It gives me immense pleasure to inform all the members and students of the Institute of Chartered Accountants of India (ICAI) that the ICAI has entered into a Memorandum of Understanding with Bharathiar University to offer MBA, M.Com, BBA and B.Com exclusively for Chartered Accountancy Students as well as qualified Chartered Accountants. The Memorandum of undertaking signed by the Institute of Chartered Accountants of India (ICAI) with Bharathiar University is a milestone in the history of the ICAI.

It is natural that a student who has entered the Chartered Accountancy profession through the CPT route would like to acquire a graduate or post-graduate qualification in commerce or business. This MOU will enable the acquisition of such a qualification which a student or a member can effectively synergise and render better service to the business and corporate world.

I am happy to note that the Board of Studies of the ICAI and Bharathiar University has evolved an excellent course curriculum for the B.Com, B.B.A., and M.Com. and M.B.A. courses.

I strongly desire that a large number of students and members of the ICAI should take the benefit of this excellent Memorandum of understanding and add value to their professional skills.

I convey my best wishes to all the members and students who will be undergoing the courses offered under this MOU and wish this MOU a resounding success.

CA. Uttam Prakash Agarwal
President
The Institute of Chartered Accountants of India
It gives me great pleasure to inform all the members and students of the Institute of Chartered Accountants of India (ICAI) that the Memorandum of understanding signed by the Institute of Chartered Accountants of India (ICAI) with Bharathiar University is a milestone in the history of the ICAI. In terms of the Memorandum, students and members of ICAI would be able to pursue the qualifications of B.Com, B.B.A., M.Com and M.B.A of the Bharathiar University.

The excellent practical training available to Chartered Accountancy students, if properly synergized with other commerce and business qualifications, will not only enrich the knowledge of CA students but would allow them to contribute better value addition to the business and the corporate world.

These degrees will add value to the students and members of ICAI to enhance their managerial skills. They need to be leaders in their profession and such qualification would surely help them acquire cutting edge skills. Further it provides a well-defined career path for professionals in the world of commerce and management.

I congratulate the Board of Studies of the ICAI and Bharathiar University who has evolved an excellent course curriculum for the B.Com, B.B.A., and M.Com, and M.B.A courses

I am sure that all the members and students who will be undergoing the courses would be greatly enriched in the field of Business Management and Commerce

I wish the MOU all success.

CA. Amarjit Chopra
Vice-President
The Institute of Chartered Accountants of India
I am delighted to take this opportunity to extend a warm welcome to the members and students of the Institute of Chartered Accountants of India (ICAI) who will be undergoing the courses offered under the Memorandum of understanding between ICAI and Bharathiar University. The MOU signed by the Institute of Chartered Accountants of India (ICAI) with Bharathiar University is a milestone in the history of the ICAI. In terms of the Memorandum, students and members of ICAI would be able to acquire the qualifications of B.Com, B.B.A., M.Com and M.B.A of the Bharathiar University.

The Memorandum of understanding with different Universities enables the ICAI to forge a closer relationship with the Universities. Through the medium of text books, reading material and personal contact classes CA students will be exposed to an excellent academic environment and the knowledge and wisdom of University Academia will be available to the students.

A graduate or a postgraduate qualification in Commerce or Business administration combined with the professional qualification of Chartered Accountancy will expand the opportunities available to CA students and will add value to the members of ICAI.

As such this is an excellent step forward in the direction of opening up new vistas of Commerce and Business education for the CA students.

My sincere thanks to all the members of the Board of Studies and Bharathiar University who have put their sincere efforts to evolve an excellent course curriculum for the B.Com, B.B.A., and M.Com and M.B.A courses. I would like to place on record my appreciation for the efforts put in by CA Ved Jain, Past President of ICAI, CA G Rammaswamy, Central Council Member of ICAI, Coimbatore and the Board of Studies for executing the MOU for the benefit of the members and students of ICAI.

I convey my best wishes to all the members and students who would be undergoing the courses offered under this MOU and wish this MOU a resounding success.

CA. Jaydeep Narendra Shah
Chairman, Board of Studies
The Institute of Chartered Accountants of India
MESSAGE

I am very happy to note that ICAI and Bharathiar University have entered into a MOU to offer MBA, M.Com, BBA and B.Com exclusively for Chartered Accountancy Students as well as qualified Chartered Accountants.

In this present economic scenario, the Chartered Accountants require a good combination of practical and theoretical knowledge base to emerge as excellent professionals. The Memorandum of understanding with different renowned Universities is a landmark effort of ICAI in this direction. Apart from providing excellence academic environment and quality education this memorandum overcomes the hassles involved in attaining admission and pursuing these courses.

This is a very thoughtful effort to provide the CA students with an opportunity to acquire the skills and the knowledge of management along with their pursuit of the Chartered Accountancy course.

My sincere thanks to all the members of the Board of Studies and Bharathiar University who have put their sincere efforts to evolve an excellent course curriculum for the B.Com, B.B.A, and M.Com and M.B.A courses.

I am sure that all the members and student who will be undergoing the courses would be greatly enriched in the field of Business Management and Commerce.

I wish the MOU all success.

CA. V.C. James
Vice-Chairman, Board of Studies
The Institute of Chartered Accountants of India
ICAI-BHARATHIAR UNIVERSITY JOINT EDUCATION PROGRAMME

SYLLABUS

1. B.Com.........................................................1 – 24
2. B.B.A.........................................................25 – 47
3. M.Com.........................................................48 – 63
4. M.B.A.........................................................64 – 90
# Syllabus for B.Com Course

## First Year (Stage- I)

<table>
<thead>
<tr>
<th>Code No</th>
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<tr>
<td>B101</td>
<td>Business Communication</td>
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<tr>
<td>B102</td>
<td>Principles of Management</td>
<td>100</td>
</tr>
<tr>
<td>B103</td>
<td>Marketing Management</td>
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<td>B104</td>
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<td>B105</td>
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## Second Year (Stage – II)

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<td>B107</td>
<td>General Economics</td>
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<td>B108</td>
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## Third Year (Stage – III)

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<td>B112</td>
<td>Auditing</td>
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<td>B113</td>
<td>Taxation</td>
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<tr>
<td>B114</td>
<td>Information Technology</td>
<td>100</td>
</tr>
<tr>
<td>B115</td>
<td>IT Training /Project</td>
<td>100</td>
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</tbody>
</table>

Total Marks: 1500
First Year (Stage –I)

B101 - Business Communication

Contents

Unit 1

Unit 2

Unit 3
Banking Correspondence - Insurance Correspondence - Agency Correspondence.

Unit 4
Company Secretarial Correspondence (Includes Agenda, Minutes and Report Writing)

Unit 5

REFERENCE BOOKS


B102 - Principles of Management

Contents:

Unit 1

Unit 2

Unit 3
Directing: Nature and Purpose of Directing – Controlling – Need for Controlling – Meaning and importance of Controls – Control process – Budgetary and Non-Budgetary Controls – Case studies - Coordination.

Unit 4

Unit 5

REFERENCE BOOKS

Dinkar Pagare, "Principles of Management" Sultan Chand & Sons
C.N.Sontakke, 'Principles of Management", Kalyani Publications
S.A.Sherlekar, "Principles of Business Management", Himalaya Publishing House
Gulshan and Lallan Prasad, “Management-Principles and Practice”, S. Chand & Co.,
B103- Marketing Management

Contents:

Unit 1

Unit 2

Unit 3

Unit 4

Unit 5

REFERENCE BOOKS
Dr.Rajan Nair, “Marketing”, Sultan Chand & Sons, New Delhi, 2004
B104-Principles of Accountancy

Contents:

Unit 1 : Theoretical Framework
Meaning and Scope of accounting
Accounting Concepts, Principles and Conventions
Accounting Standards – concepts, objectives, benefits
Accounting Policies
Accounting as a measurement discipline – valuation principles, accounting estimates

Unit 2 : Accounting Process
Books of Accounts leading to the preparation of Trial Balance, Capital and revenue expenditures, Capital and revenue receipts, Contingent assets and contingent liabilities, Fundamental errors including rectifications thereof.

Unit 3 : Bank Reconciliation Statement

Unit 4 : Inventories
Basis of inventory valuation and record keeping.

Unit 5 : Depreciation accounting
Methods, computation and accounting treatment of depreciation, Change in depreciation methods.

Unit 6 : Preparation of Final Accounts for Sole Proprietors
Accounting for Special Transactions
  Consignments
  Joint Ventures
  Bills of exchange and promissory notes
  Sale of goods on approval or return basis.

Unit 7 : Partnership Accounts
Final accounts of partnership firms – Basic concepts of admission, retirement and death of a partner including treatment of goodwill.

Unit 8 : Introduction to Company Accounts
Issue of shares and debentures, forfeiture of shares, re-issue of

Unit 9 : Forfeited shares, redemption of preference shares.

REFERENCE BOOKS

T.S.Grewal, “Introduction to Accountancy”, S.Chand & Company Ltd.
B105 - Mercantile Law

Contents:

Unit 1
The Indian Contract Act, 1872: An overview of Sections 1 to 75 covering the general nature of contract, consideration, other essential elements of a valid contract, performance of contract and breach of contract.

Unit 2

Unit 3
The India Partnership Act, 1932

REFERENCE BOOKS

N.D. Kapoor, “Elements of Mercantile Law”
Gulshan SS “Elements of Mercantile Law”, Excel Books, N. Delhi (2003),
V.S. Datey,”Business and corporate laws”
Rohini Aggarwal, “Mercantile and Commercial Laws”
Second Year (Stage-II)

B106 - Business Statistics & Mathematics

Contents:

Unit 1
Ratio and proportion, Indices, Logarithms

Unit 2
Equations
Linear – simultaneous linear equations up to three variables, quadratic and cubic equations in one variable, equations of a straight line, intersection of straight lines, graphical solution to linear equations.

Unit 3
Inequalities
Graphs of inequalities in two variables common region.

Unit 4
Simple and Compound Interest including annuity Applications

Unit 5
Basic concepts of Permutations and Combinations

Unit 6
Sequence and Series – Arithmetic and geometric progressions

Unit 7
Sets, Functions and Relations

Unit 8
Limits and Continuity Intuitive Approach

Unit 9
Basic concepts of Differential and Integral Calculus (excluding trigonometric functions)

Unit 10
Statistical description of data
Textual, Tabular & Diagrammatic representation of data.
Frequency Distribution.
Graphical representation of frequency distribution –isograms, Frequency Polygon, Ogive

Unit 11 : Measures of Central Tendency and Dispersion
Arithmetic Mean, Median – Partition Values, Mode, Geometric Mean and Harmonic, Mean, Standard deviation, Quartile deviation

Unit 12
Correlations and Regression

Unit 13
Probabilities and Expected Value by Mathematical Expectation

Unit 14: Theoretical Distributions
Binomial, Poisson and Normal.

