



**PONDICHERRY UNIVERSITY**  
**PUDUCHERRY**

**B.Com (Corporate Secretaryship)**

**DEGREE PROGRAMME**

**SEMESTER PATTERN**

**REVISED SYLLBI**

**WITH EFFECT FROM**

**ACADEMIC YEAR 2011 - 2012**

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# **PONDICHERY UNIVERSITY**

## **BACHELOR OF COMMERCE (CORPORATE SECRETARYSHIP )**

### **DEGREE COURSE**

### **REGULATIONS**

(WITH EFFECT FROM ACADEMIC YEAR 2011 – 2012)

#### **AIM OF THE COURSE:**

The B.Com (Corporate Secretaryship) Degree programme provides ample exposure to subjects from the fields of Commerce, Accountancy and Management. The course equips the students for entry level jobs in Industry, a key contributor to the economic development of the country.

#### **DURATION OF THE COURSE:**

The duration of the B.Com (Corporate Secretaryship) degree programme shall be for three academic years of six semesters.

#### **ELIGIBILITY FOR ADMISSION:**

Candidates for admission to the first year of the B.Com(Corporate Secretaryship) degree shall require to have passed the Higher Secondary Course examination (+2) of any board or equivalent recognized by the Pondicherry University.

#### **AGE LIMIT:**

The rules are as applicable to other Under Graduate courses as prevailing in Pondicherry University.

## **COURSE OF STUDY**

The course of study for B.Com (Corporate Secretaryship) Degree shall comprise of the following.

### **Part I - Language**

(Any one of the Part I languages under the option of the candidate for first year only) The syllabus and text books for the above said language papers are as prescribed by Pondicherry University from time to time.

### **Part II - English (for first year only)**

The syllabus and text books for the above said English papers are as prescribed by Pondicherry University from time to time.

### **Part III - Major and Allied subjects**

## **EXAMINATION**

There shall be examinations at the end of each semester i.e. November /April. A candidate who does not pass the examination in any subject(s) shall be permitted to appear in such failed subject(s) in the subsequent semester examinations. No candidate shall be permitted to register for a subsequent examination without having registered at the first appearance. Rules and regulations prevailing in the University in respect of other courses will be followed. The results of all the examinations will be communicated to the candidates through the Principals of the College.

### **SCHEME OF EXAMINATION:**

All the theory/practical examinations will be of three hours duration. The maximum marks for each subject shall be 100. Passing minimum for theory examinations is 40. For the Computer Application paper (Maximum 50 marks for theory and 50 marks for

practical), passing minimum shall be 20 marks each for theory and for practical components separately.

**EVALUATION:**

Theory/Practical examinations will be evaluated by Pondicherry University.

**ATTENDANCE:**

A candidate shall be permitted to appear for the examination in a subject of study only if

1. He/She secures not less than 75% attendance in the subject concerned.
2. He/She may be allowed to appear for the examination under condonation category not below 60% of attendance.

**CLASSIFICATION OF SUCCESSFUL CANDIDATES:**

1. Candidates who pass in all the examinations in all the 3 years and secures an aggregate of not less than 60% of the total marks in the University examinations shall be declared to have passed the examination for the degree in First Class.
2. Candidates who pass in all the examinations in all the 3 years and secures an aggregate of not less than 50% of the total marks in the University examinations shall be declared to have passed the examination for the degree in Second Class.
3. All other successful candidates who secure 40% to 49% shall declared to have passed the examination for the degree in Third Class.
4. For purpose of declaring a candidate to have qualified for the degree of B.Com in First Class/ Second Class / Third Class, marks obtained in Part III alone will be the criteria, provided he/she has secured the prescribed passing minimum in Part I and Part II.
5. The marks of Environmental Studies paper shall not be considered for classification under Part III.
6. There shall be no classification for Part I and Part II

**AWARD OF THE DEGREE:**

The candidate should have undergone the prescribed course of study for a period of not less than 3 years and passed the prescribed examination course of study for a period not less than 3 years and passed the prescribed examinations in all the papers / years. Further a candidate will get a maximum of six years only from the year of admission to pass all the papers.

**REVISION OF REGULATIONS AND CURRICULUM:**

The University may from time to time revise, amend and change the Regulations and Curriculum, if found necessary.

# PONDICHERY UNIVERSITY

## B.COM (CORPORATE SECRETARYSHIP) DEGREE COURSE

### CURRICULAM

(WITH EFFECT FROM ACADEMIC YEAR 2011 – 2012)

#### FIRST SEMESTER

Sl. No.	Paper		Lecture/ Practical Hrs/week	Exam Duration Hrs	Max. Marks
1	Foundation	English I	6	3	100
2	Foundation	Language I	6	3	100
3	Major I	Financial Accounting I	6	3	100
4	Major II	Business Management	6	3	100
5	Allied I	Business Economics	6	3	100

#### SECOND SEMESTER

Sl. No.	Paper		Lecture/ Practical Hrs/week	Exam Duration Hrs	Max. Marks
1	Foundation	English II	5	3	100
2	Foundation	Language II	5	3	100
3	Major III	Financial Accounting II	6	3	100
4	Major IV	Business Law	6	3	100
5	Allied II	Business Environment	5	3	100
6	Compulsory	Environmental Studies	3	3	100*

\*Marks not considered for classification

#### THIRD SEMESTER

Sl. No.	Paper		Lecture/ Practical Hrs/week	Exam Duration Hrs	Max. Marks
1	Major V	Corporate Accounting I	6	3	100
2	Major VI	Company Law	6	3	100
3	Major VII	Business Statistics	6	3	100
4	Major VIII	Cost Accounting	6	3	100
5	Major IX	Entrepreneurial Development	6	3	100

**FOURTH SEMESTER**

Sl. No.	Paper		Lecture/ Practical Hrs/week	Exam Duration Hrs	Max. Marks
1	Major X	Corporate Accounting II	6	3	100
2	Major XI	Business Communication	6	3	100
3	Major XII	Money and Financial System	6	3	100
4	Major XIII	Corporate Auditing **	6	3	100
5	Major XIV	Corporate Finance **	6	3	100

**FIFTH SEMESTER**

Sl. No.	Paper		Lecture/ Practical Hrs/week	Exam Duration Hrs	Max. Marks
1	Major XV	Income Tax I	6	3	100
2	Major XVI	Computer Applications in Business (Theory )	3	3	50
3	Major Practical	Computer Applications in Business (Practical)	3	3	50
4	Major XVII	Management Accounting I	6	3	100
5	Major XVIII	Secretarial Practice I **	6	3	100
6	Major XIX	Economic Legislation **	6	3	100

**SIXTH SEMESTER**

Sl. No.	Paper		Lecture/ Practical Hrs/week	Exam Duration Hrs	Max. Marks
1	Major XX	Income Tax II	6	3	100
2	Major XXI	Management Accounting II	6	3	100
3	Major XXII	Indirect Taxes	6	3	100
4	Major XXIII	Secretarial Practice II **	6	3	100
5	Project report	Industrial Training and project Report **	Practical training ( 2-3 weeks)	Project review and Viva- Voce	100

