

UNIVERSITY OF MADRAS
INSTITUTE OF DISTANCE EDUCATION
BCOM CORPORATE SECRETARYSHIP
Under Choice Based Credit System
(With effect from the academic year 2018 – 2019)

SCHEME OF EXAMINATIONS

SEMESTER – I		SUBJECTS	CREDIT	Max. Marks		Total
COURSE COMPONENT				Int.	Ext.	
Part I	Paper – I	Tamil or other language	3	25	75	100
Part II	Paper – I	English	3	25	75	100
Part III	Core Paper –I	Financial Accounting	4	25	75	100
	Core Paper –II	Company Law and Secretarial Practice-I	4	25	75	100
	Allied Paper–I	Office Management	3	25	75	100

SEMESTER – II		SUBJECTS	CREDIT	Max. Marks		Total
COURSE COMPONENT				Int	Ex	
Part I	Paper –II	Tamil or other language	3	25	75	100
Part II	Paper –II	English	3	25	75	100
Part III	Core Paper –III	Advanced Financial Accounting	4	25	75	100
	Core Paper –IV	Company Law And Secretariat Practice -II	4	25	75	100
	Allied Paper–II	Statistics	3	25	75	100

SEMESTER – III		SUBJECTS	CREDIT	Max. Marks		Total
COURSE COMPONENT				Int.	Ext.	
Part I	Paper –III	Tamil or other language	3	25	75	100
Part II	Paper –III	English	3	25	75	100
Part III	Core Paper –V	Corporate Accounting -I	5	25	75	100
	Core Paper –VI	Business Communication	4	25	75	100
Part IV	NME-I	Indian Constitution	2	25	75	100

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SEMESTER – IV		SUBJECTS	CREDIT	Max. Marks		Total
COURSE COMPONENT				Int.	Ext.	
Part I	Paper –IV	Tamil or other language	3	25	75	100
Part II	Paper –IV	English	3	25	75	100
Part III	Core Paper –VII	Corporate Accounting – II	5	25	75	100
	Core Paper –VIII	Business Management	4	25	75	100
Part IV	NME-II	Basics of Psychology	2	25	75	100

SEMESTER – V		SUBJECTS	CREDIT	Max. Marks		Total
COURSE COMPONENT				Int.	Ext.	
Part III	Core Paper –IX	Cost Accounting	4	25	75	100
	Core Paper –X	Commercial Law	4	25	75	100
	Core Paper –XI	Income Tax Law & Practice I	4	25	75	100
	Core Elective –I	Banking Theory, Law & Practice	3	25	75	100
Part IV	EVS	Environmental Studies	2	25	75	100

SEMESTER – VI		SUBJECTS	CREDIT	Max. Marks		Total
COURSE COMPONENT				Int.	Ext	
Part III	Core Paper - XII	Management Accounting	4	25	75	100
	Core Paper – XIII	Industrial Law	4	25	75	100
	Core Paper – XIV	Income Tax Law & Practice II	4	25	75	100
	Core Elective – II	Financial Markets	3	25	75	100
Part IV	VE	Value Education	2	25	75	100

CREDIT DISTRIBUTION

Course component		No. of paper x Credit(s)	Total	
Part I	Language Paper(4)	4x3	12	
Part II	English(4)	4x3	12	
Part III	Core paper(12):	12x4	48	
	Core paper(2):	2x5	10	
	Allied(2)	2x3	06	
Part IV	Elective(2),	2x3	06	
	NME(2),EVS(1),VE(1)	4x2	08	102

BCOM CORPORATE SECRETARYSHIP
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SYLLABUS
SEMESTER I

CORE PAPER 1 – FINICIAL ACCOUNTING

UNIT I

Preparation of Final Accounts of a Sole Trading Concern – Adjustments – Closing Stock, Outstanding and Prepaid items, Depreciation, Provision for Bad Debts, Provision for Discount on Debtors, Interest on Capital and Drawings .

UNIT II

Preparation of Receipt and Payments Accounts – Income and Expenditure Account and Balance Sheet of Non Trading Organizations.