Unit 15: Sampling Theory
Basic Principles of sampling theory, Comparison between sample survey and complete enumeration, Errors in sample survey, some important terms associated with sampling, Types of sampling, Theory of estimation, Determination of sample size.

Unit 16
Index Numbers

REFERENCE BOOKS

C.R. Kothari, “Quantitative Techniques”
Arun Sharma, “Quantitative Techniques”, Student Study Material (SSM)
Gupta S.P., “Statistical Techniques”, Sultan Chand & Sons
B107 - General Economics

Contents:

Unit 1: Introduction to Micro Economics
- Definition, scope and nature of Economics
- Methods of economic study
- Central problems of an economy and Production possibilities curve.

Unit 2: Theory of Demand and Supply
- Meaning and determinants of demand, Law of demand and Elasticity of demand
- Price, income and cross elasticity
- Theory of consumer’s behavior – Marshallian approach and Indifference curve approach
- Meaning and determinants of supply, Law of supply and Elasticity of supply.

Unit 3: Theory of Production and Cost
- Meaning and Factors of production
- Laws of Production – The Law of variable proportions and Laws of returns to scale
- Concepts of Costs – Short-run and long-run costs, Average and marginal costs, Total, fixed and variable costs.

Unit 4: Price Determination in Different Markets
- Various forms of markets – Perfect Competition, Monopoly, Monopolistic Competition and Oligopoly
- Price determination in these markets.

(I) Indian Economic Development

Unit 5: Indian Economy – A Profile
- Nature of the Indian Economy
- Role of different sectors – Agriculture, Industry and Services in the development of the Indian economy, their problems and growth
- National Income of India – Concepts of national income, Different methods of measuring national income, Growth of national income and per capita income in various plans.
- Basic understanding of tax system of India – Direct and Indirect Taxation

Unit 6: Select Aspects of Indian Economy
- Population – Its size, rate of growth and its implication for growth
- Poverty – Absolute and relative poverty and main programs for poverty alleviation
- Unemployment – Types, causes and incidence of unemployment
- Infrastructure – Energy, Transportation, Communication, Health and Education
Inflation
Budget and Fiscal deficits
Balance of payments
External debts.

Unit 7: Economic Reforms in India
Features of economic reforms since 1991
Liberalization, Privatization and Disinvestment
Globalization.

Unit 8: Money and Banking
Money – Meaning and functions
Commercial Banks – Role and functions
Reserve Bank of India – Role and functions, monetary policy.

REFERENCE BOOKS:
Varshney and Maheswari, “Managerial Economics”, Sultan Chand and Sons, 2003
Contents:

Unit 1
A. General Knowledge of the framing of the accounting standards, national and international accounting authorities, adoption of international financial reporting standards

Unit 2: Accounting Standards
Working knowledge of:
AS 1: Disclosure of Accounting Policies
AS 2: Valuation of Inventories
AS 3: Cash Flow Statements
AS 6: Depreciation Accounting
AS 7: Construction Contracts (Revised 2002)
AS 9: Revenue Recognition
AS 10: Accounting for Fixed Assets
AS 13: Accounting for Investments
AS 14: Accounting for Amalgamations

Unit 3: Company Accounts
Preparation of financial statements – Profit and Loss Account, Balance Sheet and Cash Flow Statement
Profit (Loss) prior to incorporation
Alteration of share capital, Conversion of fully paid shares into stock and stock into shares, Accounting for bonus issue
Simple problems on Accounting for business acquisition, Amalgamation and reconstruction (excluding problems of amalgamation on inter-company holding)

Unit 4
Averages Due Date, Account Current, Self-Balancing Ledgers

Unit 5
Financial Statements of Not-for-Profit Organizations

Unit 6
Accounts from Incomplete Records

Unit 7: Accounting for Special Transactions
Hire purchase and installment sale transactions
Investment accounts
Insurance claims for loss of stock and loss of profit.

Unit 8: Issues in Partnership Accounts
Final accounts of partnership firms – Admission, retirement and death of a partner including treatment of goodwill;

**Unit 9: Accounting in Computerized Environment**

An overview of computerized accounting system – Salient features and significance, Concept of grouping of accounts, Codification of accounts, Maintaining the hierarchy of ledger, Accounting packages and consideration for their selection, Generating Accounting Reports.

**REFERENCE BOOKS**


Contents:

Unit 1
Objectives, Importance and Advantages of Cost Accounting, cost concepts; Types of costing; Installation of a costing system; Essentials of a good Cost Accounting system; Difference between Cost Accounting and Financial Accounting; Elements of cost; Cost unit, Cost centre and Profit centre.

Unit 2: Cost ascertainment
(a) Material accounting:
   Procurement procedures; Store procedures and Documentation in respect of receipts, issues of stock, Stock verification.
   Inventory control; Conventional techniques such as fixing of minimum/maximum and re-order levels.
   Valuation of receipts, issues of inventories.
   Consumption; Identification with products of cost centers; Basis for consumption entries in financial accounts; monitoring consumption.

(b) Employee-related cost:
   Attendance and Payroll procedures; Overview of statutory requirements; Overtime and incentives.
   Utilisation of labour; classification into direct and indirect as demanded by circumstances of the unit identifying with cost centres; labour booking procedures; identifying labour hours with work-orders or batches or capital jobs or overhead work-orders; absorption rates.
   Efficiency rating procedures.

(c) Direct expenses: Sub-contracting; Control on material movements; identification with the main product or services; Documentation requirements.

(d) Overheads:
   Functional analysis; Factory Administration, Selling, Distribution, Research and development. Behavioural analysis; Fixed, Variable, Semi-variable.
   Factory overheads; Primary allocation to all cost centres; Secondary allocation of service/utility cost centres to production cost centres; Criteria for choosing suitable basis for allotment; Activity-based cost allocations; Capacity cost adjustments; Fixed absorption rates for absorbing overheads to products or services.
   Administration overheads; Activity analysis for control; Method of allocation to cost centres or products.
   Selling and distribution overheads; Analysis and absorption of the expenses in products/customers; Impact of marketing strategies; Cost effectiveness of various
methods of sales promotion; Segment-wise/customer-wise/region-wise cost analysis.

Unit 3
Methods of costing: Job/Contract costing system; Process costing system; operating costing system.

Unit 4
Cost accounts systems, Cost control accounts (non-integrated accounts), Reconciliation of cost and financial accounts.

Unit 5
General introduction to Cost Accounting records and rules (industry-wise details are not expected).

Unit 6
Cost system installation and operation; Structuring the organization into cost/activity centers; criteria and purpose.

Unit 7 : Product cost sheets:
(i) Valuation of work-in-progress; Procedures in Job order method and in Process costing.
(ii) Profitability statements; Product-wise/ segment-wise/ customer-wise profitability.

Unit 8
Uniform costing and inter-firm comparison.

Unit 9
Cost Reduction.

REFERENCE BOOKS
S. P. Iyyangar, “Cost Accounting Principles and Practice”
V.K Saxena & C.D. Vashist, “Cost Accounting”
M.N. Arora, “Cost Accounting”
S. N. Maheshwari, “Management Accounting and Financial Control”
R.K. Sharma Shashi K. Gupta, “Management Accounting”
Sharma and Gupta, “Management Accounting”
Contents:

Unit 1: Scope and Objectives of Financial Management
(a) Meaning, importance and objectives
(b) Conflicts in profit versus value maximization principle
(c) Role of Chief Financial Officer.

Unit 2: Time Value of Money
Compounding and discounting techniques – concepts of annuity and perpetuity.

Unit 3: Financial Analysis and Planning
(a) Ratio analysis for performance evaluation and financial health
(b) Application of ratio analysis in decision-making
(c) Analysis of cash flow statement.

Unit 4: Financing Decisions
(a) Cost of Capital – weighted average cost of capital and marginal cost of capital
(b) Capital Structure decisions – capital structure patterns, designing optimum capital structure, constraints, various capital structure theories
(c) Business risk and financial risk – operating and financial leverage, trading on equity.

Unit 5: Types of Financing
(a) Different sources of finance
(b) Project financing – intermediate and long term financing
(c) Negotiating term loans with banks and financial institutions and appraisal thereof
(d) Introduction to lease financing
(e) Venture capital finance.

Unit 6: Investment Decisions
(a) Purpose, objective, process
(b) Understanding different types of projects
(c) Techniques of decision making: non-discounted and discounted cash flow approaches - payback period method, accounting rate of return, net present value, internal rate of return, modified internal rate of return, discounted payback period and profitability index.
(d) Ranking of competing projects, ranking of projects with unequal lives.

Unit 7: Management of working capital
(a) Working capital policies
(b) Funds flow analysis
(c) Inventory management
(d) Receivables management  
(e) Payables management  
(f) Management of cash and marketable securities  
(g) Financing of working capital.

REFERENCE BOOKS

Third Year (Stage-III)

B111 - Corporate Accounting

Contents

Unit 1
Conceptual Framework for Preparation and Presentation of Financial Statements

Unit 2 : Accounting Standards
Working knowledge of:
- AS 4 : Contingencies and Events occurring after the Balance Sheet Date
- AS 5 : Net Profit or Loss for the Period, Prior Period Items and Changes in Accounting Policies
- AS 12 : Accounting for Government Grants
- AS 16 : Borrowing Costs
- AS 19 : Leases
- AS 20 : Earnings Per Share
- AS 26 : Intangible Assets

Unit 3 : Advanced Issues in Partnership Accounts
Dissolution of partnership firms including piecemeal distribution of assets; Amalgamation of partnership firms; Conversion into a company and Sale to a company.

Unit 4 : Company Accounts
(a) Accounting for employee stock option plan, Buy back of securities, Equity shares with differential rights, Underwriting of shares and debentures, Redemption of debentures
(b) Advanced problems for business acquisition, Amalgamation and reconstruction (excluding problems of amalgamation of inter-company holding)
(c) Accounting involved in liquidation of companies, Statement of Affairs (including deficiency/surplus accounts) and Liquidator’s statement of account of the winding up.
(d) Financial Statements of Banking, Insurance and Electricity Companies

Unit 5 : Accounting for Special Transactions
Departmental and branch accounts including foreign branches

REFERENCE BOOKS


Contents

Unit 1 : Auditing Concepts
Nature and limitations of Auditing, Basic Principles governing an audit, Ethical principles and concept of Auditor’s Independence, Relationship of auditing with other disciplines.