\* Not taken for aggregate marks

\*\* Specialisation papers in B.Com (Corporate secretaryship)

(All other papers are common for all B. Com degree Programmes)



# **PONDICHERRY UNIVERSITY**

## **B.COM (CORPORATE SECRETARYSHIP) DEGREE COURSE**

### **QUESTION PAPER PATTERN**

(WITH EFFECT FROM ACADEMIC YEAR 2011 – 2012)

#### **FOR ACCOUNTS PAPERS**

SECTION A: Answer any 5 out of 8 Questions (5 X 10 Marks = 50 Marks)

SECTION B: Answer any 2 out of 3 Questions (2 X 25 Marks = 50 marks)

#### **FOR OTHER PAPERS**

SECTION A: Answer all Questions (10 X 3 Marks = 30 Marks)

SECTION B: Answer any 5 out of 8 Questions (5 X 6 Marks = 30 Marks)

SECTION C: Answer any 2 out of 3 Questions (2 X 20 Marks = 40 Marks)

## SEMESTER I

### MAJOR I

## FINANCIAL ACCOUNTING – I

**OBJECTIVE :** To impart basic accounting knowledge as applicable to business

- UNIT I            Meaning and Scope of Accounting: Need, development, and definition of accounting; Book-keeping and accounting; Persons interested in accounting; Disclosures; Branches of accounting; Objectives of accounting. –
- UNIT II            Accounting Principles: International accounting standards (only outlines); Accounting Principles; Accounting standards in India
- UNIT III            Accounting Transaction: Accounting Cycle; Journal; Rules of debit and credit; Compound Journal entry; Opening entry; Relationship between journal and ledger; Rules regarding Posting; Trial balance; Sub division of journal, Sectional Balancing System: Self balancing system- Accounts of Non - Trading Institutions
- UNIT IV            Capital and Revenue: Classification of Income; Classification of expenditure; Classification of receipts. Accounting concept of income; accounting concepts and income measurement; expired cost And income measurement. Final accounts; manufacturing account; trading account; Profit and loss account; Balance Sheet; Adjustment entries. Rectification of errors; Classification of errors; Location of errors; Rectification of errors; Suspense account; Effect on profit .
- UNIT V            Depreciation Provisions, and Reserves; Concept of depreciation; Causes of depreciation; Depreciation, depletion, amortization, and dilapidation; depreciation accounting; Methods Of recording depreciation; Methods for providing depreciation; Depreciation of different assets; Depreciation of replacement cost; Depreciation policy; as per Accounting Standard; Depreciation accounting Provisions and reserves.

(Problems: 80%, Theory: 20%)

### Text Book

1. Shukla M.C Grewal S and Gupta S.C., Advanced Accounting,(2010) S. Chand & Co New Delhi

### Reference Books

1. Gupta, R.L. and Radhaswamy M., Financial Accounting, (2006) Sultan Chand Sons. New Delhi
2. Compendium of Statement and standards of Accounting: The Institute of Chartered Accountants, New Delhi.
3. Jawarhar Lal (2009) Advanced Accounts . Sultan Chand & Sons ,Delhi
4. T.P.Gosh (2006) Fundamentals of Accounting, Sultan Chand & Sons, Delhi
5. Maheswari, S.N & Maheshwary, S.K (2006) Fundamentals of Accounting, Viikas Publishing, New

## SEMESTER I

### MAJOR II

## **BUSINESS MANAGEMENT**

**OBJECTIVE:** To orient the students the management principles and techniques that could achieve business success

- UNIT I Introduction: Concept, nature process, and signification of management: Management roles (Mintzberg) An overview of functional areas of management; Development of management thought; Classical and neo-classical system; Contingency approaches.
- UNIT II Planning: Concept, process, and types, decision making – concept and process; Bounded Rationality; Management by objective; Corporate planning; Environment analysis and diagnosis Strategy formulation.
- UNIT III Organizing Concept, nature, process, and significance; Authority and responsibility Relationship Centralization and decentralization Departmentation - Organization Structure – forms and contingency factors
- UNIT IV Motivating and Leading People at Work: Motivation-concept; Theories-Maslow, Herzberg, McGregor, and Ouchi; Financial and non-financial incentives. Leadership - concept and leadership styles; leadership theories (Tannenbaum and Schmidt) Likert System Management - Communication – nature, process, networks, and barriers; Effective communication.
- UNIT V Management Control: concept and process; Effective control system; Techniques of Control - traditional and modern.

Text Books :

1. Koontz & Weirich (2007) Management, Tata McGraw Hill, New Delhi

### **Suggested Reading**

1. Drucker Peter. (1987), Practice of Management, Pan Books, London
2. Stoner and Wankel (1999)., Management Prentice Hall, New Delhi
3. Maslow Abraham., Motivation and Personality Harper & Row New York 1954.
4. Virmani, B.R.(2010) The Challenges of Indian Management, Response Books, New Delhi

## SEMESTER I

### ALLIED I

## **BUSINESS ECONOMICS**

**OBJECTIVE:** To relate economic theory with modern business practices

- UNIT I Introduction: Basic Problems of an Economy; Working of Price Mechanism. - Elasticity of Demand: Concept and Measurement of Elasticity of Demand; Price, Income and Cross Elasticities; Determinants of Elasticity of Demand; Importance of Elasticity of Demand.
- UNIT II Production Function: Law of Variable Proportions; Isoquants; Economic Region and Optimum Factor Combination; Expansion Path; Returns to Scale; Internal and External Economies and Diseconomies; Ridge Lines.
- UNIT III Theory of Costs: Short-run and Long-run Cost Curves – Traditional and Modern Approaches – Average revenue and marginal revenue.
- UNIT IV Market Structures: Characteristics of Different Market Structures, Price Determination under Perfect Competition, Monopoly, Monopolistic Competition and Oligopoly; Kinked demand curve.
- UNIT V Factor Pricing: Marginal Productivity theory of Distribution; Marginal Productivity Theory of Wage; Ricardian Theory of Rent, Modern Theory of Rent; Liquidity Preference Theory of Interest, Modern Theory of Interest; Innovative Theory of Profit, Uncertainty Bearing Theory of Profit.

