

*Placed at the meeting of
Academic Council
held on 26.03.2018*

APPENDIX - BA
MADURAI KAMARAJ UNIVERSITY
(University with Potential for Excellence)

M.Com. (Semester)

CHOICE BASED CREDIT SYSTEM
REVISED SYLLABUS

(This will come into effect from the academic year 2018-19)

REGULATIONS AND SCHEME OF EXAMINATIONS

1. Introduction of the Programme

This is a two-year full-time Post Graduate degree in Commerce, under semester pattern. This Course is for the non-autonomous colleges affiliated to Madurai Kamaraj University. This course enables the students to pursue research programme, professional courses and to become an entrepreneur. The curriculum is designed to suit the current changes in the environment in the industry and commerce.

2. Eligibility Conditions

A candidate who has passed any one of the following degree of this University or any other University accepted by the syndicate as equivalent thereto subject to such conditions as may be prescribed therefore, will be eligible for admission to the M.Com., (Semester) Degree course.

B.Com.,	B.Com., (E Commerce)
B.Com., (CA)	B.Com., (CS)
B.Com., (PA)	B.B.A.,
B.Com., (Banking & Insurance)	B.Com., (Honors)

any other degree with Accounting, Costing and Banking as allied / ancillary subject.

2.1. Duration of the Programme : 2 Years

2.2. Medium of Instructions : English

3. Objective of the Programme

- 1) To enable the students to pursue research programmes – M.Phil., & Ph.D.
- 2) To enable the students to pursue professional courses viz. CA, CMA and CS.
- 3) To facilitate the students employable by equipping employability skills.
- 4) To develop business acumen either to become an entrepreneur or facilitate entrepreneurs.

4. Outcome of the Programme

- ❖ Making the students eligible for employment in teaching profession.
- ❖ Equipping the students to complete Intermediate CA, CMA and CS courses.
- ❖ Making the students employable in Corporate sector
- ❖ Including confidence among the students to appear for competitive examinations.

5. Core Subject Papers: 15

6. Subject Elective Papers: 4

7. Non Subject Elective Papers: 1

8. Unitization: 5 Units each subject

9. Pattern of Semester Exam: 4 Semesters

10. Scheme for Internal Assessment:

Test	: 10 marks (average of best two tests)
Assignment	: 5 marks
Seminar/ Group Discussion	: 5 marks
Peer-Team- Teaching	: 5 marks
Total	: 25 marks

11. External Exam : 75 marks

12. Question Paper Pattern:

Part A	10*1 = 10 marks
Part B (either or)	5*7 = 35marks
Part C (Open choice)	3*10 = 30marks
(3 out of 5)	
Total	75 marks

13. Scheme for evaluation: Detailed scheme are required with allotment of marks.

14. Passing minimum: External minimum 45% of 75 marks = 34 marks. Aggregate 50 marks.

14.1. Classification

S.No.	Range of CGPA	Class
1.	40 & above but below 50	III
2.	50 & above but below 60	II
3.	60 & above	I

15. Model Questions:

16. Teaching Methodology:

- Classroom teaching
- Seminar
- Role-play
- Classroom exercises
- Case study
- Group discussion

17. Text Books: 1 Book

18. Reference Books: 3 Books**19. Retotaling and Revaluation Provision**

Candidates may apply for retotaling and revaluation within ten days from the date of the result published in the University website along with the required forms and fees.

20. Transitory Provision

The candidates of previous scheme may be permitted to write exams in their own schemes up to the examinations of April 2020 as a transitory provision.

21. Subjects and Paper related website

Semester	Name of the Subject	Hrs P.W	Credits	Internal Marks	External Marks	Total Marks
<u>I Semester</u>	Financial Markets and Services	6	4	25	75	100
	Advanced Financial Accounting	6	5	25	75	100
	Auditing and Assurance	6	4	25	75	100
	Applied Cost Accounting	6	5	25	75	100
	Banking Technology (E)	6	4	25	75	100
			30	22		
<u>II Semester</u>	Marketing Management	6	4	25	75	100
	Company Law and Corporate Governance	6	4	25	75	100
	Entrepreneurial Development and Project Financing	6	4	25	75	100
	Financial Management	6	5	25	75	100
	Advanced Business Statistics (E)	6	5	25	75	100
			30	22		
<u>III Semester</u>	Advanced Corporate Accounting and Reporting	6	5	25	75	100
	Security Analysis and Portfolio Management	6	4	25	75	100
	Strategic and Human Resource Management	6	4	25	75	100
	Applied Direct Taxation and E-Filing (E)	6	5	25	75	100
	Insurance and Risk Management (NME)	6	5	25	75	100
			30	23		

IV Semester						
	Research Methodology	6	4	25	75	100
	Operations Research / Project*	6	5	25	75	100
	Computerised Accounting and Office Automation	6	4	25	75	100
	Applied Indirect Taxation (E)	6	5	25	75	100
	Advanced Management Accounting	6	5	25	75	100
		30	23			
	Total	120	90			

***Colleges may opt for either Operations Research or Project at the IV Semester.**

1.1 FINANCIAL MARKETS AND SERVICES

Unit – I

Financial System: Meaning, Structure, Components and Services – Its importance in the development of Economy.