Unit 2 : Auditing and Assurance Standards
Overview, Standard-setting process, Role of International Auditing and Assurance Standards Board and Auditing and Assurance Standards Board in India.

Unit 3 : Auditing engagement
Audit planning, Audit programme, Control of quality of audit work–Delegation and supervision of audit work.

Unit 4 : Documentation
Audit working papers, Audit files: Permanent and current audit files, Ownership and custody of working papers.

Unit 5 : Audit evidence
Audit procedures for obtaining evidence, Sources of evidence, Reliability of audit evidence, Methods of obtaining audit evidence, Physical verification, Documentation, Direct confirmation, Re-computation, Analytical review techniques, Representation by management.

Unit 6 : Internal Control
Elements of internal control, Review and documentation, Evaluation of internal control system, Internal control questionnaire, Internal control check list, Tests of control, Application of concept of materiality and audit risk, Concept of internal audit.

Unit 7
Internal Control and Computerized Environment, Approaches to Auditing in Computerized Environment.

Unit 8 : Audit Sampling
Types of sampling, Test checking, Techniques of test checks.

Unit 9
Analytical review procedures.

Unit 10 : Audit of payments
General considerations, Wages, Capital expenditure, Other payments and expenses, Petty cash payments, Bank payments, Bank reconciliation.

Unit 11 : Audit of receipts
General considerations, Cash sales, Receipts from debtors, Other Receipts.

Unit 12 : Audit of Purchases
Vouching cash and credit purchases, Forward purchases, Purchase returns, Allowance received from suppliers.

**Unit 13 : Audit of Sales**

Vouching of cash and credit sales, Goods on consignment, Sale on approval basis, Sale under hire-purchase agreement, Returnable containers, Various types of allowances given to customers, Sale returns.

**Unit 14 : Audit of suppliers’ ledger and the debtors’ ledger**

Self-balancing and the sectional balancing system, Total or control accounts, Confirmatory statements from credit customers and suppliers, Provision for bad and doubtful debts, Writing off of bad debts.

**Unit 15 : Audit of impersonal ledger**

Capital expenditure, deferred revenue expenditure and revenue expenditure, Outstanding expenses and income, Repairs and renewals, Distinction between reserves and provisions, Implications of change in the basis of accounting.

**Unit 16**

Audit of assets and liabilities.

**Unit 17 : Company Audit**

Audit of Shares, Qualifications and Disqualifications of Auditors, Appointment of auditors, Removal of auditors, Powers and duties of auditors, Branch audit, Joint audit, Special audit, Reporting requirements under the Companies Act, 1956.

**Unit 18 : Audit Report**

Qualifications, Disclaimers, Adverse opinion, Disclosures, Reports and certificates.

**Unit 19**

Special points in audit of different types of undertakings, i.e., Educational institutions, Hotels, Clubs, Hospitals, Hire-purchase and leasing companies (excluding banks, electricity companies, cooperative societies, and insurance companies).

**Unit 20**

Features and basic principles of government audit, Local bodies and not-for-profit organizations, Comptroller and Auditor General and its constitutional role.

**REFERENCE BOOKS**

- B.N. Tandon, “Practical Auditing”, S Chand Company Ltd
- Spicer and Pegler, “Auditing: Khatalia’s Auditing”
- Kamal Gupta, “Auditing”, Tata Mcgrial Publications
Contents:

Unit 1 : Income Tax
1. Important definitions in the Income-tax Act, 1961
2. Basis of charge; rates of taxes applicable for different types of assesses
3. Concepts of previous year and assessment year
4. Residential status and scope of total income; Income deemed to be received / deemed to accrue or arise in India
5. Incomes, which do not form part of total income
6. Heads of income and the provisions governing computation of income under different heads
7. Income of other persons included in assessor's total income
8. Aggregation of income; set-off or carry forward and set-off of losses
9. Deductions from gross total income
10. Computation of total income and tax payable; rebates and reliefs
11. Provisions concerning advance tax and tax deducted at source

Unit 2 : Service Tax
1. Service tax – concepts and general principles
2. Charge of service tax and taxable services
3. Valuation of taxable services
4. Payment of service tax and filing of returns
5. VAT – concepts and general principles
6. Calculation of VAT Liability including input Tax Credits
7. Small Dealers and Composition Scheme
8. VAT Procedures.

REFERENCE BOOKS

Dirgare Pagare, “Business taxation”
Balasubramanian, “Business taxation”
Jain & Narang, “Income Tax”
“Bare Act TN VAT 2006”
V. Balachandran, “Indirect Taxation”
V. S. Datey, “Indirect Taxes Law and Practice”
B114 - Information Technology

Contents:

Unit 1: Introduction to Computers
(a) Computer hardware
   Classification of computers – personal computer, workstation, servers and super computers
   Computer components – CPU, input output devices, storage devices
(b) BUS, I/O CO processors, ports (serial, parallel, USB ports), expansion slots, add on cards, on board chips, LAN cards, multi media cards, cache memory, buffers, controllers and drivers
(c) Computer software
   Systems software – operating system, translators (compilers, interpreters and assemblers), system utilities
   General purpose software/ utilities - word processor, spread sheet, DBMS, scheduler / planner, Internet browser and e-mail clients
   Application software – financial accounting, payroll, inventory
   Specialized systems – Enterprise Resource Planning (ERP), artificial intelligence, expert systems, decision support systems – an overview

Unit 2: Data Storage, Retrievals and Data Base Management Systems
(a) Data and information concepts: bits, bytes, KB, MB, GB, TB
(b) Data organization and access
   Storage concepts: records, fields, grouped fields, special fields like date, integers, real, floating, fixed, double precision, logical, characters, strings, variable character fields (Memo); key, primary key, foreign key, secondary key, referential integrity, index fields.
   Storage techniques: sequential, block sequential, random, indexed, sequential access, direct access, and random access including randomizing
   Logical structure and physical structure of files
(c) DBMS models and classification:
   Need for database, administration, models, DML and DDL (query and reporting); data dictionaries, distributed databases, object oriented databases, client server databases, and knowledge databases
(d) Backup and recovery – backup policy, backup schedules, offsite backups, recycling of backups, frequent checking of recovery of backup
(e) Usage of system software like program library management systems and tape and disk management systems – features, functionalities, advantages
(f) Data mining and data warehousing - an overview

Unit 3: Computer Networks & Network Security
(a) Networking concepts – need and scope, benefits
Classification: LAN, MAN, WAN, VPN; peer-to-peer, client server

Components - NIC, router, switch, hub, repeater, bridge, gateway, modem

Network topologies – bus, star, ring, mesh, hybrid, and architecture: token ring, Ethernet

Transmission technologies and protocols – OSI, TCP/IP, ISDN etc.

Network operating system

(b) Local Area Networks – components of a LAN, advantages of LAN

(c) Client server technology

Limitation of single user systems and need for client server technology

Servers – database, application, print servers, transaction servers, Internet servers, mail servers, chat servers, IDS

Introduction to 3-tier and “n” tier architecture (COM, COM+)

(d) Data centers: features and functions, primary delivery centre and disaster recovery site

(e) Network security need; threats and vulnerabilities; security levels; techniques

Unit 4: Internet and other technologies

(a) Internet and world-wide web, intranets, extranets, applications of Internet, Internet protocols

(b) E-commerce - nature, types (B2B, B2C, C2C), supply chain management, CRM, Electronic Data Interchange (EDI), Electronic Fund Transfers (EFT), payment portal, e-commerce security;

(c) Mobile commerce, Bluetooth and Wi-Fi

Unit 5: Flowcharts, Decision Tables.

REFERENCE BOOKS


Manuals for Ms-Office, Excel, MS -Word, MS – Access, FoxPro

# Syllabus for B.B.A Course

## First Year (Stage – I)

<table>
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<tr>
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## Second Year (Stage- II)

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<td>Taxation</td>
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Total Marks: 1500
First Year (Stage – I)

B101 - BUSINESS COMMUNICATION

Contents

Unit 1
Essential and importance of business communication – Methods of communication – types of Barriers.

Unit 2
Letters of enquiry, orders, complaints and adjustments, trade enquiries and References.

Unit 3
Correspondence of company Secretary with shareholders and directors – agenda – Minutes – Preparation.

Unit 4

Unit 5
Communications media – merits of various devices – E-mail, Internet, Intercom, Telegram, Telex and Telephones –Fax

REFERENCE BOOKS

Bhushan Y.K., “Business Organization”
L.M. Prasad, “Principles of Management”
Dinkar Pagare, “Business Management”
P.N. Reddy, “Principles of Business organization and Management”
M102 – Management Process and Organization Behavior

Contents

Unit 1

Unit 2

Unit 3

Unit 4

Unit 5

REFERENCE BOOKS
L.M. Prasad, “Principles of Management”
Dinakar Pagare, “Business Management”
Keith Davis, “Human Behaviour at Work”
Fred Luthans, “Organisational Behaviour”
L.M. Prasad, “Organisational Behaviour”
Hippo, “Organisational Behaviour”
B103 - HUMAN RESOURCE MANAGEMENT

Contents

Unit 1
Definition, objectives and functions of HRM –Role and Structure of personnel functions in organization, personal principles and policies.

Unit 2
Human resource planning: - Characteristics of HRP, need for planning HRP Process job analysis, Job design, job description, job specification. Selection Process: - Placement and induction, training and development, promotion, demotions, transfers, separation.

Unit 3
Wage and salary administration: - factors principles, compensation plan, Individuals, group incentives, bonus, fringe benefits, and job evaluation systems.

Unit 4
Employee maintenance and integration: - Welfare and safety, accident Prevention, administration of discipline, employee motivation, need and Measures.

Unit 5
Personnel Records and Reports: - Personnel research and personnel audit, Objectives, scope and importance.

REFERENCE BOOKS
CS. Venkataraman and BK. Srivastva, “Personnel Management and Human Resources”
Prasad, Lallan and A.M.Banerjee, “Management of HR”
Monappa, Arun, “Industrial Relations”.


B104 - MARKETING MANAGEMENT

Contents

Unit 1
Definition of Marketing - Marketing Management- Marketing concept – Meaning Importance of marketing in developing countries - Functions of Marketing – Marketing environment: various environmental factors affecting the marketing function.

Unit 2

Unit 3

Unit 4
Pricing: Meaning to Buyer & Seller - pricing policies – Objective factors influencing pricing decisions - Competitors action to price changes - multiproduct pricing. Physical Distribution - Management of physical distribution - marketing risks.

