

COURSE STRUCTURE & SYLLABUS
B.Com (Professional) of Christ College (Autonomous)

SEM	REF CODE	PAPER CODE	TITLE OF THE PAPER	HOURS PER WEEK	MAXIMUM MARKS	CREDITS
I	ENG	131	LANGUAGE: ENGLISH	04	100	3
	LAN	131	LANGUAGE: KANNADA/ADDITIONAL ENGLISH / HINDI	04	100	3
	COP	131	BUSINESS ECONOMICS & ENVIRONMENT	04	100	3
	COP	132	BUSINESS MANAGEMENT	04	100	3
	COP	133	BUSINESS & INDUSTRIAL LAW	04	100	3
	COP	134	FINANCIAL ACCOUNTING - I	04	100	3
	COP	115	HOLISTIC DEVELOPMENT - I	02	-	1
			<u>TOTAL</u>	26		19
II	ENG	231	LANGUAGE: ENGLISH	04	100	3
	LAN	231	LANGUAGE: KANNADA/ADDITIONAL ENGLISH / HINDI	04	100	3
	COP	231	BUSINESS MATHS & STATISTICS	04	100	3
	COP	232	MARKETING MANAGEMENT	04	100	3
	COP	233	INDIAN FINANCIAL SYSTEM & CORPORATE FINANCE	04	100	3
	COP	234	FINANCIAL ACCOUNTING – II	04	100	3
	COP	215	INDIAN CONSTITUTION	02		1
	COP	216	UNION BUDGET& THE FINANCE ACT	02		1
			<u>TOTAL</u>	28		20
III	ENG	331	LANGUAGE: ENGLISH	04	100	3
	LAN	331	LANGUAGE: (including Communication) KANNADA/ADDITIONAL ENGLISH / HINDI	04	100	3
	COP	331	BANKING THEORY, LAW & PRACTICE	04	100	3
	COP	332	HUMAN RESOURCES MANAGEMENT	04	100	3
	COP	333	CORPORATE LAW & PRACTICE -I	04	100	3
	COP	334	ADVANCED FINANCIAL ACCOUNTING-I	04	100	3
	COP	315	HOLISTIC DEVELOPMENT – II	02	--	1
			<u>TOTAL</u>	26		19
	COP	431	BUSINESS COMMUNICATION & INTER PERSONAL SKILLS	04	100	3

IV	LAN	431	LANGUAGE: (including Communication) KANNADA/ADDITIONAL ENGLISH / HINDI	04	100	3
	COP	432	E.COMMERCE	04	100	3
	COP	433	CORPORATE LAW & PRACTICE - II	04	100	3
	COP	434	ADVANCED FINANCIAL ACCOUNTING - II	04	100	3
	COP	435	EXIM TRADE & FOREX MANAGEMENT	04	100	3
	COP	416	COMPUTER FUNDAMENTALS	02	--	1
			TOTAL	26	600	19
V	COP	531	AUDITING-I	04	100	3
	COP	532	COST & MANAGEMENT ACCOUNTING-I	04	100	3
	COP	533	INSURANCE MANAGEMENT	04	100	3
	COP	534	TAXATION-I	04	100	3
	COP	535	FINANCIAL MANAGEMENT - I	04	100	3
	COP	536	BUSINESS & ACCOUNTING INFORMATION SYSTEMS	04	100	3
	TALLY	517	SKILL DEVELOPMENT-ACCOUNTING SOFTWARE CERTIFICATION (30 HRS)	-	-	2
	COP	518	RIGHT TO INFORMATION ACT	02	--	2
			TOTAL	24	600	22
VI	COP	631	AUDITING - II	04	100	3
	COP	632	COST & MANAGEMENT ACCOUNTING-II	04	100	3
	COP	633	INVESTMENT MANAGEMENT	04	100	3
	COP	634	TAXATION - II	04	100	3
	COP	635	FINANCIAL MANAGEMENT - II	04	100	3
	COP	636	RESEARCH METHODOLOGY	02	50	1
	COP	687	RESEARCH PROJECT (TEAM WORK)/ VIVA	04	100	2

	COP	668	INDUSTRY TRAINING REPORT (TEAM WORK)	--	50	1
	COP	619	ENVIRONMENTAL MANAGEMENT	02	--	1
			<u>TOTAL</u>	28	700	20
			<u>GRAND TOTAL</u>		3700	119

DETAILED SYLLABUS:

Note: Detailed Syllabus is given for Semester I and II. For rest of the Semesters abridged Syllabus is given. Detailed Syllabus will be placed for approval in the next BOS on recognition of the New Course. Syllabus for English and other Languages will be the same as for B.Com Regular, as already approved. Syllabus for Foundation Papers is given separately at the end.

COP 131: BUSINESS ECONOMICS & ENVIRONMENT

OBJECTIVES:

The objective of this paper is to make the student to understand how the business organizations apply economic principles in the environment affecting business.

LEVEL OF KNOWLEDGE:

Conceptual and basic.

UNIT 1: Business Economics: 03 hours

Meaning- characteristics – distinction between business economics and pure economics – scope of business economics – uses/objectives of business economics – role and responsibilities of business economist.

UNIT 2: Consumer: 10 hours

Meaning- Economics of Consumer Behaviour - Consumer sovereignty-limitations. Approaches to the study of consumer behaviour-cardinal approach-the law of equi-marginal utility, indifference curve analysis-properties –consumer surplus – meaning-analysis-limitations

UNIT 3: Demand and Supply: 15hours

Law of demand and Supply - meaning- determinants of supply and its influence on cost of production. Production function- Laws of Production; Determination of equilibrium price in an open market system. Elasticity of demand - Price, Income, Cross - Promotional elasticity of demand – its measurement and its application in business decisions. Demand forecasting: Survey and statistical methods

UNIT 4: Market Structure: 06 hours

Features of perfect competition and monopoly - Concepts of price discrimination - equilibrium under dumping. Features of Monopolistic competition. Oligopoly - Price indeterminateness – Cartel formation. Different forms of price leadership

UNIT 5: Business Cycles: 03 hours

Phases of business cycle - effects of business cycle –measures to control the business cycle.

UNIT 6: Business Environment: (03+10+10) 23hours

Business Structure:

Evolution from local to global state- Changing Scenario since liberalization – Concept of Business Structure- Structural relationship of Business components – like trade, Industry, commerce & services – role of business associations

Business Environment:

Concept & Significance - Economic - political - Social -Technological - Legal - Cultural & Ecological Environment. Inter - dependence of Business& Environment- National priorities & fiscal concessions

International Environment:

International trading environment (overview); Trends in world trade and the problems of developing countries; foreign trade and economic growth; International Economic groupings; International economic institutions - GATT, WTO. UNCTAD, World Bank, IMF, GSTP; Counter trade.

SKILL DEVELOPMENT:

- Chart out the factor influencing pricing policy.
- Present a diagram showing business cycles.
- Student to choose a product and apply price elasticity in real situation.
- Evaluate the various factors of Business Environment prevailing in India.

BOOKS FOR REFERENCE:

1. Joel Dean: Managerial Economics
2. Sankaran: Business Economics
3. Varsheney and Maheswari: Managerial Economics
4. K K Dewett: Economnic Theory
5. Petersen & Lewis: Managerial Economics
6. Mote V L peul. S & Gupta G S: Managerial Economics TMH
7. Chopra BS. Business Environment in India –
8. Dholakia. R & Oza. A: Micro Economics for Management Students
9. Mathew MJ: Business Environment –
10. Niravathi & C Ramani Nair: International Economics

COP 132: BUSINESS MANAGEMENT

OBJECTIVES:

To familiarise the students with concepts and principles of Management as applied in business organizations, organizational behavior and entrepreneurial skills.

LEVEL OF KNOWLEDGE:

Working Knowledge for Units 1 to 3 and Basic knowledge for Unit 4 to 6

UNIT – 1: MANAGEMENT& PRINCIPLES: 12 hours

Management: Meaning, nature and characteristics - Scope and functional areas of management -Management as a science art or profession - Management &

Administration – Management Process- Management Principles-evolution of System Approach to management in detail (in domestic & international context) planning, organizing, staffing, Directing, coordination, controlling and innovation (creativity)

UNIT – 2: PLANNING: 06 hours

Nature importance and purpose of planning - Planning process, Objectives - Types of plans - Nature & hierarchy of objectives. Management by objectives. Management by exceptions, Management by moving around. Decision-making – importance & steps.

UNIT – 3: ORGANISATION: 10hours

Organizing: Nature and purpose of organization, Principles of organization - Types of organization – Formal and Informal-- Centralization Vs decentralization of authority and responsibility - Span of Control – Organizational Behaviour – nature and significance.