Unit – II

Money Market: Call Money Market – Treasury Bills market – Discount market – Government Securities market – Market for Commercial papers and Certificate of deposits – Global depository receipts.

Unit – III

Share Market: New Issue Market – Initial Public offering – meaning, procedure and guidelines – Stock Exchange – Listing of Securities. Trading in Stock Exchanges – Depository system – meaning, functions and advantages – Depository system in India – E-Shares – On-line trading of shares.

Unit – IV

Merchant Banking: Meaning, Functions and Services of Merchant Banks – Guidelines of SEBI. Mutual Funds – Meaning, importance and types – Guidelines – Mutual funds in India. Venture Capital – concept, features and importance – Guidelines, Indian Scenario.

Unit – V

Factoring and Forfeiting – meaning, importance, advantages, limitations and comparison – Factoring in India. Securitisation of debts – meaning – workings and benefits –

Securitisation vs Factoring – Securitisation in India. Depository system – meaning, functions and advantages – Depository system in India.

Books Recommended

1. Gordon. E and Natarajan. K, Financial Markets and Services, Himalaya Publishing House, Mumbai.
2. Sasidharan. K and Alex K. Mathews, Financial Services and System, Tata McGraw Hill Publishing Company Ltd., New Delhi.
3. Punitavathy Pandian, Financial Services and Markets, Vikas Publishing House Private Ltd., New Delhi.
4. Baisya. K. N, Financial Administration in India, Himalaya Publishing House, Mumbai.
5. B. Sandanam, Financial Services, Margham Publications, Chennai.

1.2 ADVANCED FINANCIAL ACCOUNTING

Unit – I

Accounting – Financial Information System – Generally Accepted Accounting Principles, Conventions and Postulates, Indian Accounting Standards – Critical review of Accounting Principle and Concepts.

Unit – II

Accounting Problems related to Non-Trading Concerns – Preparation of accounts from incomplete records.

Unit – III

Branch and Departmental Accounts (including Foreign Branches) – Hire purchases and Installment Purchase Systems.

Unit – IV

Accounting problems related to Admission, Retirement and Death of a Partner.

Unit – V

Dissolution, Insolvency of firm and Amalgamation of Firms – Sale to a Company.

Note: Question Paper shall consists of 80% Problem and 20% theory.

Books Recommended

1. Shukla & Grewal, Advanced Accounts, 2008, S.Chand Publications, Delhi.
2. R.L. Gupta, Advanced Accounts, 2007, Sultan Chand Publication, Delhi.
3. Gupta, Financial Accounting for Managements, Third Edition, 2008, Pearson Education, Delhi.

4. Vinayakam & Charumathi, Financial Accounting, 2006, S. Chand Publication, Delhi.
5. Arulanandam & Raman, Advanced Accounting, 2007, Himalaya Publishing House, Mumbai.
6. Jain & Narang, Advanced Accounting, 2007, Kalyani Publications, Delhi.
7. T.S. Reddy & A. Murthy, Margham Publications, Chennai.
8. Reimers, Financial Accounting, 2008, Pearson Education, Delhi.

1.3 AUDITING AND ASSURANCE

Unit – I

Audit – Basic Principles – Definition – Objects – Difference between accountancy – Auditing and investigation – Advantages of Audit – Qualities of an Auditor – Implications regarding detection of errors and frauds – Various types of audit - An overview of Information System Audit

Unit – II

Preparation before Audit – Audit Programme – Audit Notes – Audit Files- Working Papers – Procedure for audit-Sampling design – Need and Types- Internal Control- Internal Audit – Internal Check – Meaning, Definitions – Objectives – Procedure for Internal Check – Advantages – Duties of an auditor in connection with internal check as regards different items.

Unit – III

Vouching: Meaning – Definitions – Importance – Duties of an auditor- vouching of receipts – General considerations- Cash sales – Receipts from debtors – Other payments and expenditure of petty cash payments – Vouching of payments into and out of the bank – Vouching of cash and credit sales – Goods on Consignment – Sale on approval basis – Sale under hire purchase agreement – Sales ledger.

Unit – IV

Verifications and valuation of assets and liabilities: Definitions – General principles – Fixed assets – Investment – Inventories – Freehold and leasehold property – Loans bills receivable – Sundry debtors – Plants and Machinery – Patents – Verification and Valuation of liabilities – Duties of an auditor – Audit report.- Assurance Standards.

Unit – V

Liabilities of an Auditor – Liabilities for negligence – Liabilities for misfeasance – Criminal liability – Liability to third party.- Role of auditors of detection of frauds – Audit trail.

Books Recommended

1. B N Tanton, Practical Auditing, S.Chand, Delhi.
2. Dinkar Pagare, Principles & Practice of Auditing, Sultan Chand, Delhi.
3. Kishandwala & Krishandwala, Auditing, Sultan Chand & Sons, Delhi.
4. T.R.Sharma, Auditing, Sahithya Bhavan Publications, Agra.
5. Dr. L. Natarajan, Margham Publications, Chennai.

1.4 APPLIED COST ACCOUNTING

Unit – I

Introduction to Cost Accounting: Definition, Scope, Objectives and Significance of Cost Accounting – Relationship of Cost Accounting and Financial Accounting and Cost Accounting and Management Accounting – Cost Objects, Cost centers and Cost units – Elements of Cost – Classification of costs.

