft Skills Development	1	2	100
12.		Value Education	1	2	100
13.		Environmental Science	1	2	100
14.	V	Gender Studies	1	1	100
15.		Extension Activities	1	1	---
16.	VI	<b>Naan Mudhalvan Scheme (For Commerce Programmes)</b>	<b>3</b>	<b>6</b>	<b>300</b>
		<b>Total</b>	<b>44</b>	<b>154</b>	<b>4300</b>

**PROGRAMME OBJECTIVES:**

**PROGRAMME OUTCOMES:**

**PROGRAMME SPECIFIC OUTCOMES:**

**First Year**

**CORE COURSE-I  
PRINCIPLES OF ACCOUNTANCY**

**Semester-I**

**Code:**

**(Theory)**

**Credit: 5**

**LEARNING OBJECTIVES :**

- To enable the students to understand the basic principles and concepts of Accountancy.
- To enhance the students to prepare the Final accounts for Sole Traders and rectification of errors.
- To gain the knowledge to prepare the accounts for Non-Profit organisation and Bills of exchange.
- To motivate the students to prepare Accounts for Consignment and Joint Ventures.
- In overall students can acquire conceptual knowledge and prepare the accounts of the Single Entry System. Depreciation - Methods, provisions and reserves.

**UNIT -I INTRODUCTION OF ACCOUNTING AND CONCEPTS:**

Introduction – Accounting concepts and conventions – Accounting Standards – Meaning- Double entry system – Journal, Ledger, Subsidiary books, Trial Balance- Bank Reconciliation Statement.

**UNIT- II FINAL ACCOUNTS OF SOLE TRADERS:**

Final Accounts of sole traders with adjustment entries - Rectification of Errors.

**UNIT -III ACCOUNTS FOR NON PROFIT ORGANISATION:**

Accounts of Non-profit organization – Bills of exchange – Average due date – Account Current.

**UNIT- IV CONSIGNMENTS AND JOINT VENTURES ACCOUNTS:**

Consignments and Joint Ventures.

**UNIT -V SINGLE ENTRY SYSTEM AND DEPRECIATION:**

Single Entry System. Depreciation - Methods, provisions and reserves.

**(Problem 80 %, Theory 20% )**

**UNIT - VI CURRENT CONTOURS (For Continuous Internal Assessment Only) :**

Contemporary Developments Related to the Course during the Semester Concerned.

**TEXT AND REFERENCE BOOKS: (Latest revised edition only)**

1. R.L. Gupta and Others ,” Advanced Accountancy,” Sultan Chand Sons, New Delhi
2. S.P. Jain and K.L. Narang, “Advanced Accounting,” Kalyani Publishers,New Delhi
3. RSN. Pillai, Bagavathi S. Uma, “Advanced Accounting,” S. Chand &Co, New Delhi.
4. M.C. Shukla, “Advanced Accounts,” S. Chand and Co., New Delhi.
5. Mukerjee and Haneef, Advanced Accountancy, Tata McGraw Hill, New Delhi.
6. Arulanandam, “Advanced Accountancy,” Himalaya Publication,Mumbai.
7. R.L. Gupta & V.K. Gupta “Principles and practice of Accountancy”, Eleventh edition- 2005 Sultan & Sons, New Delhi
8. S.Manikandan& R.Rakesh Sankar,” Financial Accounting,” Scitech Publications Pvt Ltd, Chennai. Volume I & II.
9. T.S.Reddy & Dr.A.Murthy, “Financial Accounting,” Margham Publications, Chennai.
10. Tulsian., P.C.(2016) Financial Accounting, Tata Mcgraw-Hill, New Delhi.

**LEARNING OUTCOMES:**

On successful completion of the subject, the students acquired knowledge about :

- The Concepts and Conventions of Financial Accounting.
- Accounting for sole traders with adjustment entries and Rectification of Errors
- Calculation of Accounts of Non-profit organization and Bills of exchange.
- Accounts of the Agency Business and temporary partnership.
- Preparation of Accounts under Single Entry System. Calculation of Depreciation and Provisions and Reserves by using the various methods

\*\*\*\*\*

**First Year**

**CORE COURSE-II**

**Semester-I**

**Code:**

**MARKETING**

**(Theory)**

**Credit: 5**

**LEARNING OBJECTIVE :**

- To know the basic concepts and functions of marketing
- To learn about the buyer behaviour and new product development
- To understand the pricing methods and services rendered by the middlemen
- To gain knowledge on various promotional methods
- To have an idea on marketing research and recent trends in marketing

**UNIT - I INTRODUCTION TO MARKETING:**

Marketing - Evolution – Definition- classification- objectives- selling vs. marketing – Marketing a science or art? - Modern Concept of marketing – role of marketing in economic development - Functions – buying- selling - transportation – warehousing – standardization – Grading – Packaging- ISO Series and AGMARK - ISI.

**UNIT - II PRODUCT:**

Buyer's behaviour – Buying motive – Market segmentation - Product - Features - Classification - New Product Planning and Development - Product Mix - Product Life Cycle - Branding - Brand Loyalty and Equity.

**UNIT - III PRICING:**

Pricing - Objectives - Factors - Methods and strategies. Channels of Distribution – Wholesaler and Retailer – Services rendered by them.

**UNIT - IV SALES PROMOTION:**

Sales Promotion –types- Need –Sales Promotion mix– Advertising – Publicity- Personal selling - Advantages - Limitations.

**UNIT - V MARKETING INFORMATION SYSTEM:**

Marketing Information System - Marketing Research - Features –Direct marketing –Online Marketing -E Business – Telemarketing - Mail order business .

**UNIT - VI CURRENT CONTOURS (For Continuous Internal Assessment Only) :**

**Retail Marketing**

**TEXT AND REFERENCE BOOKS (Latest Revised Edition Only)**

1. R.S.N.Pillai&Bagavathi , “Modern Marketing,” S.Chand& Co., New Delhi.
2. RajanNair.N.,SanjithR.Nair,” Marketing,” Sultan Chand & Sons, New Delhi.
3. Kotler Philip, “Marketing Management,” Prentice Hall of India (Pvt) Ltd., New Delhi.
4. Monga&ShaliniAnand, “ Marketing Management,” Deep & Deep Publications, New Delhi.
5. Dr. L. Natarajan , “Marketing,” Margham Publications, Chennai.
6. Grewal , “Marketing,” Tata McGraw Hill management, New Delhi.
7. B.S.Raman, “Marketing,” United Publishers, Mangalore.

**LEARNING OUTCOMES :**

- Familiar with the basic concepts and functions of marketing
- Effective understanding of buyer behaviour and new product development
- Communicate the pricing methods and services rendered by the middlemen
- Demonstrate analytical skills in selling the product in the market
- Develop knowledge in marketing research and recent trends in marketing

\*\*\*\*\*



**First Year**

**FIRST ALLIED COURSE- I  
MANAGEMENT CONCEPTS  
(Theory)**

**Semester-I**

**Code:**

**Credit: 3**

**LEARNING OBJECTIVE :**

- To expose students to the history of management thought.
- To facilitate students, understanding of their own managerial skills for decision making,
- To examine the complexity of organization structure for business,
- To understand the importance of communication,
- To aware of controlling techniques used in organization.

**UNIT – I INTRODUCTION TO MANAGEMENT :**

Management- Definition-Nature, Scope, Functions and Levels of Management- Art, Science and Profession- Functions of Managers - Development of Management Thought-Contributions by F.W.Taylor, Henry Fayol and Others.

**UNIT – II ROLE OF PLANNING :**

Planning - Classification- Objectives- Characteristics- Steps- Process- Types- Methods- Advantages-Limitations, Decision Making- Policies.

**UNIT – III ORGANIZATION STRUCTURE :**

Organization and Structure- Types-Supervision and Span of Control- Departmentation- Organisation Charts-Authority and Responsibility-Delegation and Decentralization

**UNIT – IV MOTIVATION AND COMMUNICATION:**

Motivation-Types-Theories-Maslow, Herzberg, Mc Gregor and Others – Communication- Principles-Types and Barriers of Communication

**UNIT – V LEADERSHIP:**

Leadership - Functions- Styles - Theories-Coordination-Features-Types and Techniques- Control- Process- Effective Control System-Techniques of Control.

**UNIT - VI CURRENT CONTOURS (For Continuous Internal Assessment Only) :**

Globalization-Development of Environment-Ethics and Social Responsibility-Multicultural Effectiveness- Challenges in Modern Leadership-Time Management-Increasing Team Spirit.

**TEXT AND REFERENCE BOOKS : (Latest Revised Edition Only)**

1. L.M.Prasad, Principles and Practice of Management -Sultan Chand and Company
2. K.Sundar, Principles of Management- Vijay Nicole Imprints Private Limited Chennai
3. Fred Luthans , Organisational Behaviour - Mcgraw Hill New York
4. Louis A.Allen Management And Organisation - Mcgraw Hill Tokyo
5. Wehrich And Koontz Et.Al Essentials of Manangement –Tata Mcgraw Hill New Delhi.

**LEARNING OUTCOMES :**

- To Understand the Evolution and theory of Management,
- To develop the students to take decisions in various fields.
- To get a knowledge about various organization structure and its responsibility,
- To develop the flow of communication among the people,
- To examine and practice the suitable leadership pattern in organization.

\*\*\*\*\*

**First Year**

**CORE COURSE – III  
BUSINESS ACCOUNTING  
(Theory)**

**Semester-II**

**Code:**

**Credit:5**

**LEARNING OBJECTIVE :**

- To help students gain knowledge about branch accounts and departmental accounts.
- To impart knowledge of handling hire purchase accounts and Installment purchase system.
- To transform knowledge about Self Balancing and Sectional Balancing ledgers and Royalty Account
- To enable students to prepare the accounts for Fire Insurance claims and sale of return.
- To impart skills for prepare the accounts for insolvency, statement of affairs.

**UNIT – I BRANCH AND DEPARTMENTAL ACCOUNTS:**

Branch accounts - (Excluding foreign branches) – Departmental accounts

**UNIT – II HIRE PURCHASE & INSTALLMENT PURCHASE SYSTEM:**

Hire Purchase accounts & Installment purchase system.

**UNIT – III ROYALTY ACCOUNTS:**

Self Balancing and Sectional Balancing ledgers – Royalty Account.

**UNIT – IV FIRE INSURANCE CLAIMS AND ACCOUNT FOR SALE OF RETURN:**

Fire Insurance claims for loss of stock and profits – Accounting for sale or return.

**UNIT - V INSOLVENCY ACCOUNTS:**

Insolvency accounts – statement of affairs – insolvency of individual only.