UNIT – 4: DIRECTING: 14hours

Meaning and nature of directing - Leadership styles -. Theory X and Y; Management of productivity-an overview-Concept & application in manufacturing & service industries application in different areas. Measurement of productivity, partial, multifactor & total factor models - Diagnostic Techniques-Kepner-Tregre problem analysis. Decision analysis & potential Analysis. Practical Application with case studies, Creativity Based Techniques — Brainstorming. Whole brain thinking, Nominal Group techniques, use in creative problem solving with practical applications. Learning Curves — Concept of learning curve, its applicability, barriers to its application.

UNIT – 5: CONTROL: 04hours

Meaning and importance -Meaning and steps in controlling - Essentials of a sound control system - Methods of establishing control (in brief).

UNIT-6: TOTAL QUALITY MANAGEMENT: 06 hours

Importance & relevance in the context of globalization of Indian economy. Techniques used to inculcate the quality approach in an organization-role of organizational behaviour-Quality Standards-ISO 9000/14000, SQC ERP MRP/MRP II (Brief introduction)

UNIT- 7:ENTREPRENEURSHIP: 08 hours

Introduction - the entrepreneur; Definitions; Emergence of entrepreneurial class; Characteristics of entrepreneur. Leadership; Risk taking; Decision-making and business planning. Self-actualization. Management of conflicts, stress & time. Psychology of winning -Entrepreneurial Development Programmes (EDP)- their role, relevance, and achievements- EDP & Strategic Management

SKILL DEVELOPMENT:

- Preparation of Organization Chart depicting Line & Staff Relationship
- Chart of Delegated Authority in a Bank, Insurance Company and a Manufacturing Company-clearly stating functional roles.
- Chart on sources of recruitment.
- Draft Control chart for different industry / business groups.

- Quality Control specification in a service organization
- ISO 9000 Application form filling.

COP 132: BUSINESS MANAGEMENT

BOOKS FOR REFERENCE:

1. Koontz & O'Donnell, Management.
2. L M Prasad, Principles of management.
3. Rustum & Davan, Principles and practice of Management.
4. Srinivasan & Chunawalla, Management Principles and Practice.
5. Shrinivasan. - Entrepreneurial Development -.
6. Lal-Sudarshan. How to start your own -small Industrial unit.
7. Fred Luthans Organizational Behaviour - McGraw Hill, New York
8. Louis A. Allen: Management and Organization - - McGraw Hill, Tokyo

COP 133: BUSINESS & INDUSTRIAL LAW

OBJECTIVE:

To impart essential knowledge about relevant laws concerning and affecting business Organizations in operation, including industrial law.

To familiarize the student with certain statutes that may apply in the context.

LEVEL OF KNOWLEDGE:

Working Knowledge in respect of Units 1 to 4 and Conceptual & Basic Knowledge in respect of Units 5 to 7. Case Law citations only for better explanation.

Source: The relevant Acts – as amended up to date, texts and case laws.

(Amendments pertaining to the syllabus, up to last six months prior to the end semester examination would apply).

UNIT – 1. INDIAN CONTRACT ACT, 1872: (14 HOURS)

Definition – Agreement, Contract, Proposal, Promise: Types of Contracts, Essential elements of a Valid Contract: Offer and essential of valid offers: Acceptance and essentials of Acceptance: Communication of Offer and Acceptance: Revocation of Offer and Acceptance: Consideration and Essentials of Consideration: Exception to the concept – No Consideration no Contract: Contractual Capacity Effects of Minors, Persons of Unsound mind, Persons disqualified from contracting by any other law: Free Consent, Coercion, Undue Influence, Fraud, Misrepresentation, Mistake. Legality of Object and Consideration. Contingent Contract and Essentials of Contingent Contract: Performance of Contract. Discharge of Contract - By Agreement, By Operation of law, By Breach, By Performance, By Impossibility, By Lapse of time. Wagering Agreement and Quasi Contract. Breach of Contract and Remedies for Breach of Contract.

UNIT – 2. SALE OF GOODS ACT, 1930. (9 HOURS)

Definitions.: Buyer and Seller, Goods / Existing Goods / Future Goods / Specific Goods, Document of Title to goods, Mercantile Agent. Contract of Sale and Essentials of Contract of Sale; Sale and Agreement to Sell; Price and mode of fixing of Price; Conditions and Warranties Essentials of Conditions and Warranties; Caveat Emptor and Exceptions to the Rule of Caveat Emptor; Transfer of Ownership and Rules regarding Passing of Property; Sale by Non – Owners; Unpaid Seller and Rights of Unpaid Seller; Rights of a buyer.

UNIT – 3. THE PARTNERSHIP ACT, 1932:(6 HOURS)

Definitions: Partnership, Partner, Firm. Essential elements of Partnership Firm; Types of Partners; Minors Position in Partnership; Rights of Partners; Duties of Partners; Liability of Partners; Limited Liability Partnership Bill 2006. (Brief information about)

UNIT – 4 THE COMPETITION ACT, 2002 (8 HOURS)

Object of the Act.; Competition Act Vs The Monopolistic Restrictive Trade Practices Act, Transition stage.; Definitions: Acquisition, Agreement, Cartel, Commission, Consumer, Enterprise, Price, Relevant, market Trade ,Turnover' Prohibition of certain agreements, abuse of dominant position and regulation of

combinations; Establishments of Competition Commission; Duties Powers and Functions of Commission.

UNIT – 5. THE FOREIGN EXCHANGE MANAGEMENT ACT, 1999. (8HOURS)

Object, Definitions: Adjudicating Authority, Authorized Person, Capital Account Transaction, Current Account Transaction, Currency, Currency Notes, Foreign Currency Foreign Exchange, Person Resident In India Person Resident outside India.

Current Account Transactions – Compliances - Government of India Rules, Prohibited List, matters which requires approval from Government of India and/or RBI, Compliance

Capital Account Transactions - Compliances - Permissible Transactions by Persons resident outside India. Prohibition on Investment Outside India of Capital Account Transaction,

UNIT-6.INDUSTRIAL LAW (15hours)

The Industrial Disputes Act, 1947; The Payment of Wages Act, 1936; Workmen's Compensation Act, 1923

SKILL DEVELOPMENT:

1.Draft simple contract for supply of goods, renting a godown etc showing the essential elements.

2.Prepare a contract of guarantee.

3.Prepare a partnership deed for an imaginary business.

4.Discuss the trade practices of FMCG companies and assess its validity under the Competition Act

5. Discuss an Industrial Dispute

COP 133: BUSINESS & INDUSTRIAL LAW

BOOKS FOR REFERENCE:

1.Mercantile Law - Avatar Singh

2.Elements of Mercantile Law – N.D.Kapoor

3. Industrial Law -P.L. Malik

4.Relevant Bare Acts.

COP 134: FINANCIAL ACCOUNTING - I

OBJECTIVE:

The objective of this course is to acquaint students with the accounting concepts, tools and techniques and preparation of accounts for certain businesses.

LEVEL OF KNOWLEDGE

Working Knowledge

UNIT: 1: FUNDAMENTALS (REVISION): 03hours

Accounting Concepts, Accounting Standards and Accounting Policies – introduction and principle of disclosure.

UNIT: 2: TRIAL BALANCE & BANK RECONCILIATION: (REVISION) 04 hours

Meaning - Errors in Trial Balance – Rectification journal entries- Suspense account. Bank Reconciliation statements- advanced problems.

UNIT: 3: BILLS OF EXCHANGE: (REVISION) 04 hours

Recording of Bills discounted, endorsed and dishonored in the books of the drawer and drawee.

UNIT: 4: CONSIGNMENT & JOINT VENTURE ACCOUNTS: 08hours

Final accounts in the books consignor and consignee –commission calculation, Valuation of stock- Joint Venture Account and Memorandum Joint Venture Account.

UNIT: 5: SELF BALANCING LEDGERS: 5 hours

Meaning-advantages-sectional balancing-Bought Ledger, Sales Ledger, General Ledger

UNIT: 6: PREPARATION OF FINAL ACCOUNTS FROM SINGLE ENTRY: 8 hours.
Conversion from Single Entry to Double Entry, Balance Sheet –Advanced Problems.

UNIT-7: ACCOUNTS OF NON-TRADING ORGANISATIONS: 10 hours

Capital and revenue – Receipts and Payments account; Income & Expenditure account; preparation of one from the other-Balance Sheet. Advanced Problems.

UNIT: 8: INSURANCE CLAIMS: 06 hours

Calculation of claims for loss of stock & Loss of Profit; Average Clause, Abnormal items.