Unit – II

Elements of Cost – Material Cost – Procurement of Materials – Inventory Management and Control - Inventory Accounting and Valuation – Physical Verification, treatment of losses – Scrap, spoilage, defectives and wastage. Employee Costs – Time keeping – Time booking and payroll – Labour Turnover- Overtime and idle time – Principles and methods of remuneration and incentive schemes – Employee cost reporting and measurement of efficiency. Overheads: Collection, classification and apportionment and allocation of overheads – Absorption and treatment of over or under absorption of overheads – Reporting of overhead costs.

Unit – III

Cost Accounting Standards (Basic understanding only) (CAS 1 to CAS 23)

Unit – IV

Cost Book Keeping: Cost Accounting Records, Ledgers and Cost Statements – Items excluded from cost and normal and abnormal items/cost – Integral accounts – Reconciliation of cost accounting records with financial accounts – Infrastructure, Educational, Healthcare and Port services.

Unit – V

Methods of Costing: Job costing – Batch costing – Contract costing – Process costing – Normal and abnormal losses, equivalent production, Joint and By products – Operating costing or Service costing – Transport, Hotel and Hospital

Note: Question Paper shall consists of 80% Problem and 20% theory.

Books Recommended

1. V.K. Saxena, C.D. Vashist, Advanced Cost and Management Accounting, Sultan Chand & Sons, Delhi.
2. Robert
3. Robert S. Kaplan, Anthony A. Atkinson, Advanced Management Accounting
4. S.P.Jain & K.L.Narang, Advanced Cost Accounting, Kalyani Publications, Delhi.
5. Dr. S.N. Maheshwari, Advanced Cost Accounting, Himalaya Publishing House Pvt. Ltd., Mumbai.
6. T.S. Reddy & Y. Hari Prasad Reddy, Cost Accounting, Margham Publications, Chennai.

1.5 BANKING TECHNOLOGY

Unit – I

Banking Technology: Introduction - Evolution – Need for Bank computerization at Branch level, Regional/Zonal, Head office – LANs and WANs – Core Banking.

Unit – II

Electronic Banking: Anytime Banking, Anywhere Banking, Home (Corporate & Personal) Banking, Mobile Banking, Internet Banking and Universal Banking.

Electronic Payment System – ATM – Electro Magnetic Card – Credit Card, Debit Card, e-purse, e-cheque, e-token – Cheque Transaction System.

Unit – III

Electronic Fund Transfer: NEFT, SEFT, Bank Wire, Fed Wire, EETPOS – EFT system in India.

Electronic clearing system: Debit clearing, Credit clearing – SWIFT – RTGS – Digital Signature – ECS in India.

Unit – IV

Information Technology: Networking in Banks – I NET, NIC NET, INFI NET, Bank NET, RBI NET, DATA NET, Internet and E-mail – VSATs – Network Scenario in India – Impact of Information Technology on Banks – Global Developments in Banking Technology.

Unit – V

Data Management and Privacy: Threats in computerized system – Control mechanism – Cyber laws and its implementations _ Cyber Issues in Online Transactions.

Books Recommended

1. A. Rama and A. Aruna Devi, Banking Technology, Third Edition, 2012, New Century Book House (P)Ltd., Chennai
2. Firdos Temurasp Shroff, Modern Banking Technology, 2008, Northern Book Centre, New Delhi.
3. Malhotra T. D, Electronic Banking & Information Technology in Banks, 2002, Sultan Chand & Sons, New Delhi.

2.1 MARKETING MANAGEMENT

Unit – I

Marketing Management Philosophies – The Product Concept – Selling Concept – Marketing Concept – Societal Marketing Concepts – Marketing Management Process – Analysing Marketing Opportunities – Selecting Target Consumer – Developing the Marketing Mix – Marketing Environment.

Unit – II

Consumer Behaviour – Market Segmentation – Targeting and Positioning.

Unit – III

Product Mix – New Product Development and Product Life Cycle. Strategies – Branding and Packaging – Product Mix Strategies.

Unit – IV

Pricing Objectives – Pricing Methods – Pricing Strategies.

Unit – V

Channels of Distribution – Various alternative channels used for consumer and industrial products – Factors influencing channels of Distribution – Functions of middlemen.

Unit – VI

Marketing Promotion Strategy – Personal Selling – Advertising and Sales Promotion.

Books Recommended

1. Philip Kotler S Gary Aunstrong , Marketing Management, Prentice Hall of India Ltd.
2. S. Nama kumar, Marketing Management, Gravens Hils Woodruff.
3. K.S. Chandrasekar, Marketing Management Text & Cases, Vijay Nicole Imprints Pvt, Ltd., Chennai.

2.2 COMPANY LAW AND CORPORATE GOVERNANCE

Unit – I

Company - Meaning – Types – Company formation and conversion procedure – Conversion of Private into Public Company and vice versa- as per Companies Act, 2013. Procedure for conduct of Board Meetings – Notice – Quorum – Agenda – Minutes – Drafting of board resolutions – Powers of Board of Directors – Restrictions on the power of board of the directors – Appointment of Board of Directors – First and subsequent – Retirement of Board of Directors – Re-appointment of Board of Directors – Forms to file under Companies Act for appointment of Board of Directors – Remuneration of of Board of Directors – limits – usual businesses transacted in the board meeting.