### **Text Books**

1. Varshney, R.L & Maheswari, K.L (2004) Managerial Economics, Sultan Chand, New Delhi

### **Reference Books**

1. Dholakia, R.H & Oza, A.L (2004) Micro Economics for Management, Oxford University Press, New Delhi
2. Ahuja, H.L., *Business Economics*(2008) S. Chand & Co., New Delhi.
3. Nelli & Parker(2009) *The Essence of Business Economics*, Prentice Hall, New Delhi.
4. Dwivedi, D.N (2001) Managerial economics, Vikas, New Delhi
5. Y.K.Bhusan, (2010) Indian economy, Sultan Chand & Co, New Delhi

## SEMESTER II

### MAJOR III

## FINANCIAL ACCOUNTING – II

**OBJECTIVE :** To impart basic accounting knowledge as applicable to business

- UNIT I            Consignment Accounts: Important terms; Accounting records; Valuation of unsold stock; Conversion of consignment into branch.
- UNIT II            Joint Venture Accounts: Meaning of joint venture; joint venture and partnership; Accounting Records. Accounting Dependent branch Debtors systems stock and debtor system Final accounts Systems Wholesale branch; independent branch; foreign branch;
- UNIT III            Hire – Purchase and instalment purchase system, Meaning of hire-purchase contract, legal Provision regarding hire – purchase contract; Accounting records for goods of substantial sale Value and accounting records for goods of small values, Instalment purchase system After sales service.
- UNIT IV            Partnership Accounts: Essential characteristics of partnership; partnership deed, Final account Adjustments after closing the accounts; Fixed and fluctuating capital, Treatment of Goodwill, Change in profit sharing Ratio.
- UNIT V            Reconstitution of a partnership firm – Admission of a partner; Retirement of a partner, Death of partner; Dissolution of Partnership firm - gradual realization of assets and piecemeal distribution

(Problems: 80%, Theory: 20%)

### Text Book

2. Shukla M.C Grewal S and Gupta S.C., Advanced Accounting,(2010) S. Chand & Co New Delhi

### Reference Books

6. Gupta, R.L. and Radhaswamy M., Financial Accounting, (2006) Sultan Chand Sons. New Delhi
7. Compendium of Statement and standards of Accounting: The Institute of Chartered Accountants, New Delhi.
8. Jawarhar Lal (2009) Advanced Accounts . Sultan Chand & Sons ,Delhi
9. T.P.Gosh (2006) Fundamentals of Accounting, Sultan Chand & Sons, Delhi
10. Maheswari, S.N & Maheshwary, S.K (2006) Fundamentals of Accounting, Viikas Publishing, New Delhi

**SEMESTER II**  
**MAJOR IV**  
**BUSINESS LAW**

**OBJECTIVE :** To acquaint the learners with the fundamental principles of business laws.

- UNIT I Law of Contract (1872): Nature of contract; classification; Offer and Acceptance; Capacities of Parties to contract; Free consents; Consideration, Legality of object; Agreement declared void. -Performance of contract; Discharge of contract; Remedies for breach of contract
- UNIT II Special contracts: Indemnity and guarantee, Contract of Agency.
- UNIT III Sale of Goods Act 1930: Formation of Contracts of sale - goods and their classification; price - conditions and warranties – transfer of property in goods – performance of the contract of sale - Unpaid seller and his Rights – sale by auction – hire purchase agreement.
- UNIT IV Negotiable Instruments Act 1881: Definition of Negotiable Instruments – features – Promissory note; Bill of Exchange & cheque; Holder and holder in the due course; Crossing of a cheque, types of crossing; Negotiation; Dishonour and discharge of Negotiable Instrument.
- UNIT V Consumers Protection Act: Salient Features – Definition of consumers – Grievance Redressal Machinery

**Text Book**

1.D. Kapoor, *Business Law*, Sultan Chand & Sons, 2008.

**Reference Books**

1. S.S. Gulshan, *Mercantile Law*, Excel Books, 2001.
2. M.C.Kuchhal, *Mercantile Law*, Vikas Publishing Pvt. Ltd., 2009.
3. P.R.Chadha, *Business Law*, 2/e, Galgotia Publishing, 2007.
4. S.K.Aggarwal, *Business Law*, Galgotia Publishing Company, 2007.
5. S.N.Maheshwari & Maheshwari, *Business Regulatory Framework*, Himalaya Publishing House.2010

## SEMESTER II

### ALLIED II

## **BUSINESS ENVIRONMENT**

**OBJECTIVE :** To realize the importance of micro and macro environment of business decisions

- UNIT I Indian Business Environment: Concept, components, and importance- Indian economy ; features of mixed economy- major problems in Indian economy – poverty, inequalities, unemployment and population.
- UNIT II Economic Environment: Business and economic environment – Economic Systems – Economic parameters and their impact on business – five year planning – Economic reforms – Liberalisation; Privatisation; Globalisation – Impact on LPG on different sectors, Foreign Investments – MNCs.
- UNIT III Industrial and Technological Environment: Business Environment and IPRS – Industrial Licensing – Anti-social Trends and practices – Regulation Monopoly and Restrictive Trade Practices.
- UNIT IV Social and Political Environment: Political Environment – Government and business relationship in India – Provision of Indian constitution pertaining to business – Social responsibility of business – Business and society – Ethical issues and value in business – corporate social policies, issues and challenges.
- UNIT V International Environment: International trading environment (overview): Trends in World trade and the problems of developing countries; Foreign trade and economic growth; International economic groupings; International economic institutions – GATT, WTO, UNCTAD, World Bank IMF. GST GSTP, Counter Trade.

### **Text Books**

1. Francis Cherunilam, Business Environment, Himalaya Publishing House, New Delhi, (2008)

### **Reference Books**

1. Rudder Dutt and Sundaram, K.P.M (2007) Indian Economy, S.Chand & Co.,New Delhi
2. Michael. V.P, Business Policy and Environment, (2009) S. Chand & Co, New Delhi.
3. Raj Agarwal, Business Environment, Excel Books, New Delhi,(2004).
4. Mishra, S.K. & Puri, V.K, Economic Environment of Business, Himalaya Publishing House, New Delhi(2009)

## SEMESTER III

## MAJOR V

### CORPORATE ACCOUNTING – I

**OBJECTIVE :** To enable the students an understanding of accounting treatments

on various corporate firms in the modern day context

- UNIT I Issue of shares: Par, Premium and Discount - Forfeiture - Reissue – Surrender of Shares – Right Issue – Underwriting - Redemption of Preference Shares - Debentures – Issue – Redemption
- UNIT II Final Accounts of Companies - Calculation of Managerial Remuneration, Disposal of Profit.
- UNIT III Valuation of Goodwill– Need – Methods of valuation of Goodwill
- UNIT IV Valuation of Shares – Need – Methods of valuation of Shares
- UNIT V Liquidation of Companies - Statement of Affairs - Deficiency Account

(Problems - 80% , Theory - 20%)

#### Text Book

1. Shukla M.C., Grewal T.S. & Gupta S.L.(2010), “Advanced Accountancy”, S. Chand & Co., New Delhi

#### Reference Books

1. S.P. Jain & K.L. Narang, (2008)“Advanced Accounting”, Kalyani Publications, New Delhi.
2. Gupta R.L. & Radhaswamy M. (2009)”Corporate Accounts “, Theory Method and Application-13th Revised Edition 2006, Sultan Chand & Co., New Delhi.
3. M.A. Arulanandam, and K.S. Raman,(2007) “Advanced Accountancy, Part-I”, Himalaya Publications, New Delhi.2003.
4. Gupta R.L. & Radhaswamy M. (2009),”Corporate Accounts “, Theory Method and Application-13th Revised Edition 2006, Sultan Chand & Co., New Delhi.
5. Reddy & Murthy, (2010) “Corporate Accounting”, Margham Publications, Chennai, 2006