Unit 5

REFERENCE BOOKS

Philip Kotler, “Marketing Management”
Rajan Nair, “Marketing Management”
Cundiff and Still, “Fundamentals of Modern Marketing”.
B105 - BUSINESS ENVIRONMENT

Contents

Unit 1

Unit 2 : Businesses and Society
Changing concept and objectives of business professionalisation; Business Ethics, Business and culture social responsibility to shareholders; employees, Consumers, community.

Unit 3 : Economic Systems

Unit 4 : Industrial Sickness

Unit 5 : Industrial Financial Institutions
IDBI, IFCI,ICICI, IRBI, SHCI, DFHI, UTI, LIC, GIC,

Unit 6 : Foreign capital and technology
Role of foreign capital – private foreign capital imitations and dangers of foreign capital, government policy.

REFERENCE BOOKS

Francis Chernunilam, “Business Environment”

K.Aswathappa, “Essentials of Business Environment”
Second Year (Stage-II)

B106-Principles of Accountancy

Contents

Unit 1 : Theoretical Framework
(i) Meaning and Scope of accounting
(ii) Accounting Concepts, Principles and Conventions
(iii) Accounting Standards – concepts, objectives, benefits
(iv) Accounting Policies
(v) Accounting as a measurement discipline – valuation principles, accounting estimates

Unit 2 : Accounting Process
Books of Accounts leading to the preparation of Trial Balance, Capital and revenue expenditures, Capital and revenue receipts, Contingent assets and contingent liabilities, Fundamental errors including rectifications thereof.

Unit 3
Bank Reconciliation Statement

Unit 4 : Inventories
Basis of inventory valuation and record keeping.

Unit 5 : Depreciation accounting
Methods, computation and accounting treatment of depreciation, Change in depreciation methods.

Unit 6
Preparation of Final Accounts for Sole Proprietors

Unit 7 : Accounting for Special Transactions
(a) Consignments
(b) Joint Ventures
(c) Bills of exchange and promissory notes
(d) Sale of goods on approval or return basis.

Unit 8 : Partnership Accounts
Final accounts of partnership firms – Basic concepts of admission, retirement and death of a partner including treatment of goodwill.

Unit 9 : Introduction to Company Accounts
Issue of shares and debentures, forfeiture of shares, re-issue of Forfeited shares, redemption of preference shares.
REFERENCE BOOKS


T. S. Grewal, “Introduction to Accountancy”, S. Chand & Company Ltd.,


A. Murthy, “Financial Accounting” Margham Publishers
B107 - Mercantile Law

Contents

Unit 1
The Indian Contract Act, 1872: An overview of Sections 1 to 75 covering the general nature of contract, consideration, other essential elements of a valid contract, performance of contract and breach of contract.

Unit 2

Unit 3
The India Partnership Act, 1932

REFERENCE BOOKS

N. D. Kapoor, “Elements of Mercantile Law”
V. S. Datey, “Business and Corporate Laws”
Rohini Agarwal, “Mercantile and Commercial Laws”
B108 - General Economics

Contents

(I) MICRO ECONOMICS
Unit 1 : Introduction to Micro Economics
(a) Definition, scope and nature of Economics
(b) Methods of economic study
(c) Central problems of an economy and Production possibilities curve.

Unit 2 : Theory of Demand and Supply
(a) Meaning and determinants of demand, Law of demand and Elasticity of demand
Price, income and cross elasticity
(b) Theory of consumer’s behavior – Marshallian approach and Indifference curve approach
(c) Meaning and determinants of supply, Law of supply and Elasticity of supply.

Unit 3 : Theory of Production and Cost
(a) Meaning and Factors of production
(b) Laws of Production – The Law of variable proportions and Laws of returns to scale
(c) Concepts of Costs Short-run and long run costs, Average and marginal costs, Total, fixed and variable costs.

Unit 4 : Price Determination in Different Markets
(a) Various forms of markets – Perfect Competition, Monopoly, Monopolistic Competition and Oligopoly
(b) Price determination in these markets.

(II) INDIAN ECONOMIC DEVELOPMENT
Unit 5 : Indian Economy – A Profile
(a) Nature of the Indian Economy
(b) Role of different sectors – Agriculture, Industry and Services in the development of the Indian economy, their problems and growth
(c) National Income of India – Concepts of national income, Different methods of measuring national income, Growth of national income and per capita income in various plans.
(d) Basic understanding of tax system of India – Direct and Indirect Taxation

Unit 6 : Select Aspects of Indian Economy
(a) Population – Its size, rate of growth and its implication for growth
(b) Poverty – Absolute and relative poverty and main programs for poverty alleviation
(c) Unemployment – Types, causes and incidence of unemployment
(d) Infrastructure  
(e) Inflation  
(f) Budget and Fiscal deficits  
(g) Balance of payments  
(h) External debts.  

Unit 7 : Economic Reforms in India  
(a) Features of economic reforms since 1991  
(b) Liberalization, Privatization and Disinvestment  
(c) Globalization.  

Unit 8 : Money and Banking  
(a) Money – Meaning and functions  
(b) Commercial Banks – Role and functions  
(c) Reserve Bank of India – Role and functions, monetary policy.  

REFERENCE BOOKS:  
Varshney and Maheswari, “Managerial Economics”, Sultan Chand and Sons, 2003  
Contents

Unit 1
Ratio and proportion, Indices, Logarithms

Unit 2 : Equations
Linear – simultaneous linear equations up to three variables, quadratic and cubic equations in one variable, equations of a straight line, intersection of straight lines, graphical solution to linear equations.

Unit 3 : Inequalities
Graphs of inequalities in two variables – common region.

Unit 4
Simple and Compound Interest including annuity – Applications

Unit 5
Basic concepts of Permutations and Combinations

Unit 6
Sequence and Series – Arithmetic and geometric progressions

Unit 7
Sets, Functions and Relations

Unit 8
Limits and Continuity – Intuitive Approach

Unit 9
Basic concepts of Differential and Integral Calculus (excluding trigonometric functions)

Unit 10 : Statistical description of data
(a) Textual, Tabular & Diagrammatic representation of data.
(b) Frequency Distribution.
(c) Graphical representation of frequency distribution – Histogram, Frequency Polygon, Ogive

Unit 11 : Measures of Central Tendency and Dispersion
Arithmetic Mean, Median – Partition Values, Mode, Geometric Mean and Harmonic, Mean, Standard deviation, Quartile deviation

Unit 12
Correlations and Regression

Unit 13
Probabilities and Expected Value by Mathematical Expectation
Unit 14: Theoretical Distributions
Binomial, Poisson and Normal.

Unit 15: Sampling Theory
Basic Principles of sampling theory, Comparison between sample survey and complete enumeration, Errors in sample survey, some important terms associated with sampling, Types of sampling, Theory of estimation, Determination of sample size.

Unit 16
Index Numbers

REFERENCE BOOKS
Gupta S.P., “Statistical Techniques”, Sultan Chand & Sons
B110 - Auditing

Contents

Unit 1 : Auditing Concepts
Nature and limitations of Auditing, Basic Principles governing an audit, Ethical principles and concept of Auditor’s Independence, Relationship of auditing with other disciplines.

Unit 2 : Auditing and Assurance Standards
Overview, Standard-setting process, Role of International Auditing and Assurance Standards Board and Auditing and Assurance Standards Board in India.

Unit 3 : Auditing engagement
Audit planning, Audit programme, Control of quality of audit work–Delegation and supervision of audit work.

Unit 4 : Documentation
Audit working papers, Audit files: Permanent and current audit files, Ownership and custody of working papers.

Unit 5 : Audit evidence
Audit procedures for obtaining evidence, Sources of evidence, Reliability of audit evidence, Methods of obtaining audit evidence, Physical verification, Documentation, Direct confirmation, Re-computation, Analytical review techniques, Representation by management.

Unit 6 : Internal Control
Elements of internal control, Review and documentation, Evaluation of internal control system, Internal control questionnaire, Internal control check list, Tests of control, Application of concept of materiality and audit risk, Concept of internal audit.

Unit 7
Internal Control and Computerized Environment, Approaches to Auditing in Computerized Environment.

Unit 8 : Audit Sampling
Types of sampling, Test checking, Techniques of test checks.

Unit 9 : Analytical review procedures.

Unit 10 : Audit of payments
General considerations, Wages, Capital expenditure, Other payments and expenses, Petty cash payments, Bank payments, Bank reconciliation.

Unit 11 : Audit of receipts
General considerations, Cash sales, Receipts from debtors, Other Receipts.

Unit 12 : Audit of Purchases
Vouching cash and credit purchases, Forward purchases, Purchase returns, Allowance received from suppliers.

**Unit 13 : Audit of Sales**
Vouching of cash and credit sales, Goods on consignment, Sale on approval basis, Sale under hire-purchase agreement, Returnable containers, Various types of allowances given to customers, Sale returns.

**Unit 14 : Audit of suppliers' ledger and the debtors' ledger**
Self-balancing and the sectional balancing system, Total or control accounts, Confirmatory statements from credit customers and suppliers, Provision for bad and doubtful debts, Writing off of bad debts.

**Unit 15 : Audit of impersonal ledger**
Capital expenditure, deferred revenue expenditure and revenue expenditure, Outstanding expenses and income, Repairs and renewals, Distinction between reserves and provisions, Implications of change in the basis of accounting.

**Unit 16**
Audit of assets and liabilities.

**Unit 17 : Company Audit**
Audit of Shares, Qualifications and Disqualifications of Auditors, Appointment of auditors, Removal of auditors, Powers and duties of auditors, Branch audit, Joint audit, Special audit, Reporting requirements under the Companies Act, 1956.

**Unit 18 : Audit Report**
Qualifications, Disclaimers, Adverse opinion, Disclosures, Reports and certificates.

**Unit 19**
Special points in audit of different types of undertakings, i.e., Educational institutions, Hotels, Clubs, Hospitals, Hire-purchase and leasing companies (excluding banks, electricity companies, cooperative societies, and insurance companies).

**Unit 20**
Features and basic principles of government audit, Local bodies and not-for-profit organizations, Comptroller and Auditor General and its constitutional role.