UNIT: 9: HIRE PURCHASE & INSTALMENT SYSTEMS: 12 hours

Introduction – Meaning – Hire Purchase Act 1972 – Important Definitions – Hire Purchase Agreement- Hire Purchase Price – Cash Price, Hire Purchase Charges, Net Hire Purchase Price – Net Cash Price – Net Hire Purchase – Important Provisions – Right of the hirer to purchase with rebate –Termination of the agreement – Rights of the owner on termination - Calculation of interest when both the cash price and the rate of interest are given – calculation of interest when cash price is given but rate of interest is not given – calculation of interest when both the cash price and the rate of interest are not given – calculation of cash price – calculation of amount of installment – use of annuity value to find cash price – Journal entries and Ledger accounts in the books of Hire Purchaser and Hire vendor under Asset Accrual method. INSTALMENT PURCHASE METHOD

Introduction – Meaning – Difference between Hire Purchase and Installment Purchase system – Treatment of Interest Suspense Account - Journal entries and Ledger account in the books of both parties.

SKILL DEVELOPMENT

- Collection and recording of information relating to Insurance Claims for loss of stock..
- Collection and recording of Hire Purchase Agreement.
- Prepare a joint venture scheme for any limited time business and draw the accounts with assumed figures.
- Prepare an Account Sales as done by a Consignee with imaginary details.
- Draw out various details pertaining to a school, hospital and a community club.

BOOKS FOR REFERENCE:

1. Dr. S.N. Maheswari, Financial Accounting
2. Grewal and Shukla, Advanced Accounting
3. P.C. Tulasian, Pearson Editions, Introduction to Accounting
4. Jain & Narang. Financial Accounting
5. Accounting Standards - Institute of Chartered Accountants of India

COP 231: BUSINES MATHEMATICS and STATISTICS

OBJECTIVE:

To provide basic knowledge of mathematics and Statistics and its' application in solving business / commercial situations.

The paper will have two parts for 50 marks each for Business Mathematics and Business Statistics.

LEVEL OF KNOWLEDGE:

Conceptual and Basic

PART – I BUSINESS MATHEMATICS:

UNIT – 1: THEORY OF EQUATIONS: 8 hours

Meaning, types of equations –simple linear and simultaneous equations (only two variables) eliminations and substitution method only. Quadratic equation factorization and formula method ($ax^2 + bx + c = 0$ form only) problems on commercial application.

UNIT – 2: MATRIX AND DETERMINANTS: 8hours

Meaning and types of matrices –operations of addition, subtraction, multiplication of two matrixes – problems, transpose and determinant of a square matrix- minor of an element co-factor of an element of a determinants. Application of determinants in business problems, adjacent of a square matrix, singular and non singular matrixes – inverse of square matrix, solutions of system of linear equations in two variables using Cramer's rule

UNIT: 3. ELEMENTARY CALCULUS: 10hours

Introduction to functions and limit (concept only). Differentiation. Derivatives of x^n , e^x , a^x , $\log x$. Laws of derivatives for sum, product and quotient of two functions of x . Applications of derivatives. Maxima and Minima (statement of sufficient conditions in terms of first and second order derivatives). Simple applications in Economics, Commerce and Management.

UNIT-4. MATHEMATICS OF FINANCE: 4hours

Simple and Compound Interest. Concept of present value. Types of annuities. Present values and accumulated values of these annuities. Applications to Investment decisions. Valuations of simple loans and debentures. Problems relating to sinking funds.

PART-II: BUSINESS STATISTICS:

UNIT 5:PRESENTATION OF DATA: 3hours

Construction of table.- simple and compund-Univariate frequency distribution of discrete and continuous variables. Cumulative frequency distribution. Graphical representation of frequency distribution by Histogram, Frequency polygon. Frequency curve and Ogives. Representation of data using Bar diagrams. Pie chart and Rectangle.

UNIT 6:MEASURES OF DISPERSION: 5 hours

Mean Deviation – Standard Deviation and Coefficient of Variation; Skewness-Coefficients-Karl Pearson & Bowley measures. -Business related problems in decision-making

UNIT 7:CORRELATION AND REGRESSION ANALYSIS: 6 hours

Meaning – Types – Probable error – Karl Pearson's & Rank Correlation (Excluding bivariate and Multi correlation). Regression equation and coefficients-properties-coefficient of determination.

UNIT 8:INDEX NUMBERS: 6 hours

Classification – Construction of Index Numbers – Methods of constructing Index Numbers – Simple Aggregative Method – Simple Average of Price Relative Method – Weighted index method – Fisher Ideal method including Time and Factor Reversibility tests – Consumer Price Index.

UNIT 9: PROBABILITY AND DISTRIBUTIONS: 10hours.

Random experiment, sample space and event. Addition and multiplication rules of probability-Random Variable-discrete and continuous-Expectation-Binomial Poisson and normal distributions Sampling Distribution. Chi Square and F distributions- application to simple business related problems.

SKILL DEVELOPMENT

- Develop an Amortization Table for Loan Amount – EMI Calculation.
- Prepare Overhead Machine / Labour hour rate through matrices.
- Study correlation and establish regression equation for relevant corporate data for 5 years
- Prepare a cost of living index for employee wage payments.

COP 231: BUSINESS MATHEMATICS and STATISTICS

BOOKS FOR REFERENCE:

Dr. A K ARTE & R V PRABHAKAR: A textbook of Business Mathematics.

SANCHETHI AND KAPOOR: Business Mathematics

ZAMIRUDDING KHANNA: Business Mathematics

S P GUPTA: Statistical Methods- Sultan Chand, Delhi

ELHANCE: Statistical Methods/Fundamentals of Statistics

Dr. Sancheti & Kapoor: Statistics Theory, Methods and Application.

COP 232: MARKETING MANAGEMENT

OBJECTIVES:

To help students to understand the concept of marketing and its applications. Also to expose the students to the latest trends in marketing.

LEVEL OF KNOWLEDGE:

Working Knowledge

UNIT 1: INTRODUCTION: 12hours

Nature and scope of marketing- Importance of marketing as a business function - and in the economy - Marketing concepts -Traditional and Modern, Selling V/S marketing - Marketing Environment –Retail Marketing-types-Marketing department-Marketing outsourcing.

UNIT 2: MARKETS AND SEGMENTATION: 10 hours

Meaning of Market - Various types of markets and their characteristics. Concept of market segmentation and its Importance - bases for market segmentation. Target marketing and positioning-types of positioning-product differentiation.

UNIT 3: PRODUCT & PRICE 8hours

Concept of product - consumer and Industrial goods -product planning and development packaging - role and functions - Brand name and Trademark - after sale service - product life cycle concept. Importance of price in the marketing mix, factor affecting price of a product / service,

UNIT 4: MARKETING / DISTRIBUTION CHANNELS: 6hours

Concept and role - types of distribution channels - Factors affecting choice of a distribution channel-Retail Network- Promotion: Method of promotion - optimum promotion mix. -Sales Coordination

UNIT 5: CUSTOMER: 6hours

Meaning and importance-customer value and satisfaction-meaning and methods-retaining customers-customer profitability-customer relation management.

UNIT 6: CONSUMER BEHAVIOUR: 4hours

Nature, scope & significance of consumer behavior - factors affecting consumer behavior.

UNIT 7: SALESMANSHIP & SELLING PROCESS: 4hours

Salesman - qualities of successful salesman - functions of a salesman - selling process.

UNIT 8: ADVERTISING AND PUBLICITY: 6hours

Meaning - importance of advertising -advertising medias - ethics of good advertising.

UNIT 9: MARKETING RESEARCH & MIS: 4hours

Meaning - steps involved in marketing research- areas of marketing research.

Marketing Information System (MIS): Need, Importance - Elements of good MIS - components of MIS.

SKILL DEVELOPMENT:

- Draw a plan of distribution network for a consumer product.
- Prepare a marketing organization chart and specify roles of each position.
- Develop a media plan for introducing a new product.
- Develop a unique plan for CRM.
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BOOKS FOR REFERENCE:

- 1) Philip Kotler: Marketing Management, Prentice Hall of India Ltd, New Delhi.
- 2) Marchand & B. Vardharajan: An introduction to Marketing, Vikas Publishing House, New Delhi.
- 3) Maurice & Mondell & Larry Rosenberg - Marketing: Prentice Hall of India Ltd. New Delhi.
- 4) Mohammad Amanatullah: Principles of Modern Marketing. Kalyani Publications New Delhi.
- 5) Dr. C. N. Sontakki: Marketing Management Kalyani Publications New Delhi.

COP 233: INDIAN FINANCIAL SYSTEM & CORPORATE FINANCE

OBJECTIVES:

- 1.To familiarize the students with regard to structure, organization and working of financial system in India.
- 2.To educate the students on the various aspects of corporate finance operated through IFS.