**(Problem 80 %, Theory 20 %)**

**UNIT - VI CURRENT CONTOURS : (For Continuous Internal Assessment Only)**

Joint Venture Accounts

**TEXT AND REFERENCE BOOKS (Latest Revised Edition Only):**

1. R.L. Gupta and Others : “Advanced Accountancy”, Sultan Chand Sons, NewDelhi.
2. S.P. Jain and K.L. Narang: “Advanced Accounting”, Kalyani Publishers, NewDelhi.
3. R.S.N. Pillai, Bagavathi, S. Uma: “Advanced Accounting”,S.Chand& Co, NewDelhi.
4. M.C. Shukla: “Advanced Accounts” S. Chand and Co., New Delhi.
5. Mukerjee and Haneef “Modern Accountancy”,Tata McGraw Hill, Delhi.
6. Arulanandam “Advanced Accountancy “, Himalaya Publications,Delhi
7. N Vinayagam & B. Charumathi “Financial Accounting”, Second revised edition-2008 S. Chand & Company Ltd, New Delhi
8. Compendium of Statement and standards of Accounting: The Institute of Chartered Accountants, New Delhi
9. Maheswari, S.N. & Maheshwary, S.K(2012)., “Fundamentals of Accounting”, Viikas Publishing, New Delhi.
10. Gosh, T.P., “Fundamentals of Accounting”, Sultan Chand & Sons, New Delhi

**LEARNING OUTCOMES :**

- On successful completion of the subject, the students acquired knowledge about;
- Students are familiarized with branch accounts and departmental accounts
- Students can deal with hire purchase system and Installment purchase system
- Become knowledgeable on self balancing and sectional balancing ledgers and royalty account.
- Trained to handle the Insolvency accounts and statement of affairs
- Trained to calculate Fire insurance claims and accounting for sale or return.

\*\*\*\*\*

**First Year**

**CORE COURSE – IV  
BUSINESS TOOLS FOR DECISION MAKING  
(Theory)**

**Semester-II**

**Code:**

**Credit: 5**

**OBJECTIVES :**

- To impart introduction to statistics, and Measure of central tendency
- To learn Measures of Dispersion and Skewness.
- To understand Simple correlation and regression
- To familiar with Time series and interpolation
- To study Index numbers.

**UNIT - I INTRODUCTION :**

Meaning, Characteristics, Stages and Uses of Statistics – Classification and Tabulation – Diagrams and graphs – Bar and Pie diagrams – Graphs of one and two variables – Graphs of frequency distribution - Measure of central tendency – Arithmetic mean, Median, Mode, Geometric Mean and Harmonic mean.

**UNIT - II MEASURES OF DISPERSION:**

Range – Quartile deviation – Mean deviation – Standard deviation – Co-efficient of variation - Measurement of Skewness.

**UNIT - III CORRELATION :**

Simple correlation – Karl Pearson’s coefficient of correlation – Spearman’s rank correlation – Concurrent deviation method - Regression analysis – Simple regression –Regression equations.

**UNIT - IV ANALYSIS OF TIME SERIES :**

**Components – Methods – Semi average – Moving average - Method of least square – Interpolation – Meaning, Uses, Assumptions – Problems in Newton’s method only.**

**UNIT - V INDEX NUMBERS :**

Price index numbers – unweighted and weighted – Tests in index numbers (Problems in Time and factor reversal tests only) - Cost of living index number – Aggregate expenditure method – Family budget method.

**(Problem 80 %, Theory 20 %)**

**UNIT - VI CURRENT CONTOURS : (For Continuous Internal Assessment Only)**

**Kurtosis**

**TEXT AND REFERENCE BOOKS (Latest Revised Edition Only) :**

1. Elements of Statistics by S.P. Gupta – Sultan Chand & Sons
2. Tools and Decision making by SL Aggarwal and SL Bharadwaj, Kalyani Publishers
3. Business Statistics by PA. Navanitham, Jai Publications, Trichy.
4. Elements of Practical Statistics by S.K. Kappor – Oxford and IBHP Publishing Company

**OUTCOMES :**

- On successful completion of the course, the students will acquire knowledge on:
- Basics in statistics, Classification, Tabulation and Measure of central tendency
- Measures of Dispersion and Skewness.
- Simple correlation and regression
- Time series and interpolation
- Index numbers.

\*\*\*\*\*

**First Year**

**FIRST ALLIED COURSE – II  
BUSINESS ECONOMICS  
(Theory)**

**Semester-II**

**Code:**

**Credit: 3**

**LEARNING OBJECTIVE :**

- To know about basics of Economics
- To understand the concept of demand and supply
- To know the factors of production and economics of large scale production.
- To understand the concept of pricing under perfect and monopolistic competition.
- To learn fiscal policy of the Government.

**UNIT – I INTRODUCTION:**

Definition, Nature and Scope of Economics – Art or Science – Concepts - Tools of Economic Analysis – Micro and Macro Economics – Decision making in Business – Meaning of Business Economics- The Economic System – Objectives of the Business Firm.

**UNIT - II DEMAND ANALYSIS:**

Types of Demand – Law of Demand – Demand curves - Utility Analysis of Demand – Elasticity of Demand and Demand Forecasting – Production function and law of returns: Factors of production – Law of variable proportions – The law of returns to scale – Economies of scale – Consumer’s Equilibrium.

**UNIT - III ANALYSIS OF SUPPLY:**

Supply – Law of Supply - supply schedule and supply curve – Determinants of supply – Measurement of Elasticity of supply – Market Structure – Equilibrium of firm and industry – Optimum firm – Pricing under perfect & Monopolistic competition - Types of supply curves.

**UNIT - IV COMPETITIONS AND THEORIES OF FACTORS OF PRODUCTION:**

Perfect Competition – Imperfect Competition – Theories of Rent, Wages, Interest and Population – National Income and Expenditure – Measurement – Fiscal policy method.

**UNIT - V COST AND REVENUE:**

Concepts of Cost – Cost of Production in short and long period – Demand and revenue curves Relation between average and marginal revenue – Break Even Analysis.

**UNIT - VI CURRENT CONTOURS : (For Continuous Internal Assessment  
Only)National Income**

**TEXT AND REFERENCE BOOKS (Latest Revised Edition Only) :**

1. Business Economics by T. Aryamala – vijay Nicole Imprints Private Limited – Chennai.
2. Business Economics by Dr.S.Sankaran– Margam Publication , Chennai.
3. Business Economics by K.P.M. Sundaram and Sundharam - Sultan Chand & Co., New Delhi.
4. Business Economics by Misra & Puri – Himalaya Publications, Mumbai.
5. Business Economics by P. N. Reddy & Appannaiah – S.Chand & Co., Chennai.

**LEARNING OUTCOMES :**

- The Micro and Macro Economics relating to business.
- Demand and concepts in relation to Law of Demand, Demand Curvesand Elasticity of Demand.
- Production function, scale of production and economics of large scaleproduction and limitations.
- Law of Supply, Optimum firm, pricing under Perfect and Monopolistic competition.
- Income and Expenditure pattern of National Income.

\*\*\*\*\*



**Second Year**

**CORE COURSE – V  
PARTNERSHIP ACCOUNTS  
(Theory)**

**Semester-III**

**Code:**

**Credit: 5**

**LEARNING OBJECTIVE :**

- To enable the students understand the Partnership & Partnership Deed and prepare the accounts related to partnership accounts.
- To impart knowledge to prepare accounts for partner admission, Revaluation account, Partner's capital accounts and balance sheet
- To embed the students to prepare accounts for retirement of partners, Revaluation of Assets and Liabilities, Capital Accounts and Balance Sheet.
- To orient the students to prepare the accounts for Dissolution of partnership firm, Realisation of asset and Liabilities.
- To equip the students to prepare the accounts of amalgamation of firms and conversion of sale of a partnership firm to a company.

**UNIT-I PARTNERSHIP ACCOUNTS ELEMENTARY:**

Partnership - Meaning, Partnership Deed, Capital Accounts. Accounting Treatment - Distribution of Profits- Interest on Partner's Loans - Interest on Capital and Drawings - Salary and Commission of Partner- P&L Appropriation Account- Capital Accounts of partners – Fixed- Fluctuating- Past Adjustment and guarantee.

**UNIT – II ACCOUNTING TREATMENT FOR PARTNERSHIP ADMISSION:**

Admission of Partner, Calculation of Profit sharing ratio, Revaluation of assets and liabilities, Treatment of Goodwill- Adjustments in Partners' capital Accounts , Revaluation of Assets and Liabilities, Accumulated Profits and Losses, Partner's Capital Accounts and Balance

**UNIT – III ACCOUNTING TREATMENT FOR PARTNERSHIP RETIREMENT:**

Retirement of a Partner, calculation of Gaining ratio, Treatment of goodwill, Revaluation of assets and liabilities, Accumulated reserves and profits, Adjustments regarding partner's Capital Account, Calculation of profit up to the date of death of a partner. Preparation of Capital Accounts and Balance Sheet.

**UNIT-IV: ACCOUNTING TREATMENT FOR DISSOLUTION OF PARTNERSHIP FIRM:**

Dissolution of partnership firm, Realisation of asset and making payment of Liabilities, Treatment of unrecorded Assets and Liabilities, Preparation of Realisation Accounts , Partner's Capital Accounts and Bank Accounts –Insolvency of a partner- Garner vs Murray-insolvency of all partners- Piece-meal distribution - Proportionate capital – Maximum possible loss.

## **UNIT-V ACCOUNTING TREATMENT FOR AMALGAMATION OF FIRMS:**

Amalgamation of firms – Computation of purchase consideration - Conversion of sale of a partnership firm to a company.

**(Problem 80 %, Theory 20 %)**

## **UNIT - VI CURRENT CONTOURS : (For Continuous Internal Assessment Only)**

### **TEXT AND REFERENCE BOOKS (Latest Revised Edition Only) :**

1. Financial Accounting by T.S. Reddy and A.Murthy, Margham Publications, Chennai.
2. Modern Accountancy by A Mukherjee and M Hanif TMH Publishing company –New Delhi
3. Financial Accounting by Dr. S.N. Maheswari, Vikas Publishing House, New Delhi.
4. Advanced Accounting by Grewal and Shukla, S.Chand Publishers, New Delhi.
5. Introduction to Accounting by P.C. Tulasian, Pearson Editions,
6. Financial Accounting by Jain & Narang. Kalyani Publishers, Chennai.
7. Advanced Accountancy by Jain.S.P and Narang.K.L edition 2018, Kalyani Publications, Ludhiana.
8. Advanced Accounts by M.C. Shukla, T.S. Grewal. S.C. Gupta 19th edition 2016. S. Chand & Co., Ltd., New Delhi.
9. Advanced Accounting (Financial Accounting) by R.S.N. Pillai, Bagawathi & S. Uma - volume I. edition 2017. S. Chand & Co. Ltd., New Delhi.
10. Financial Accounting by R.L. Gupta & V.K. Gupta, , edition 2017, Sultan Chand & Sons, New Delhi.

