PONDICHERRY UNIVERSITY
PUDUCHERRY

B.Com (Corporate Secretaryship)

DEGREE PROGRAMME
SEMESTER PATTERN

REVISED SYLLBI
WITH EFFECT FROM
ACADEMIC YEAR 2011 - 2012
CONTENTS

1. REGULATIONS
2. COURSE CURRICULAM
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4. SYLLABI FOR MAJOR AND ALLIED SUBJECTS
PONDICHERRY 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.
# PONDICHERRY UNIVERSITY

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

**CURRICULAM**

*(WITH EFFECT FROM ACADEMIC YEAR 2011 – 2012)*

## FIRST SEMESTER

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

## SECOND SEMESTER

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Paper</th>
<th>Lecture/Practical Hrs/week</th>
<th>Exam Duration Hrs</th>
<th>Max. Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Foundation English II</td>
<td>5</td>
<td>3</td>
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<tr>
<td>2</td>
<td>Foundation Language II</td>
<td>5</td>
<td>3</td>
<td>100</td>
</tr>
<tr>
<td>3</td>
<td>Major III Financial Accounting II</td>
<td>6</td>
<td>3</td>
<td>100</td>
</tr>
<tr>
<td>4</td>
<td>Major IV Business Law</td>
<td>6</td>
<td>3</td>
<td>100</td>
</tr>
<tr>
<td>5</td>
<td>Allied II Business Environment</td>
<td>5</td>
<td>3</td>
<td>100</td>
</tr>
<tr>
<td>6</td>
<td>Compulsory Environmental Studies</td>
<td>3</td>
<td>3</td>
<td>100*</td>
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* *Marks not considered for classification*

## THIRD SEMESTER

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Paper</th>
<th>Lecture/Practical Hrs/week</th>
<th>Exam Duration Hrs</th>
<th>Max. Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Major V Corporate Accounting I</td>
<td>6</td>
<td>3</td>
<td>100</td>
</tr>
<tr>
<td>2</td>
<td>Major VI Company Law</td>
<td>6</td>
<td>3</td>
<td>100</td>
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<tr>
<td>3</td>
<td>Major VII Business Statistics</td>
<td>6</td>
<td>3</td>
<td>100</td>
</tr>
<tr>
<td>4</td>
<td>Major VIII Cost Accounting</td>
<td>6</td>
<td>3</td>
<td>100</td>
</tr>
<tr>
<td>5</td>
<td>Major IX Entrepreneurial Development</td>
<td>6</td>
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</table>
## FOURTH SEMESTER

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Paper</th>
<th>Lecture/Practical Hrs/week</th>
<th>Exam Duration Hrs</th>
<th>Max. Marks</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Major X Corporate Accounting II</td>
<td>6</td>
<td>3</td>
<td>100</td>
</tr>
<tr>
<td>2</td>
<td>Major XI Business Communication</td>
<td>6</td>
<td>3</td>
<td>100</td>
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<tr>
<td>3</td>
<td>Major XII Money and Financial System</td>
<td>6</td>
<td>3</td>
<td>100</td>
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<tr>
<td>4</td>
<td>Major XIII Corporate Auditing **</td>
<td>6</td>
<td>3</td>
<td>100</td>
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<tr>
<td>5</td>
<td>Major XIV Corporate Finance **</td>
<td>6</td>
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## FIFTH SEMESTER

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

## SIXTH SEMESTER

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

* Not taken for aggregate marks

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

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


Reference Books

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:


Suggested Reading

2. Stoner and & Wankel (199), Management Prentice Hall, New Delhi
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

Text Books

Reference Books
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


Reference Books

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 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

Reference Books
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 of Indian economy; features of mixed economy - major problems in Indian economy – poverty, inequalities, unemployment and population.

UNIT II

UNIT III

UNIT IV

UNIT V

Text Books


Reference Books


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 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


Reference Books


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


Reference Books


SEMESTER III
MAJOR VII

BUSINESS STATISTICS

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

UNIT I

UNIT II
Construction of a frequency distribution – Measures of Central Tendency and dispersion and their measures - Measures of relation - correlation and regression

UNIT III

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

(Problems: 80%, Theory:20%)

Text Books

Reference Books
2. Lewin and Rubin,(2002), Statistics for Management, Prentice Hall of India New Delhi

SEMESTER III
MAJOR VIII

COST ACCOUNTING

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

UNIT I

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

UNIT III

UNIT IV

UNIT V

(Problems: 80%, Theory 20%)

Text Book

Reference Books

SEMESTER III

MAJOR IX
ENTREPRENEURIAL DEVELOPMENT

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


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 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


Reference Books


SEMESTER IV
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


(Problems - 80%, Theory - 20%)

Text Book


Reference Books


SEMESTER IV

MAJOR XI
BUSINESS COMMUNICATION

OBJECTIVE : To develop effective business communication skills among the students

UNIT I

UNIT II

UNIT III

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

Text Books


Reference Books


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


Reference books

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

Reference Books
CORPORATE FINANCE

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


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.


Text Books


2. Reference Books


4. J. C Vanhorma, Financial Management And Policy, TataMac graw Hill.

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 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


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 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 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


Reference Books


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

SEMESTER V
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


(Problems: 80%, Theory: 20%)

Text Book


Reference Books


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


Reference Books


SEMESTER V
MAJOR XIX

ECONOMIC LEGISLATION

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


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


Text Book


Reference Books

1. The Competition Act, 2002 (along with Statement of Objects & Reasons) and the notifications issued by the Central Govt
3. SEBI Act, 1992- Nabbi Publication, 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.


(Problems: 60%, Theory: 40%)

Text book

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

Reference Books


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

SEMESTER VI
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


Reference Books


SEMESTER VI
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 Exercise: 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

UNIT IV

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 governess

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-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


Reference Books

SEMESTER VI

INSTITUTIONAL TRAINING AND PROJECT 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.