LEVEL OF KNOWLEDGE:

Working Knowledge

UNIT 1:FINANCIAL SYSTEM: 4hours

Introduction –Meaning, objectives and importance, saving, investment and economic growth- Components-functions, including policy frame work and role of Government-Planning Commission, Ministry of Finance; financial markets and Institutions. FDI. (Brief)

UNIT 2:MONEY MARKET: 4hours

Meaning-Functions-players and intermediaries-instruments: treasury bills, commercial paper, commercial bills, certificate of deposit-money market derivatives-call money market-corporate funding through money market-Credit rating in respect of money market instruments- (meaning and brief explanation)

UNIT 3:CAPITAL MARKET: 3hours

Meaning- relevance of capital market to corporate finance- components of capital market.

UNIT 4:PRIMARY MARKET: 14 hours

Meaning- constituents –instruments-equity and Debt- financial intermediaries-role of commercial banks, investment banks and mutual funds- merchant banking procedures-issue process-free pricing-book building and its process-on-line IPO, sourcing from international capital markets (brief)-Corporate requirements of listing and other issue procedures and regulations as prescribed under Companies Act and SEBI Regulations (brief) – Different types of Prospectuses used in corporate IPO-Marketing initiatives for IPO-investor meet-Dematerialization of securities-depositories- meaning-functional role and advantages-depositories in India.

UNIT 5:SECONDARY MARKET: 12 hours

Meaning-background of development of secondary markets in India-Constituents stock exchanges and its functions- listing compliances as per SEBI guideline-brokers- functions of-trading and settlement procedure-Stock Exchanges in India-BSE, NSE, OCEI-Internet trading.

UNIT 6:DERIVATIVES MARKET: 3hours

Meaning of Derivatives-need and role-Derivatives market in India-Forwards and futures-Options-trading strategies and process.

UNIT 7:DEVELOPMENT FINANCIAL INSTITUTIONS: 12 hours

IFCI, IDBI, ICICI, SFCS, SIDCS and NBFCs -Constitution, objectives and functions – role played with reference to IFS.

UNIT 8:FINANCIAL REGULATION: 8 hours

Regulatory Institutions – RBI – Organization, Objectives, Role and Functions, Monetary Policy and control of RBI, The Securities and Exchange Board of India (SEBI)-organization, objectives, role and functions.

SKILL DEVELOPMENT:

- Draft a chart showing the Financial services in the Indian Financial System.
- Prepare a chart showing the Instruments traded in the Financial Market.
- Prepare a book building plan for an imaginary IPO
- Collect all business forms used by a Broker and record the contents. (Bought Note, Sold Note etc.)
- List down all the guidelines issued by SEBI. And highlight the contents.

COP 233: INDIAN FINANCIAL SYSTEM & CORPORATE FINANCE

BOOKS FOR REFERENCE:

Bharati V.Pathak, Indian Financial System-Pearson Education Delhi

E Gardon & K Natarajan: Financial Markets & Services.

Meir Kohn: Financial Institutions and Markets, Tata McGraw Hill

Vasantha desai: The Indian Financial System, HPH

P N Varshney & D K Mittal: Indian Financial System, Sulthan Chand & Sons

E Gardon & K Natarajan: Financial Markets & Services.

OBJECTIVE:

The objective of this course is to acquaint students with diverse accounting requirements in select business organizational forms and situations.

LEVEL OF KNOWLEDGE

Working Knowledge

UNIT 1: ROYALTY ACCOUNTS: 08 hours

Introduction – Meaning – Technical Terms – Royalty – Landlord – Tenant – Minimum Rent – Short workings – Recoupment of Short working under Fixed Period – Floating Period – Recoupment within the Life of a Lease – Treatment of Strike and Stoppage of work – Accounting Treatment – in the books of Lessee (Tenant) – when royalty is less than Minimum Rent – When royalty is equal to Minimum Rent – When the right of recoupment is lost, when Minimum Rent Account Method is followed – Preparation of ledger accounts – Royalty Account, Landlord Account – Short workings Account - Minimum Rent Account when Minimum Rent Account is followed.

UNIT 2: PARTNERSHIP ACCOUNTS:(6+8+8+6+8) 36hours.

Admission – goodwill, profit sharing ratio, revaluation account, balance sheet.

Retirement & Death- goodwill profit sharing ration, revaluation, loan and executor's accounts, balance sheet.

Dissolution and piecemeal distribution- insolvency of partners-Garner Vs Murray-applicability in India, deficiency account, treatment of un-recorded assets and liabilities

Amalgamation-Conversion to a limited Company and Sale to a limited Company - all related accounts, journal entries and final balance sheet – treatment of un-recorded assets & liabilities, contingent liabilities, issue of shares/debentures for purchase consideration (conversion/sale to a company)

UNIT 3: BRANCH ACCOUNTS: 10 hours

Introduction – Inland Branches – Types – Dependant – Preparation of Branch Accounts in Head Office Books – Treatment of Cost Price – Invoice Price - Debtors Account – Creditors Account – treatment of Petty cash – prepaid insurance – creation of stock reserve – independent branches – preparation of Head Office Account in Branch Books – Branch Account in Head Office Books – Memorandum Trading and Profit and Loss Account in Head Office books - Incorporation of Trial Balance of branch in Head Office Books - Adjustment entries – goods-in-transit - cash-in-transit –depreciation of Branch Assets- services rendered by Branch to Head Office and vice versa – Receipts and payments by Branch on behalf of Head Office and vice versa – Reconciliation of Branch and Head office Current Accounts.

UNIT 4:ACCOUNTING STANDARDS:06hours

Accounting Standards and Guidance Notes on various accounting aspects issued by the ICAI and simple problems based thereon – (AS relating to inventory, depreciation, valuation of assets and liabilities including contingent liabilities and exchange rate fluctuations only)

SKILL DEVELOPMENT

- Collection and recording of Royalty agreement with regard to any suitable situation.
- Collection and recording of relevant details for admission of a new partner.
- Prepare a scheme of amalgamation of two independent firms with imaginary details.
- Prepare a scheme for conversion of a partnership firm to a limited company and list the required legal compliances.

BOOKS FOR REFERENCE:

6. Dr. S.N. Maheswari, Financial Accounting
7. Grewal and Shukla, Advanced Accounting
8. P.C. Tulasian, Pearson Editions, Introduction to Accounting
9. Jain & Narang. Financial Accounting
5. Accounting Standards - Institute of Chartered Accountants of India

SEMESTER III

COP 331 BANKING LAW & PRACTICE:

OBJECTIVE:

The objective of this course is to acquaint students with the theoretical, legal and practical aspects of modern banking.

LEVEL OF KNOWLEDGE

Basic Knowledge on the rest

UNIT 1: Introduction to Banking: 10 Hrs.

Bank-significance of banks-brief history of banking in India- Laws affecting banking-Banking defined-Different types of Banks and functions. Distinction between NBFC and Banks. Brief discussion on commercial banks, Development Banks and Cooperative Banks; Commercial banks-nationalized banks and private banks-types of commercial banking-unit branch-universal-virtual etc. information technology in banking- modern banking services- standing instructions, remittances, core banking, debit credit and branded cards- ATM- Portfolio, investment, insurance, lockers etc- including international practices. (Selective)

UNIT 2: Bank Deposits and Lending: 12 Hr's

Different types of deposits accepted by banks – current-savings-recurring-reinvestment etc. usefulness and usage – Bank Lending-types-Loans, Overdraft and Cash credits- Concept of ‘Loan creates deposits’ – limitation of lending- non funded advances-guarantees and letter of credits –general lending aspects-securities for loans-working capital facilities –margin money and drawing power-export credits (brief)-RBI role in control of banking operations-credit control and types of (brief) (overlapping of topics covered in COP233 must be avoided)

UNIT 3: Bank Management (Statutory Regulations): 2 Hrs

Demand and Time Liabilities and Reserve Ratios- Tier system of Capital- Basel Committee norms- Non- performing Assets

UNIT 4: Banker & Customer: 14 Hrs.

Banker and Customer- meaning and definitions-relevant provisions of Banking Regulations Act – Case Laws applicable- Relationships between-general and special (all specifics)-rights and duties of banker and customer- cessation of relationship-types of account holders-and account opening- special considerations in opening and operating of accounts of individuals-firms-HUF- trusts-clubs-receivers-companies; minors, mentally and physically challenged-operating procedures in the event of death, insanity and insolvency of the customer-Non Resident accounts-Bank Pass books and statements-effect of entries there on – Bankers book of evidence. Simple case related problems on any of the topics.

UNIT 5: Negotiable Instruments:10 Hrs.