### **LEARNING OUTCOMES :**

On successful completion of the subject, the students acquired knowledge about;

- Students are aware about partnership accounts and various Accounting Treatments.
- Students can familiar with accounts for Admission of Partner, Partner's Capital Accounts and Balance Sheet.
- Students become knowledgeable on calculation of Gaining ratio, Adjustments regarding partner's Capital Account at the time of Retirement of a Partner
- Students get trained to prepare the accounts for Dissolution of partnership firm, Realisation of asset and Insolvency of a partner.
- Trained to calculate the accounts for Amalgamation of firms and Conversion of sale of a partnership firm to a company.

\*\*\*\*\*

**Second Year**

**CORE COURSE – VI  
BUSINESS LAW  
(Theory)**

**Semester-III**

**Code:**

**Credit: 5**

**LEARNING OBJECTIVE :**

- To gain knowledge about the law relating to Business activities’
- To gain knowledge law relating to Contract
- To gain knowledge law relating to Bailment, pledgement and Agency
- To gain knowledge about the Law of sale of Goods Act
- To gain Knowledge about the Negotiable Instruments Act and Information Technology Act and to create awareness about e-commercial law(IT Act and Cyber - Crime)

**UNIT – I                    MERCANTILE LAW:**

Introduction – Definition and Scope of Mercantile law – Sources of Mercantile Law – Contracts Nature, Kinds and requisites for Valid contracts – Contingent Contract – Quasi Contract – Void agreements.

**UNIT – II                    CONTRACT:**

Performance of a Contract – Discharge of a contract - Remedies for breach including Specific Performance.

**UNIT – III                    AGENCY:**

Indemnity and Guarantee – Bailment and pledge – Agency- Creation of Agency – Classification of Agents, Powers and Duties of Agent and Principal – Termination of Agency.

**UNIT – IV                    LAW OF SALE OF GOODS:**

Definition- Essentials of a Contract of Sale – Goods – Classification of Goods - Distinction between Sale and Agreement to sell – Document of Title to Goods – Rules Regarding delivery of goods – Acceptance of delivery – Rights of an unpaid seller – condition & warranty.

**UNIT – V                    LAW OF NEGOTIABLE INSTRUMENTS:**

Law of Negotiable Instruments (Instrument Amendment Act, 2015 – Definition – characteristics classification- notes, bills, cheques and promissory note.)

**UNIT - VI                    CURRENT CONTOURS : (For Continuous Internal Assessment Only)**

Cyber Laws- Information Technology Act 2000.

**RECENT TRENDS IN BUSINESS LAWS :** Recent amendments in Contract Act - Case studies

**TEXT AND REFERENCE BOOKS : (Latest Revised Edition Only) :**

1. Mercantile law by M.C. Shukla – S. Chand & Company, New Delhi.
2. Business law by N.D.Kapoor – S. Chand & Sons, New Delhi.
3. Mercantile law by Batra and Kalra – Tata McGraw Hill Co, Mumbai
4. Mercantile law by M.C. Kuchhal – Vikas Publishing House, Chennai
5. Dynamic Business Law Nancy Kubasek and M. Neil Browne and Daniel Herron and Lucien , 5<sup>th</sup> edition MC Graw Hill
6. [Essentials of Business Law Student Edition, Anthony Liuzzo](#), MC Graw Hill
7. <https://www.pinterest.com/pin/business-law-10th-edition-by-henry-r-cheeseman-in-2022-1105141196033462626/>
8. [Business Law I Essentials - Open Textbook Library \(umn.edu\)](#)
9. [The Information Technology Act, 2000|Legislative Department | Ministry of Law and Justice | GoI](#)
10. [The Information Technology Act, 2000\(3\).pdf \(meity.gov.in\)](#)

**LEARNING OUTCOME :**

After the successful completion of the course students will able to get

- Knowledge about the basics of Law and to know about the meaning of contract.
- Knowledge about the Principle and Practices of law relating to contract.
- Knowledge about the law relating to Bailment, pledgement and Contract of Agency
- Knowledge about the different aspects and the rules and regulations connected with Sale of Goods Act
- Knowledge about the basics law pertaining to Negotiable Instruments, cyber-crime and the law relating to Information Technology.

\*\*\*\*\*

**Second Year**

**SECOND ALLIED COURSE – I  
BUSINESS MATHEMATICS  
(Theory)**

**Semester-III**

**Code:**

**Credit: 3**

**LEARNING OBJECTIVE :**

- To provide college students with reinforcement of mathematical computations about relationship of numbers.
- Challenge the student to understand how to process and interpret information to arrive at logical conclusions to common business math applications.
- Develop proficiency in the application to solve business math problems by matrices.
- Understand the important role math plays in all facets of the business world by its determinants.
- Develop proficiency in the application to solve business math problems by derivative models.

**UNIT - I RELATIONS AND FUNCTIONS:**

Relation -Introduction – types of relations-types of functions-Composition of Functions and Invertible Function-binary option and variables

**UNIT - II INVERSE TRIGONOMETRIC FUNCTIONS:**

Inverse function -Introduction-basic concepts-domains -ranges (principal value branches) - inverse trigonometric function

**UNIT - III MATRICES:**

Fundamentals of matrix - matrix algebra-Order of matrix-Types of Matrices-column matrix- square matrix-row matrix-Equality of matrices-Properties of matrix addition

**UNIT - IV DETERMINANTS:**

Determinants –introduction- concept-types of determinants-Properties of Determinant-area of a triangle –minors and cofactors

**UNIT - V APPLICATION OF DERIVATIVES:**

Derivatives – introduction-applications of derivatives-rate of change quantities- logarithmic function-equation of the tangent-Values of a Function.

**(Problem 80 %, Theory 20 %)**

## **UNIT - VI      CURRENT CONTOURS : (For Continuous Internal Assessment Only)**

### **TEXT AND REFERENCE BOOKS (Latest Revised Edition Only) :**

1. Sanchetti and Kapoor, Business Mathematics, Himalaya Publishers, Mumbai
2. Gupta and Manoharan, Mathematics and Statistics for Economics, TMH, New Delhi
3. S.P. Gupta, Statistical Methods, Sultan Chand & Co., New Delhi
4. P.Navnitham, Business Mathematics and Statistics -, Jai Publishers, Trichy
5. P.R.Vittal, Business Mathematics, Margam Publishers, Chennai.
6. R.S. N. Pillai and Bhagavathi, Practical Statistics, S.Chand& Co, Chennai

### **LEARNING OUTCOME :**

On successful completion of this subject, student should be able to:

- Define basic terms in the areas of business relation and numbers in mathematics,
- Explain basic methods of business matrices, types and methods of interest account and their basic applications in practice,
- Solve problems in the areas of business calculus, simple and compound interest account, use of compound interest account, loan and consumer credit,
- Discern effects of various types and methods of variable factor in derivatives,
- Connect acquired knowledge and skills with practical problems in business practice

\*\*\*\*\*

**Second Year**

**NON MAJOR ELECTIVE COURSE – I**

**Semester-III**

**Code:**

**1. PERSONAL INVESTMENT**

**(Theory)**

**Credit: 2**

**LEARNING OBJECTIVE :**

- To make the students aware of various investment avenues and to facilitate them for effective investment planning.
- To enable the students to prepare Investment and financial planning
- To understand the students various bank deposit schemes and insurance policies
- To know the basic concepts of Income tax benefits.
- To know about role of SEBI under Investments.

**UNIT – I : INTRODUCTION:**

Meaning and Definition of Investment – Concepts of Investment, Nature of Investment, Types of Investors, Stages in Investment, Speculation- Types of Speculators, Distinction between Investment and Speculation, Gambling – Meaning, features, Distinction between Investment and Gambling.

**UNIT - II : PRINCIPLES OF INVESTMENT:**

Importance and basic Principles of Investment , Kinds of Investment – Direct Investment alternatives – Fixed Principal Investments, Variable Principal Securities and Non–Security Investments – Stages in Investment.

**UNIT – III : INVESTMENT PLANNING:**

Investment Planning – Financial Planning and Investment Planning, Features of Investment Planning, Setting of investment goals at different stages of an individual ,Deciding the investment time frame.

**UNIT – IV : POPULAR INVESTMENT MEDIA:**

Popular Investment Media – Bank deposits –Saving deposits, Fixed deposits, Recurring Deposits, Instruments of post office ,Savings certificates, Public Provident Fund , Company deposits – Life Insurance Schemes – Endowment policy, Whole Life policy, Term Life Policy, Money Back Policy, Joint Life Policy, Children’s Insurance Policy, Group Policy, Unit Linked Insurance Plans – Income tax benefits with respect to payment of premiums. Real Estate –Reasons for growth, problems with Real Estate Investments, Chit funds, Plantation and Farm Houses, Gold and Silver.

## **UNIT - V : TYPES OF SHARES:**

Investment in Equity and Preference Shares. Methods of Trading in Stock Exchanges, Investors' Protection, Problems & Remedies, Role of SEBI in protecting investors' interests.

## **UNIT - VI CURRENT CONTOURS : (For Continuous Internal Assessment Only)**

To update students are saving, investing, Financial production, Tax saving, and retirement planning's in detailed.

## **TEXT AND REFERENCE BOOKS : (Latest Revised Edition Only)**

1. Punithavathy Pandiyan – Security Analysis and Portfolio Management, Vikas Publishing house, New Delhi
2. Dr.Radha, Parameswaran and Dr. Nedunchezian – Investment Management, Prasanna Publishers, Chennai.
3. Preeti Singh – Investment Management, Himalaya Publishing House, Mumbai.
4. V.A.Avadhani – Investment Management, Himalaya PublishingHouse,Mumbai 15
5. **Rajivk.tayal**-Art of handling money and investments: a practical guide to personal finances Atlantic publishers and distributors (p) ltd,

## **LEARNING OUTCOMES :**

On successful completion of the subject the student acquired knowledge about

- Concept and conversions of personal investment
- Calculation of personal investment planning
- Knowledge about various methods of insurance policies.
- Fundamentals of Investment in Equity and Preference Shares
- Well in prepared Investment Planning

\*\*\*\*\*



**Second Year**

**NON MAJOR ELECTIVE COURSE –I  
2. ELEMENTS OF INSURANCE  
(Theory)**

**Semester-III**

**Code:**

**Credit: 2**

**OBJECTIVES:**

- To highlight the importance of insurance and its basic concepts.
- To make the students aware of various insurance and to impact of economic development
- To enable the students to prepare procedure regarding settlement of policy claims
- To understand the students various Principles of life insurance, marine, fire, Medical insurance etc.
- To aware the students know Principles of life insurance and various kinds.

**UNIT – I INTRODUCTION:**

Introduction to insurance: purpose and need of insurance – insurance as a social security tool – insurance and economic development – types of insurance.