UNIT III

Account Current – Average Due Date – Sale or Return Account.

UNIT IV

Depreciation – Meaning, Causes, Types – Straight-Line Method – Written Down Value Method – Insurance Claims – Average Clause (Loss of Stock only).

UNIT V

Single Entry – Meaning, Features, Defects, Differences between Single Entry and Double Entry System – Statement of Affairs Method – Conversion Method.

REFERENCE BOOKS:

1. R.L. Gupta & V.K Gupta – Advanced Accounting
2. T.S. Reddy & A.Murthy – Financial Account
3. Shukla & Grewal – Advanced Accounting
4. Jain & Narang – Financial Accounting
5. P.C.Tulsian – Financial Accounting
6. S.Parthasarathy & A.Jaffarulla – Financial Accounting
7. R.L Gupta & Radhaswamy – Advanced Accounting – Volume I

CORE PAPER II – COMPANY LAW AND SECRETARIAL PRACTICE – I

UNIT I

Meaning and Characteristics of a Company –Comparative analysis and benefits of different business models - Illegal Association – Lifting of Corporate Veil. Role and Importance of Company Secretary – Key Managerial Personnel – Compliance Officer – Compulsory Appointment – Qualification and Disqualification - Powers, duties, and responsibilities of Secretary – Resignation and removal of Company Secretary - Officer in default.

UNIT II

Incorporation of Company – Memorandum and Articles of Association – Provision for Entrenchment - Effect of registration - Commencement of business- Alteration of Memorandum and Articles of Association - Doctrine of Constructive notice-Ultra vires and Indoor Management - Duties of Company Secretary in the formation and Incorporation of company.

UNIT III

Prospectus – Matters to be stated in the prospectus – Offer of securities for sale - Shelf prospectus - Red hearing prospectus - Civil and Criminal Liability for mis-statement of prospectus – Statement in lieu of prospectus – Punishment for Personation for acquisition of securities – Global Depository Receipt - Securities and Exchange Board (SEBI) - Powers to regulate issue and transfer of Securities – Private placement - Role of secretary in the issue of Prospectus.

UNIT IV

Share Capital – Meaning and Kinds – Alteration of Capital – Issue of further Capital, Rights issue, Bonus issue, Private and Preferential allotment – Rules and regulations relating to the issue of capital - Role of Company Secretary in the issue of capital - Dematerialization and Re-materialization of securities - Reduction of Share capital and the procedure there for – Buyback of securities – Issue of share capital at a premium and discount – Rules relating to the same.

UNIT V

Meaning of the term member-Difference between a member and share holder and contributory- Rights and responsibilities of a member - Transfer and Transmission of Shares (including depository mode) – Nomination and its importance – Who can be admitted as a member - Manner of becoming a member – Can a member be removed- Statutory register to be maintained – Electronic mode.

REFERENCE BOOKS

1. Taxman's Companies Act, 2013, Taxman Publications, New Delhi.
2. Vinod Kothari, Understanding Companies Act 2013, Jain Book Agency, New Delhi.
3. B.Ravi – Company Law and Secretarial Practice (New Companies Act 2013).

ALLIED PAPER I- OFFICE MANAGEMENT

UNIT I

Meaning of office activities- Office functions- The office manager & his job- Office organization-Its significance- Elements of management- Qualities of office manager- Importance of office management.

UNIT II

Office accommodation- Principles- Location of office- Office layout- Open and private offices- Office environment- Office lightening, Ventilation, Interior decoration- Furniture- Noise & dust- Physical Hazards- Sanitary Requirements- Cleanliness.

UNIT III

Office Systems and Procedures- Definitions- Characteristics of systems- Functions and Responsibilities of systems and procedures of office security- office manual- office service-work simplification (O&M)- Work measurement and control-Motion study theory-Time study- Advantages and disadvantages of these studies.

UNIT IV

Office committee- Office forms- Design management and control- Office stationary- Need to control- Office stationary and supplies- Purchasing and managing of office supplies- Continues stationary.