Unit – II

Procedure for conduct of general meetings – notice – agenda – minutes – proxy – drafting of ordinary resolution, special resolution and resolutions requiring special notice – Time limit for conduct of Annual General Meeting – Businesses transacted at the Annual general meeting – Documents to be submitted at Annual General Meeting to members – Registers to be kept open for inspection by members at the Annual General Meeting – Quorum for Annual General Meeting – Extra ordinary general meeting – when called up-law relating to extra ordinary general meeting – distention between member and shareholder. Various forms to be filed with RDC regarding general meetings.

Unit – III

Law relating to accounts and audit – Registers to be kept – Books of accounts to be maintained – Place of keeping books of accounts – Books in electronic form – Period for which books of accounts have to be maintained – Appointment, removal, re-appointment of first auditors and subsequent auditors – Powers of auditors – Duties of auditors – forms to be filed with ROC regarding auditors appointment, re-appointment and removal.

Unit – IV

Company Law relating to declaration and payment of dividends – restrictions – mode of computing profit for dividend purpose – manner of payment of annual and interim dividends – e-payment procedure.

Unit – V

Corporate Governance – meaning – Indian scenario – Corporate Governance as per listing agreement – Corporate Social Responsibility – provisions of Section 135 of the Companies Act, 2013.

Books Recommended

1. N.D. Kapoor, Company Law and Secretarial Practice, Sultan Chand & Sons, New Delhi.
2. M.C. Kuchhal, Secretarial Practice, Vikas Publications.
3. G.K. Kapoor & Sanjay Dhamija, Company Law and Secretarial Practice, Taxmann Publications Private Ltd., New Delhi.
4. Arun Kumar & Rathna Sharma, Secretarial Practice and Company Law,
5. V. Balachandran and M. Govindarajan, Company Law and Practice, Vijay Nocole Imprints Private Limited, Chennai.

2.3 ENTREPRENEURIAL DEVELOPMENT AND PROJECT FINANCING

Unit – I

Entrepreneurship: Meaning, Definition and Importance – Role of Entrepreneurship in the process of economic development – Entrepreneur vs. Manager – Factors affecting Entrepreneurship growth: Economic, Social, Cultural, Personality, Psychological and Sociological factors, Maslow's Need Hierarchy Theory, Herzberg's Theory, Mc Chelland's Achievement Motivation Theory – Motivational factors of Entrepreneurship.

Entrepreneurship competencies: Competence – Meaning, Components: Knowledge, Skill, Traits and Motives – Qualities of Entrepreneurs – Types of Entrepreneurs – Functions of Entrepreneurs – Entrepreneurship culture.

Unit – II

Women Entrepreneurs: Concept of Women Entrepreneurship – Functions – role of Women Entrepreneurs – Growth of Women Entrepreneurship in India – Recent Trends in Development of Women Entrepreneurs – TREAD (Trade Related Entrepreneurship Assistance and Development for Women): Product Groups and States indentified for the Programme – Financial Assistance and Grant assistance available under the Programme.

Unit – III

Entrepreneurship Development Institutions in India: EDII, NAYE, ITCOT, SIPCOT, TIDCO, SISI, NPC, DIC – Procedure for setting up of SSI units – Determination of the Project – Deciding upon the form of organization – Registration of SSI unit. Government Assistance: Concession and Subsidies – Seed Capital – Interest free loans – Concessional Financial Assistance by IFC, IDBI, ICICI, TIIC and Commercial Banks.

Unit – IV

Enterprise Building (Starting of a new enterprise): Agencies that help beginners in enterprise building – Steps in enterprise building: Finding out new business idea – Identifying a suitable business opportunity – Preliminary Evaluation – Project Formulation – Preparation of Project Report.

Unit – V

Project Appraisal – Technical Marketing, Economic, Financial Analysis – Profitability Analysis – Social Cost Benefit Analysis – Implementation of Enterprise Building.

Books Recommended

1. Vasant Desai, Entrepreneurship Development, 2005, Himalaya Publishing House, New Delhi.
2. Desh Pande, M.U, Entrepreneurship of Small Scale Industries Concept, Growth, Management, Deep and Deep Publications, New Delhi.
3. Jose Paul, N. Ajith Kumar, Entrepreneurship Development, 2003, Himalaya Publishing House, New Delhi.
4. Guidelines for the Preparation of Feasibility, Government of India Planning Commission, New Delhi.
5. Nandan, Fundamentals of Entrepreneurship, PHI Learning, New Delhi.
6. Dr. Jayashree Suresh, Entrepreneurial Development, Margham Publications, Chennai.

2.4 FINANCIAL MANAGEMENT

Unit – I

Financial Management: Meaning, Definition and functions- Scope – Objectives – Key activities of Financial Management – Organisation of Finance Section – An outline of financial system in India.

Unit – II

Capital Budgeting – Principles and Techniques- Pay back method – Discounted Cash flow method (DCF) – Present Value (PV) / Net Present Value (NPV) Method – Internal Rate of Returns (IRR) Method – Present Value Index – Discounted Pay Back Method – Average Rate of Return.