**UNIT – II AGENT:**

Procedure for becoming an agent: Pre-requisite for obtaining a license – duration of license – cancellation of license – revocation or suspension/termination of agent appointment – code of conduct – unfair practices

**UNIT – III FUNDAMENTALS OF AGENCY:**

Fundamentals of agency - definition of an agent – agents regulations – insurance intermediaries – agents' compensation – IRDA.

**UNIT – IV FUNCTIONS OF THE AGENT:**

Functions of the agent: proposal form and other forms for grant of cover – financial and medical underwriting – material information – nomination and assignment – procedure regarding settlement of policy claims

**UNIT – V PRINCIPLES OF LIFE INSURANCE:**

Fundamentals/Principles of life insurance/marine/fire/medical/general insurance: Contracts of various kinds – insurable interest – Actuarial science.

**UNIT- VI CURRENT CONTOURS (For Continuous Internal Assessment Only)**

To aware students are Defining risk fortuity, insurable interest, and Risk shifting and Risk Distribution in insurance.

**TEXT AND REFERENCE BOOKS:**

1. Insurance by Dr. P. Periyasamy – Tata McGraw Hill
2. Fundamentals of Insurance by P. Periasamy by Vijay Nicole Imprints (P) Ltd
3. Insurance in India by P.S.Palande, R.S.Shah.
4. Insurance principles and practices by Mishra M.N – S.Chand& Co.
5. Insurance Regulatory Development Act, 1999.

**COURSE OUTCOMES:**

On successful completion of the subject the student acquired knowledge about

- Concept and conversions of elements of insurance
- Fundamentals of agency, Procedure for becoming an agent
- Knowledge about various methods of insurance policies.
- Calculation of Agent proposal form and other forms
- Know about procedure regarding settlement of policy claims.

**Second Year**

**CORE COURSE –VII  
COST ACCOUNTING  
(Theory)**

**Semester-IV**

**Code:**

**Credit: 5**

**LEARNING OBJECTIVE :**

- To enable the students to know the importance of costing and to understand the basic concepts
- To acquaint learner with various methods and techniques of costing.
- Make learner understand benefit of costing to production unit, service unit and to Govt. organizations.
- Develop among learners various skills of costing techniques to be applied for minimization of cost and maximization of profit / social welfare.
- Learners understand to find out process costing

**UNIT - I COST ACCOUNTING:**

Definition, nature and scope of cost accounting cost concepts - classification - objectives and advantages - demerits of cost accounting methods and techniques - cost unit cost centres - cost sheet.

**UNIT - II MATERIALS COST:**

Purchase procedure - stores procedure - receipt and issue of materials - storage organization and layout - Inventory control levels of stock, perpetual inventory. ABC Analysis, EOQ Stores ledger - pricing of material issues, FIFO, LIFO, Simple Average & Weighted Average.

**UNIT - III LABOUR COST:**

Time keeping and time booking - methods of remuneration and incentive schemes - overtime and idle time - labour turnover - types - causes and remedies.

**UNIT - IV OVERHEADS:**

Classification, allocation, apportionment, absorption – recovery rates - Over & Under absorption cost sheet and cost reconciliation statement

**UNIT - V JOB COSTING:**

Contract costing, Process costing (Normal loss, Abnormal loss and gains only) - operating costing

**(Problem 80 %, Theory 20 %)**

**UNIT - VI CURRENT CONTOURS : (For Continuous Internal Assessment Only)**

**TEXT AND REFERENCE BOOKS (Latest Revised Edition Only) :**

1. Cost Accounting by Jain and Narang - Kalyani Publishers, Chennai
2. Cost Accounting by S.P. Iyengar - Sultan Chand & Sons, New Delhi.
3. Cost Accounting 2.e by A. Murthy and S. Gurusamy - Vijay Nicole Imprints (P) Ltd, Chennai
4. Cost Accounting by Bhagwathi and Pillai - Sultan Chand & Sons, New Delhi.
5. Cost Accounting by S.N. Maheswari - Sultan Chand & Sons, New Delhi.
6. Cost Accounting by Dr. R. Ramachandran & Dr. R. Srinivasan, Sri Ram Publication, Trichy.
7. Fundamental of cost accounting by DR NARISIS-Atlantic publication New Delhi

**LEARNING OUTCOMES :**

After completing this Subject they should enlighten by

- Learners are explained how accounts are maintained in cost a/c. and how to record various costing transactions.
- Learner got insight as to where contract costing is applied, steps in contract costing, and profit is ascertained of complete & incomplete contract.
- Learner understood of Process costing is applicable and to ascertain cost at each stage of process; valuation of abnormal gain & abnormal loss
- Learner understood of meaning, application of Marginal costing towards Break even analysis, P/V ratio used in Managerial decision.
- Learner got understanding of standard cost and its types, process, and types of variances through application used for Managerial decisions

\*\*\*\*\*

**Second Year**

**CORE COURSE –VIII  
MANAGERIAL COMMUNICATION  
(Theory)**

**Semester-IV**

**Code:**

**Credit: 5**

**LEARNING OBJECTIVE :**

- To know the basics of communication
- To understand various types of communication
- To know how to prepare various reports
- To prepare different types of letters
- To prepare different types of corporate communication.

**UNIT - I COMMUNICATION IN BUSINESS:**

Meaning – Importance of communication – Forms of Communication - Nature – Scope – Network of the Communication – Process of Communication - Barriers to Communication.

**UNIT - II ORAL COMMUNICATION:**

Fundamentals of Oral Communication : Introduction – Gateways in Communication, Listening, Feedback – Telephonic Messages – Public Speaking and Presentation of Reports – Power point Presentation – Body Language – Facial Expressions – Non- Verbal Communication. Communication through organizing various events like Conference, Committee Meetings, Press Meets, Seminars.

**UNIT - III REPORT WRITING:**

Writing an Effective Report, Stages of Writing – Composing Business Message – Style and Tone Five Ws and one H of Report Writing – Planning and types of Reports, Divisions – Numbering and use of Visual Aids – Creativity in written communication – Use of Pictures – Diagrams in Written Communication.

**UNIT - IV BUSINESS COMMUNICATION:**

Writing Commercial Letters – Business Letter Format – Types of Letters – Routine Business Letters – Sales Letters – Resume and Job Applications – business Memos – e.Mail Messages – Proposals – Technical Articles – Maintaining a Diary, Legal Aspects of Business Communication – Negotiation Skills.

**UNIT - V ROUTINE CORRESPONDENCE:**

Circulars, Drafting Notices – Handling Complaints – Evaluating Interview Performance, Articles, Formal Invitations – Proforma for Performance Appraisals – Letters of Appointment – Captions for Advertising - Company Notice related Shares – Dividends – Annual Reports – Minutes of Meetings – Action taken on Previous Resolution.

## **UNIT - VI    CURRENT CONTOURS : (For Continuous Internal Assessment Only)**

### **TEXT AND REFERENCE BOOKS: (Latest Revised Edition Only) :**

- 1 Business Communication by N.S.Ragunathan & B.Santhanam.
- 2 Effective business English – Pattern hetty
- 3 Essentials of Business Communication – Rajendra Pal & Korala Halli
- 4 Effective business English – Pattern Shetty.

### **LEARNING OUTCOMES :**

- Understands the basics of communication
- Knowledge about different types of communication
- Through knowledge on report writing
- Knowledge on preparation of different official letters
- Knowledge on corporate communication

\*\*\*\*\*

**Second Year**

**SECOND ALLIED COURSE-II  
COMPANY LAW AND SECRETARIAL  
PRACTICES (2013 AMENDMENTS)  
(Theory)**

**Semester-IV**

**Code:**

**Credit: 3**

**LEARNING OBJECTIVE :**

- To know about the procedures to form a company.
- To know about the documents of a company.
- To know about the Shares and debentures.
- To know about the types of company meetings.
- To know about the procedures for wind up a company.

**UNIT - I JOINT STOCK COMPANY:**

Definition– Kinds – Formation – Incorporation- Characteristics.

**UNIT - II IMPORTANT DOCUMENTS OF A COMPANY:**

Memorandum of Association under companies Act 2013 Contents - Doctrine of Ultra Vires – Doctrine of indoor management - Articles of Association under companies Act 2013 – Contents – Prospectus – Contents – Statement in lieu of Prospectus – Duties of a secretary during the incorporation of a company.

**UNIT - III CAPITAL OF A COMPANY:**

Share Capital – Kinds of Shares – Voting Rights – Debentures Types of Debentures.

**UNIT - IV MEETINGS AND RESOLUTIONS:**

Meaning of Meetings – Types of Meeting - Director’s meeting - Statutory Meeting – Annual general body meeting – Extra Ordinary general body Meeting –Pre requisites of valid meeting - Resolutions – Ordinary & Special – Minutes – Duties of a secretary to conduct a meeting.

**UNIT - V WINDING UP OF A COMPANY:**

Meaning- Modes of winding up – winding up by the court – Voluntary winding up – Members’ voluntary winding up – Creditors’ voluntary winding up.

**UNIT - VI CURRENT CONTOURS : (For Continuous Internal Assessment Only)**

Recent amendments in company’s Act 2013 - CSR

**TEXT AND REFERENCE BOOKS (Latest Revised Edition Only) :**

1. M.C.Shukla and S.S. Gulshan Principles of Company Law
2. N.D. Kapoor, Elements of Company Law , Sultan Chand and Sons
3. Gaffoor and Thothadri, Company Law , Vijay Nicole Imprints (P) Ltd
4. M.V. Dhandapani, Business Laws, Sultan Chand and Sons
5. V. Balachandran& M. Govindarajan,A Student Handbook on Company Law and Practice, Vijay Nicole Imprints (P) Ltd.
6. S.BadriAlam and Saravanavel , Company Law, Himalaya Publications
7. [Alan Dignam, John Lowry, Company Law](#), Oxford University Books
8. [P P S Gogna](#), A Text Book of Company Law, S.Chand Publishing
9. N.D. Kapoor, Company Law and Secretarial Practice , Sultan Chand and Sons
10. <https://e-book.icsi.edu/>
11. <https://www.taxmann.com/virtualbooks/product/7110-company-law-%7C-virtual-book>

**LEARNING OUTCOMES :**

After the successful completion of the course students will able to get

- Knowledge regarding the procedures to form a company.
- Knowledge regarding how to prepare the documents of a company.
- Knowledge how to raise their owned capital and borrowings.
- Knowledge about the types of company meetings.
- Knowledge about the procedure for wind up a company.

\*\*\*\*\*



**Second Year**

**NON MAJOR ELECTIVE COURSE-II  
1. INTRODUCTION TO ACCOUNTANCY  
(Theory)**

**Semester-IV**

**Code:**

**Credit: 2**

**LEARNING OBJECTIVE :**

- To enable the students to know the importance of accountancy and its concepts.
- To make the students aware of Double entry Book keeping system rules and procedures.
- To enable the students to prepare procedure Final Accounts of Sole Trader
- To understand the students various types of ledgers and Journals.
- To enable the students to know Bank Reconciliation Statement.
- Describe the role of accounting.