UNIT V

Office mail service- Handling inwards and outwards mail- Office appliances and equipments used in modern office including Franking machines, Xeroxing machines, Fax, Pager, Cellular phones, Records management- Filing- Different methods of filing- Essential features of good filing system- Their advantages and disadvantages- Indexing- Different methods of indexing- Their advantages and disadvantages.

REFERENCE BOOKS

1. P.K. Gosh – Office Management
2. J.C.Denyer - Office Management
3. Chopra P.K - Office Management
4. S.P.Arora - Office Management
5. Little Field CL and Peterson RL – Modern Office Management
6. Lttleingnell - Office Management

SEMESTER – II

CORE PAPER III –ADVANCED FINANCIAL ACCOUNTING

UNIT I

Branch accounts – Dependent Branches – Stock & Debtors System

UNIT II

Departmental Accounts – Basis for allocation of expenses – Interdepartmental transfer at cost or selling price – Treatment of expenses which cannot be allocated.

UNIT III

Hire-purchase and Instalment System – Default and Repossession – Instalment Purchase System.

UNIT IV

Partnership Accounts – Admission of a Partner – Retirement of a Partner – Death of a Partner.

UNIT V

Dissolution of partnership – Insolvency of a partner (application of Indian Partnership Act, 1932) – Insolvency of all partners – Gradual realization of asset and Piece – meal distribution.

REFERENCE BOOKS

1. R.K Gupta – Financial Accounting.
2. T.S. Reddy & A.Murthy – Financial Accounting
3. Jain & Naran – Financial Accounting
4. R.K. Gupta & Redhaswamy – Advanced Accounting
5. S.N. Maheswari – Financial Accounting
6. T.S. Shukla & Grewal – Advanced Accounting
7. S.Parthasarathy, & A.Jaffarulla – Financial Accounting.

CORE PAPER IV - COMPANY LAW & SECRETARIAL PRACTICE – II

UNIT I

Methods of raising funds – Powers of the Board and Shareholders – Deposit versus Debentures – Rules and regulations relating to raising funds through deposits and debentures – Kinds of Debentures - Creations of Charge – Modification and satisfaction of charge – Role and Responsibilities of Company Secretary – Difference between Share and Debenture and its holder.

UNIT II

Board – Directors – Kinds of Directors-Requirements of Woman Director and importance of Independent Director – Director Identification Number and its significance- Qualification and Disqualification- Retirement – Resignation- Removal and Vacation of office of Director.- Duties of Directors-Code of Conduct - Key Managerial Personnel – Whole time key managerial personnel – Appointment and Remuneration.

UNIT III

Board Meeting – Committee Meeting- Mandatory Committees and its importance- Role and Composition – Powers of the Board and Video Conference – Notice, Agenda and Minutes – Role of Company Secretary

Shareholders Meeting – Kinds of Meetings and the Compliance of Legal requirement – Electronic Voting – Postal Ballot- Role of Company Secretary - Rules relating to general meetings - Kinds of Resolutions

UNIT IV

Declaration and Payment of dividend and the legal procedure and compliance requirement - Appointment of auditors – Internal and Branch audit, Statutory audit, Secretarial Audit-Importance- Eligibility, Qualification and Disqualifications – Remuneration – Powers and Duties- prohibited Services – Auditors report.

UNIT V

Corporate restructuring – Special Courts- Mediation and conciliation Panel-Class action – Modes of winding up-National Company Law Tribunal (NCLT) – Corporate Governance.

REFERENCE BOOKS

1. Taxman's Companies Act, 2013, Taxman Publications, New Delhi.
2. Vinod Kothari, Understanding Companies Act 2013, Jain Book Agency, New Delhi.
3. B.Ravi – Company Law and Secretarial Practice (New Companies Act 2013).

ALLIED PAPER II - STATISTICS

UNIT I Introduction

Meaning and Definition of Statistics - Collection and Tabulation of Statistical Data - Presentation of Statistical Data - Graphs and Diagrams.