Unit – III

Working Capital Management – Permanent and temporary working capital – Changes in working capital – Determinants of working capital – Computation of Working capital – working capital financing – trade credit – bank credit – Commercial paper – Factoring.

Unit – IV

Cost of Capital – Definition – Importance- Assumptions – Explicit and Implicit costs – Measurement of specific cost – cost of equity – cost of debt – cost of retained earnings – cost of preference shares – computation of overall cost of capital.

Capital Structure – Factors influencing financial decisions – Methods of financing – Theories of Capital decisions – Capital gearing. Financial Leverage and operating leverage.

Unit – V

Dividend and Dividend policy – Meaning – classification and sources of dividend – factors influencing dividend policies – Theories of dividend decisions – Irrelevance and relevance theory – generally accepted dividend policies.

Note: The Question paper shall consist of 60% problem and 40% theory.

Books Recommended

1. Van Horne, Fundamentals of Financial Management, PHI Learning, New Delhi.
2. Khan & Jain, Financial Management, 2006, Tata McGraw Hill, New Delhi.
3. Pandey, I.M. – Financial Management, 2005, Vikas Publication, New Delhi.
4. Prasanna Chandra, Financial Management, 2005, Tata McGraw Hill, New Delhi.
5. Ravi M. Kishore - Financial Management, 2006, Taxman Publishing Ltd.
6. Keown, Financial Management; Principles and Applications, 10th Edition, 2008, Pearson Education, Delhi.
7. Chandra Bose, Fundamentals of Financial Management, PHI Learning, New Delhi.
8. Shazuli Ibrahim. S.A.N, Financial Management, PASS Publication.
9. Periyasamy. P. Financial Management, Vijay Nicole Imprints Pvt., Ltd., Chennai.
10. Dr. A. Murthy, Financial Management, Margham Publications, Chennai.

2.5 ADVANCED BUSINESS STATISTICS

Unit – I

Correlation and Regression Analysis: Correlation Analysis – Meaning of Correlation – Simple, Multiple and Partial: Linear and non-linear, causation and correlation, Scatter diagram – Pearson Co-efficient of correlation, calculation and properties, probable and standard errors, Rank correlation.

Regression Analysis: Regression equations and estimation.

Unit – II

Analysis of Time series: Meaning – Estimating the linear trend, Cyclical variations – Seasonal variations – trend analysis – Application of time series analysis to forecasting.

Unit – III

Probability Analysis – Discrete probability distribution – Binomial and Poison – Continuous Probability Distribution – Normal.

Unit – IV

Hypothesis – Testing Hypotheses regarding proportion and difference between two proportions – Concerning the value of the population mean – Difference between two means using normal distribution – “t” test distribution

Unit – V

The Chi-Square Test as a hypothesis testing procedure, Goodness of fit test – testing the independence of two variables. F-test and analysis of variance.

Note: The Question paper shall consist of 80% problem and 20% theory.

Books Recommended

1. Pal and Sarkar, Statistics Concepts and Applications, PHI Learning, Delhi.
2. Gupta, S.P., Statistical Methods, Sultan Chand Publishers, Delhi.
3. Kazmier, Business Statistics, 2006, Schman Seties, Tata McGraw Hill, New Delhi.
4. Sanchetti and Kapoor, Advanced Statistical Methods, 2008, Sultan Chand Publishers, Delhi.

3.1 ADVANCED CORPORATE ACCOUNTING AND REPORTING

Unit – I

Preparation of Final Accounts of Companies as per schedule 3 of Companies Act 2013 – Corporate Reporting – Objectives – Disclosure Requirements and Evaluation of Disclosure Practices in Financial Reporting – An overview of XBRL.

Unit – II

Amalgamation – Absorption – Reconstruction of companies – Alternation of capital – Liquidation of Companies – Valuation of Goodwill – Valuation of shares.

Unit – III

Banking Company Accounts: Rebate on bills discounted – Treatment of interest on doubtful debts – Preparation of Profit and Loss accounts – Balance Sheet (as per new format).

Unit – IV

Accounts of Holding companies – Legal provisions – Preparation of consolidated Profit and Loss Accounts and Balance Sheet.

Unit – V

Accounting for price level changes with Special reference to General Purchase Power and Current Cost Accounting. Accounting for leases and human resources – Financial and Operating leases – Principles and Practices of Human Resource Accounting – Some case studies in India.

Note: The Question paper shall consist of 80% problem and 20% theory.

Books Recommended

1. Agarwal, .N, Higher Science of Accountancy, 2003, , Kitab Mahal, Allahabad.
4. Arulanandam & Raman, Advance Accountancy, 2006, Himalaya Publishing House, Mumbai.
2. Shukla and Grewal, Advanced Accountancy, 2005, S.Chand Publication, Delhi.
3. Jain & Narang, Advanced Accountancy, 2005, Kalyani Publishers, Ludiana.
4. R.L. Gupta, Advanced Accounting, 2006, Sultan Chand Publishers, Delhi.
5. T.S. Reddy & A. Murthy, Corporate Accounting, Margham Publications, Chennai.
6. Shajuli Ibrahim, Company Accounts, PASS Publications.