**UNIT - I : INTRODUCTION:**

Definition of Accounting – Nature, Objectives and Utility of Accounting in Industrial and Business Enterprise – Difference between Book-keeping and Accounting – Accounting Concepts and Conventions.

**UNIT - II DOUBLE ENTRY SYSTEM:**

Double Entry System – Rules – Advantages and Disadvantages – Journal – Subsidiary Books.

**UNIT - III JOURNAL AND LEDGER:**

Ledger – Meaning – Balancing of Accounts – Difference between Journal and Ledger – Trial Balance – Objectives – Limitations – Preparation of Trial Balance.

**UNIT - IV RECTIFICATION OF ERRORS:**

Rectification of Errors – Objectives – Types – Methods – Bank Reconciliation Statement. (Simple problems only)

**UNIT – V FINAL ACCOUNTS**

Final Accounts of Sole Trader (with Simple Adjustments).

**(Problem 80 %, Theory 20 %)**

**UNIT - VI CURRENT CONTOURS : (For Continuous Internal Assessment Only)**

Students state the meaning and need of accounting discuss accounting as a source of information, identify the internal and external uses of accounting information.

**TEXT AND REFERENCE BOOKS (Latest Revised Edition Only) :**

1. Advanced Accountancy – Arulanandam, Himalaya Publications, New Delhi.
2. Advanced Accounting – S.P. Jain and K.L. Narang, Kalyani Publishers, Chennai
3. Advanced Accounts – M.C. Shukla T.S. Grewal and S.C. Gupta, S.Chand& Sons, New Delhi.
4. Principles of Accounting – Finnelly, H.A. and Miller, H.E., Prentice Hall.
5. Introduction to Accountancy – Jaya, Charulatha and Baskar, Vijay Nicole Imprints (P) Ltd, Chennai 20

**LEARNING OUTCOMES :**

On successful completion of the subject the student acquired knowledge about

- Concept and conversions of Accounting
- Fundamentals of Double Entry System
- Knowledge about various Journal and Ledger.
- Preparation of Final accounts .
- Knowledge about various methods Final account adjustments.

\*\*\*\*\*

**Second Year**

**NON MAJOR ELECTIVE COURSE –II**

**Semester-IV**

**Code:**

**2. SALESMANSHIP**

**(Theory)**

**Credit: 2**

**OBJECTIVE:**

- To make the students aware of selling techniques and planning
- To enable the students to types of salesman in the Marketing area
- To understand the students in buyer motives and behaviours
- To enable the students to know the importance of online stores and sales opportunities.
- To know about various selling techniques.

**UNIT – I INTRODUCTION:**

Introduction to selling- meaning- definitions- importance- methods- qualities-functions duties-responsibilities – types of sales person – sales careers.

**UNIT – II SELLING PROCESS:**

Selling process – steps- customer expectations – understanding prospects- importance sources-buyermotives and behaviour- transaction oriented selling – relationship selling.

**UNIT – III SELLING TECHNIQUES:**

Selling techniques – planning- setting objectives- approach techniques – building rapport- product knowledge- product benefits- features –functions- sales presentation demonstration- handling objections- handling difficult customers- closing sales – after sales service

**UNIT – IV-**

Sales territory- sales targets/quotas- creating product strategies – understanding selling terms and prices- retail store sales person- online stores and sales opportunities – personal selling in the information age

**UNIT – V SALES FORCE MANAGEMENT:**

Sales force management- selection- training- motivation- compensation – supervision and control- sales reports and knowledge management – evaluation- selling expenses- sales team professionalism – ethics- personal grooming.

**UNIT -VI CURRENT CONTOURS: (For Continuous Internal Assessment only):**

Sales management focuses on the activities of first line field sales managers, course pack will enable students to understand supply chain management which has improved the efficiency in distribution.

### **TEXT AND REFERENCE BOOKS:**

1. Sahu and Raut: Salesmanship and Sales Management, Vikas Publishing House, Chennai.
2. CL Tyagi & Arun Kumar: Sales Management, Atlantic Publishers
3. SaChunawalla: Sales Management, Himalayas Publications, New Delhi.
4. Sundar and Madhavan: Salesmanship and Sales Management, Vijay Nicole Imprints (P) Ltd, Chennai
5. PC Pardesi: Salesmanship and Sales Management, Nirali Prakashan

### **COURSE OUTCOMES:**

On successful completion of the subject the student acquired knowledge about

- Concept and conversions of salesmanship
- Fundamentals of selling process and its activities
- Knowledge about various Sales force management.
- To know how about Selling techniques.
- knowledge about personal selling and sales team professionalism

\*\*\*\*

**Third Year**

**CORE COURSE-IX  
CORPORATE ACCOUNTING - I  
(Theory)**

**Semester-V**

**Code:**

**Credit: 5**

**LEARNING OBJECTIVE :**

- To enable the students to know about accounting procedure in corporate accounting
- To make learner to understand format of company final accounts and various schedules of company final accounts.
- To make learner to acquaint information of buy-back of shares and their legal formalities
- To acquaint learner with various methods and techniques of amalgamation
- To understand sources of financial activities towards company
- Develop among learners various skills of corporate techniques to be applied for minimization of cost and maximization of profit

**UNIT - I      SHARES:**

Introduction legal provisions regarding issue of shares, application, allotment, calls, calls-in- arrears, calls-in-advance, issue of shares at premium- issue of shares at discount- forfeiture of shares - re-issue-accounting entries.

**UNIT - II      DEBENTURES:**

Issue and redemption of debentures - methods of redemption of debentures- installment - cum-interest and Ex-interest redemption by conversion, sinking fund, insurance policy. Redemption of preference shares- implication of Section 80 and 80A of the Companies Act

**UNIT - III      AMALGAMATION:**

Purchase consideration- accounting treatment - pooling of interest method and purchase method, Absorption, external and internal reconstruction of companies.

**UNIT - IV      ACCOUNTS OF HOLDING COMPANY:**

Legal requirements relating to presentation of accounts - Consolidation of balance sheet (excluding chain holding)

**UNIT - V      FINAL ACCOUNTS OF BANKING:**

Final accounts of **banking** companies (new format) and **Insurance** companies (New Format)  
**(Problem 80 %, Theory 20 %)**

## **UNIT - VI      CURRENT CONTOURS : (For Continuous Internal Assessment Only)**

### **TEXT AND REFERENCE BOOKS : (Latest Revised Edition Only) :**

1. Advanced Accountancy by M.C. Gupta, Shukla and Grewal - S. Chand publishing, Delhi
2. Advanced Accountancy by R.L. Gupta and Radhaswamy - Sultan Chand & Sons, New Delhi.
3. Advanced Accountancy by Jain and Narang - Kalyani Publishers, Chennai
4. Corporate Accounting by Palaniappan&Hariharan - Vijay Nicole Imprints (P) Ltd, Chennai.
5. Advanced Accountancy by Arulanandam and Raman - Himalayan Publishers, New Delhi.
6. Corporate accounting by Mohemed Hanif-amazon
7. Fundamentals of *Corporate Accounting* ; Authors, *Mohammed Hanif*, Amitabha Mukherjee ; Publisher, McGraw-Hill Education

### **LEARNING OUTCOMES :**

After completing this subject they should enlighten by

- To make learner to understand format of company final accounts and various schedules of company final accounts.
- To make learner to acquaint information of buy-back of shares and their legal formalities
- To acquaint learner with various methods and techniques of amalgamation
- To understand sources of financial activities towards company
- Develop among learners various skills of corporate techniques to be applied for minimization of cost and maximization of profit

\*\*\*\*\*

**Third Year**

**CORE COURSE-X  
COMPUTERIZED ACCOUNTING  
(Theory)**

**Semester-V**

**Code:**

**Credit: 5**

**LEARNING OBJECTIVE :**

- To learn about Accounting packages, creation accounts and inventory, entering, deleting and editing vouchers.
- To gain knowledge on financial application, Codification of accounts and report generation.
- To study Tally, company creation, account groups, and ledgers
- To prepare Reports like, petty cash book, trial balance, profit and loss account, and balance sheet
- To familiar with Tax accounting i.e., GST

**UNIT - I ACCOUNTING PACKAGES:**

Computerized accounting – meaning and features – advantages and disadvantages – computerized vs manual accounting – creating of company – grouping of accounts – creation accounts and inventory – entering transactions: Vouchers – types – numbering – deleting and editing vouchers – opening and closing balances – stock valuation.

**UNIT - II COMPUTERIZED ACCOUNTING:**

Computers and financial application, accounting software packages. An overview of computerized accounting system – salient features and significance, concept of grouping of accounts - Codification of accounts, maintaining the hierarchy of ledger, generating accounting reports.

**UNIT - III INTRODUCTION OF TALLY:**

Starting tally – gateway to tally and exit from tally: company creation in tally, saving the company profile. Alteration / deletion of company, selection of company; account groups and ledgers hierarchy of account groups and ledgers, reserved account groups, account groups balance sheet – account groups of liabilities, account groups of assets account groups of profit & loss account – account groups of direct income and direct expenses apart from sale and purchases, indirect income and indirect expenses account masters – account groups creation and account ledgers creating feeding of opening balances alteration / deletion of account master records feeding of closing stock value

**UNIT - IV REPORTS:**

Petty cash book – trial balance – profit and loss account – balance sheet – group wise - accounts wise – data range reports – preparation of departmental accounts – preparation of bank accounts – bank reconciliation statement – stock reports – budget variance reports – transactions list – accounts list.

## **UNIT - V TAX ACCOUNTING:**

GST, GST reports – service tax: service tax register, service tax reports – MS- Excel – introduction – menus, commands, toolbars and their icons – functions.

## **UNIT - VI CURRENT CONTOURS (For Continuous Internal Assessment Only)**

Utility, obstacles and future of computerized accounting in India

### **TEXT & REFERENCE BOOKS (Latest Revised Edition Only) :**

1. Krishnan, N., Windows and MS office 2000 with database concepts, Scitech publications
2. Dr. S.V.Srinivasa Vallabhan, Computer Application in business - Sultan chand and sons.
3. Computer Application in Accounting software – by P.Kasivairavan – Friends publication.
4. Computer Applications in Business – Mohankumar K & Rajkumar S – Vijay Nicole Imprints (P) Ltd

### **LEARNING OUTCOMES :**

On successful completion of the course, the students will acquire knowledge on:

- Accounting packages, creation accounts and inventory, entering, deleting and editing vouchers.
- Financial application, Codification of accounts and report generation.
- Tally, company creation, account groups, and ledgers
- Preparation of Reports like, petty cash book, trial balance, profit and loss account, and balance sheet
- Tax accounting i.e., GST

\*\*\*\*\*



**Third Year**

**CORE PRACTICAL-I  
COMPUTERIZED ACCOUNTING  
(Practical)**

**Semester-V**

**Code:**

**Credit: 5**

**LEARNING OBJECTIVE :**

- To gain skill to deal with Accounting packages, creation accounts and inventory, entering, deleting and editing vouchers.
- To do financial application, Codification of accounts and report generation.
- To study Tally, company creation, account groups, and ledgers
- To prepare Reports like, petty cash book, trial balance, profit and loss account, and balance sheet
- To familiar with Tax accounting i.e., GST

**LIST OF PRACTICAL :-**

1. Creation of Company, creates groups & Ledgers.
2. Inventory features in tally.
3. Creating voucher – Sales, purchase, payment, receipt, contra, journal, credit note and debit note
4. Prepare a balance sheet.
5. Creation of Stock Godowns and maintenance.
6. Export, Import ledger.
7. Prepare a bill of material
8. Prepare a payroll
9. Prepare a currency and rate of exchange.
10. Create a budget and control report.
11. Maintaining a profit and loss
12. Intra state supply of goods.
13. Inter state supply of services.