Meaning of – meaning of negotiation and its features – characteristics of negotiable instruments – Cheque and its distinction from bill of exchange and promissory note-truncated instruments- quasi negotiable instruments-relevant sections of the negotiable instruments Act – Endorsements - -types of and effect of endorsements – crossing of Cheques – types and effect of crossing-practices- case laws.

UNIT6: Paying Banker: 6 Hrs.

Meaning of paying banker – duty of a paying banker- payment in due course – grounds for dishonor of Cheques- stop payment and garnishee order- protection to a paying banker under the negotiable instruments Act for open and crossed Cheques- conditions to be satisfied- marking of Cheques- case Laws- simple case related problems on any of the topics

UNIT 7: Collecting Banker: 6 Hrs.

Meaning of Collecting Banker – duties of collecting banker- liability for conversion Holder, Holder in due course and Holder for value – privileges of a Holder in DueCourse-protection to a collecting banker under the Negotiable Instruments Act- Case Laws. Simple case related problems on any of the topics.

SKILL DEVELOPMENT:

- List down with features, the different Credit Cards offered by two different banks.
- Trace the history of development of Credit Cards.
- Analyze the Balance Sheet of a Bank and its major sources of income.
- Compare A/c opening form for SB A/c and Current A/c of two different Banks.
- Assuming you be a banker list down the questions you will ask a prospective customer seeking a business loan.

- Draw specimen of Cheques with different types of crossing and endorsements.
- Collect loan applicant form of a bank (for at least two types of loans) and list down significant information required therein.

BOOKS FOR REFERENCE

1. Tannan M.L: Banking Law and Practice in India
2. Bedi h.l & Haridar V.K: Practical Banking Advances
3. Sheldon H.P: Practice and Law of Banking.
4. Bedi H.L: Theory and Practice of Banking
5. Shekar K.C: Banking Theory Law and Practice
6. Varshaney: Banking Law and Practice.

COP 332 HUMAN RESOURCES MANAGEMENT:

Course Objective:

To understand the basic concepts or Human Resource Management and its relevance in corporate world. The course explores the present national and International scenario.

Level of Knowledge:

Students are expected to have a thorough knowledge on the first three modules and reasonably good awareness in the remaining modules.

Module-1

Perspectives in human Resource management:

Meaning and definition of HRM – Purpose and Role of HRM – HR policies- traditional role of HR. 08 hrs

Module-2

Meeting Human Resource requirements:

Job Analysis, Job Description, Human Resource Planning, Recruitment, Sources of Recruitment, selection Process, Methods – Interview, placement and Induction separation. 10 hrs

Module-3

Training and developing Employees:

Training needs assessment, methods of training, types of training, development, performance appraisal, and various types of performance appraisal, career development
10 hrs

Module-4

Motivation and leadership

Motivation-moral-theories of motivation-Leadership-theories of Leadership-promotion-transfer Deviant workplace behaviour-attrition.

Module-5

Labour relations

Overview of Industrial Relation- Industrial disputes- Negotiation-Discipline-Dispute settlement.
10 hrs

Module-6

Recent Challenges in HR

Recent developments in HR-Strategic Human resource Management- Global trend & their influence on Practices.
10 hrs

Skill Development:

1. Prepare a chart comparing the methods of recruitment done in two different companies.
2. Compile a list of companies where freshers with Commerce and Management background apply to kick-start their career. Analyse the jobs they do, minimum years spent with the first company.
3. Study the process of performance appraisal done in a company. Report the commensurate improvements if any after the appraisal on the employees.
4. Identify the measures adopted by the BPO and IT sector to check the level of attrition.
5. Prepare a list of all the finance officials in a company; enlist their roles, write down their job description, approx. salary. Also compare specifically the changes in job description and remuneration package with respect to last five years.

Books for reference

1. Edwin Flippo Personal management.
2. Dr. C.B Gupta Human Resource Management.

3. V.S.P Rao Human Resource Management.
4. Gray Dessler.

Suggested Readings:

1. Pramod Verma: Personnel Management in the Indian Organizations Oxford & IBM Publishing Co. Ltd.
2. Sadri s: A case study Approach to HRM
3. S.S Khanna Human Resource Management (Text and Cases)

COP 333 CORPORATE LAW & PRACTICE -I

Objective: To familiarize students with corporate law and to make them appreciate the importance of corporate governance in the management of organizations

Level of Knowledge: Advance Knowledge on Module 1 and 2 working knowledge on rest of the syllabus.

Module I- Corporate Form of Organizations: Nature and form of Business Enterprises, Types of Business Enterprises, history and development of corporate concepts, Emergence of principle of limited liability, Corporate veil and its lifting. Different types of companies (5hrs)

Module II – Incorporation of different types of Companies.

Promoters- Meaning importance, position, duties and liabilities, Pre incorporation contracts. Memorandum and Articles of Association, certificate of incorporation, certificate of commencement of Business. The Doctrine of ultra-vires, constructive notice and indoor management. Procedure for alteration. Of Memorandum and Articles of Association, Effect of alteration

Module III – Financial structure: sources of capital, classes and types of shares, equity with differential rights, issue of shares at par, premium and discount, forfeiture and surrender of shares, bonus issues, right issues, issue of sweat equity shares, employees stock option scheme, private placement , Alteration of share capital, reduction of share capital, buys back of shares. Dividend

Debt capital- debentures, debentures stock, bonds and new development in corporate debt financing, debenture trust deed and trustees, conversion and redemption of debentures.

Prospectus-definition abridged prospectus, red- herring prospectus, shelf prospectus information memorandum, contents, registration, misrepresentation and penalties (10 hrs)

Module IV – Membership , Depositories Transfer and transmission,. Modes of acquiring membership, rights and privileges of members, register of members, dematerialization and rematerialization of securities, transfer and transmission of securities in physical and depository modes, nominations. (6hrs)

Module- V- Management and control of companies: Directors=appointment, reappointment qualifications and disqualifications, remuneration, vacation of office, retirement, resignation and removal , loans to directors, powers and duties, office or place of profit role of directors, contract in which directors are interested . Managing and whole-time directors and manager, Company secretary – appointment role and responsibilities, company secretary as principal officer, meetings of directors and committees-frequency, convening and proceeding of board/ committee meetings, video conferencing of board/committees resolution by circulation (15 hrs)

SKILL DEVELOPMENT:

1. Prepare Memorandum of Association of a company limited by shares.
2. Prepare Articles of Association of company Limited by shares
3. Compare the articles of Association of a private company and listed company
4. Analyze the corporate governance Report of 3 listed company
5. Study the important information provided in a red herring Prospectus of a company which is going to IPO.
6. Prepare debenture trust deed for a company

Books for reference

1. N.D. Kapoor: Elements of Company Law.
2. M.C Bhandari: Guide to company Law procedure
3. A. Ramaiya: Guide to the companies Act.
4. Mamta Bhargava: Guide to the companiers Act.

COP 334-ADVANCED FINANCIAL ACCOUNTING-I

Objective

To acquire knowledge in company accounts

Level of Knowledge

Advanced Knowledge

UNIT 1 Underwriting:

Meaning & Terms used in Underwriting; Statutory provisions; Sebi Guidelines; Marked and unmarked applications; Types of underwriting; Firm underwriting; Problems of Computation of Gross liability, commission and Net liability with journal entries in the books of company and underwriter

UNIT 2. Redemption:

Redemption of preference shares- Statutory provisions; problems with journal entries on redemption of preference shares. Redemption of debentures – redemption by purchase; redemption by annual drawings; redemption by conversion; sinking fund method. Buy back of shares- statutory provisions, simple questions on buy back

UNIT 3. Profits prior to incorporation; Problems on computation of profits prior to incorporation

UNIT 4. Final Accounts

Statutory requirement on books of accounts, [profit and loss account, Balance sheet Dividends \$ disclosures; Presentation formats; [problems on final accounts with treatment of special items taxation, dividends, corporate dividend tax. Managerial remuneration – Statutory provisions; calculation of profits for managerial remuneration; Simple problems on calculating maximum permissible remuneration.

UNIT 5. Amalgamation, Absorption & External reconstruction

Meaning; Statutory provisions ; AS-114; Types of Amalgamation; Purchase consideration; Methods of Calculating purchase consideration; Problems on accounting entries in the books of amalgamation and amalgamated company with relevant ledger accounts and balance sheet; Problems based on intrinsic value of shares.

UNIT 6. Internal Reconstruction

Meaning 7 Objective; Statutory provisions; Problems on accounting entries and preparation of balance sheet after reconstruction

UNIT 7. Liquidation Of Companies

Meaning; Statutory provisions on liquidation, preferential creditors & overriding preferential payments; format of statement of affairs; problems on preparation of statement of affairs and preparation of liquidators final statement of account; list B contributories.