UNIT II Measures of Central Tendency and Measures of Variation

Measures of Central Tendency - Arithmetic Mean, Median, Mode, Harmonic Mean and Geometric Mean. Measures of Variation - Standard deviation - Mean Deviation - Quartile Deviation - Skewness and Kurtosis - Lorenz Curve.

UNIT III Correlation and Regression Analysis

Simple Correlation - Scatter Diagram - Karl Pearson's Correlation - Spearman's Rank Correlation - Regression - Meaning - Linear Regression.

UNIT V Time

Series

Analysis of Time Series - Causes of variation in Time Series Data - Components of Time series; Additive and multiplicative models - Determination of Trend by Semi average, Moving average and Least squares (Linear, Second degree and Exponential) Methods - Computation of Seasonal indices by Simple average, Ratio-to-moving average, Ratio-to-Trend and Link relative methods.

UNIT V:Index

Numbers

Meaning and Types of Index numbers - Problems in Construction of Index numbers - Methods of Construction of Price and Quantity indices - Tests of adequacy - Errors in Index numbers - Chain Base Index numbers - Base shifting - splicing - deflating - Consumer Price index and its uses - Statistical Quality Control

SUGGESTED READINGS

1. Dhingra I C & M.P. Gupta, Lectures in Business Statistics, Sultan Chand and Sons, New Delhi, 2009
2. Gupta S P and Archana Agarwal, Business Statistics (Statistical Methods), Sultan Chand and Sons, New Delhi, 9th revised edition 2013
3. Gupta S. C, Fundamentals of Statistics, Himalaya Publishing House
4. Sharma J K, Fundamentals of Business Statistic's, 2nd edition, Vikas Publishing House Pvt Ltd, 2013
5. Rajagopalan.S.P, and Sattanathan, R., Business Statistics and Operations Research, Vijaya Nicole Imprint Pvt. Ltd., Chennai
6. Joseph Anbarasu, Business Statistics, Vijay Nicole Imprint Pvt. Ltd, Chennai

SEMESTER III

CORE PAPER V – CORPORATE ACCOUNTING – I

UNIT I

Issue of Shares and Debentures – various kinds – Forfeiture – Re-issue – Underwriting of Shares and Debentures.

UNIT II

Redemption of Preference Shares and Debentures – Purchase of Business – Profits prior to Incorporation.

UNIT III

Preparation of Company Final Accounts – Company Balance Sheet preparation – Computation of Managerial Remuneration.- Schedule III for Financial Statements.

UNIT IV

Valuation of Goodwill and Shares.

UNIT V

Alteration of Share Capital – Internal Reconstruction and Reduction of Capital

REFERENCE BOOKS:

1. R.L.Gupta – Corporate Accounting
2. T.S.Reddy & A.Murthy – Corporate Accounting
3. Shukla & Grewal – Advanced Accounting
4. Jain & Narang – Company Accounts
5. Chakraborty – Advanced Accountancy

CORE PAPER VI: BUSINESS COMMUNICATION

UNIT I

Analysis of business letter - Basic Principles in drafting - Appearance and layout - Letter style.

UNIT II

Various types of business letters - letter of enquiry - quotations - Offers - Orders - Cancellation - Complaints and Settlement.

UNIT III

Circular - Status enquiries - collection Letters - Application for a situation - Letter of recommendation - Reference Letters.

UNIT IV

Company Correspondance - Correspondance with Shareholders - Debenture holders / F.D holders, Government Depatments, Statutory Bodies - Office staff, customers and Public and Directors.

UNIT V

Report writing - Format - Report style and language – Report by individuals and committees - Report on meeting - Speeches writing - Role of computers in Business Correspondence.