**LEARNING OUTCOMES :**

On successful completion of the course, the students will have skill on:

- Accounting packages, creation accounts and inventory, entering, deleting and editing vouchers.
- Financial application, Codification of accounts and report generation.
- Tally, company creation, account groups, and ledgers
- Preparation of Reports like, petty cash book, trial balance, profit and loss account, and balance sheet
- Tax accounting i.e., GST

\*\*\*\*\*

**Third Year**

**CORE COURSE-XI  
MANAGEMENT ACCOUNTING  
(Theory)**

**Semester-V**

**Code:**

**Credit: 5**

**LEARNING OBJECTIVE :**

- To understand the concepts of Management Accounting.
- To gain knowledge on fund flow and cash flow in Business operation.
- To understand budget and budgetary control in Business organization.
- To know the technique of marginal costing and standard costing
- To know the various methods of capital budgeting.

**UNIT - I INTRODUCTION AND FINANCIAL STATEMENT ANALYSIS**

Management accounting – Definition – Objectives – Nature – Scope – Merits and limitations – Differences between management accounting and financial accounting – Management Accounting Vs Cost accounting - Financial statement analysis – Comparative statement – Common size statement–Trend percentage–Ratio analysis.

**UNIT - II FUND FLOW AND CASH FLOW STATEMENT**

Fund flow statement – Schedule of changes in working capital – Funds from operation – Sources and applications –Cash flow statement–Fund flow statement Vs Cash flow statement–Preparation of cash flow statement as per AS-3

**UNIT - III BUDGET AND BUDGETARY CONTROL**

Budget and Budgetary control –Advantages- limitations – Types – Preparation of Purchase, Production, sales, Flexible, Cash and Master budget

**UNIT - IV MARGINAL AND STANDARD COSTING**

Marginal costing – CVP analysis – Break even analysis – BEP – Managerial applications Margin of safety – Profit planning. Standard Costing – Problems relating to Material and Labour variance only.

**UNIT - V CAPITAL BUDGETING**

Capital Budgeting – Payback period – Accounting rate of return –Discounted cash flow – Net present value – Profitability index – Internal rate of return.

**(Problem 80 %, Theory 20 %)**

**UNIT - VI : CURRENT CONTOURS (For Continuous Internal Assessment Only)**

**TEXT AND REFERENCE BOOKS (Latest Revised Edition Only) :**

1. S.N.Maheswari - Management Accounting – Sultan Chands & sons publications, New Delhi.
2. Sharma and Guptha – Management Accounting- Kalyani Publishers, Chennai.
3. R.Ramachandran and R.Srinivasan – Management Accounting–Sriram publication.
4. A.Murthi and S.Gurusamy – Management Accounting Vijay Nicole Publications, Chennai.
5. R.S.N.Pillai & V.Baghavathi – Management Accounting – S.Chand & Co, Mumbai
6. Hingorani & Ramanthan – Management Accounting - S.Chand & Co, NewDelhi.

**LEARNING OUTCOMES :**

- The understand Basic knowledge on Management Accounting.
- Preparation of fund flow statement and cash flow statement as per AS – 3
- Design various types of Budget
- Understand the Marginal costing and Variance analysis
- Select better project by applying appropriate capital budgeting.

\*\*\*\*\*

**Third Year**

**MAJOR BASED ELECTIVE COURSE-I**

**Semester-V**

**Code:**

**1. AUDITING  
(Theory)**

**Credit: 5**

**OBJECTIVE :**

- To introduce the concept of auditing
- To study about vouching
- To assess the valuation and verification of assets and liabilities
- To explore the audit of share capital
- To gain knowledge on audit of computerised Accounting.

**UNIT - I INTRODUCTION:**

Introduction – definition of audit – objects of audit – classification of audit – Internal audit – Periodical audit – Continuous audit – Interim audit – Balance sheet audit. Internal check – Internal control. Procedure of audit – audit programme – test check – Auditing vs. Investigation.

**UNIT - II VOUCHING:**

Vouching – cash and trading transactions, personal and impersonal ledgers.

**UNIT - III VALUATION AND VERIFICATION:**

Valuation and Verification of assets and liabilities. Depreciation and Reserves – Auditors duties regarding Depreciation and Reserves.

**UNIT - IV AUDIT OF LIMITED COMPANIES**

Audit of Limited companies – share capital audit – share transfer audit – appointment, qualification, rights and liabilities of company auditors – Audit reports.

**UNIT - V DIVISIBLE PROFITS AND DIVIDENDS:**

Divisible profits and Dividends – Audit of computerised Accounting.

**UNIT - VI : CURRENT CONTOURS (For Continuous Internal Assessment Only)**

### **TEXT AND REFERENCE BOOKS :(Latest Revised Edition Only)**

1. Spicer and Pegler's Practical Auditing by Ghatalia,S.V.- Allied Publishers Pvt Ltd.
2. Practical Auditing by B.N. Tandon, S.Sudharsanam and S.SundaraBalu – S.Chand publishing, New Delhi.
3. Text Book of Auditing by V.K. Batra and K.C. Bagarrta – TMH.
4. Auditing by Jagadish Prakash – Kalyani Publishers, Chennai.
5. Auditing by DinkerPagare – Sultan Chand & Sons, New Delhi

### **OUTCOMES :**

- Student will understand the concept of auditing
- Describe on vouching
- Have an understanding about valuation and verification of assets and liabilities
- Grasp an idea about audit of share capital
- Analyse information on audit of computerised Accounting.

\*\*\*\*\*

**Third Year**

**MAJOR BASED ELECTIVE COURSE-I**  
**2. HUMAN RESOURCE MANAGEMENT**  
**(Theory)**

**Semester-V**

**Code:**

**Credit: 5**

**LEARNING OBJECTIVE :**

- To understand the concepts and principles of Human Resource Management.
- To understand about the Human Resource Management and importance of Human resources.
- To know about the importance and concepts of Human resources' planning.
- To know about the HR functions.
- To know about the Human Resources Development.
- To know about the performance appraisal.

**UNIT - I INTRODUCTION TO HUMAN RESOURCE MANAGEMENT:**

Meaning and Definition-Objectives-Functions- HR managers – Duties and Responsibilities of HR Managers - Changing role of Human Resource Managers

**UNIT - II HUMAN RESOURCES PLANNING PROCESS:**

Concept of Human Resource Planning-Characteristics-Steps in Human Resource Planning - Job Analysis - Job Description - Job specification.

**UNIT - III RECRUITMENT AND SELECTION PROCESS:**

Definition- Objectives- Factors affecting Recruitment- Source of Recruitment - Selection process- Types of Testing- Kinds of Employee Interview- Medical Screening-Appointment order.

**UNIT - IV TRAINING:**

Definition and purposes of Training- Distinction between Training and Development Assessing Training Needs- Steps in Training- On the Job and Off the Job Training Evaluation of Training Effectiveness- Methods of executive development.

**UNIT - V PERFORMANCE APPRAISAL:**

Definition and Objectives of Performance Appraisal –Steps in Appraisal- Traditional and Non traditional methods of Performance Appraisal- Pre-requisites of a Good Appraisal System- Defects in Performance Appraisal System.

**UNIT - VI CURRENT CONTOURS (For Continuous Internal Assessment Only)**  
**HUMAN RESOURCES INFORMATION SYSTEM**

Meaning, Process - Meaning and importance of HRIS - Advantages and Disadvantages of HRIS (Human Resource Information System).

## **TEXT AND REFERENCE BOOKS (Latest Revised Edition Only) :**

1. Gupta C.B- Human Resource Management, Sultan Chand and Sons, New Delhi.
2. P G Aquinas-Human Resource Management Principles and Practice, Vikas Publication, New Delhi.
3. ChitraAtmaramNaik-Human Resource Management-Ane Publisher, New Delhi.
4. Memoria C.B- Personal Management, Himalayan Publications, New Delhi.
5. Dave Ulrich, Jon Younger, Wayne Brockbank, Mike Ulrich, HR from the Outside In: Six Competencies for the Future of Human Resources, McGraw Hill Professional
6. Sundar K & Srinivasan J Essentials of Human Resource Management, 2e, Vijay Nicole Imprints (P) Ltd
7. [Gary Dessler](#) , [Biju Varrkey](#) Human Resource Management Fifteenth Edition By Pearson
8. Catherine Bailey, David Mankin, Clare Kelliher, Thomas Garavan , [Strategic Human Resource Management - Oxford University Press \(oup.com\)](#)
9. [Stella M. Nkomo](#), [Myron D. Fottler](#) , [R. Bruce McAfee](#) , Human Resource Management Applications: Cases, Exercises, Incidents, and Skill Builders, 7th Edition
10. [Raymond Noe](#) , [John Hollenbeck](#) , [Barry Gerhart](#) , [Patrick Wright](#) , Fundamentals of Human Resource Management 9th Edition (International Edition) , MC Grow Hill
11. S.Mohan and R.Elangovan Human Resources Management – Text and Cases, Regal Publications, New Delhi, 2010

## **LEARNING OUTCOMES :**

After the successful completion of the course students will be able to get

- Knowledge about the importance of HR.
- Knowledge about the Job Analysis, description and the importance of planning.
- Ideas about the selection process.
- Knowledge about the HR functions and its methods.
- Knowledge about the methods of performance appraisal.

\*\*\*\*\*

**Third Year**

**SKILL BASED ELECTIVE COURSE – I  
INFORMATION TECHNOLOGY CONCEPTS  
(Theory)**

**Semester-V**

**Code:**

**Credit: 2**

**LEARNING OBJECTIVES:**

- To introduce Evolution, Classification and Applications of Computers
- To know Computer peripherals
- To learn about Software, Programming Language, Word Processing and Spread Sheets Presentation
- To study Data Communication and BDP
- To aware utility of computers at different places, computer security and internet

**UNIT- I:**

Introduction to Computers - Definition, .Characteristics of computer, Evolution of Computer, Block Diagram Of a computer, Generations of Computer, Classification Of Computers, Applications of Computer, Capabilities and limitations of computer.