Skill Development

1. Collect information regarding under writing terms and clauses and with reference to sebi guidelines by referring the red herring prospectus of recent IPOs.
2. Collect information of companies which recently got amalgamated and information of their
 - Taxation
 - Valuation of shares and terms of merger
 - Balance sheet and profit and loss account after amalgamation

Books for Reference:

1. Financial Accounting Dr. S.N. Maheswari
2. Advanced Accounting Grewal and Shukla
3. Advanced Accounting P.C. Tulasian
4. Financial Accounting Jain & Narang
5. Accounting Standards Institute of Chartered Accountants of India

Semester IV

COP 431 BUSINESS COMMUNICATIONS & INTER PERSONAL SKILLS:

Objective: To provide knowledge and impart structured experiences that will give edge by developing their individual strength which will enhance and equip their skills to deal in day to day business

Level Of Knowledge : Expert

Unit 1

Vocabulary and language skills- choice of words, grammar, spellings and pronunciation, punctuation marks, Tenses. 2 Hrs

Unit 2

Meaning and definition of communication. Business Communication, Means and mode of Communication, Requirement of effective Communication, importance of communication in business, Communication Process Models, Barriers to Communication, Essentials of effective Communication, Communication Flows. 4 Hrs

Unit 3

Business Letters and Personal Letters, Functions Of Business letters, Parts of business Letters. Format of Business Letters. 2 Hrs

Unit 4

Purchase Correspondence- Enquiries, Practical requirement for drafting a letter of enquiry, Types of enquiries, Purpose of enquiries and Enquiry Letters/ QUOTATION, Reply to the quotation/ enquiry letter, Tender notices. Limited Tender, Tabulated Tender, Status Enquiries and replies. Letter to Banker for ascertaining Credit worthiness, letters for third party seeking opinion. Reference letters. Letters from bank. Complaint letters. Inability to execute orders. Complaint regarding bad quality of goods supplied. 7 Hrs

Unit 5

Sales Correspondence- Sales letters- Sales circular, Circular informing seasonal discount, announcement of Special incentive Schemes, circular informing increase in the price of goods, circular informing special concessions. Circular informing prize scheme, Franchising, sole selling agency distributorship. 6 Hrs

Unit 6

Bank Correspondence – Opening of Bank account, Applying for various loan, Stop payment of Cheques, Reply letters from the Bank. Sanction letter from the bank, Request for overdraft facility, Letters on overdrawing of account, Request letter for issue of drafts. Letter enquiring from the bank about position of a party. Delay in sanctioning loan.5 Hrs

Unit 7

Secretarial Correspondence – Non receipt of Share certificate, letter complaining that no allotment of shares was made, Letters regarding non receipt of refund orders, letters regarding non – receipt of Dividend Warrant/ Balance sheet, Letter for dematerialization / Re materialization of shares .5 Hrs

UNIT 8

Interdepartmental Communication – Memos, Internal Memos, Office Circulars, Office Orders, Office Notes. 6 Hrs

Unit 9]

Reports and Presentation – Meaning, Objectives of report, Features of Report, Business Reports, Types of Business Reports, Steps in preparing the report, Sales Report, Financial Report.7 Hrs

Unit 10

Personnel Correspondence – interview letters, Appointment letters, Confirmation letters, Showcase notice, Charge sheets, letter of dismissal. 4 Hrs

Unit 11

Personality Skills – Communication skills in letter writing. Equipments in modern communication – telegraphic messages, Email, Fax messages, Short Messaging Service , Representations, Public Notices, Invitation.3Hrs

Unit 12

Communication Styles – International communication styles by Mr. Norton and Mr. Comstock and Higgins.3 Hrs

Unit 13

Development of Soft skills – Meaning of soft skills. Types of soft skills, Personal skills, interpersonal skills, Cross – cultural skills, Corporate skills, English Language skills. How to improve soft skills at work, Areas to provide training for soft skills.6 Hrs

Book for reference

- 1. C.S Rayudu, “ Communication” HPH**
- 2. Myer& Myer Communication Mcgraw Hill.**
- 3. Rai & Rai, Business Communication – HPH**

COP 432 E.COMMERCE:

Objectives:

By the end of this course, the student should:

- Have an awareness about role of IT in business
- Gain an understanding of the theories and concepts underlying e-commerce
- Be aware of different types of e- commerce web sites and different modes of payments
- Be aware of security and legal issues in e-commerce
- Familiarize themselves with current challenges and issues in e-commerce

Level of Knowledge

Basic Knowledge of units I through IV

Unit 1: Introduction to E-commerce - 10 hrs

E-commerce- Meaning definition, classification, concepts, features , scope and evolution, advantages and significance in modern business, E-commerce practices v/s traditional practices, limitations of e-commerce. Brief history of Ecommerce. Elements of Ecommerce- website promotion, online catalog, purchase delivery support. Types of electronic commerce, Value chains in electronic commerce. E-commerce in India. Internet, World Wide Web. Web based tools for electronic commerce, intranet, composition of intranet, Business Applications on Intranet Electronic data interchange components of Electronic Data interchange forces behind E-commerce industry frame work

Unit II: Retailing and Business E-Commerce -15 hrs

Types of Ecommerce- B2B, B2C and intra business.

Retail Ecommerce – Retailing through internet, Direct Online Sales model, online advertising sales model, online commission model, Product Selections.

Business Models for e commerce- meaning definition importance.

- E business models based on the relationships of transaction types- manufacture model, advertising model, value chain model, brokerage Model

Marketing on the web, marketing strategies, creating web presence, advertising, customer service and support, web branding strategies, web selling models

Unit III: Tools of the E-Trade

Setting up a online store. Digital certificates, online transactions providing, shopping cart software , internet merchant bank account, payment gateways, safety precautions for sellers and buyers, logistics of Ecommerce business, Web hosting.

Business Models& Revenue Models over internet, emerging trends in e- business, e-governance, digital commerce, mobile commerce, and strategies for business over Web, internet based Business Models.

Concept of Money. Electronic Payment system, types of electronic payment systems, smart cards and Infrastructure issues in EPS, Electronic Fund Transfer, Digital Token based Electronics payment system, credit card/ debit card based EPS, Emerging financial instruments, home banking, online banking.

Digital Signatures – Legal positions of digital signatures, how digital signature technology Works.

Ebanking- introduction concepts & meaning, Electronic CRMC, Need for electronic CRM, CRM Areas – CRM Components, CRM architecture. Electronic CRM Applications

Unit IV: E-Commerce – Risks And Laws

e-security- introduction, Need for security , security concepts, Attacking methods – Cyber crimes, Cryptology, hacker, encryption,ecommerce security solutions- e locking techniques e locking product, e locking services, Net Scape security solutions

Risks & e payment system- Data protection, risk from mistakes & disputes – consumer protection, management information privacy, managing credit risk

EDA,EDI Application in Business, Legal requirement in E- Commerce

Information technology Act, Cyber laws relating to E- Commerce, Security Overview, Electronic Commerce Threats, Encryption, Cryptography, Public Key and private key cryptography, digital signatures, digital certificates, security protocols over public networks HTTP ,SSL, Firewall as security control, public key infrastructure (PKI) for security prominent cryptographic applications. World Wide Web and security, Encryption, Transaction security, Secret Key Encryption, Public Key Encryption, Virtual Private Network (VPM)

Implementation management issues.

SKILL DEVELOPMENT

1. Identify two e-commerce sites that you believe are effective and analyse both in terms of design, technology used, marketing strategy, security, user friendliness etc.
2. List down the challenges that Indian companies with an ecommerce strategy for business are likely to face.

3. Choose one facet of life (like banking, buying books. Buying music etc) that has undergone a change since the advent of ecommerce. List out some of the changes in customer behaviour ecommerce has brought about. What are the pitfalls of ecommerce in your chose area of life?
4. Talk to people around you in business and professional work environments and come up with a list of 10 companies that have moves one process or the other of their business over the net.
5. Ecommerce has allowed companies to be more efficient in their B2B interactions like purchase, customer service and feedback. Knowledge dissemination, customer lead generation etc. Browse through some of the popular B2B sites and comment on the e commerce initiatives you observe.
6. Prepare a list of goods and services that you think will be good candidates for e-commerce in India

BOOKS FOR REFERENCE:

1. Whitley, David (2000). E-commerce strategy, technologies and Applications. Tata Mcgraw Hill.
2. Greenstein and Feinman, :E-Commerce”, TMH
3. Ecommerce : An Indian persoective, 2nd Ed. PT Joseph, SJ

COP 433: CORPORATE LAW & PRACTICE – II

Objective: To acquaint students with legal and practical aspects of company management and to make them aware of various statutory authorities under companies Act

Level of Knowledge: Advance Knowledge for module I and working Knowledge for other modules.