## SEMESTER III

### MAJOR VI



## COMPANY LAW

**OBJECTIVE :** To acquaint the learners with the fundamental principles of company law.

UNIT I	Corporate Personality - kinds of companies - Promotion and incorporation of companies - Memorandum of Association; and Articles of Association; prospectus
UNIT II	Shares; share capital; Members; share Capital,-transfer and transmission
UNIT III	Capital management – borrowing powers, mortgages and shares, debentures
UNIT IV	Directors – Managing Director, Whole time director; Company meetings – kinds - quorum, voting, resolutions, minutes
UNIT V	Winding up – kinds and conduct

### Text Book

1. Kappor N.D., (2009) Company Law – Incorporating the Provisions of the Companies Amendment Act, 2000 Sullen Chand & Sons, New Delhi

### Reference Books

1. Ramaiya A.,(2005) Guide to the Companies Act; Wadhawa & Co Nagpur.
2. Singh Avatar., (2005) Company Law Easter Book Co Luchnow.
3. Kuchhal M.C., (2006) Modern India Company Law Shri Mahavir Books Nolda
4. Kappor N.D., (2009) Company Law – Incorporating the Provisions of the Companies Amendment Act, 2000 Sullen Chand & Sons, New Delhi
5. Bagrial A.K.,. (2002) Company Law; Vikas Publishing House New Delhi

**MAJOR VII**  
**BUSINESS STATISTICS**

**OBJECTIVE :** To provide a theoretical appreciation and use of the science of statistics to make better business decisions

- UNIT I Introduction – Statistics as a subject – Descriptive statistics – compared to Inferential Statistics – Types of data – Summation operation - Rule of Sigma operations.
- UNIT II Construction of a frequency distribution – Measures of Central Tendency and dispersion and their measures - Measures of relation - correlation and regression
- UNIT III Analysis of Time Series: Cause of variation in time series data – Components of a time series - Decomposition – Additive and multiplicative models – Determination of trend – Moving averages methods and method of least squares (including linear, second degree, Parabolic and exponential trend) – Computational of seasonal, indices by simple average, Ratio – trend, ratio –to –moving average and link relative methods.
- UNIT IV Index Number – Meaning, Types and uses Methods of Construction price and quantity Indices (Simple and aggregate): Tests of adequacy; Chain – basis index number base shifting, splicing, and deflating problems in constructing index numbers; Consumer price index
- UNIT V Theory of Probability and Theoretical Distribution: Definition of Probability – Importance – Calculation – Theorems – Theoretical distribution, Binomial, Poisson and Normal.

(Problems: 80%, Theory:20%)

**Text Books**

1. S.P.Gupta, (2008) Statistical methods, Sultan Chand & Co, New Delhi

**Reference Books**

1. Hooda, R.P., (2003) Statistics for Business and Economics; Macmillan, New Delhi
2. Lewin and Rubin.(2002), Statistics for Management, Prentice Hall of India New Delhi
3. Arora & Arora,(2008) Statistics for Management, S.Chand & Co, New Delhi
4. C.R.Kothari (2009) Quantitative Technique, Vikas, New Delhi

**SEMESTER III**

## MAJOR VIII

### COST ACCOUNTING

**OBJECTIVE :** To enable the students to take decisions using costing techniques

- UNIT I Cost Accounting: Introduction – meaning of cost, costing and cost accounting – comparison between financial accounts and cost accounts – application of cost accounting – designing and installing a cost accounting system – cost concepts and classification of costs – cost unit – cost center – elements of cost – preparation of cost sheet – tenders and quotations – problems.- Reconciliation of Cost and Financial Accounts: Need for reconciliation – Reasons for difference in profits – Problems on preparation of Reconciliation statements including Memorandum Reconciliation account.
- UNIT II Material Costing: Classification of materials – Material Control – Purchasing procedure – store keeping – techniques of Inventory control – Setting of stock levels – EOQ – Methods of pricing materials issues – LIFO – FIFO – Weighted Average Method – Simple Average Method – Problems.
- UNIT III Labour Costing: Control of labour cost – Labour Turnover- Causes and effects of labour turnover – Meaning of Time and Motion Study, Merit Rating, Job Analysis, Time keeping and time booking – idle time, causes and treatment – overtime – methods of wage payment – Time rate and Piece Rate – Incentive Schemes – Halsey Premium Plan – Rowan Bonus Plan – Taylor’s and Merrick’s differential piece rate systems – Problems.
- UNIT IV Overhead Costing: Definition – Classification of overheads – Procedure for accounting and control of overheads – Allocation of overheads – Apportionment of overheads – Apportionment of Service department costs to production departments – Repeated Distribution method – Simultaneous equation method – absorption of OH’s – Methods of Absorption – Percentage of direct material cost – Direct Labour Cost – Prime Cost, Direct Labour hour rate and Machine Hour Rate – Problems.
- UNIT V Costing Methods: Introduction – Job Costing – Batch Costing – Contract Costing – Transport Costing – Process Costing – Principles – distinction between Process and Job – Preparation of Process Accounts – treatment of normal loss – abnormal loss – abnormal gain – Joint and By-products – apportionment of joint.

(Problems: 80%, Theory 20%)

#### **Text Book**

1. Jawahar Lal (2008) Cost accounting, Tata McGraw Hill,

#### **Reference Books**

1. Nigam & Jai (2000): Cost Accounting, Principles and Practices, Prentice Hall of India Publishers
2. Blocher, I., Lin, (2003) Cost Management : A Managerial Emphasis, Pearson education, Mumbai
3. S.N.Maheshwari (2008) Cost Accounting, Vikas Publishing House, New Delhi
4. Jain , S.P. and K.L. Narang, (2007)“*Cost Accounting: Principles and Methods*”,
5. Iyengar, S.P., (2010)“*Cost Accounting*”, Sultan Chand & Sons, New Delhi

## SEMESTER III

### MAJOR IX

## ENTREPRENEURIAL DEVELOPMENT

**OBJECTIVE :** To offer the students a conceptual and applied knowledge about entrepreneurship

- UNIT I Concepts of Entrepreneurship - Entrepreneur and Enterprise - Meaning - Definition - Characteristics - functions - Role of Entrepreneurs in the economic development classification of Entrepreneurs - factors affecting Entrepreneurial growth - Entrepreneurship development – Programs small Entrepreneurs development. Self employment schemes – Government policies on Entrepreneurial Development. - Entrepreneurial Behaviour: Innovation and entrepreneur – entrepreneurial behaviour and Psycho – Theories Social Responsibilities.
- UNIT II Source of ideas - preliminary evaluation and testing of ideas - project identification – demand based industries and resource based industries - import substitution and expert oriented items - project formulation and feasibility study.
- UNIT III Project appraisal - technical - Commercial appraisal - information required - demand forecasting - sources of market information - financial appraisal - capital cost of project - sources of finance - financial problems.
- UNIT IV Licensing procedure - procedures to start an industrial unit - financial and other assistance SMEs.
- UNIT V Incentives as subsidies of state and central governments - Aims - backward areas - Industrial estates - DIC's - role of financial institutions in the Entrepreneurial growth - project financing - sources of finance - IDBI, IFCI, ICICI and IRCI - Role of promotional and consultancy organizations of State and Central Govt.