REFERENCE BOOKS

- 1 *L.Gartside - Modern Business Correspondence*
- 2 Ramesh And Pattnesh - Effective Business English And Correspondence
- 3 Bhal And Nagamiah - Modern Business Correspondence
- 4 Koralahalli - Bussiness Correspondence

NON-MAJOR ELECTIVE I: INDIAN CONSTITUTION

UNIT I: Introduction

Salient features of the constitution – preamble – Federal systems – Fundamental Rights and Duties – Directive Principles of State Policy – Amendment procedure

UNIT II: Union Executive

Union Executive – President – Elections – Powers – Legislative – Executive – Judiciary and Emergency – Vice President – Prime Minister – Cabinet

UNIT III: Parliament

Union Parliament – Rajya Sabha – Chairman – Lok Sabha – Speaker – Powers and functions

UNIT IV: Judiciary

Supreme Court – Appointment and Removal of Judges – Constitutional Remedies – Independence of Judiciary – Original – appellate – Advisory power – Judicial Review

UNIT V: State Government

State government – governor – Appointment – Removal – Powers – Executive – Legislative – Judicial and Discretionary – Chief Minister – Cabinet – State legislatures – High Court.

BOOKS RECOMMENDED FOR STUDY

1. Basu D.D.,- Introduction to the Constitution of India , Prentice Hall of India.
2. Pylee.M.V.,- An Introduction to the Constitution of India, Vikas Publishing House.
3. Siwach.J.R.,- Dynamics of Indian Government and Politics Sterling Publishing House.

SEMESTER – IV

CORE PAPER VII – CORPORATE ACCOUNTING – II

UNIT I

Human Resource Accounting – Accounting Standards - Financial Reporting practice – Accounting for price level changes – (Theory Only)

UNIT II

Final Accounts of insurance companies including balance sheet

UNIT III

Final accounts of banking companies including balance sheet

UNIT IV

Amalgamation – Absorption and external reconstruction of a company – (intercompany investments excluded) Concept of Hostile Takeover (Theory only)

UNIT V

Liquidation – Calculation of Liquidator's Remuneration - Liquidator's final statement of receipts and payments.

REFERENCE BOOKS:

1. R.L.Gupta – Corporate Accounting
2. T.S.Reddy & A.Murthy – Corporate Accounting
3. Shukla & Grewal – Advanced Accounting
4. Jain & Narang – Company Accounts
5. Chakraborty – Advanced Accountancy

Problems - 80%

Theory - 20%

CORE PAPER VIII – BUSINESS MANAGEMENT

UNIT I

MANAGEMENT

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

UNIT II

PLANNING

Nature – Importance – Forms – Types – Steps in Planning – Objectives – Policies – Procedures and Methods – Nature and Types of Policies – Decision-making – Process of Decision-making –Types.

UNIT III

ORGANIZING

Types of Organizations – Organization Structure – Span of Control and Committees - Departmentalization – Informal Organization.

UNIT IV

DIRECTING

Authority – Delegation – Decentralization – Difference between Authority and Power – Responsibility – Direction – Nature and Purpose.- Motivation- Theories of Motivation- Monetary and Non- Monetary Incentives.

UNIT V

CO-ORDINATING AND CONTROLLING

Co-ordination – Need, Type and Techniques and Requisites for excellent Co-ordination – Controlling – Meaning and Importance – Control Process.

REFERENCE BOOKS

1. Weihrich and Koontz – Essentials of Management
2. Dinakar Pagare – Principles of Management
3. C.B.Gupta – Business Management
4. L.M.Prasad – Principles of Management

NON-MAJOR ELECTIVE –II: BASICS OF PSYCHOLOGY

UNIT I

Introduction – Definition psychology as Science . A brief history of Psychology – Structuralism, Functionalism, Behaviorism, Gestalt Psychology , Psychoanalytic psychology, Humanistic Psychology. Approaches to Psychology – Behavioral , Psychodynamic Approach, cognitive Approach, Behavioral Neuroscience, Evolutionary psychology, Sociocultural approach, humanistic movement, positive psychology.

UNIT II

Methods of psychology – Introduction to the Scientific Method, Research Methods: Descriptive Research – Observation, Surveys and Interviews, Standardized tests, Case Studies, Correlational Research, Experimental Research.