Module- I Company Meetings- General meetings, Statutory meeting and Statutory report. Annual general meeting, Extra ordinary general meeting, EGM on requisition, Class meeting; notice, quorum for meeting, chairman, proxies voting,, demand for poll, procedures connected with poll, representation of coporate, president and governor in meetings, ordinary and special resolution and agreements, postal ballot, rules and procedure relating to postal ballot, minutes of proceedings of general meetings.

Secretarial Practice with regard to convening and management to borro, restriction with regard to borrowing, provisions with regard to inter corporate loans and investment. Public deposit – invitation, acceptance, renewal,repayment,default and remedies. Small depositor,

Charges-procedure for creation, modification satisfaction of charges and registration thereof,register of charges, inspection of charges.

Module – III- Majority Rule and Minority rights- Law relating to majority powers and minority rights. Shareholder remedies- actions by shareholders, statutory remedies, prevention oppression and mismanagement.

Module – IV winding up of companies – concept and modes of winding up. Winding up by tribunal, official liquidator, procedure under members voluntary winding up & creditors winding up. Preferential Payment.

Module – V- Filing and filing of returns under companies Act- Procedure for filling and filing of returns and documents, annual filing- annual accounts, compliance certificate, annual return. Event based filing.,

Module – VI- OFFENCES AND PENALTIES UNDER COMPANIES ACT

Module – VII- company law authorities- MCA.CLB.OL.ROC.RD 3 Hrs

SKILL DEVELOPMENT

1. Prepare annual Return for a listed company
2. Draft minutes of Annual general Meeting of a private Limited company.
3. Prepare statutory Report for a public limited.
4. Analyse different situations that may lead to oppression and management in a company.
5. Analyse advantage of a postal Ballot for of a retail Shareholder.

BOOKS FOR REFERENCE

1. N.D. Kapoor: Elements of Company Law.
2. M.C Bhandari: Guide to companies act.
3. Mamta Bhargava: Guide to the companies ACT.

COP 434:ADVANCED FINANCIAL ACCOUNTING – II

UNIT 1. Holding Company Accounts

Meaning of holding & subsidiary company; statutory provision on accounts of Holding Company & subsidiary Company ; Problems of preparation of CONSOLIDATED ACCOUNTS WITH adjustments pertaining to debentures , inter company dividends, proposed dividends, unrealized profit on stocks, issue of bonus shares , preference shares held etc.

UNIT 2. Accounts of Banking Companies:

Introduction and meaning- books of accounts to be maintained by banking companies- special features of bank accounting – items requiring special attention in preparing final accounts rebate on bills discounted statutory reserves statutory liquidity Ratio cash reserve RATION INCOME FORM NON – PERFORMING ASSETS basis of treating a credit facility as NPA assets classification and provisions preparation of final accounts

according to the guidelines of RBI and banking regulation Act of 1949. Capital adequacy norms- tier I and II.

Unit 3. Accounts of Insurance Companies:

Meaning type of insurance Life insurance general insurance accounts of life insurance business statutory and subsidiary books determination of net liability and amount due to policy holders preparation of revenue accounts and balance sheet according to IRDA guidelines general insurance companies – fire insurance marine insurance and miscellaneous insurance provisions relating to the treatment of reserves fund preparation of revenue account, Profit and loss account, profit and loss appropriation account and balance sheet account to the guidelines of IRDA. Relevant provisions of insurance Act 1938 and IRDA, 1999.

Unit 4. Double Account System:

Introduction characteristics and features of double account system formats differences between double account and single account system advantages and limitations of double account system replacement of account under double account system (journal entries & ledger accounts) Accounting treatment under Double Account System Final Accounts of Electricity Supply Companies Revenue Account Net Revenue Account Capital Account general Balance sheet – important provisions

Unit 5. Investment Accounts

Types of investments ; AS-13; Simple Problems on Accounting for investment in the books of investor and broker

Unit 6. Human Resource Accounting (Theory only) 4 Hrs

Meaning;Concept;Valuation; Types of Valuation

Unit 7. International Accounting Standards 7 Hrs

International Financial Reporting Standard (IFRS) (THEORY ONLY)

Overview of International Reporting Interpretation Committee (IFRIC)

Significant difference vis-avis Indian Accounting Standards

SKILL DEVELOPMENT

1. Collect information of holding companies, their presentations and formats of financial statements
2. Collect information of items appearing under schedule 12 of banking company balance sheet
3. Analyze schedule 9- advances of any banking companies balance sheet for three years
4. Procure information relating to non performing assets of any banking company
5. Collect information of insurance companies, their presentations and formats of financial statements

6. Collection of details with respect to Indian GAAP and US GAAP and IFRS of Indian companies listed outside India by referring to Financial statements and their reports

BOOKS FOR REFERENCE

1. Financial Accounting Dr. S.N. Maheswari
2. Advanced Accounting Grewal and Shukla
3. Advanced Accounting P.C.Tulasian
4. Financial Accounting Jain & Narang
5. Accounting Standards Institute of Chartered Accountants of India

COP 435 EXIM TRADE & FOREX MANAGEMENT:

Objectives:

At the end of the course, the student should be able to appreciate:

- The basics of international trade and its implications on the country
- EXIM policy and its implications on industry and the country
- Forex and balance of trade fundamentals
-

Level of Knowledge : Basic Knowledge

Module I : International Trade and GLOBALIZATION 8 Hrs

Introduction- meaning why do nations trade?- theories of basis of international trade comparative cost theory heckscher ohlin thorem emerging global economy process of globalization drivers of globalization trends in international trade, trade in-services Review of international Business Environment

Module II: EXPORT MARKETING AND MANAGEMENT 8 Hrs

Introduction-definition and segmentation importance of export marketing potential benefits from export marketing export market planning and strategy demand management-obstacles to exporting pricing, Simple exercises in export pricing. Case studies.

Module III. FOREIGN TRADE CONTROL AND EXIM POLICY 18 Hrs

Objectives and strategies of foreign trade policy- special focus initiatives taken by the government of India- EXIM regulations-foreign trade policy-EXIM bank-objectives role safeguards required in EXIM business import regulations (brief) –export and import of goods and services-realisation and repatriation of foreign exchange procedure for payment of import

Module V: BALANCE OF PAYMENT AND FOREIGN EXCHANGE 16 Hrs

Balance of payment balance of trade components of balance of payments balance of payment disequilibrium methods of correcting disequilibrium (brief)- Forex- definition and concepts-spot[-forward-hedging-speculation-types of foreign exchange markets fixation of exchange rates-fixed, flexible-forex arithmetic(simple

problems) –exchange control objectives and methods-currency convertibility-current account-capital account.

SKILL DEVELOPMENT

1. Trace India's BOP situation (including \$ reserves) from immediately preceding liberation to the current period. Comment on whether liberalization helped the BOP situation for India
2. Why has the government set up SEZs? Refer to current media or publications and list out some benefits that accrue for organizations that operate from SEZs?
3. Why does government promote export trade? Are some industries promoted more than others for export trade? Can you find anything within the EXIM policy this year that suggests so ?
4. Why has the government allowed FDI in only certain industries? Is FDI in general good for the country, why? Read up to write about broad FDI rules for airports and other infrastructure projects in India .
5. Companies like Infosys and Wipro (net exporters) has a less than favourable 2007 because of a 'strong rupee" What can you make of this statement ? if it is true, why? How does rupee convertibility affect export trade?
6. Name the top 5 countries with which India has most export and import (refer to last available data and state the year of reference). Can you also name the 3 most prominent industries that account for our exports?

BOOKS FOR REFERENCE:

1. International Trade – theory and policy M . Chacholidas (McGraw)
2. International Trade- Selected Reading J. Bhagwati (Cambridge University Press)
3. International Economics Bo Soderston
4. International Trade and Export Management Francis Cherunilam

COP 531: Auditing-1

1. Introduction

Introduction – Meaning and Definition of Audit – Objectives of Audit – Aspects to be covered in Audit – Basic principles governing an Audit – Scope of Audit – Inherent limitations of Audit – Qualities of an Auditor – Auditing and Investigation – Types of audit – Distinctions between them – Balance Sheet Audit – Advantages of independent audit.

2. Basic concepts in Auditing

Accounting concepts in Auditing – Auditing concepts – Concept of Auditor's Independence – Concept of materiality – concept of true and fair, usefulness – Importance – Independence – obligation for audit – Disclosure of Accounting Policies.

3. Auditing and Assurance standards

Indian Auditing and Assurance Standard Board – International Auditing Assurance Standards Board – Audit Assurance Standards – Internal Audit Standard – Quality Control Standard.