**REFERENCE BOOKS**
- B.N. Tandon, “Practical Auditing”, S. Chand Company Ltd
- Spicer and Pegler, “Auditing : Khatalia's Auditing”
Third Year (Stage-III)

B111 - Financial Accounting

Contents

Unit 1.
A General Knowledge of the framing of the accounting standards, national and international accounting authorities, adoption of international financial reporting standards

Unit 2: Accounting Standards
Working knowledge of:
AS 1: Disclosure of Accounting Policies
AS 2: Valuation of Inventories
AS 3: Cash Flow Statements
AS 6: Depreciation Accounting
AS 7: Construction Contracts (Revised 2002)
AS 9: Revenue Recognition
AS 10: Accounting for Fixed Assets
AS 13: Accounting for Investments
AS 14: Accounting for Amalgamations

Unit 3: Company Accounts
(a) Preparation of financial statements – Profit and Loss Account, Balance Sheet and Cash Flow Statement
(b) Profit (Loss) prior to incorporation
(c) Alteration of share capital, Conversion of fully paid shares into stock and stock into shares, Accounting for bonus issue
(d) Simple problems on Accounting for business acquisition, Amalgamation and reconstruction (excluding problems of amalgamation on inter-company holding)

Unit 4
Averages Due Date, Account Current, Self-Balancing Ledgers

Unit 5
Financial Statements of Not-for-Profit Organizations

Unit 6
Accounts from Incomplete Records

Unit 7: Accounting for Special Transactions
(a) Hire purchase and installment sale transactions
(b) Investment accounts
(c) Insurance claims for loss of stock and loss of profit.

**Unit 9 : Issues in Partnership Accounts**

Final accounts of partnership firms – Admission, retirement and death of a partner including treatment of goodwill;

**Unit 10 : Accounting in Computerized Environment**

An overview of computerized accounting system – Salient features and significance, Concept of grouping of accounts, Codification of accounts, Maintaining the hierarchy of ledger, Accounting packages and consideration for their selection, Generating Accounting Reports.

**REFERENCE BOOKS**


**B112 - Company Law (30 marks)**

**Contents**

The Companies Act, 1956 – Sections 1 to 197

(a) Preliminary

(b) Board of Company Law Administration - National Company Law Tribunal; Appellate Tribunal

(c) Incorporation of company and matters incidental thereto

(d) Prospectus and allotment, and other matters relating to use of shares or debentures

(e) Share capital and debentures

(f) Registration of charges

(g) Management and administration – general provisions – registered office and name, restrictions on commencement of business, registers of members and debentures holders, foreign registers of members or debenture holders, annual returns, general provisions regarding registers and returns, meetings and proceedings.

(h) Company Law in a computerized environment – e-filing.

**REFERENCE BOOKS**

N.D.Kapoor, “Company Law and Secretarial Practice”


P.K. Ghosh, “Text Book of Company Secretarial Practice”

Kuchaal M.C, “Secretarial Practice”
B113 - Cost Accounting

Contents:

Unit 1
Objectives, Importance and Advantages of Cost Accounting, cost concepts; Types of costing; Installation of a costing system; Essentials of a good Cost Accounting system; Difference between Cost Accounting and Financial Accounting; Elements of cost; Cost unit, Cost centre and Profit centre.

Unit 2: Cost ascertainment
(a) Material accounting:
   (i) Procurement procedures; Store procedures and Documentation in respect of receipts, Issues of stock, Stock verification.
   (ii) Inventory control; Conventional techniques such as fixing of minimum/maximum and re-order levels.
   (iii) Valuation of receipts, issues of inventories.
   (iv) Consumption; Identification with products of cost centers; Basis for consumption entries in financial accounts; Monitoring consumption.

(b) Employee-related cost:
   (i) Attendance and Payroll procedures; Overview of statutory requirements; Overtime and incentives.
   (ii) Utilisation of labour; classification into direct and indirect as demanded by circumstances of the unit identifying with cost centres; labour booking procedures; identifying labour hours with work-orders or batches or capital jobs or overhead work-orders; absorption rates.
   (iii) Efficiency rating procedures.

(c) Direct expenses: Sub-contracting; Control on material movements; identification with the main product or services; Documentation requirements.

(d) Overheads:
   (i) Functional analysis; Factory Administration, Selling, Distribution, Research and development. Behavioural analysis; Fixed, Variable, Semi-variable.
   (ii) Factory overheads; Primary allocation to all cost centres; Secondary allocation of service/utility cost centres to production cost centres; Criteria for choosing suitable basis for allotment; Activity-based cost allocations; Capacity cost adjustments; Fixed absorption rates for absorbing overheads to products or services.
   (iii) Administration overheads; Activity analysis for control; Method of allocation to cost centres or products.
   (iv) Selling and distribution overheads; Analysis and absorption of the expenses in products/customers; Impact of marketing strategies; Cost effectiveness of
various methods of sales promotion; Segment-wise/customer-wise/region-wise cost analysis.

Unit 3
Methods of costing: Job/Contract costing system; Process costing system; operating costing system.

Unit 4
Cost accounts systems, Cost control accounts (non-integrated accounts), Reconciliation of cost and financial accounts.

Unit 5
General introduction to Cost Accounting records and rules (industry-wise details are not expected).

Unit 6
Cost system installation and operation; Structuring the organization into cost/activity centers; criteria and purpose.

Unit 7 : Product cost sheets:
(i) Valuation of work-in-progress; Procedures in Job order method and in Process costing.
(ii) Profitability statements; Product-wise/ segment-wise/ customer-wise profitability.

Unit 8
Uniform costing and inter-firm comparison.

Unit 9
Cost Reduction.

REFERENCE BOOKS
S. P. Iyyangar, “Cost Accounting Principles and Practice”
V. K. Saxena & C.D. Vashist, “Cost Accounting”
M.N.Arora, “Cost Accounting”
S. N. Maheshwari, “Management Accounting and Financial Control”
R.K. Sharma Shashi K. Gupta, “Management Accounting”
Sharma and Gupta, “Management Accounting”
Contents:

Unit 1: Scope and Objectives of Financial Management
(a) Meaning, importance and objectives
(b) Conflicts in profit versus value maximization principle
(c) Role of Chief Financial Officer.

Unit 2: Time Value of Money
Compounding and discounting techniques – concepts of annuity and perpetuity.

Unit 3: Financial Analysis and Planning
(a) Ratio analysis for performance evaluation and financial health
(b) Application of ratio analysis in decision-making
(c) Analysis of cash flow statement.

Unit 4: Financing Decisions
(a) Cost of Capital – weighted average cost of capital and marginal cost of capital
(b) Capital Structure decisions – capital structure patterns, designing optimum capital structure, constraints, various capital structure theories
(c) Business risk and financial risk – operating and financial leverage, trading on equity.

Unit 5: Types of Financing
(a) Different sources of finance
(b) Project financing – intermediate and long term financing
(c) Negotiating term loans with banks and financial institutions and appraisal thereof
(d) Introduction to lease financing
(e) Venture capital finance.

Unit 6: Investment Decisions
(a) Purpose, objective, process
(b) Understanding different types of projects
(c) Techniques of decision making: non-discounted and discounted cash flow approaches - payback period method, accounting rate of return, net present value, internal rate of return, modified internal rate of return, discounted payback period and profitability index.
(d) Ranking of competing projects, ranking of projects with unequal lives.

Unit 7: Management of working capital
(a) Working capital policies
(b) Funds flow analysis
(c) Inventory management
(d) Receivables management
(e) Payables management
(f) Management of cash and marketable securities
(g) Financing of working capital.

REFERENCE BOOKS

Contents:

Unit 1 : Income Tax
1. Important definitions in the Income-tax Act, 1961
2. Basis of charge; rates of taxes applicable for different types of assesses
3. Concepts of previous year and assessment year
4. Residential status and scope of total income; Income deemed to be received / deemed to accrue or arise in India
5. Incomes, which do not form part of total income
6. Heads of income and the provisions governing computation of income under different heads
7. Income of other persons included in assessor's total income
8. Aggregation of income; set-off or carry forward and set-off of losses
9. Deductions from gross total income
10. Computation of total income and tax payable; rebates and reliefs
11. Provisions concerning advance tax and tax deducted at source

Unit 2 : Service Tax
1. Service tax – concepts and general principles
2. Charge of service tax and taxable services
3. Valuation of taxable services
4. Payment of service tax and filing of returns
5. VAT – concepts and general principles
6. Calculation of VAT Liability including input Tax Credits
7. Small Dealers and Composition Scheme
8. VAT Procedures.

REFERENCE BOOKS
Dirgare Pagare, “Business Taxation”
Balasubramanian, “Business Taxation”
Jain & Narang, “Income Tax”
Bare Act – TNVAT 2006
V. Balachandran, “Indirect Taxation”
V.S.Datey, “Indirect Taxes Law and Practice”
Syllabus for M. Com.

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Total Marks: 1000
First Year (Stage – I)

M101 - MARKETING MANAGEMENT

Contents

Unit 1

Unit 2

Unit 3
Channels of Distribution – Meaning - Basic channels of distribution - Selection of a suitable channel - Factors Influencing Selection of a channel-middlemen in distribution- Kinds – Functions - Elimination of Middlemen - Arguments in favour of and against.

Unit 4
Sales Promotion-meaning and definition-objectives and importance of sales promotion-causes or sales promotion activities-types of sales promotional programmers-salesmanship and Personal selling-steps in selling-essentials of salesmanship-importance of salesmanship-qualities of a good salesman – Types of Salesman.

Unit 5
Meaning and Definition of Advertising - Advertising and Publicity - Objectives of Advertising – Functions - Advantages of Advertising - Advertisement copy - Qualities of a good copy - Elements of a Advertising copy - Objections against Advertisement copy - Media of Advertisement - Factors governing the selection of the Media-Advertising Agencies – Meaning and Definition - Benefits or Services of an Advertising Agency – Ethical way of advertising – MRTP.

REFERENCE BOOKS
C. B. Mamoria and Joshi, “Marketing Management”
Dr. C. B. Gupta and Dr. N. Rajan Nair, “Marketing Management”
Philip Kotler, “Marketing Management”
R. S. N. Pillai & Bagavathi, “Modern Marketing”
William J. Stanton, “Fundamentals of Marketing”
M102 - HUMAN RESOURCES MANAGEMENT

Contents

Unit 1

Unit 2

Unit 3

Unit 4

Unit 5

REFERENCE BOOKS

P. C. Dinuvedi, “Management of Human Resources”
Fred Luthans, “Organizational Behaviours”
Keith Darvis, “Human Behaviours at Work”
P. X. Tirupathi, “Personal Management & Industrial Relations”
C.S. Memoria, “Personal Management”
M103 - BUSINESS ENVIRONMENT

Contents

Unit 1
Concept of Business Environment- Significance-Types of Environment-External and Internal – Inter-Relationship between economic and non-economic environment-Impact of environment on business and Strategic Decisions - Culture and business - Social Responsibilities of Business.