### Text Book

1. Desai, Vasant, (2009) Entrepreneurial Development, Vol. I, Himalaya Publishing House, New Delhi,

### Reference Books

1. Hisrich. R.D & Peter, M.P, (2008) Entrepreneurship, Tata Mc Graw Hill, New Delhi.
2. Awasthi, D & Sebastian. (2005)J, Evaluation of Entrepreneurship Progress, Sage Publications, New Delhi.
3. Jain, G. Raj & Gupta, D. (2008), New Initiatives in Entrepreneurship Education and Training, EDII, Ahmedabad.
4. Kao, John J., “*The Entrepreneurial Organization*”, Englewood Cliffs, New Jersey: Prentice-Hall, (2001)
5. Panda, Shiba Charan.,(2009) “*Entrepreneurship Development*”, New Delhi, Anmol Publications. (Latest Editions)

## MAJOR X

### CORPORATE ACCOUNTING – II

**OBJECTIVE :** To enable the students an understanding of accounting treatments

on various corporate firms in the modern day context

UNIT I Accounting for Mergers and Amalgamation - Absorption and External Reconstruction

UNIT II Internal Reconstruction – Capital Reduction - Holding Company Accounts - Consolidation of Balance Sheets with treatment of Mutual Owings, Contingent Liability, Unrealized Profit, Revaluation of Assets, Bonus issue and payment of dividend (Inter Company Holdings excluded).

UNIT-III Banking Company Accounts - Preparation of Profit and Loss Account and Balance Sheet (New format only) - Rebate on Bills Discounted - Classification of Advances - Classification of Investments.

UNIT-IV Insurance Company accounts: General Insurance and Life Insurance

UNIT-V Introduction of International Financial Reporting Standards (IFRS): Salient Features.

(Problems - 80%, Theory - 20%)

#### Text Book

2. Shukla M.C., Grewal T.S. & Gupta S.L.(2010), “Advanced Accountancy”, S. Chand & Co., New Delhi

#### Reference Books

6. S.P. Jain & K.L. Narang, (2008)“Advanced Accounting”, Kalyani Publications, New Delhi.
7. Gupta R.L. & Radhaswamy M. (2009)”Corporate Accounts “, Theory Method and Application-13th Revised Edition 2006, Sultan Chand & Co., New Delhi.
8. M.A. Arulanandam, and K.S. Raman,(2007) “Advanced Accountancy, Part-I”, Himalaya Publications, New Delhi.2003.
9. Gupta R.L. & Radhaswamy M. (2009),”Corporate Accounts “, Theory Method and Application-13th Revised Edition 2006, Sultan Chand & Co., New Delhi.
10. Reddy & Murthy, (2010) “Corporate Accounting”, Margham Publications, Chennai, 2006

## SEMESTER IV

### MAJOR XI

## **BUSINESS COMMUNICATION**

**OBJECTIVE :** To develop effective business communication skills among the students

- UNIT I Introduction to communication: Meaning and Definitions – Need – Objective and Principles – Communication Media – Types of Communication Process – Interpersonal and Business Communication – Characteristics – Verbal and Non Verbal Communication – Barriers to Communication.
- UNIT II Business Letters: Meaning, Need, Functions and kinds of Business letters – Essentials of an effective Business Letter – Layout – Appearance – Size – Style – Form and punctuation – Routine request letters – Responses to letters – Refusal letters – Claims letters – Collection letters.
- UNIT III Letters of Inquiries, Quotations and Offers: Letters of Inquiry – Opening and Closing sentences in letters of Inquiry – Quotations – Specimen – Voluntary offers and Quotations – Sentences regarding Offers and Quotations – Specimen – Placing an Order, Specimen – Cancellation, Acknowledgement, Refusal and execution of Order.
- UNIT IV Circular, Sales and Bank Correspondence: Meaning of Circular letters – Objectives – Situations that need Circular letters – Specimen, Meaning of Sales letters – Objectives – Advantages – Three P’s Functions, Bank Correspondence, Meaning – Correspondence with Customers, Head Office and with other Banks.
- UNIT V Report writing and Spoken Communication: Meaning of a Report- Importance- Oral and Written Reports – Types of Business Reports – Characteristics of Good Report – Preparing a Report – Organization of a Report – Spoken Communication – The Telephone – the public Addressing System – Word processor – Telex, Fax, Email – Teleconferences.

### **Text Books**

Rajendra Pal Korahill, (2009)“Essentials of Business Communication”, Sultan Chand & Sons, New Delhi, 2006.

### **Reference Books**

1. Effective Business Communication – Kaul (2007) Prentice Hall, New Delhi
2. Ramesh, MS, & C. C Pattanshetti, (2007)“Business Communication”, R.Chand&Co, New Delhi, 2003.
3. Rodriquez M V, “Effective Business Communication Concept” Vikas Publishing Company ,(2003)
4. Munter Mary (2002) , Effective Business Communication, PHI, New Delhi

SEMESTER IV

MAJOR XII

## **MONEY AND FINANCIAL SYSTEM**

**OBJECTIVE :** To expose the students to the working of money and financial system prevailing in India

- UNIT I Money: Functions; Alternative measures to money supply in India – their different Components; Meaning and changing relative importance of each; High powered money Meaning and uses; Sources of changes in high powered money.
- UNIT II Finance: Role of finance in an economy; kinds of finance; Financial System; Companies Financial intermediaries; Markets and instruments, and their functions.
- UNIT III Indian Banking System: Definition of bank; Commercial banks-importance and functions; Structure of commercial banking-importance and Meaning and importance of main liabilities And assets; Regional rural banks; Co-operative banking in India.
- UNIT IV Process of Credit Creation By Bank: Credit creation process; Determination of money supply and total bank credit; Interest Rates: Various rates in India (viz., bond rate, bill rate, deposit rates etc.) – impact of inflation and inflationary expectations.
- UNIT V The Reserve Bank of India Functions Instruments of monetary and credit control; Main features of monetary policy since independence.-Development Bank and Other Non-Banking Financial Institutions: Their main features; Unregulated credit markets in India – main feature.

### **Text Books**

Gupta S.B. (2008) Monetary Planning of India S.Chand, New Delhi.

### **Reference books**

1. Khan M.Y (2009) India Financial System – Theory and Practice; Tata McGraw Hill New Delhi.
2. Modern Money & Banking, (1999) Roger Miller, McGraw Hill New Delhi
3. Banking Commission: Reports(s)
4. Reserve Bank of India Bulletins

**SEMESTER IV**

**MAJOR XIII**

## **CORPORATE AUDITING**

**OBJECTIVE :** To impart knowledge about the principles and methods of auditing and their applications

- UNIT I Introduction Meaning and objectives of auditing Types of audit Internal audit - Internal Check Systems Internal Control
- UNIT II Audit Process: Audit Programme; Audit and books; working papers and evidences, Consideration of commencing and audit; routine checking and test checking.
- UNIT III Audit Procedure: Vouching Verification of assets and liabilities
- UNIT IV Audit to limited Companies:
- Company auditor-Appointment, powers, duties, and liabilities.
  - Divisible profits and dividend
  - Auditor's report-standard reports and qualified report.
  - Special audit of banking companies.
  - Audit of insurance companies
- UNIT V Investigations; Audit of non profit companies,
- ii. Where fraud is suspected, and
  - iii. When a running a business is proposed

### **Text books**

Tandon B.N., (2009) Principles of Auditing S. Chand & Co., New Delhi

### **Reference Books**

1. Gupta Kamal.,(2005) Contemporary Auditing; Tata McGraw-Hill New Delhi
2. Pagare Dinkar., (2010) Principles and Practice of Auditing; Sultan Chand New Delhi.
3. Sharma T.R.(2008) Auditing Principles and Problem; Sahitya Bhawan, Agra.