3.2 SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT

Unit – I

Nature and Scope of Investment Management – Organisation and Structure of the Security Market in India – Primary Market – Secondary Market – Derivatives Market – Securities and Exchange Board of India – Investors Protection in the Primary and Secondary Market.

Unit – II

Security Analysis – Fundamental, Technical and Random Walk. Return, Risk Analysis – Valuation Models of equity and bonds.

Unit – III

Options and Futures – Valuation of options and futures.

Unit – IV

Portfolio Management – Portfolio Risk and Return – Portfolio construction models – Markowitz model – The shape Index Model, Capital Asset Pricing Theory and Arbitrage Pricing Theory.

Unit – V

Portfolio Management – Need and the process of evaluation, Portfolio Revision – The Formula Plans Rupee Cost Averaging – Constant Rupee Value – Constant Ratio and Variable Ratio Plans.

Books Recommended

1. Kevin, Security Analysis and Portfolio Management, PHI Learning, Delhi.
2. Fisher and Jordon, Security Analysis and Portfolio Management, 2008, Prentice Hall.
3. William F. Sharpe, Investment, 2005, Prentice Hall.
4. Jack Clark Francis, Management of Investment, Tata McGraw Hill, New Delhi.
5. Russell J. Fuller, Modern Investment and Security Analysis, 2007, Vikas Publications, New Delhi.
6. M. Renganathan and R. Madhumathi, Security Analysis and Portfolio Management, Third Edition, Pearson Publication, 2011.
7. Bhalla, V.K, Investment Management, S. Chand Publication, Delhi.
8. Avadhani, V.A, Investment and Security Markets in India, 2006, Himalaya Publishing House, Mumbai.
9. Gurusamy.S, Security Analysis and Portfolio Management, Vijay Nicole Imprints Pvt., Ltd., Chennai.

3.3 HUMAN RESOURCE MANAGEMENT

Unit – I

Human Resource Management – Meaning – Definition – Characteristics – Need for HRM - HRM methods – HRM in Indian Industry – Suggestions to make HRM effective in Indian organizations.

Unit – II

Manpower planning – Meaning – Definition – Objectives of Manpower planning – Composition of manpower forecasting – Executive Resource Planning – Meaning – Major elements in the process of Executive Resource Planning Development. Individual and Personality development – Theories of personality.

Unit – III

Recruitment – Selection – Tests and Interviews – Placement and Inductions- Promotions and Transfers – Training.

Unit – IV

Employee Morale – Meaning – Definition – Effects of Good and Poor morale – Relationship between morale and productivity. Job satisfaction – Meaning – Relationship between job satisfaction and productivity. Performance Appraisal.

Unit – V

Workers participation in management – Meaning – Aims and objectives – Methods – Merits and demerits – Workers participation in management in India.

Trade union meaning – Principles – Essentials of a successful trade union – Features and weakness of Trade union.

Unit – VI

Conflict – Meaning – Stages – Causes of Inter Group Conflict – Consequences of Inter Group conflict. Performance appraisal – meaning – purposes – Factors affecting performance appraisal – methods.

Books Recommended

1. P.C. Tripathi , Human Resource Management, Sultan Chand & Sons, Delhi.
2. M.N. Rudrabasavaraj , Dynamic Personnel Administration, Himalaya Publishing House, Mumbai.
3. K.Aswathappa, Human Resource & Personnel Management, Tata McGraw-Hill, New Delhi.
4. C.B. Memoria, Personnel Management, Himalaya Publishing House, Mumbai.
5. Edwin Flippo, Personnel Management, McGraw-Hill, New Delhi.

3.4 APPLIED DIRECT TAXATION AND E-FILING

Unit – I

Income Tax Act, 1961 as amended- Definition of the following terms: Previous year, Assessment year, Person, Assessee, Income etc., - Residential status and incidence of Income tax for individuals, HUF, Firms, Companies, Body of individuals and Association of persons – Incomes exempted from income tax.

Unit – II

Computation of taxable income under various heads with reference to individual assesseees, partnership form assesseees, HUF assesseees and company assesseees, Salaries, House property, Profits and gains of business or profession, Capital gains and other sources

Unit – III

Clubbing of Income – Set off and carry forward of losses – Deductions from Gross Total Income.

Unit – IV

Meaning of Advance Tax – Various instalments of Advance Tax – Simple problems on Advance Tax – Penalty for not adhering to Advance Tax provisions – Meaning of Tax

Deducted at Sources – Rates of tax to be deducted at source for various payments by a business assessee – Penalty for not adhering to the Tax Deducted at Source Provisions.

Unit – V

Types of assessments – Self assessment, beat judgment assessment, summary assessment etc., - Various authorities under the Income Tax Act – List of forms for various types of assesses towards annual filing of Income Tax Return – e-filing procedure.

Note: The Question paper shall consist of 70% problem and 30% theory.

Books Recommended

1. Vinod Singhanian. K, Direct Taxes Law and Practice, Taxman Publications Private Ltd., New Delhi. (Current assessment year)
2. Gaur and Narang D.B, Income Tax Law and Practice, Kalyani Publication, New Delhi. (Current assessment year)
3. Mehrotra H.C, Income Tax Law and Accounts including Tax planning, Sahitya Bhawan Publishers. New Delhi, (Current assessment year).
4. T.S. Reddy & Y. Hari Prasad Reddy, Income Tax – Theory, Law and Practice, Margham Publications, Chennai.