Unit 2

Unit 3

Unit 4

Unit 5

REFERENCE BOOKS

Francis Cherunilam, “Business Environment”
Dr. C. B. Gupta, “Business Environment”
Gupta N. S. “Multinational Corporations”
Keith Davis and Robert L. Blomstorm, “Business Society and Environment”
Francis E. Merrill, “Societies and Culture”
V. A. Avadhani, “Investment and Securities Markets in India”
M104 - Financial Management

Contents:

Unit 1 : Scope and Objectives of Financial Management
(a) Meaning, importance and objectives
(b) Conflicts in profit versus value maximization principle
(c) Role of Chief Financial Officer.

Unit 2 : Time Value of Money
Compounding and discounting techniques – concepts of annuity and perpetuity.

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(a) Ratio analysis for performance evaluation and financial health
(b) Application of ratio analysis in decision-making
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(a) Cost of Capital – weighted average cost of capital and marginal cost of capital
(b) Capital Structure decisions – capital structure patterns, designing optimum capital structure, constraints, various capital structure theories
(c) Business risk and financial risk – operating and financial leverage, trading on equity.

Unit 5 : Types of Financing
(a) Different sources of finance
(b) Project financing – intermediate and long term financing
(c) Negotiating term loans with banks and financial institutions and appraisal thereof
(d) Introduction to lease financing
(e) Venture capital finance.

Unit 6 : Investment Decisions
(a) Purpose, objective, process
(b) Understanding different types of projects
(c) Techniques of decision making: non-discounted and discounted cash flow approaches - payback period method, accounting rate of return, net present value, internal rate of return, modified internal rate of return, discounted payback period and profitability index.
(d) Ranking of competing projects, ranking of projects with unequal lives.

Unit 7 : Management of working capital
(a) Working capital policies
(b) Funds flow analysis
(c) Inventory management
(d) Receivables management
(e) Payables management

(f) Management of cash and marketable securities

(g) Financing of working capital.

REFERENCE BOOKS


Contents

Unit 1
Accounting Standards and Guidance Notes on various accounting aspects issued by the ICAI and advanced problems based thereon.

Unit 2
Corporate financial reporting – issues and problems with special reference to published financial statements.

Unit 3
Consolidated accounts of holding and group companies.

Unit 4
Accounting for amalgamation: Purchase and pooling of interests methods of accounting.

Unit 5
Accounting aspects of corporate restructuring.

Unit 6
Financial reporting in respect of various kinds of financial institutions like mutual funds, non-banking finance companies, merchant bankers, stock brokers.

Unit 7
Fund-based accounting (for non-profit organization)

Unit 8: Developments in accounting:
- Interim reporting.
- Segment reporting.
- Value-added statement.
- Economic value – added statement
- Corporate social reporting.
- Human resource accounting.
- Accounting for Intangible Assets
- Accounting for Financial Instruments.
- Environmental accounting

Unit 9
Valuation of goodwill and shares.

Unit 10
Comparative study of basic concepts of international accounting standards, US GAAP and standards in India.
REFERENCES


Second Year (Stage –II)

M106 - Auditing

Contents

Unit 1: Audit strategy, planning and programming
Planning the flow of audit work; drafting of reports; audit strategy, planning, programme, and importance of supervision; review of audit notes and working papers; principal's ultimate responsibility; extent of delegation; control over the quality of audit work; reliance on the work of other auditor, internal auditor or an expert.

Unit 2: Internal control
Evaluation of internal control procedures; techniques including questionnaire, flowchart; internal audit and external audit, coordination between the two.

Unit 3: Special audit techniques
(a) Selective verification; statistical sampling.
(b) Special audit procedures; witnessing physical verification of assets, direct circularization of debtors and creditors.
(c) Analytical reviews procedures.
(d) Improving the efficiency of auditing, systems auditing, risk-based auditing.

Unit 4: Statements/Standards and Guidance Notes

Unit 5
Audit of limited companies: Statutory requirements under the Companies Act 1956; Audit of branches; joint audits. Concepts of true and fair and materiality and audit risk in the context of audit of companies.

Unit 6
Audit reports; qualifications, notes on accounts, distinction between notes and qualifications, detailed observations by the statutory auditor to the management vis-à-vis obligations of reporting to the members; Special reports on offer documents.

Unit 7
Dividends and divisible profits; financial, legal, and policy considerations with special reference to depreciation.

Unit 8
Special points in audit of public sector companies. Directions of Comptroller and Auditor General under Section 619; Concepts of propriety and efficiency audit.

Unit 9
Rights, duties, and liabilities of auditors; Third party liability - nature and extent.

Unit 10
Audit Committees and Corporate Governance.
Unit 11
Investigation including Due Diligence.

Unit 12
Cost audit, Environmental Audit, Energy Audit.

Unit 13
Audit of public expenditure.

Unit 14
Certificates under the Payment of Bonus Act, import/export control authorities, etc.; Distinction between certificates and reports; specific services to non-audit clients.

Unit 15
Audit under different statutes, viz; income tax, other direct tax laws and indirect taxes.

Unit 16
Special features of audit of banks, insurance companies, co-operative societies and non-banking financial companies.

Unit 17
Special audit assignments like audit of bank borrowers, audit of stock exchange brokers and depositories; Inspection of special entities like banks, financial institutions, mutual funds, stock brokers.

Unit 18

Unit 19
Internal audit, management and operational audit: nature and purpose, organization, audit programme; behavioral problems; Specific areas of management and operational audit involving review of internal control, purchasing operations, manufacturing operations, selling and distribution, personnel policies, systems and procedures. Aspects relating to concurrent audit.

Unit 20
Audit under computerized environment: Computer auditing; specific problems of EDP audit, need for review of internal control especially procedure controls and facility controls; techniques of audit of EDP output; use of computers for internal and management audit purposes; test packs, computerized audit programmes; involvement of the auditor at the time of setting up the computer system.

REFERENCE BOOKS
B.N. Tandon, “Practical Auditing”, S Chand Company Ltd
F.R.M De Paula, “Auditing-the English language Society and Sir Isaac Pitman and Sons Ltd, London
Spicer and Pegler, “Auditing: Khatalia's Auditing”
Kamal Gupta, “Auditing”, Tata Mcgrill Publications
M107 - Company Laws

Contents

Unit 1
The Companies Act, 1956 (Section 209 onwards till end).

Unit 2
The Foreign Exchange Management Act, 1999.

Unit 3
The Monopolies and Restrictive Trade Practices Act, 1969

Unit 4
The Sick Industrial Companies (Special Provisions) Act, 1985

Unit 5
The Securities Contracts (Regulation) Act, 1956.

Unit 6
The Securities and Exchange Board of India Act, 1992, and Guidelines issued there under.

Unit 7
Application of Secretarial Procedures and Practices.

Unit 8
Rules of interpretation of Statutes, Deeds, and Documents.

REFERENCE BOOKS

N.D.Kapoor, “Company Law and Secretarial Practice”
P. P. S. Gogna, “Text Book of Company Law”
P. K. Ghosh, “Text Book of Company Secretarial Practice”
Kuchaal M.C., “Secretarial Practice”
M108- Cost and Management Accounting

Contents

Unit 1: Cost Management
(a) Developments in the business environment; just in time; manufacturing resources planning; (MRP); automated manufacturing; synchronous manufacturing and back flush systems to reflect the importance of accurate bills of material and routings; world class manufacturing; total quality management.
(b) Activity based approaches to management and cost analysis
(c) Analysis of common costs in manufacturing and service industry
(d) Techniques for profit improvement, cost reduction, and value analysis
(e) Throughput accounting
(f) Target costing; cost ascertainment and pricing of products and services
(g) Life cycle costing
(h) Shut down and divestment.

Unit 2: Cost Volume Profit Analysis
(a) Relevant cost
(b) Product sales pricing and mix
(c) Limiting factors
(d) Multiple scarce resource problems
(e) Decisions about alternatives such as make or buy, selection of products, etc.

Unit 3: Pricing Decisions
(a) Pricing of a finished product
(b) Theory of price
(c) Pricing policy
(d) Principles of product pricing
(e) New product pricing
(f) Pricing strategies
(g) Pricing of services
(h) Pareto analysis

Unit 4: Budgets and Budgetary Control
The budget manual, Preparation and monitoring procedures, Budget variances, Flexible budgets, Preparation of functional budget for operating and non-operating functions, Cash budgets, Capital expenditure budget, Master budget, Principal budget factors.
Unit 5 : Standard Costing and Variance Analysis
Types of standards and sources of standard cost information; evolution of standards, continuous improvement; keeping standards meaningful and relevant; variance analysis; disposal of variances.
(a) Investigation and interpretation of variances and their inter relationship
(b) Behavioral considerations.

Unit 6 : Transfer pricing
(a) Objectives of transfer pricing
(b) Methods of transfer pricing
(c) Conflict between a division and a company
(d) Multi-national transfer pricing.

Unit 7
Cost Management in Service Sector

Unit 8
Uniform Costing and Inter firm comparison

Unit 9 : Profitability analysis
Product wise / segment wise / customer wise

Unit 10 : Financial Decision Modeling
(a) Linear Programming
(b) Network analysis - PERT/CPM, resource allocation and resource leveling
(c) Transportation problems
(d) Assignment problems
(e) Simulation
(f) Learning Curve Theory
(g) Time series forecasting
(h) Sampling and test of hypothesis

REFERENCE BOOKS
S. P. Iyyangar, “Cost Accounting Principles and Practice”
V. K Saxena & C.D. Vashist, “Cost Accounting”
M. N. Arora, “Cost Accounting”
S. N. Maheshwari, “Management Accounting and Financial Control”
R. K. Sharma Shashi K. Gupta, “Management Accounting”
Sharma and Gupta, “Management Accounting”
M109 - Information Technology

Contents

Unit 1: Introduction to Computers
(a) Computer hardware
   Classification of computers – personal computer, workstation, servers and super computers
   Computer components – CPU, input output devices, storage devices
(b) BUS, I/O CO processors, ports (serial, parallel, USB ports), expansion slots, add on cards, on board chips, LAN cards, multi media cards, cache memory, buffers, controllers and drivers
(c) Computer software
   Systems software – operating system, translators (compilers, interpreters and assemblers), system utilities
   General purpose software/ utilities - word processor, spread sheet, DBMS, scheduler / planner, Internet browser and e-mail clients
   Application software – financial accounting, payroll, inventory
   Specialized systems – Enterprise Resource Planning (ERP), artificial intelligence, expert systems, decision support systems – an overview