**UNIT -II:**

Computer peripherals - Role of I/O devices in a computer system. Input Units: Keyboard, Terminals and its types. Pointing Devices, Scanners and its types, Voice Recognition Systems, Vision Input System, Touch Screen, Output Units: Monitors and its types. Printers: Impact Printers and its types. Non Impact Printers and its types, Plotters, types of plotters, Sound cards, Speakers, storage units.

**UNIT- III:**

Software and its needs, Types of S/W. System Software: Operating System, Utility Programs Programming Language: Machine Language, Assembly Language, High Level Language their advantages & disadvantages. Application S/W and its types: Word Processing, Spread Sheets Presentation, Graphics, DBMS s/w.

**UNIT- IV:**

Data Communication and BDP: Communication Process, Data Transmission speed, Communication Types (modes), Data Transmission Medias, Modem. Business Data Processing: Introduction, data storage hierarchy, Method of organizing data, File Types, File Organization.

**UNIT- V:**

Computers at Home, Education, Entertainment, Business, Science, Medicine and Engineering - Introduction to Computer Security - Computer Viruses, Bombs, Worms - WWW and Internet



## **UNIT – VI CURRENT CONTOURS (for Continuous Internal Assessment only)**

Recent developments in computer world

### **REFERENCE BOOKS:**

1. P.K.Sinha, Computer Fundamentals
2. Dr.S.V.Srinivasa Vallabhan - Computer Applications in Business, Sultan Chand, New Delhi
3. Alexis Leon and Mathews Leon by Fundamentals of Information, Technology. Vikas Publishing Company, New Delhi
4. Deepak Bharihoke, Fundamentals of Information Technology, Excel Publications, New Delhi.

### **LEARNING OUTCOMES:**

On successful completion of the course, the students will be able to

- Know Evolution, Classification and Applications of Computers
- Understand Computer peripherals
- Have knowledge on Software, Programming Language, Word Processing and Spread Sheets Presentation
- Do Data Communication and BDP
- Aware utility of computers at different places, computer security and internet

\*\*\*\*

**Third Year**

**CORE COURSE-XII  
FINANCIAL MANAGEMENT  
(Theory)**

**Semester-VI**

**Code:**

**Credit: 5**

**LEARNING OBJECTIVE :**

- To understand the concepts of financial management.
- To learn about the Capital Structure.
- To gain knowledge about Leverage and Dividend Policy.
- To acquire knowledge about the Working capital management.
- To know the receivable and inventory management.

**UNIT - I INTRODUCTION AND OBJECTIVES:**

Financial Management: Meaning and scope – Objectives: Profit maximization, Wealth maximization – Functions – Financial decisions – Time value of money: Present value and Compound value

**UNIT - II COST OF CAPITAL AND CAPITAL STRUCTURE:**

Cost of capital – Cost of debt – Cost of preference share capital – Cost of equity – Cost of retained earnings – Weighted average cost of capital. Capital structure – EBIT and EPS. Theories of capital structure

**UNIT - III LEVERAGES:**

Leverage – Meaning, significance and types – Operating leverage – Financial leverage – Combined leverage

**UNIT - IV DIVIDEND POLICY AND MODELS:**

Dividend policy – Determinants of dividend policy – Theories: Walter's model, Gordon model and MM model – Forms of dividend – Stock dividend – Bonus issue – Stable dividend.

**UNIT - V WORKING CAPITAL MANAGEMENT:**

Working capital management – Determinants of working capital – Forecasting of working capital requirements – Cash management – Motives of holding cash – Stages in cash management – Receivable Management

**(Problem 80 %, Theory 20 %)**

**UNIT - VI : CURRENT CONTOURS (For Continuous Internal Assessment Only)**

**TEXT AND REFERENCE BOOKS (Latest Revised Edition Only) :**

1. S.N.Maheswari – Elements of financial management by – Sultan Chand & Sons., New Delhi.
2. R.K.Sharma – Financial Management – Kalyani publishers, New Delhi
3. R.Ramachandran & R.Srinivasan – Financial Management – Sriram publication, Trichy
4. Khan & Jain,-Theory and Problems of Financial management McGraw Hill Publication, New Delhi.
5. S.P.Gupta, - Financial Management – Sahitya Bhavan Publication, New Delhi.

**LEARNING OUTCOMES :**

After the successful completion of the course the students will be able to

- Understand basic concept of Financial management.
- Analyze the various cost of capital with respect of manage the funds.
- Apply the Leverage in EBIT and EPS analysis
- Compute the various models of Dividend Policy.
- To understand the various concepts of Working capital management and cash management

\*\*\*\*\*

**Third Year**

**CORE COURSE-XIII  
INCOME TAX LAW AND PRACTICE  
(Theory)**

**Semester-VI**

**Code:**

**Credit: 5**

**OBJECTIVE :**

- To know about new taxes, exemptions and deductions related to incomes.
- To understand the concept of Income tax
- To describe how to arrive taxable income from salary
- To find out the taxable income from house property
- To calculate the taxable income from Business and Profession.
- To ascertain the capital gains and income from other sources

**UNIT - I INCOME TAX ACT 1961 AND RESIDENTIAL STATUS:**

Income – Tax Act, 1961 – Definitions – Basis of charge different types of assessee previous year and Assessment year – capital and revenue income, expenditure and loss – incomes exempted under section 10 – Residential status.

**UNIT - II INCOME FROM SALARY:**

Income from salary: Basis of charge – Different forms of salary, allowances, perquisites and their valuation – computation of taxable salary – deductions from salary.

**UNIT - III INCOME FROM HOUSE PROPERTY:**

Income from House Property: Basis of charge – determination of annual value – GAV, NAV – income from let-out property – self occupied property – deductions – computation of taxable income.

**UNIT - IV INCOME FROM BUSINESS OR PROFESSION:**

Income from Business or Profession: Basis of charge – methods of accounting – deductions – disallowances, computation of taxable income – profit and gains of business and profession.

**UNIT - V INCOME FROM CAPITAL GAINS:**

Income from Capital Gains: Basis of charge – short and long term capital gains – indexed cost of acquisition and improvement – exemptions – computation of taxable capital gains – Computation of Income from other sources.

**(Problem 80 %, Theory 20 %)**

**UNIT - VI : CURRENT CONTOURS (For Continuous Internal Assessment Only)**

**SELF STUDY** - Seminars, Assignments, Recent Trends.

**TEXT AND REFERENCE BOOKS (Latest And Revised Editions Only) :**

1. Gaurand Narang, "Income Tax Law and Practice" Kalyani Publishers, New Delhi
2. Dr. H.C. Mehrotra, "Income Tax Law and Accounts" Sahitya Bhavan publishers
3. Dr. Vinod K. Singhanian, Students Guide to Income tax " Taxmen's Publications, New Delhi
4. A. Murthy " Income Tax Law & Practice" Vijay Nichole, Imprints (P) Ltd.
5. Dr. T.S. Reddy & Hariprasad Reddy ' Income tax' – Margham Publications, Chennai

**LEARNING OUTCOMES :**

After completing this course, the student will be able to

- Know about the procedures regarding basic rules and regulations and Residential status
- Update the new tax slabs regarding salaried employees
- Get the latest information about deductions for house property.
- Make sure about the admissible, inadmissible expenses and deductions. Allowable for business or professional incomes
- Grasp the concept of capital gains, other sources of income.

\*\*\*\*\*

**Third Year**

**CORE COURSE-XIV  
CORPORATE ACCOUNTING- II  
(Theory)**

**Semester-VI**

**Code:**

**Credit: 5**

**OBJECTIVE:**

- To enable the students to know about accounting procedure in underwriting of shares
- To make learner to understand format of company final accounts and various schedules of company final accounts.
- To make learner to acquaint information of valuation of goodwill
- To acquaint learner with various methods and techniques of liquidation
- Develop among learners various skills related with development of company accounting

**UNIT - I UNDERWRITING OF SHARES:**

Meaning – Underwriting Commission – Underwriter – functions - Advantages of Underwriting, Types of Underwriting – Marked and Unmarked Applications – Problems (Excluding Journal entries)

**UNIT - II PROFIT PRIOR TO INCORPORATION:**

Meaning – calculation of sales ratio – time ratio – weighted ratio – treatment of capital and revenue expenditure – Ascertainment of pre-incorporation and post-incorporation profits by preparing Profit and Loss Account and Balance Sheet.

**UNIT - III VALUATION OF GOODWILL:**

Meaning – Circumstances of Valuation of Goodwill – Factors influencing the value of Goodwill  
Methods of Valuation of Goodwill: Average Profit Method, Super Profit Method, and Capitalization of average Profit Method, Capitalization of Super Profit Method, and Annuity Method – Problems

**UNIT - IV LIQUIDATION OF COMPANIES:**

Meaning–Types of Liquidation – Order of Payment - Calculation of Liquidator's Remuneration - Preparation of Liquidators Final Statement of Account

**UNIT - V RECENT DEVELOPMENTS IN ACCOUNTING:**

Human Resource Accounting – Environmental Accounting – Social Responsibility Accounting - Accounting for Intangible Assets (Theory only)

**(Problem 80 %, Theory 20 %)**

## **UNIT - VI : CURRENT CONTOURS (For Continuous Internal Assessment Only)**

### **TEXT AND REFERENCE BOOKS (Latest Revised Edition Only) :**

1. Advanced Accountancy by M.C. Gupta, Shukla and Grewal - S. Chand publishing, Delhi
2. Advanced Accountancy by R.L. Gupta and Radhaswamy - Sultan Chand & Sons, New Delhi.
3. Advanced Accountancy by Jain and Narang - Kalyani Publishers, Chennai
4. Corporate Accounting by Palaniappan&Hariharan - Vijay Nicole Imprints (P) Ltd, Chennai.
5. Advanced Accountancy by Arulanandam and Raman - Himalayan Publishers, New Delhi.
6. Corporate accounting by Mohamed Hanif-amazon
7. Fundamentals of Corporate Accounting ; Authors, Mohammed Hanif, Amitabha Mukherjee ; Publisher, McGraw-Hill Education

### **LEARNING OUTCOMES :**

After completing this subject they should enlighten by

- To make learner to understand format of company final accounts and methods related with under writing of accounts
- To make learner to acquaint information how to prepare final accounts at the time of incorporation stages
- To acquaint learner with various methods and techniques of calculating goodwill of the companies at the time of liquidation
- To understand sources of financial activities towards company regulations
- Develop among learners various skills of corporate techniques to be applied for recent trends of accounting methods

\*\*\*\*\*

<b>Third Year</b>	<b>MAJOR BASED ELECTIVE COURSE-II</b>	<b>Semester-VI</b>
	<b>1. ENTREPRENEURSHIP DEVELOPMENT</b>	
<b>Code:</b>	<b>(Theory)</b>	<b>Credit: 5</b>

**LEARNING OBJECTIVE:**

- To inculcate students to come up with good entrepreneur,
- To overcome the problems and challenges from the society,
- To know the role of small scale industries to obtain the next level of business,
- To improve the knowledge of process of business,
- To understand the passage of getting loan from project finance.