UNIT III

Sensation and Attention Sensation – Definition, Sensory receptors and brain, Thresholds – absolute threshold, difference threshold, Subliminal perception, sensory adaptation, Sensory Gating, Selective Attention, Determinants of attention.

UNIT IV

Perception – definition, Perceptual constancy, Perceptual organization, Depth perception, Motion perception , Perceptual learning, Motives and perception, Perceptual expectancy, Extra Sensory perception.

UNIT V

Learning – The nature of Learning, Classical Conditioning – Principles and Applications, Operant Conditioning – Principles and Applications, Observational learning, Cognitive factors in learning – Latent learning , Insight learning.

REFERENCES:

1. Santrock, J.W. (2006). Psychology Essentials (Updated 2nd ed.). new Delhi: tata McGraw Hill.
2. Coon, D., & Mitterer, J.O.(2007). Introduction to Psychology (11th ed.). New Delhi: Cengage Learning India Pvt Ltd.

SEMESTER V

CORE PAPER IX – COST ACCOUNTING

UNIT I

Definition, meaning and objectives- Advantages and Importance- Distinction between Cost and Financial Accounting - Elements of Cost and Preparation of Cost Sheets and Tenders.

UNIT II

MATERIALS

Stores record- purchase records- purchase order- Goods received note- Bin card- Stores Ledger - Inventory Control- ABC Analysis – Economic Ordering Quantity – Maximum, Minimum and Reordering levels – Methods of Pricing Issues - Perpetual Inventory System.

UNIT III

LABOUR

Importance of Labour Cost Control- Various Methods of Wage Payments - Calculation of Wages - Methods of Incentives (Bonus) Schemes - Recording Labour time- Treatment of “OVER TIME” and “IDLE TIME”- Labour Turn Over (L.T.O)

UNIT IV

OVERHEADS: (Factory, Administration, Selling and Distribution)

Definition and Meaning of Overheads – Classification – Apportionment of Overheads – Redistribution (Secondary Distribution) – Absorption of Overheads including “Machine Hour Rate”.

UNIT V

Methods of Costing

Unit Costing – Job Costing (Excluding Contract Costing)– Process Costing – Simple Process Accounts (Excluding Inter Process Profits and Equivalent Production, Joint Product) – Operation and Operating Costing.

REFERENCE BOOKS

1 *B.K.Bhar – Cost Accounts*

2 *Jain & Narang – Cost and Management Accounts*

3 *S.N.Maheshwari – Cost & Management Accounts*

4 *S.P.Iyengar – Cost and Management Accounting*

5 *T.S. Reddy and Y. Hari Prasad Reddy – Cost Accounting*

CORE PAPER X- COMMERCIAL LAW

UNIT I

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

UNIT II

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

UNIT III

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

UNIT IV

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

UNIT V

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

REFERENCE BOOKS:

1. N.D.Kapoor – Mercantile Law
2. Avatar Singh - Mercantile Law
3. M.C. Shukla – Mercantile Law

CORE PAPER XI - INCOME TAX LAW AND PRACTICE – I

UNIT I

BASIC CONCEPTS

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

RESIDENTIAL STATUS, INCIDENCE OF TAX & BASIS OF CHARGE:

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

EXEMPTED INCOMES:

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

UNIT II

INCOME FROM SALARIES

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

UNIT III

INCOME FROM HOUSE PROPERTY

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

UNIT IV

PROFITS AND GAINS OF BUSINESS AND PROFESSION

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

UNIT V

ADMINISTRATION OF INCOME TAX ACT

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

REFERENCE BOOKS:

1. Dr. Vinod K Singhania & Dr. Kapil Singhania - Income Tax.
2. T.S. Reddy & Dr. Y. Hari Prasad Reddy - Income Tax theory, law and practice.

3. V.P.Gaur & D.B.Narang - Income Tax law and practice.

CORE ELECTIVE I: BANKING THEORY, LAW AND PRACTICE

UNIT I

Origin of Banks - Banking Regulation Act 1949 (Definition of Banking, Licensing, opening of Branches, functions of Banks, Inspection) - Role of Banks and Economic Development - Central Banking and role of RBI and their functions.