**SEMESTER IV**

**MAJOR XIV**



## CORPORATE FINANCE

**OBJECTIVE :** To help students understand the conceptual framework of financial management

- Unit 1: Basics of Financial Management- Finance function – Meaning and significance - Goals of financial management – Factors affecting financial decisions.
- Unit II : Capital Structure : Meaning – Factors affecting capital structure – Capital Structure theories : Traditional and M.M hypotheses- with taxes and without taxes; determining capital structure in practice - **Leverages: Measurement of leverage; Meaning and types – Operating leverage, Financial leverage and Combined leverage**
- Unit III: Cost of Capital : Meaning and significance of cost of capital – Computation of cost of capital : cost of debt, preference equity capital and retained earnings – Weighted Average Cost of Capital – Marginal Cost of Capital
- Unit IV: Capital Budgeting : Meaning and Significance – Capital Budgeting Process – Various Project Appraisal techniques : Average Rate of Return; Pay Back Period; DCF Methods –NPV- IRR and Profitability Index; Merits and demerits of appraisal methods; Selection Process under Capital Rationing
- Unit V: Dividend Policy – Factors affecting Dividend Policy – Dividend Pay out Methods – Dividend Theories – Walter’s models, Gordon’s models and MM theory.

### Text Books

1. Khan, M.Y. & Jain, P.K (2008) Financial Management Tata McGraw Hill, N Delhi,

### Reference Books

1. M Ravi Kishore, Financial Management, Taxman Publication New Delhi.
3. Chandra, Prasana: Financial Management (Tata McGraw Hill, N. Delhi,)
4. J . C Vanhorma, FinancialManagement And Policy, TataMac graw Hill.
5. I. M. Pandey , FinancialManagement, Vikas Publication New Delhi.

## MAJOR XV

### INCOME TAX – I

**OBJECTIVE :** To enable the students in familiarizing the income tax provisions

and to compute tax liability.

- UNIT I Basic concepts: Income, agricultural income, casual income, assessment year, previous year, Gross total income, person: Tax evasion, Avoidances and tax planning.  
- Bases of Charge: Scope of total income residential status and tax liability, income which does not form part of total income.
- UNIT II Income from Salaries – Definition- features – composition of salary income – treatment of P.F – Allowances – perquisites – rent free accommodation – treatment of other items in salary – deductions – tax rebate -
- UNIT III Income from house Property – computation of annual value – deductions from house property – comprehensive problems ; self occupied houses –house deemed to be let out – house let out and self occupied – letout house property.
- UNIT IV Profits and gains of business including provision relating to specific business – computation of business income from adjustment – computation of business income from profit and losses - computation of income from legal, medical and accounting profession
- UNIT V Capital gains – computation of all kinds of capital gains – exemption of tax on capital gains - Income chargeable under the head Income from other Sources

(Problems: 60%, Theory: 40%)

#### Text book

Singhanai V.K., Students' Guide to Income Tax; Taxmann, Delhi.\*

#### Reference Books

1. Prasad, Bhagwathi., Income Tax Law & Practice; Wiley Publication New Delhi.
2. Mehrotra H.C., Income Tax Law & Accounts, Sahitya Bhawan, Agra.
3. Dinker Pagare., Income Tax Law and Practice; Sultan Chand & Sons, New Delhi.
4. Girish Ahuja and Ravi Gupta., Systematic approach to income Tax; Sahitya Bhawan Publications, New Delhi.
5. Chandra Mahesh and Shukla D.C., Income Tax Law and practice; Pragati Publications, New Delhi.

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- Since Finance Act is passed every year, the latest books are to be followed

## SEMESTER V

## MAJOR XVI

### COMPUTER APPLICATIONS IN BUSINESS

**OBJECTIVE :** The paper will primarily provide an exposure to the use of office automation software and accounting package software in making business decisions.

- UNIT I Introduction to Computer Concepts – Elements of computer – Characteristics of a Computer – Classification of Computers – Basic Computer Architecture – Input-output Devices - Software Concepts: Types of software – Software: its nature and qualities - Windows Operating System Functions.
- UNIT II Applications of MS Office- Applications of MS Word in Business Correspondence: letters, tables, mail merge, labels.
- UNIT III Applications of MS Excel: Graphs and Charts – Calculation of various financial functions - Ms Access: Tables and Queries.
- UNIT IV Applications of MS Power Point: Introduction – Toolbar, their Icons and Commands – Navigating in Power point - Creation of slides, animation, and templates - Designing Presentations – Slide show controls.
- UNIT V Applications of Accounting Software Tally (Ver. 7.2): Characteristics of the Software – Creation of a Company – Accounts Information – Creation of Ledgers – Vouchers – P & L a/c – Balance Sheet – Inventory Handling –Creation of Stock Groups – Creation of Stock Categories – Creation of Stock Items – Accounts of Banking and Departmental Accounting.

(Theory – 50% and Practical – 50%)

#### Text Book

1. Rajagopalan, SP. (2010) *Computer Application in Business*, Vikas Publishing House, New Delhi.

#### Reference Books

1. Deepak Bharihoke. (2008)*Fundamentals of IT*, Excel Books, New Delhi.
2. Dhiraj Sharma, (2008) *Foundation of IT*, Excel Books, New Delhi.
3. Bhatnagar. S.C, and K.V. Ramani,(2007) *Computers and Information Management*, Prentice Hall of India, New Delhi.
4. Martin. (2010) *Principles of Data Base Management*, Prentice Hall of India, New Delhi.
5. Sulochana, M, Kameswara Rao, K and R. Kishore Kumar, (2009)*Accounting Systems*, Kalyani Publishers, Hyderabad.
6. Parameswaran, R. (2010)*Computer Application in Business*, S.Chand & Co, New Delhi.