**UNIT – I INTRODUCTION TO ENTREPRENEURSHIP:**

Entrepreneurship – Definition – Nature - Scope in Local and Global Market – Characteristics – Functions - Types - Entrepreneur and Intrapreneur - Women and Rural Entrepreneurs - The Revolutionary Impact of Entrepreneurship - Types of Enterprises and their Features - Manufacturing, Service and Trading - Steps in setting up of a Business.

**UNIT – II ENTREPRENEURIAL COMPETENCIES:**

Entrepreneurial Environment-Components - Role of Family and Society - Entrepreneurial Motivation - Barriers in Business - Training and Development – Entrepreneurial Change - Occupational Mobility - Factors in Mobility.

**UNIT – III INSTITUTION FOR THE DEVELOPMENT OF SMALL SCALE INDUSTRIES:**

Entrepreneurship Development Programs (EDP)-Objectives – Importance – Phases – Evaluation EDP Institutions in India- SSIB – SIDCO – SISIS – DICS – NSIC – SIDO – KVIC – NISEBUD – NISIET - Technical Consultancy Organizations - Functions

**UNIT – IV PROJECT MANAGEMENT:**

Project Management - Concept of Project – Classification - Sources of Business Ideas - Project Identification - Project Formulation and Design - Feasibility Analysis - Financial Analysis - Social Cost Benefit Analysis - Project Appraisal Methods - Project Report Preparation

**UNIT – V ENTREPRENEURIAL DEVELOPMENT AGENCIES:**

Project Finance - Sources of Finance - Institutional Finance - Role of IFC, IDBI, ICICI, LIC, SFC, SIPCOT - Commercial Banks - Appraisal of Bank for Loans - Entrepreneurship Incentives Subsidies - Industrial Units – Benefits - Role of Industrial Estates

**UNIT – VI CURRENT CONTOURS (For Continuous Internal Assessment Only):**

Geographical Challenges - Historical Attributes to Business - Country Topographical Features - New Business Formation - Current Market Trends - Decision Making Skills.



**TEXT AND REFERENCE BOOKS ( Latest And Revised Editions Only) :**

1. C.B.Gupta and Srinivasan, Entrepreneurial Development, Sultan Chand and Sons.
2. Dr.S.S. Khanka-Entrepreneurial Development, Sultan Chand and Sons.
3. Dr.P.Saravanel Entrepreneurial Development, Learntech Press Trichy.
4. Vasant Desai, Dynamics of Entrepreneurial Development, Sultan Chand and Sons
5. DR.S.G.Bhanushali Entrepreneurial Development, Himalaya Publishing House -New Delhi.

**LEARNING OUTCOMES :**

- To enhance a student to behave as a good businessman,
- To emancipate the society to be mingled with,
- To obtain the next level of business value,
- To improve the process of business,
- To know the outset of proper financial plan for the development of business.

\*\*\*\*\*

<b>Third Year</b>	<b>MAJOR BASED ELECTIVE COURSE-II</b>	<b>Semester-VI</b>
	<b>2. INVESTMENT MANAGEMENT</b>	
<b>Code:</b>	<b>(Theory)</b>	<b>Credit: 5</b>

**OBJECTIVE :**

- To provide an overview of institutional details linked to financial markets and the trading process,
- To provide a guide to the measurement and analysis of risk of financial investments,
- To provide insight into the use of finance theory in investment management,
- To analyze the comprehensive structure of industry and technology,
- To address key issues in portfolio management.

**UNIT - I INTRODUCTION TO INVESTMENT:**

Investment-Meaning, Nature-Investment Vs Speculation-Process-Characteristics-Classification-Investment For Consumption And Business-Investment Opportunities-Modes of Investment-Financial Market-Functions-Types-Investment Companies-Mutual Funds-SEBI Regulations-Investor Protection

**UNIT - II RISK MANAGEMENT:**

Risk in Investment-Types-Causes-Measurement of Risk-Range of Variation-Credit Rating-Limitations-CRISIL-CARE-ICRA-Listing of Securities.

**UNIT - III VALUATION OF SECURITIES:**

Investment Valuation-Equity Valuation-Bond Valuation-Role of Interest Rate-Theories of Interest Rate-Calculation of Return-Immunization-Process-Problems-Price Elasticity-Volatility of Bond Prices

**UNIT - IV INDUSTRY ANALYSIS:**

Fundamental Security Analysis - Economic Indicators - Industry Analysis-Company Analysis - Technical Analysis - Dow Theory - Market Theory.

**UNIT - V PORTFOLIO MANAGEMENT:**

Portfolio Management-Mean Variance Criteria-Theories of Portfolio-Sharp Single Index Model-CAPM-Portfolio Revision-Portfolio Evaluation-Arbitrage Portfolio- Repo Rate- Rolling Settlement.

**UNIT - VI CURRENT CONTOURS (For Continuous Internal Assessment Only) :**

Public Sectors Asset Management - Creating Wealth through Markets - Time Horizon Management - Smart Investment Strategies.

**TEXT AND REFERENCE BOOKS ( Latest And Revised Editions Only) :**

1. V.K Bhalla, Investment Management - Sultan Chand and Company
2. Punithavathy Pandian , Security Analysis and portfolio management -Vikas Publishing House
3. Preeti Singh , Security Analysis - Himalaya Publishing House - Mumbai
4. M.Sulochana, Investment Management - Kalyani Publishers.
5. V.A.Avadhani , Investment Management - Himalaya Publishing House- Mumbai

**LEARNING OUTCOMES :**

- To understand the financial market status and business opportunities,
- To get clear information about financial investment and risk factors,
- To concentrate on choosing of investment strategy for business,
- To get a clear idea about technical advancement and industrial effectiveness,
- To understand the concept of portfolio management.

\*\*\*\*\*

**Third Year**

**PROJECT**

**Semester-VI**

**Code:**

**Credit: 3**

The candidate shall be required to take up a Project Work by group *or individual* and submit it at the end of the final year. The Head of the Department shall assign the Guide who, in turn, will suggest the Project Work to the students in the beginning of the final year. A copy of the Project Report will be submitted to the University through the Head of the Department on or before the date fixed by the University.

The Project will be evaluated by an internal and an external examiner nominated by the University. The candidate concerned will have to defend his/her Project through a Viva-voce.

**ASSESSMENT/EVALUATION/VIVA VOCE:**

1. PROJECT REPORT EVALUATION (Both Internal & External)

I. Plan of the Project - 20 marks

II. Execution of the Plan/collection of Data / Organisation of Materials / Hypothesis, Testing etc and presentation of the report. - 45 marks

III. Individual initiative - 15 marks

2. Viva-Voce / Internal& External - 20 marks

**TOTAL - 100 marks**

**PASSING MINIMUM:**

Project	Vivo-Voce 20 Marks 40% out of 20 Marks (i.e. 8 Marks)	Dissertation 80 Marks 40% out of 80 marks(i.e. 32 marks)
---------	--	---

A candidate who gets less than 40% in the Project must resubmit the Project Report. Such candidates need to defend the resubmitted Project at the Viva-voce within a month. A maximum of 2 chances will be given to the candidate.

\*\*\*\*

**Third Year**

**SKILL BASED ELECTIVE COURSE –II  
BASICS OF GOODS AND SERVICE TAX  
(Theory)**

**Semester-VI**

**Code:**

**Credit: 2**

**LEARNING OBJECTIVES:**

- To Understand the Basics of GST.
- To Study the Registration and Computation of GST.
- To Acquaint the Students with Filing of Returns.
- To understand the concepts of GST technology.
- To explore the knowledge relating to the penalties and offences relating to GST.

**UNIT -I :**

Overview of Goods and Service Tax-Introduction - Meaning of GST - IGST - Scope of GST - Present/Old Tax Structure V/S GST - GST In Other Countries- Existing Taxes Proposed to be Subsumed Under GST-Principles Adopted for Subsuming the Taxes-Dual GST-Benefits of GST-GST Council-GST Network (GSTN) And GST Regime-Integrated Goods and Services Tax Act- 2017- Title and Definitions- Administration.

**UNIT -II:**

Registration Under GST -Rules-Procedure of Registration- Exempted Goods And Services Under GST - Rates of GST– GST At 5 % - GST At 12 % - GST At 18 % - GST At 28% - Procedure Relating To Levy (CGST &SGST) -Various Schedules Related To Supply - Computation of Taxable Value and Tax Liability [CSGT &SGST] -Procedure Relating To Levy (IGST)

**UNIT –III:**

Input Tax Credit (ITC)- Eligibility and Conditions for Taking Input Tax Credit- Apportionment of ITC and Blocked Credit -Various Documents Under GST- Tax Invoice-Bill for Supply- Debit Note- Credit Note- Payment Voucher- Receipt Voucher- E-Way Bill- HSN Code and SAC Code - Simple Problems on Utilization Of Input Tax Credit

**UNIT-IV:**

Assessment and Administration of GST - Types of GST Returns- Types of Assessment &Assessment Procedures- Role and Functions of GST Council- Tax Authorities and Their Powers; Tax Deduction at Source &Tax Collection at Source- Refund of Tax-Offence and Penalties.

**UNIT- V:**

GST and technology -Introduction to GSTN – Power and Functions of GSTN – Design and Implementation Framework – Design &Implementation Framework GSTN. Goods And Service Tax Suvidha Provider (GSP) - Concept.

**Theory 80% Problems 20%**

## **UNIT VI      CURRENT CONTOURS (for continuous internal assessment only)**

### **REFERENCE BOOKS:**

1. V.S Datey – Taxman’s: GST
2. Madhykar N Hiregange: GST
3. GST – Law and Praticice, Dr. B.G Bhaskar and Manjunath
4. Mariyappa – GST
5. Step By Step Guide to GST – Compliances - Avinash Poddar
6. A Complete Guide ToGoods and Services Tax – Sanjiv Agarwal
7. GST Law Manual – R.K.Jain
8. Hand Book On GST- Pratik Shah
9. GST Handbook to students – CA Vivek KR Agarwal, 2022, Neelam Book House.
10. GST for laymen, CA Apeshika Solanki,2021, Bloomsbury India.

### **WEBSITE:**

1. <https://www.taxmann.com/academy/>
2. <https://gstcouncil.gov.in/>

### **COURSE OUTCOME:**

- The students will get a general understanding of the GST law in the country
- The students will provide an Insight into practical aspects of GST
- The students will equip themselves to become tax practitioners.
- The students will be able to calculate GST at different level.

\*\*\*\*\*