UNIT II

Commercial Banks - Functions- accepting Deposits - lending of Funds, E-Banking - ATM cards - Debit Cards - Personal Identification Number - Online Enquiry and update facility – Electronic Fund Transfer – Electronic Clearing System.

UNIT III

Opening of an Account, Types of Deposit Account - Types of Customers (Individuals, Firms, Trust and Companies) - Importance of Customer Relations - Customer Grievances, Customer Redressal - Ombudsman.

UNIT IV

Principles of Lending - Types of Borrowings - Pre-cautions to be taken by a Banker.

UNIT V

Negotiable Instruments (Promissory Note, Bill of Exchange, Cheque, Draft) Definitions – Features – Crossings – Endorsement - Material Alteration - Paying Banker - Rights and Duties, Statutory Protection – Dis-honour of Cheques - Role of Collecting Banker.

REFERENCE BOOKS

1. Sundaram & Varshney- Banking, law, theory and practice (SULTAN CHAND Co.)
2. B.Santhanam- Banking & Financial systems(MARGHAM PUBLISHERS)
3. S.N.Maheshwari Banking theory, law and practice (KALYANI PUBLICATIONS)
4. Parameswaran- Indian Banking (S. CHAND &Co.)
5. Tandon-Banking law theory & practice
6. Sherlaker & Sherlaker - Banking law theory and practice.

SEMESTER - VI

CORE PAPER XII – MANAGEMENT ACCOUNTING

UNIT I

Management Accounting – Meaning, Scope, Importance and Limitations - Management Accounting vs. Cost Accounting - Management Accounting vs. Financial Accounting.

UNIT II

Analysis and interpretation of Financial Statements, nature, objectives, and tools – methods - Comparative Statements, Common Size Statement and Trend Analysis.

UNIT III

Ratio analysis - interpretation, benefits and limitations. Classifications of ratios - liquidity, profitability, turnover, capital structure and leverage.

UNIT IV

Fund Flow & Cash Flow Statements - Budget and budgetary control- meaning, objectives, merits and demerits - types of budgets- production, cash and flexible budgets.

UNIT V

Marginal Costing (excluding Decision-Making) - Absorption Costing and Marginal Costing - CVP Analysis - Break-Even Analysis - Break Even Chart.

REFERENCE BOOKS

1. Dr. Maheswari S.N.- Management Accounting
2. Chadwick- The Essence of Management Accounting
3. Charles T. Horngen and Gary N. Sundem- Introduction to management accounting
4. Sharma and Shashi K.Gupta- Management accounting
5. T.S. Reddy &Y. Hari Prasad Reddy.
6. Hansen/ Mowen- Cost management accounting and control.

CORE PAPER XIII – INDUSTRIAL LAWS

UNIT I

FACTORIES ACT 1948

Definitions – Health – Safety – Welfare – Working Hours of Adults – Employment of Women – Employment of Young Persons – Leave with Wages.

UNIT II

PAYMENT OF WAGES ACT 1936

Definitions – Responsibilities for Payment – wages Periods – Time of Payment – Deductions – Claim for wrongful deductions.

MINIMUM WAGES ACT 1948

Interpretation – Fixing Minimum rates of wages – Procedures for fixing – Committee and Advisory Boards – Payment of Minimum wages – Register and Records – Inspectors – Claims – Penalties & Procedures – The Schedule.

UNIT III

INDUSTRIAL DISPUTES ACT 1947

Definitions – Authorities under the Act – Reference of Disputes – Procedures and Powers of Authorities – Strikes and Lock-outs – Lay-off & Retrenchment – Special Provisions relating to Lay-off, Retrenchment & Lock-outs

UNIT IV

TRADE UNION ACT 1926

Growth & Functions of Trade Unions - Definitions – Agreements not affected by the Act – Registration – Rights & Privileges, Duties & Liabilities of a Registered Trade Union – General & Special Fund - Amalgamation & Dissolution of Trade Union