**Note: Minimum Pass Marks for each Theory and Practical is 20 Marks separately.**

## SEMESTER V

**MAJOR XVI – PRACTICAL**  
**COMPUTER APPLICATIONS IN BUSINESS**  
**LIST OF PRACTICALS**

Windows OS

Practice in Settings and search options

MS-Word

Formatting – Text Documents

Table Manipulation

Sorting – Table of contents

Developing a letter and a resume

Practice of mail-merge option

MS-Excel

Formatting – Features

Functions

Chart features

MS-Access

Creation of tables

Manipulating queries

MS-Power Point

Organizational structure using slides

Graphical representation

Tally Programs

Voucher & Invoice

Stock summary

Final Accounts

## MAJOR XVII

### MANAGEMENT ACCOUNTING – I

**OBJECTIVE :** To analyze and interpret financial statements from the point of view  
of managers and outsiders

- UNIT I Management Accounting: Meaning, nature, scope, and functions, of management accounting, Role of management accounting in decision making; management accounting Vs financial Accounting, Tools and techniques of management accounting.
- UNIT II Financial Statement: Meaning and types of financial statement; Limitations of financial Statements analysis; Comparative Statement Analysis.
- UNIT III Ratio analysis; Classification of ratios – Profitability ratios, turnover ratios, Advantages of ratio analysis, Limitations of accounting ratios
- UNIT IV Funds Flow Statement as per Indian Accounting Standard 3- need - objectives – sources and utility of funds – preparation of fund flow statement
- UNIT V Cash flow statement. - - need - objectives – classification – calculation of cashflow.

(Problems: 80%, Theory: 20%)

#### Text Book

1. Lal, Jawahar., (2009) “*Advanced Management Accounting Text and Cases*”, S. Chand & Co., New Delhi

#### Reference Books

1. Horngreen, Charles T., Gary L. Sundem,(2005) “*Introduction to Management Accounting*”, Prentice Hall., Delhi
- 2.. Garrison H., Ray and Eric W. Noreen , (2004) “*Managerial Accounting*” McGraw Hill., Delhi.
- 3... Khan, M.Y., and P.K. Jain, (2009) “*Management Accounting*”, Tata McGraw Hill,Publishing Co., New Delhiew Delhi.

## MAJOR XVIII

### COMPANY SECRETARIAL PRACTICE - I

**OBJECTIVE :** To provide basic knowledge with regard to the procedural aspects of implementing company law in the corporate governess

UNIT-I. Incorporations and Conversions of Companies Procedure for incorporation of private/public limited companies, companies limited by guarantee and unlimited companies and their conversions/reconversions; commencement of business; issue of certificates of incorporation and commencement of business; specimen resolutions- duties of secretaries ; other problems at the promotion stages ; industrial license

UNIT-II. Alterations, Changes and Modifications Procedure followed by the secretary for alterations in Memorandum and Articles of Association of a company i.e. change of name, objects, situation of registered office, share capital, articles of the company; specimen resolutions therefor.

UNIT-III Allotment/Change in Share Capital and Transfer and Transmission  
Procedure for allotment, consolidation/sub-division of shares, conversion of shares into stock/warrants, cancellation of shares, transfer/ transmission of shares, dematerialisation of shares, issue of share certificates/share warrant, forfeiture of shares; checklists and specimen resolutions.

UNIT-IV Appointments, Removal and Other Changes Procedures for appointment, reappointment, removal and varying terms of appointment, fixation/revisions of remuneration of directors including managing and whole-time directors, managers, company secretary, compliance officer, secretary in whole-time practice, auditors, cost auditors, sole selling agents; specimen resolutions.

UNIT-V. Membership in a Company: Procedure for induction of members, expulsion of a member, variation of members' rights; procedure for making application to the Court/Company Law Board; specimen resolutions.

#### Text Book

1. N.D.Kapoor, (2009) Company Law & Secretarial Practice, Sultan chand, New Delhi

#### Reference Books

1. P.K. Ghose & V.Balachander,(2008) Company Law & Secretarial Practice
2. A.Ramaiya, (2007)Guide to Companies Act, Wadhwa & Co., Nagpur
3. Manual of Companies Act, Corporate Laws and SEBI Guidelines : Bharat Law House, New Delhi
4. Dr.P.N.Reddy and H.R.Appanaiah(2007): Essentials of Company Law and Secretarial Practice, Himalaya Publications

## SEMESTER V

## MAJOR XIX

### ECONOMIC LEGISLATION

**OBJECTIVE :** To provide a brief idea about the framework of various economic legislations

- UNIT – I : Trade, Competition and Consumer Protection-Concept of competition, development of competition law - Competition Act, 2002 – anti competitive agreements, abuse of dominant position, combination, regulation of combinations, Competition-Commission of India ; Appearance before Commission, compliance of Competition Law- Consumer Protection Act, 1986- genesis of the law ; objects ; rights of consumers ; nature and scope of remedies ; appearance before Consumer Dispute Redressal Forums.
- UNIT – II : Essential Commodities and Standards of Weights and Measure- Objects ; powers of Central Government, seizure and confiscation of essential commodities summary trial ; Standards of Weights and Measures Act, 1976.
- UNIT – III : Management of Foreign Exchange Transactions - Objectives and definitions under FEMA ; current account transactions, capital account transactions, foreign direct investment in India and abroad, acquisition and transfer of immovable property ; Establishment in India of branch, office etc ; Export of goods and services ; Realisation and repatriation of foreign exchange, authorised person, penalties and enforcement. Foreign contributions and hospitality ; exemptions, powers of Central Government, adjudication and appeal, offences and penalties.
- UNIT – IV : Intellectual property ; Kinds, meaning of intellectual property; concept of pattern; Trade Mark; right, design, patent law & Enforcement Trade Mark Law & Enforcement ; copy right law & enforcement
- UNIT – V : Securities and Exchange Board of India Act,1992- powers and functions-disclosure by companies-power to issue directions- collective investment scheme- penalties- adjudication-procedure for appeal to the tribunal- power of the central government-offences and punishment – power to make rules and regulations- SEBI annual report – adjudication- Securities Appellant Tribunal (Procedures) Rule, 2000

#### Text Book

Aswathapa,K (2008) Legal environment of Business, Himalya, Delhi

#### Reference Books

1. The Competition Act, 2002 (along with Statement of Objects & Reasons) and the notifications issued by the Central Govt
2. Bhandari,M.L (2009) Guide to company Law Procedures, Jan Book agency, New Delhi
3. SEBI Act, 1992- Nabbi Pablication, New DELHI
4. Bare Act of SEBI, IDRA,ECA, Intellectual Property Law

## SEMESTER VI

**MAJOR XX**  
**INCOME TAX – II**

**OBJECTIVE :** To enable the students in familiarizing the income tax provisions

and to compute tax liability

- UNIT I            Computation of Tax Liability: Computation of total income and tax liability of an individual, H.U.F and firm.
- UNIT II            Aggregation of income; Set-off and carry forward of losses; Deduction from Gross total income
- UNIT III           Tax Management: Tax deduction at source; Advance payment of tax; Assessment Procedure; Tax planning for individuals.
- UNIT IV           Income Tax Authorities: Powers and Functions of Income Tax Officer, Central Board of Direct Taxes, Commissioner of Income Tax – Types of Assessments and Rectification of Mistakes – Recovery of Tax and Refunds.
- UNIT V            Appeals and revision – procedure in appeal – powers of commissioner (Appeal) – appeal to Appellate Tribunal – reference to high court- appeal to supreme court – revision of best judgement assessment – revision by commissioner – penalties and prosecution – procedure and time limit for imposing penalty – offences and prosecution,

(Problems: 60%, Theory: 40%)

**Text book**

Singhanai V.K., Students' Guide to Income Tax; Taxmann, Delhi.\*

**Reference Books**

1. Prasad, Bhagwathi., Income Tax Law & Practice; Wiley Publication New Delhi.
2. Mehrotra H.C., Income Tax Law & Accounts, Sahitya Bhawan, Agra.
3. Dinker Pagare., Income Tax Law and Practice; Sultan Chand & Sons, New Delhi.
4. Girish Ahuja and Ravi Gupta., Systematic approach to income Tax; Sahitya Bhawan Publications, New Delhi.
5. Chandra Mahesh and Shukla D.C., Income Tax Law and practice; Pragati Publications, New Delhi.