Unit 2: Data Storage, Retrievals and Data Base Management Systems
(a) Data and information concepts: bits, bytes, KB, MB, GB, TB
(b) Data organization and access
   Storage concepts: records, fields, grouped fields, special fields like date, integers, real, floating, fixed, double precision, logical, characters, strings, variable character fields (Memo); key, primary key, foreign key, secondary key, referential integrity, index fields.
   Storage techniques: sequential, block sequential, random, indexed, sequential access, direct access, and random access including randomizing
   Logical structure and physical structure of files
(c) DBMS models and classification:
   Need for database, administration, models, DML and DDL (query and reporting); data dictionaries, distributed databases, object oriented databases, client server databases, and knowledge databases
(d) Backup and recovery – backup policy, backup schedules, offsite backups, recycling of backups, frequent checking of recovery of backup
(e) Usage of system software like program library management systems and tape and disk management systems – features, functionalities, advantages
(f) Data mining and data warehousing - an overview

Unit 3: Computer Networks & Network Security
(a) Networking concepts – need and scope, benefits
Classification: LAN, MAN, WAN, VPN; peer-to-peer, client server
Components - NIC, router, switch, hub, repeater, bridge, gateway, modem
Network topologies – bus, star, ring, mesh, hybrid, and architecture: token ring, Ethernet
Transmission technologies and protocols – OSI, TCP/IP, ISDN etc.
Network operating system
(b) Local Area Networks – components of a LAN, advantages of LAN
(c) Client server technology
   Limitation of single user systems and need for client server technology
   Servers – database, application, print servers, transaction servers, Internet servers, mail servers, chat servers, IDS
   Introduction to 3-tier and “n” tier architecture (COM, COM+)
(d) Data centers: features and functions, primary delivery centre and disaster recovery site
(e) Network security need; threats and vulnerabilities; security levels; techniques

Unit 4 : Internet and other technologies
(a) Internet and world-wide web, intranets, extranets, applications of Internet, Internet protocols
(b) E-commerce - nature, types (B2B, B2C, C2C), supply chain management, CRM, Electronic Data Interchange (EDI), Electronic Fund Transfers (EFT), payment portal, e-commerce security;
(c) Mobile commerce, Bluetooth and Wi-Fi

Unit 5
Flowcharts, Decision Tables.

REFERENCE BOOKS
Manuals for Ms-Office, Excel, MS -Word, MS – Access, FoxPro
M110 - Taxation

Contents:

Unit 1 : Income-tax
1. Important definitions in the Income-tax Act, 1961
2. Basis of charge; rates of taxes applicable for different types of assesses
3. Concepts of previous year and assessment year
4. Residential status and scope of total income; Income deemed to be received / deemed to accrue or arise in India
5. Incomes, which do not form part of total income
6. Heads of income and the provisions governing computation of income under different heads
7. Income of other persons included in assessee’s total income
8. Aggregation of income; set-off or carry forward and set-off of losses
9. Deductions from gross total income
10. Computation of total income and tax payable; rebates and reliefs
11. Provisions concerning advance tax and tax deducted at source

Unit 2 : Service Tax
1. Service tax – concepts and general principles
2. Charge of service tax and taxable services
3. Valuation of taxable services
4. Payment of service tax and filing of returns
5. VAT – concepts and general principles
6. Calculation of VAT Liability including input Tax Credits
7. Small Dealers and Composition Scheme
8. VAT Procedures.

REFERENCE BOOKS

Dirgare Pagare, “Business Taxation”
Balasubramanian, “Business Taxation”
Jain & Narang, “Income Tax”
Bare Act – TNVAT 2006
V.Balachandran, “Indirect Taxation”
V.S.Datey, “Indirect Taxes Law and Practice”
# Syllabus for M.B.A Course

## First Year (Stage – I)

<table>
<thead>
<tr>
<th>Code No</th>
<th>PAPER</th>
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<td>M101</td>
<td>Principles of Management &amp; Organisational Behavior</td>
<td>100</td>
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<tr>
<td>M102</td>
<td>Marketing Management</td>
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<tr>
<td>M103</td>
<td>Human Resource Management</td>
<td>100</td>
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<tr>
<td>M104</td>
<td>Business Environment &amp; Ethics</td>
<td>100</td>
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<tr>
<td>M105</td>
<td>Project Report*</td>
<td>100</td>
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<tr>
<td>M106</td>
<td>Financial Accounting</td>
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<tr>
<td>M107</td>
<td>Cost Accounting</td>
<td>100</td>
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* With a provision to submit the project report 6 months before the two years period in deserving cases. The viva-voce examination can be conducted after 6 months of completion of Charted Accountancy courses.

## Second Year (Stage – II)

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<td>M109</td>
<td>Auditing</td>
<td>100</td>
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<tr>
<td>M110</td>
<td>Business Law</td>
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<tr>
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<td>M112</td>
<td>Taxation</td>
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<td>Financial Management</td>
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<td>Management Accounting</td>
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<td>M115</td>
<td>Information Technology</td>
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</tbody>
</table>

Total Marks: 1500
First Year (Stage – I)

M101 - PRINCIPLES OF MANAGEMENT AND ORGANISATION
BEHAVIOUR

Contents

Unit 1

Unit 2

Unit 3

Unit 4

Unit 5
REFERENCE BOOKS


Stoner, Freeman & Gilbert, “Management, PHI, 6th Edition”.


Umasekaran, “Organisational Behaviour”.

M102 - MARKETING MANAGEMENT

Contents

Unit 1
Marketing Concepts and Tasks, Defining and delivering customer value and satisfaction - Value chain - Delivery network, Marketing environment, Adapting marketing to new liberalized economy - Digitalization, Customization, Changing marketing practices, - business - setting up websites; Marketing Information System, Strategic marketing planning and organization.

Unit 2

Unit 3
Marketing channel system - Functions and flows; Channel design, Channel management - Selection, Training, Motivation and evaluation of channel members; Channel dynamics - VMS, HMS, MMS; Market logistics decisions.

Unit 4
Integrated marketing communication process and Mix; Advertising, Sales promotion and Public relation decisions. Direct marketing - Growth, Benefits and Channels; Telemarketing; Sales force objectives, structure, size and compensation.

Unit 5
Identifying and analyzing competitors, Designing competitive strategies for leaders, challengers, followers and nichers: Customer Relationship management - Customer database, Data warehousing and mining. Attracting and retaining customers, Consumerism in India, Controlling of marketing efforts.

Global Target market selection, standardization Vs adaptation, Product, Pricing, Distribution and Promotional Policy.

REFERENCE BOOKS

Ramphal and Gupta, “Case and Simulations in Marketing”, Golgatia, Delhi.
M103 - HUMAN RESOURCE MANAGEMENT

Contents

Unit 1 : Human Resource Function

Unit 2 : Recruitment & Placement
Job analysis: Methods - IT and computerized skill inventory - Writing job specification - HR and the responsive organization.
Recruitment and selection process: Employment planning and forecasting - Building employee commitment: Promotion from within - Sources, Developing and Using application forms - IT and recruiting on the Internet.
Employee Testing & selection: Selection process, basic testing concepts, types of test, work samples & simulation, selection techniques, interview, common interviewing mistakes, Designing & conducting the effective interview, small business applications, computer aided interview.

Unit 3 : Training & Development
Orientation & Training: Orienting the employees, the training process, needs analysis, Training techniques, special purpose training, Training via the Internet.
Performance appraisal: Methods - Problem and solutions - MBO approach - The appraisal interviews - Performance appraisal in practice.
Managing careers: Career planning and development - Managing promotions and transfers.

Unit 4 : Compensation & Managing Quality
Benefits and services: Statutory benefits - non-statutory (voluntary) benefits - Insurance benefits - retirement benefits and other welfare measures to build employee commitment.
Unit 5: Labour relations and employee security


Labour Welfare: Importance & Implications of labour legislations - Employee health - Auditing HR functions, Future of HRM function.

REFERENCE BOOKS


M104 - BUSINESS ENVIRONMENT AND ETHICS

Contents

Unit 1

Unit 2

Unit 3
Globalization of the economy – trends and issues, Politics and environment, MNCs and Government relationships- Introduction to GATT and WTO.

Unit 4
Fiscal policy - central finances and new fiscal policy - Direct and indirect Tax structure, VAT, MODVAT - Service Tax problems and reforms -Expenditure Tax - Public debts &deficit financing

Unit 5

REFERENCE BOOKS

Francis Cherunnalam, “Business Environment”
Pruti S. “Economic & Managerial Environment in India”
Davis & Keith William C . Frederik, Business and Society”
Amarchand D, “Government and Business”
Mankard, “Business Economics”
N Agarwal, “Indian Economy”
Steiner and Steiner, “Business Ethics” Mc-Graw Hill
M105 - PROJECT REPORT

Candidates will have to submit a Project Report on a problem/topic to be assigned by the Department MBA under the supervision of an approved guide of the School of Distance Education. The research project report will carry 100 marks. Two examiners will do the evaluation of the project report. The average of the marks awarded by the two examiners will be taken into account for the results. In case the difference in the awards given by the examiners is 30 or more marks, the project report will be referred to the third examiner. In such cases the average of two closer awards (given by three examiners) will be taken into account for the results.

The report will contain the objectives and scope of the study. Research methodology, use, and importance of the study, analysis of data collected, conclusions and recommendations. It will contain relevant charts, diagrams and bibliography. A certificate of the Supervisor certifying the authenticity of the report shall be attached therewith. The student will submit three copies of the report to the School of Distance Education. The number of pages in the report will be 75 or more. The report should be typed in A-4 size paper.
M106 - Financial Accounting

Contents

Unit 1
Accounting Standards, Accounting Standards Interpretations and Guidance Notes on various accounting aspects issued by the ICAI and their applications.

Unit 2
Overview of International Accounting Standards (IAS)/International Financial Reporting Standards (IFRS), Interpretations by International Financial Reporting Interpretation Committee (IFRIC), Significant difference vis-a-vis Indian Accounting Standards.
Understanding of US GAAP,
Applications of IFRS and US GAAP.

Unit 3

Unit 4
Accounting for Corporate Restructuring (including inter-company holdings).

Unit 5
Consolidated Financial Statements of Group Companies Concept of a Group, purposes of consolidated financial statements minority interest, Goodwill, Consolidation procedures – Minority interests, Goodwill, Treatment of pre-acquisition and post-acquisition profit.
Consolidation with two or more subsidiaries, consolidation with foreign subsidiaries.
Consolidated profit and loss account, balance sheet and cash flow statement.
Treatment of investment in associates in consolidated financial statements.
Treatment of investments in joint ventures in consolidated financial statements.

Unit 6

Unit 7
Share based payments
Meaning, Equity settled transactions, Transaction with employees and non-employees
Determination of fair value of equity instruments
Vesting conditions
Modification, cancellation and settlement
Disclosures

Unit 8
Financial Reporting by Mutual funds, Non-banking finance companies, Merchant bankers, Stock and commodity market intermediaries.