THE CONTRACT LABOUR (REGULATION & ABOLITION) ACT 1970

Scope & Application of the Act – Act not to apply to certain establishments – Definitions – Registration of Establishments employing Contract Labour – Licensing of Contractors – Welfare & Health of Contract Labour – Penalties & Procedure

UNIT V

THE WORKMEN COMPENSATION ACT 1923

Need for the Act – Scope & Coverage of the Act – Definitions – Employer's liability for Compensation (Section 3) including Theory of Notional Extension & Occupational Diseases – Defences available to Employer – Amount & Distribution of Compensation – Notice & Claim – Medical Examination - Obligations & Rights of Employers & Employees - Schedules to the Act

REFERENCE BOOKS:

1. N.D.Kapoor – Industrial Law.
2. P.C.Tripathi - Industrial Law.

3. Dr.M.R.Sreenivasan - Industrial Law.

CORE PAPER XIV – INCOME TAX LAW AND PRACTICE – II

UNIT I

CAPITAL GAINS

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

UNIT II

INCOME FROM OTHER SOURCES

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

UNIT III

AGGREGATION OF INCOME

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

SET-OFF AND CARRY FORWARD OF LOSSES:

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

UNIT IV

AGRICULTURAL INCOME

Agricultural Income – Definition and kinds – Tax treatment of Agricultural Income – Integration of Agricultural Income.

DEDUCTIONS FROM GROSS TOTAL INCOME:

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

UNIT V

ASSESSMENT OF INDIVIDUALS

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

REFERENCE BOOKS

1. Dr. Vinod K Singhania & Dr. Kapil Singhania - Income Tax.
2. T.S. Reddy & Dr. Y. Hari Prasad Reddy - Income Tax theory, law and practice.

3. V.P.Gaur & D.B.Narang - Income Tax law and practice.

CORE ELECTIVE II – FINANCIAL MARKETS

UNIT I

Meaning, role, functions and constituents of financial markets – Financial instruments – Indian Money and Capital Markets – Money Market: Meaning, characteristics, objectives, importance, general functions and segments of money market - Characteristics of a developed money market – Money market Vs Capital market – Global money markets

UNIT II

Profile of Indian money market – nature of dealings – participants – mode of operation – call money rates – Commercial Paper Market: meaning and features – Satellite Dealers – Commercial Bill Market: Meaning and importance – Developed Bill market – shortcomings of Indian Bill market – growth of Indian Bill Market _ Bill Market Schemes – Failure of Bill Market Scheme Blues of bill discounting – RBI directives

UNIT III

Certificate of Deposit Market: Meaning, features – time deposit Vs certificate of deposit – Role of DFHI and banks – Treasury Bills Market: Meaning and features – features of Indian treasury bills – Gilt-edged securities market: meaning and features – REPOS – Repo Accounting – Government bonds – important of gilt-edged market – criticism

UNIT IV

Capital market: meaning – Indian money market – Indian capital market – evaluation and growth – new financial instruments recent initiatives in the Indian capital market – major issues of Indian capital market – Capital market instruments – New Issues Market – meaning and features – NIM Vs secondary market – intermediaries in NIM

UNIT V

Financial Service Institutions: Clearing Corporation of India – Credit Rating and Information Services of India Limited (CRISIL) – Discount and Finance House of India Limited (DFHIL) – Investment Information and Credit Rating Agency of India Limited (ICRA) – Moody's Investor Service – S & P – Fitch ratings – OTCEI – NSDL – STCI – Financial Institutions: NHB – EXIM Bank – NABARD – Stock Exchange – functions and working

REFERENCE BOOKS

1. Gurusamy S, Financial Markets and Institutions, Vijay Nicole and Tata McGraw Hill Company
2. Bhole L M, Financial Institutions and Markets, tata McGraw Hill Company
3. Varshney P N and Mittal D K, Indian Financial System, Sultan Chand & Sons

4. Kohmn Meir, Financial Institutions and markets, Tata McGraw Hill Company
5. Apte P G, International Financial Management, Tata McHraw Hill Company