3.5 INSURANCE AND RISK MANAGEMENT

Unit – I

Understanding Risk: Concept of Risk – Risk vs Uncertainty – Types of Risk – Concepts of Risk – Risk vs. Uncertainty – Types of Risk – Pure Risks and its Management- Financial Risks and its Management – Rationale for Risk Management.

Unit – II

Risk Management and Control: Risk Management – Risk control – Risk Management Information Systems (RMLS) – Risk Management by Individual – Factors affecting Individual's Demand for Insurance – Corporate Risk Management – Process of Risk Management by Individuals – Personal Risk Management strategies – Risk Management Process – Risk Management objectives – Risk Management: Guidelines and Responsibilities – Levels of Risk Management – Risk Management and Derivatives.

Unit – III

Life Insurance: Fundamental principles – Advantages – Difference between – Insurance and Assurance- Types of Insurance Policies- Annuity – Meaning and Types of Annuity Policies –Difference between Annuity and Life Insurance – Unit linked Insurance – Tax benefits.

Life Assurance– Assignment Vs. Nomination – Various Forms of Payment – Surrender Value – Claim Procedure – Procedure of Life Insurance Claim.

Unit – IV

Principles of Marine Insurance – Types of Marine Insurance Policies – Marine perils – Perils covered under Marine Policies.

Unit – V

Nature and Uses of fire Insurance Contract – Kinds of Policies – Rating in fire Insurance – Payment of Claim – Reinsurance and Double Insurance – Under Insurance and Average Clause.

Books Recommended

1. M.N. Mishra, Insurance Principles & Practice, S. Chand Publishing House, Delhi..
2. Periyasamy.P. Principles and Practice of Insurance, Himalaya Publishing House, Mumbai.
3. Inderjit Singh, Rakesh Katyal, Sanjay Arora, Insurance Principles& Practice, Kalyani Publications, New Delhi.
4. Dr. A. Murthy, Principles & Practice of Insurance, Margham Publications, Chennai.

4.1 RESEARCH METHODOLOGY

Unit – I

Introduction: Significance of Research in Commerce and Management – Types of Research – Pure and Applied Research – Exploratory and Experimental Research – Descriptive and Analytical Research – Quantitative & Qualitative Research

Unit – II

Research Process: Identification of Research Problem – Literature Review – Research Design – Hypothesis.

Unit – III

Sampling: Methods of Sampling – Probability and non Probability Sampling methods – Data collection – Methods of collection of Primary data – Interview Schedule – Questionnaire – Observation – Survey – Case study.

Unit – IV

Editing – Classification – Coding – Tabulation.

Unit – V

Report Writing: Report – Purpose – Characteristics – Functions – Types – Format – Principles of report writing – Documentation of Sources of data – Foot notes and Bibliography – Writing the report – First draft – Revision – Final draft.

Books Recommended

1. Krishnaswamy, O.R. & Ranganathan.M., Methodology of Research in Social Sciences, 2013, Himalaya Publishing House, Second edition, New Delhi.
2. Kothari.C.R. Research Methodology – Methods and Techniques, 2015, New Age International Publishers, New Delhi.
3. Prabhu R. Raju and Krishna Priya.V, Research Methodology in Business Management, Vijay Nicole Imprints Pvt., Ltd., Chennai.
4. Peer Mohamed.S, Research Methodology, PASS Publications.

4.2 OPERATIONS RESEARCH

Unit – I

Introduction to Operations Research – Linear Programming – Nature – Formulation of Linear Programming – Maximization case – Minimization case – Assumption under LPP – Solution of LPP – Graphical method – Simplex method.

Unit – II

Transportation and Transshipment Problem – Solution to Transportation problem – Transportation method – Transportation method Transshipment problem.

Unit – III

Assignment and Traveling Salesman Problem – Complete Enumeration method – Hungarian Assignment method – Constrained Assignment Problem – Unbalanced Assignment problem – Traveling salesman problem.

Unit – IV

Queuing theory – Meaning – Queuing Terminology – Single channel only. Game theory - Meaning – Saddle Point – Pure and Mixed Strategy – Principle of dominant – Subgame – Graphical method.

Unit – V

Network Analysis: PERT/ CPM – Objectives – Advantages and Limitations – Similarities and Dissimilarities (Excluding Crash Cost Method)

Simulation – Meaning – Merits and Demerits of Simulation – Application of Simulation Models Simulation Techniques.

Note: The Question paper shall consists of 70% problem and 30% theory.

Books Recommended

1. Kanti Swarup, Gupta, P.K and Manmohan, Operations Research, 2006, S.Chand and Company Ltd., New Delhi.
2. Sharma, S.D. Operations Research, 2001, Kedar Nath Ramnath and Company, Meerut.
3. Kothari, C.R. Quantitative Techniques, 2002, Vikas Publishing House Pvt., Ltd., New Delhi.
4. Vohra, N.D. Quantitative Techniques in Management, Tata McGraw-Hill, New Delhi.
5. V.K. Kapoor, Operations Research, S.Chand Publications, New Delhi.
6. Veerarajan, Operations Research, Universities Press.
7. Gurusamy, Operations Research, Vijay Nicole, Imprints Pvt., Ltd., Chennai.