Unit 9 : Valuation
(a) Concept of Valuation
(b) Valuation of Tangible Fixed Assets
(c) Valuation of Intangibles including Brand Valuation and Valuation of Goodwill
(d) Valuation of Liabilities
(e) Valuation of Shares
(f) Valuation of Business

Unit 10 : Developments in Financial Reporting
(a) Value Added Statement
(b) Economic Value Added, Market Value Added, Shareholders’ Value Added
(c) Human Resource Reporting
(d) Inflation Accounting the Institute.

REFERENCE BOOKS
S. P. Jain & K. L. Narang, "Advanced Accountancy"
M.C. Shukla, "Advanced Accounting".
S.N. Maheshwari, “Advanced Accounting”
M.A. Arulanandam and K.S. Raman, “Advanced Accounting”
R. L. Gupta and Rathaswamy, “Advanced Accounting”
M107 - Cost Accounting

Contents

Unit 1 : Introduction to Cost Accounting
(a) Objectives and scope of cost accounting
(b) Cost centers and cost units
(c) Cost classification for stock valuation, profit measurement, decision-making and control
(d) Coding systems
(e) Elements of cost
(f) Cost behavior pattern, separating the components of semi-variable costs
(g) Installation of a costing system
(h) Relationship of cost accounting, financial accounting, management accounting and financial management.

Unit 2 : Cost Ascertainment
(a) Material Cost
  (i) Procurement procedures - store procedures and documentation in respect of receipts and issue of stock, stock verification
  (ii) Inventory control - techniques of fixing of minimum, maximum and reorder levels, economic order quantity, ABC classification; stocktaking and perpetual inventory
  (iii) Inventory accounting
  (iv) Consumption - identification with products of cost centers, basis for consumption entries in financial accounts, monitoring consumption.
(b) Employee Cost
  (i) Attendance and payroll procedures, overview of statutory requirements, overtime, idle time and incentives
  (ii) Labour turnover
  (iii) Utilization of labour, direct and indirect labour, charging of labour cost, identifying labour hours with work orders or batches or capital jobs
  (iv) Efficiency rating procedures
  (v) Remuneration systems and incentive schemes.
(c) Direct Expenses
  Sub-contracting – control on material movements, identification with the main product or service.
(d) Overheads
  (i) Functional analysis – factory, administration, selling, distribution, research and development
  Behavioral analysis – fixed, variable, semi variable and step cost
(ii) Factory overheads – primary distribution and secondary distribution, criteria for choosing suitable basis for allotment, capacity cost adjustments, fixed absorption rates for absorbing overheads to products or services

(iii) Administration overheads – method of allocation to cost centres or products

(iv) Selling and distribution overheads – analysis and absorption of the expenses in products/customers, impact of marketing strategies, cost effectiveness of various methods of sales promotion.

Unit 3: Cost Book-keeping
Cost ledgers – non-integrated accounts, integrated accounts, reconciliation of cost and financial accounts.

Unit 4: Costing Systems
(a) Job Costing
Job cost cards and databases, collecting direct costs of each job, attributing overhead costs to jobs, applications of job costing.

(b) Batch Costing

(c) Contract Costing
Progress payments, retention money, escalation clause, contract accounts, accounting for material, accounting for plant used in a contract, contract profit and balance sheet entries.

(d) Process Costing
Double entry book keeping, process loss, abnormal gains and losses, equivalent units, inter-process profit, joint products and by products.

(e) Operating Costing System

Unit 5: Introduction to Marginal Costing
Marginal costing compared with absorption costing, contribution, breakeven analysis and profit volume graph.

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Various types of standards, setting of standards, basic concepts of material and labour standards and variance analysis.

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The budget manual, preparation and monitoring procedures, budget variances, flexible budget, preparation of functional budget for operating and non-operating functions, cash budget, master budget, principal budget factors.

REFERENCE BOOKS

Horngren, “Cost Accounting with Managerial Emphasis”
Jain and Narang, “Advanced Cost Accounting”
Wheldon, “Cost Accounting”
Biggs, “Cost Accounting”
N. K. Prasad, “Principles and Practice of Cost Accounting”
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Unit 17
Special audit assignments like audit of bank borrowers, audit of stock exchange brokers and depositories; Inspection of special entities like banks, financial institutions, mutual funds, stock brokers.

Unit 18: Professional Liability of Auditors
Code of Ethics with special reference to the relevant provisions of The Chartered Accountants Act, 1949 and the Regulations there under.

Unit 19
Internal audit, management and operational audit: nature and purpose, organisation, audit programme; behavioral problems; Specific areas of management and operational audit involving review of internal control, purchasing operations, manufacturing operations, selling and distribution, personnel policies, systems and procedures. Aspects relating to concurrent audit.

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Spicer and Pegler, “Auditing: Khatalia’s Auditing”
Kamal Gupta, "Auditing", Tata Mcgrail Publications
M110 - Business Laws

Contents

Unit 1
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Unit 4
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Unit 5
The Payment of Gratuity Act, 1972.

REFERENCE BOOKS

Singh Avtar, “Company Law”, Eastern Book Co., Lucknow
M111 - Company Laws

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The Companies Act, 1956, Rules and Regulations there under in its entirety with specific reference to
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(c) Directors - powers, managerial remuneration
(d) Meetings, powers of the Board and related party transactions
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(f) Compromises, Arrangements and Reconstructions
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   (b) The Securities Contracts (Regulation) Act, 1956
   (c) The Foreign Exchange Management Act, 1999
   (d) The Competition Act, 2002
   (f) The Prevention of Money Laundering Act, 2002

2. Interpretation of Statutes, Deeds and Documents
   The Foreign Exchange Management Act, 1999.

4. The Sick Industrial Companies (Special Provisions) Act, 1985

REFERENCE BOOKS

N.D.Kapoor, “Company Law and Secretarial Practice”
P.P.S. Gogna, “Text Book of Company Law”
P.K. Ghosh, “Text Book of Company Secretarial Practice”
Kuchaal M.C, “Secretarial Practice”
Singh Avtar, “Company Law”, Eastern Book Co., Lucknow


**M112 - Taxation**

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VAT – concepts and general principles

Unit 18
Calculation of VAT Liability including input Tax Credits

Unit 19
Small Dealers and Composition Scheme

Unit 20
VAT Procedures.

REFERENCE BOOKS
Dirgare Pagare, “Business Taxation”
Balasubramanian, “Business Taxation”
Jain & Narang, “Income Tax”
Bare Act – TNVAT 2006
V. Balachandran, “Indirect Taxation”
V. S. Datey, “Indirect Taxes Law and Practice”
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(c) Role of Chief Financial Officer.

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(c) Pricing policy
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Types of standards and sources of standard cost information; evolution of standards, continuous improvement; keeping standards meaningful and relevant; variance analysis; disposal of variances.
(a) Investigation and interpretation of variances and their inter relationship
(b) Behavioral considerations.

Unit 6: Transfer pricing
(a) Objectives of transfer pricing
(b) Methods of transfer pricing
(c) Conflict between a division and a company
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(a) Linear Programming
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(c) Transportation problems
(d) Assignment problems
(e) Simulation
(f) Learning Curve Theory
(g) Time series forecasting
(h) Sampling and test of hypothesis

REFERENCE BOOKS
S. P. Iyyangar, “Cost Accounting Principles and Practice”
V. K Saxena & C. D. Vashist, “Cost Accounting”
M. N. Arora, “Cost Accounting”
S. N. Maheshwari, “Management Accounting and Financial Control”
R.K. Sharma & Shashi K. Gupta, “Management Accounting”
Sharma and Gupta, “Management Accounting”
Contents

Unit 1: Introduction to Computers
(a) Computer hardware
   Classification of computers – personal computer, workstation, servers and super computers
   Computer components – CPU, input output devices, storage devices
(b) BUS, I/O CO processors, ports (serial, parallel, USB ports), expansion slots, add on cards, on board chips, LAN cards, multimedia cards, cache memory, buffers, controllers and drivers
(c) Computer software
   Systems software – operating system, translators (compilers, interpreters and assemblers), system utilities
   General purpose software/ utilities - word processor, spreadsheet, DBMS, scheduler/planner, Internet browser and e-mail clients
   Application software – financial accounting, payroll, inventory
   Specialized systems – Enterprise Resource Planning (ERP), artificial intelligence, expert systems, decision support systems – an overview

Unit 2: Data Storage, Retrievals and Database Management Systems
(a) Data and information concepts: bits, bytes, KB, MB, GB, TB
(b) Data organization and access
   Storage concepts: records, fields, grouped fields, special fields like date, integers, real, floating, fixed, double precision, logical, characters, strings, variable character fields (Memo); key, primary key, foreign key, secondary key, referential integrity, index fields.
   Storage techniques: sequential, block sequential, random, indexed, sequential access, direct access, and random access including randomizing
   Logical structure and physical structure of files
(c) DBMS models and classification:
   Need for database, administration, models, DML and DDL (query and reporting); data dictionaries, distributed databases, object oriented databases, client server databases, and knowledge databases
(d) Backup and recovery – backup policy, backup schedules, offsite backups, recycling of backups, frequent checking of recovery of backup
(e) Usage of system software like program library management systems and tape and disk management systems – features, functionalities, advantages
(f) Data mining and data warehousing - an overview

Unit 3: Computer Networks & Network Security
(a) Networking concepts – need and scope, benefits
   Classification: LAN, MAN, WAN, VPN; peer-to-peer, client server
Components - NIC, router, switch, hub, repeater, bridge, gateway, modem

Network topologies – bus, star, ring, mesh, hybrid, architecture: token ring, Ethernet

Transmission technologies and protocols – OSI, TCP/IP, ISDN etc.

Network operating system

(b) Local Area Networks – components of a LAN, advantages of LAN

(c) Client server technology

Limitation of single user systems and need for client server technology

Servers – database, application, print servers, transaction servers, internet servers, mail servers, chat servers, IDS

Introduction to 3-tier and “n” tier architecture (COM, COM+)

(d) Data centers: features and functions, primary delivery centre and disaster recovery site

(e) Network security need; threats and vulnerabilities; security levels; techniques

Unit 4: Internet and other technologies

(a) Internet and world-wide web, intranets, extranets, applications of internet, internet protocols

(b) E-commerce - nature, types (B2B, B2C, C2C), supply chain management, CRM, Electronic Data Interchange (EDI), Electronic Fund Transfers (EFT), payment portal, e-commerce security;

(c) Mobile commerce, Bluetooth and Wi-Fi

Unit 5: Flowcharts, Decision Tables.

REFERENCE BOOKS


Manuals for Ms-Office, Excel, MS -Word, MS – Access, FoxPro