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- Since Finance Act is passed every year, the latest books are to be followed



## MAJOR XXI

### MANAGEMENT ACCOUNTING – II

**OBJECTIVE :** To analyze and interpret financial statements from the point of view of managers and outsiders

- UNIT I            Absorption and Marginal Costing: Marginal and differential costing as a tool for decision – make or buy Change of product mix;
- UNIT II            Pricing - Break-even analysis; Exploring new markets; Shutdown decisions.
- UNIT III           Budgeting for Profit Planning and Control: Meaning of Budget and budgetary control - Objective; Merits and limitations; Types of budgets; Fixed and flexible budgeting; Control ratios;
- UNIT IV           Standard Costing and Variance Analysis; Meaning of standard cost and standard costing Advantages and application; Variance analysis – material; Labour and overhead (two-way Analysis); Variances
- UNIT V            Zero base budgeting Responsibility accounting; Performance budgeting.

(Problems: 80%, Theory:20%)

#### Text Book

1. Lal, Jawahar., (2009) “*Advanced Management Accounting Text and Cases*”, S. Chand & Co., New Delhi

#### Reference Books

1. Horngreen, Charles T., Gary L. Sundem,(2005) “*Introduction to Management Accounting*”, Prentice Hall., Delhi
- 2.. Garrison H., Ray and Eric W. Noreen , (2004) “*Managerial Accounting*” McGraw Hill., Delhi.
- 3... Khan, M.Y., and P.K. Jain, (2009) “*Management Accounting*”, Tata McGraw Hill,Publishing Co., New Delhi

## MAJOR XXII

### INDIRECT TAXES

**OBJECTIVE :** This course aims at imparting basic knowledge about major indirect taxes

- UNIT I** Indian Tax System – Direct and Indirect Taxes – Principles of Taxation – Taxable capacity – Scope and functioning - Shifting and incidence of indirect taxes
- UNIT II** Central Excise: Nature and scope of central excise – important terms and definitions under the central excise Act – General procedure of central excise – clearance and excisable goods – concession to small scale industry under central excise Act, CENVAT.
- UNIT III** Customs: Role of customs in international trade important terms and definitions under the Customs Act 1962 – Assessable value Baggage – Bill of entry Dutiable goods Duty Exporter – Foreign going vessel – Aircraft goods – import – import Manifest – Importer – Prohibited goods – Shipping bill – Store – Bill of lading – export manifest – Letter of Credit – Kinds of duties – Basics auxiliary, additional or countervailing- Basics of levy – Advalorem – Specific duties – Prohibition of export and import of goods and provisions regarding notified and specified goods – Import of goods - Free import and restricted import – Type of import – import of cargo, import of personal baggage, import of stores.
- UNIT IV** Central Sales Tax: Important terms and definition under the Central Sales Tax Act 1956 – Dealer, declared goods place of business, sale price, turnover, year appropriate authority – Nature and scope of Central Sales Tax Act – Provisions relating to inter-state sales – Sales inside a State – Sales/purchase in the course of imports and exports out of India – Registration of dealers and procedure thereof – Rate of tax – Exemption of subsequent sales – Determination of turnover – principles for determining levy of central sales tax – concept of sale or purchase of goods in the course of Central/state trading – when does sales or purchase of goods take place inside the state – when dose the sale or purchase of goods take place in the course of imports or exports – Registration of dealer and procedures thereof – Rate of tax – Sale against ‘C’ and ‘D’ forms – Exemptions of subsequent sales – Branch and consignment transfer – Determination of turnover – Deduction from turnover.
- UNIT V** Introduction to VAT, goods and dealers – Categories of sales – Assessment and Audit-Dealers

#### **Text Books**

Ahuja Girish and Gupta Ravi , Practical Approach to Income Tax, Wealth Tax and Central Sales Tax (Problems and solutions with multiple choice questions) Bharat Law House Pvt. Ltd, New Delhi.\* (the publications of current year are to be referred)

#### **Reference Books**

1. Bare Act of Central Excise Act. (latest)
2. Bare Act of Customs Act. (latest)
3. Bare Act of Central Sales Tax Act (latest)

## SEMESTER VI

## MAJOR XXIII

### COMPANY SECRETARIAL PRACTICE – II

**OBJECTIVE :** To provide basic knowledge with regard to the procedural aspects of implementing company law in the corporate governers

- UNIT-I Meetings: Calling and conducting meetings of Board, its committees, shareholders and others post-meeting formalities including writing of minutes; specimen notices and resolutions.
- UNIT-II Preparation of Annual Reports Balance sheet, profit and loss account/ income and expenditure statement, auditor' report, directors' report, statement on corporate governance, directors' responsibility statement, compliance certificate, chairman's statement.
- UNIT-III Inter-corporate Loans, Investments, Guarantee and Security - Procedure for making inter-company loans, investments, giving of guarantees and providing of security; specimen resolutions.
- UNIT-IV Declaration and Payment of Dividend Procedure for ascertainment, declaration and payment of dividend – interim and final; transfer of unpaid/unclaimed dividend to Investor Education and Protection Fund; specimen resolutions.
- UNIT-V Maintenance of Statutory Books/Registers and Filing of Return - Maintaining and monitoring of statutory books/registers prescribed under various provisions of the company law and filing of various forms/returns to Registrar of Companies; streamlined procedure for registration of documents; procedure and penalties for delayed filing, etc.

#### Text Book

1. N.D.Kapoor, (2009) Company Law & Secretarial Practice, Sultan chand, New Delhi

#### Reference Books

1. P.K. Ghose & V.Balachander,(2008) Company Law & Secretarial Practice
2. A.Ramaiya, (2007)Guide to Companies Act, Wadhwa & Co., Nagpur
3. Manual of Companies Act, Corporate Laws and SEBI Guidelines : Bharat Law House, New Delhi
4. Dr.P.N.Reddy and H.R.Appanaiah(2007): Essentials of Company Law and Secretarial Practice, Himalaya Publications

## SEMESTER VI

### **INSTITUTIONAL TRAINING AND PROLECT REPORT**

The students should undergo an Industrial Training for 2/3 weeks in any production or service oriented industries and should acquaint with all the necessary secretarial practices as well as the procedural aspects of all functional management of the industry. At the end of the practical training a brief report to be prepared individually on the practices and procedures observed during the practical training. The report will be evaluated and an internal viva-voce examination will be conducted at the end of the VI semester.