4.3 COMPUTERISED ACCOUNTING AND OFFICE AUTOMATION

Unit – I

Windows and Ms Office – Office Tools and Techniques – MS word – Basics – Creating a new document – Formatting text and documents – Working with Headers, Footers and Footnotes – Tables and Sorting – Working with graphics – Writer’s Tools – Macro Mail merge.

Unit – II

Ms-Excel – Basics – Excel features – Creating a new worksheet – Functions – Rearranging worksheets – Excel formatting Tips and Techniques – Excel Chart features – Using Worksheet as database – Auditing.

Unit – III

Ms Power point basics – Crating presentation – Working with Text in Power Point Transition and Build Effects – Inserting Slides – Duplicating Slides – Deleting Slides, Printing – Presentation.

Unit – IV

Importance of Computerized Accounting – Accounting software – Company creation – Ledger creation – Features of Tally – Vouchers – Various types – Voucher entry – Preparing reports – Trail balance – Balance Sheet – Fund Flow and Ratios.

Unit – V

Stock maintenance through Tally – Stock Items – Grouping Stock Ledgers – Stock Vouchers – Stock Reports – Billing – Purchase Bills – Sales Bills.

Books Recommended

1. Brucj, B., 2006, The Essential Ms Office, Galgotia Publication Private Limited, New Delhi.
2. Gini Courter, Annete Marquis, 2005, Ms Office, BPB Publications, New Delhi.
3. Mansfield, R. 2005, The Compact Guide to Microsoft Office, B.P.B. Publications, New Delhi.
4. Mansfield, R., 2005, working in Ms-Office, Tata McGraw Hill, New Delhi.
5. Business Process Automation, Mohapatra, PHI Learning, New Delhi.
6. Venkatachalam & Chellappan, Business Process, PHI Learning, New Delhi.

4.4 APPLIED INDIRECT TAXATION

Unit – I

Meaning of Indirect Taxes- Distinction between Direct Taxes And Indirect Taxes – Constitutional authority to levy and collect indirect taxes – canons of taxation – types of indirect taxes prevailing in India at national level such as Goods and Services Tax and Customs Act.

Unit – II

Customs Act, 1962 – Meaning of Customs Duty – Procedure prescribed under the Customs Act to Import Goods and Services and Export of Goods and Services – Types of customs duty – simple problems in determination of assessable value and determination of Customs Duty liability – Various documents involved in imports and exports – HSN classification.

Unit – III

Introduction to Central Goods and Services Tax Act, 2017 – Meaning of the term Supply – Charge and Levy – Exemptions – Person – Business – Definition – Goods – Services rates of taxes applicable for various Goods and Services – Registration procedure – Filing of returns – Reverse charge.

Unit – IV

Introduction to Integrated Goods and Services Tax Act, 2017 – Meaning of the term Supply – Charge and Levy – Exemptions – Person – Business – Definition – Goods – Services rates of taxes applicable for various Goods and Services – Registration procedure – Filing of returns – Reverse charge.

Unit – V

Compounded Levy Scheme for CGST and IGST – Input Tax credit – Preparation of Tax invoice, credit rate and debit rate – e-payment of tax.

Books Recommended

1. V.S. Datey, Indirect Taxes, Taxman Publications Pvt., Ltd., New Delhi.
2. Dr. H.C. Mehrotra and Dr. S.P. Goyal, Indirect Taxes, Bhawan Publications, Agra.
3. Indirect Taxation – Intermediate Study Material, Published by the Institute of Chartered Accountants of India, New Delhi.
4. Indirect Taxation – Final Study Material, Published by the Institute of Chartered Accountants of India, New Delhi.

4.5 ADVANCED MANAGEMENT ACCOUNTING

Unit – I

Cost and Management Accounting: Introduction to Management Accounting – Relationship between Management Accounting and Cost Accounting.

Unit – II

Decision Making Tools: Marginal Costing – Break Even Analysis and Cost-Volume-Profit analysis – Break even chart and Profit chart – Differential cost analysis – Stock valuation under marginal costing vs. Absorption costing – Application of Marginal costing in decision making – Transfer pricing – Determination of Inter-departmental or Inter-company Transfer Price.

Unit – III

Budgeting and Budgetary Control: Budgetary Control and Preparation of Functional and Master Budgeting – Fixed, Variable, Semi-Variable Budget – Zero Based Budgeting (ZBB).

Unit – IV

Standard Costing and Variance Analysis: Computation of variances for each of the elements of costs, Sales variances, Investigating of variances – Valuation of Stock under Standard costing – Uniform Costing and Inter firm comparison.

Unit – V

Cash flow: Meaning – Definition – Various terms used in cash flow analysis – Cash flow statement under revised AS-3.

Note: Question Paper shall consists of 80% Problem and 20% Theory.

Books Recommended

1. Dr. Muthu Pandi, Management Accounting, New Century Book House, Chennai.
2. Peer Mohamed, Management Accounting, Pass Publication.
3. T.S. Reddy & Y. Hari Prasad Reddy, Management Accounting, Margham Publications, Chennai.
4. Atkinson, Management Accounting, 5th Edition, Pearson Education, Delhi.