4. Preparation for an Audit

Auditor's Engagement – Audit Process – Audit techniques – Audit procedure – Audit planning – Audit Program – Audit working papers – Quality control for audit work – Elements of Statistical sampling – Audit Risk.

5. Internal Control

Concept of internal control – Environment of Internal control – Inherent limitations of inherent control – Accounting and Financial Record – Internal control and management – Internal control and auditor – Review of internal control by the auditor – Testing of internal control – Examination in depth – Relationship between the assessments of Inherent and Control Risks – Communication of weakness in internal control – Internal check – Internal Audit – Standard on Internal Audit.

6. Audit Evidence

Introduction – Audit procedures to obtain audit evidence - Types of audit evidences – Reliability of Audit evidence – Methods to obtain audit evidence.

7. Vouching, Verification and Valuation

Meaning – Vouching Vs Verification – Confirmation Vs Verification – Test check – Surprise check – Verification of Cash in hand -

verification of Bank balance – Bank Reconciliation Statements –
General principles – Valuation of assets – Verification of assets –

8. Audit process for P/L items

Audit of cash payments – Audit of purchases – Audit of Expenditure – Audit of cash receipts – Audit of Sales – Audit of Other Income – Cutoff arrangement – Audit of depreciation – Audit of ledgers – Audit of outstanding liabilities – outstanding assets – General scrutiny – Variance Analysis – Quantitative Reconciliation in trading and manufacturing companies.

9. Audit process for Balance Sheet items

Audit of fixed assets – Fixed assets & requirements of CARO – Audit of Investments – Audit of Current Assets – Audit of Miscellaneous expenditure – Audit of liabilities – General consideration – Loans and Borrowings – Provisions – Contingent Liabilities – Events occurring after the Balance Sheet date – Prior period and extraordinary items and changes in accounting policies.

10. Tax Audit under Income Tax Act

11. Summary of the significant legal decisions

Skill Development

1. Power point presentation of different Audit Standards
2. Drafting of internal Control Questionnaire.
3. Draft Audit Programme.
4. Comparative Study of significant Legal Decisions regarding Auditor.
5. Write a Tax Audit Report under Income Tax Act.

Recommended Books

1. Fundamentals of Auditing by Kamal Gupta, Ashok Arora published by Tata McGraw Hill.
2. Auditing by B N Tandon published by S Chandra & Co. Ltd, Delhi
3. Auditing and Assurance by Aruna Jha Published by Taxmann Publications Pvt. Ltd.

COP 532:COST & MANAGEMENT ACCOUNTING-I

Concept of Cost-costing-cost reduction and cost control-elements of cost-types of costs-cost behavior-cost sheet-Materials-accounting for consumption-stores ledger-pricing and valuation of inventory-inventory control-Labour-payrol and time office-labour cost control-incentive schemes-Overheads-Fixed and variable absorption of overhead –methods-Activity Based Costing- Costing Methods-Unit-Job-Process-Contract-Cost Ledgers-Reconciliation of Cost & financial accounts. Marginal Costing-

Introduction – objectives of costing system; cost concepts and cost classification; establishing costing system; management accounting – meaning, nature and scope; role of management accountant, tools and techniques of management accounting; distinction between financial accounting, cost accounting and management accounting.

Elements of cost: –

- i. Material cost — purchase procedures, store keeping and inventory control, fixing of minimum, maximum and re-order levels, ABC analysis, pricing of receipts and issue of material and accounting thereof, investigation and corrective steps for stock discrepancies; accounting and control of wastage, spoilage and defectives.

- ii. Labour cost — classification of labour costs, payroll procedures, labour analysis; monetary and non-monetary incentive schemes; measurement of labour efficiency and productivity; labour turnover and remedial measures; treatment of idle time and overtime.
- iii. Direct expenses — nature, collection and classification of direct expenses and its treatment.
- iv. Overheads — nature, classification, collection, allocation, apportionment, absorption and control of overheads.

Reconciliation

of cost and financial accounts.

Methods of costing – output or unit costing; job and batch costing; operating costing; contract costing; process costing – treatment of by-products and joint products.

Standard costing and variance analysis – standard costing distinguished from budgetary control; types of standards, determination of standards, variance analysis; disposal and reporting of variances to management.

Marginal costing and break-even analysis – Marginal costing distinguished from absorption costing; application of marginal costing; contribution concept and decision making; cost-volume-profit relationship; break-even analysis, preparation of break-even charts, profit – volume graph; practical application of profit volume ratio.

COP:533 INSURANCE MANAGEMENT:

COURSE OBJECTIVE : TO PROVIDE AN IN-DEPTH UNDERSTANDING OF INSURANCE SERVICE AND TO MAKE STUDENTS APPRECIATE THE ROLE OF INSURANCE COMPANIES IN THE ECONOMIC SYSTEM.

MODULE I :INTRODUCTION TO INSURANCE

Insurance-Meaning-nature -Origin-evolution and scope of insurance-role and significance of insurance in personal and business activities-classification of insurance-principles of insurance-History of life and general insurance business in India -FDI in insurance sector-Changing role of Government as an insurance service provider in the economic system.

8hrs

MODULE II INSURANCE POLICIES:

Introduction to insurance policies-the concept of insurable interest- laws affecting insurance and salient features of insurance policy-types and functions of various

insurance policies -modalities-choice of insurance policy-calculation of premium claims and procedures-rejection of claims- special conditions.

8hrs

MODULE III LIFE INSURANCE :

Laws relating to life insurance-general principles of life insurance-proposals and policy-assignment and nomination-titles and claims-concept of trusts in life policy-LIC-laws relating to general insurance-types of general insurance

Case Study: Comparative study of salient feature of insurance policies of various life insurance companies in India .

15hrs

MODULE IV :GENERAL INSURANCE :

General Insurance: Concept of General insurance-Types of general insurance
Fire insurance :Nature-disclosure-terms and conditions-claims and recovery- Marine Insurance , Nature-disclosure-terms and conditions-claims and recovery .Moter insurance, Nature-disclosure-terms and conditions-claims and recovery, Third party insurance-compulsory motor vehicle insurance-accident insurance-Medical Insurance-Role of Third Party Administer in Medical insurance.

Case Study: Comparative study of salient feature of General insurance policies of various general insurance companies in India .

17hrs

MODULE V :DEPOSIT AND CREDIT INSURANCE

Nature-terms and conditions-claims and recovery-public liability insurance-emergency risk insurance

4hrs

MODULE VI:REGULATORY FRAME WORK:

IRDA- Brief profile, functions & powers , An appraisal of the role performed by IRDA in regulating insurance industry in India.

3hrs

MODULE VII :INSURANCE MANAGEMENT: Insurance intermediaries and professionals-salient features of insurance management for user and provider- key controls exercised by insurance companies for operational safety and profitability.

5hrs

References:

1. Nandan Singh, New Insurance Law, University Book Publishers
2. Dr.P.K.Gupta & K.P.Singh, Insurance Fundamentals,Environment and Procedures, Deep & Deep Publications, New Delhi
3. Mathew M.J; Insurance Principles and Practice, RBSA Publishers, Jaipur
4. M.N. Srinivasan; Principles of Insurance Law, Wadhwa and company Law Publisher
5. Mishra M.N; Insurance,Principles and Practice, Sarmaha Books

SKILL DEVELOPMENT:

1. Design a suitable insurance policy suitable for a 25 year old Doctor.
2. Design a suitable insurance management scheme for a manufacturing company
3. Appraise the role of insurance companies as catalyst for economic development in India.

COP-534 TAXATION - I

Objective: To have working knowledge of application, taxability, sources and computation of income as per Income Tax Act.

Unit - I

3 Hours

Introduction:

Principles of Direct Taxes; Introduction to The Income Tax Act, 1961. Preamble & applicability of Act, (Sec 1) Finance Bill & Finance Act; Definitions: Person, Assessee, Assessment year, Previous year, Gross Total Income, Total Income, Exceptions to previous year. Basis of Charge. Rates of Tax. Capital and Revenue receipts, capital and revenue expenditure.

Unit - II

5 Hours

Scope of Total Income:

Residential Status, Scope of Total Income, Incomes deemed to be received/accrued in India (Sec 5, 6 7 & 9). Problems. Exempted Incomes applicable to individuals - Agricultural Income: Definition, Concept of Aggregation, Rules on classification of Agricultural and non agricultural income.

Unit - III

14 Hours

Income from Salaries:

Scope of chargeability, Allowances, perquisites, Gratuity, Commuted pension, Leave salary, Compensations, Leave Travel Concession, deductions, Problems covering all the aspects.

Unit - IV

9 Hours

Income from House property:

Scope of Chargeability, Deemed owner, Let Out Properties, Self Occupied Properties, Deemed to be let out, Co-ownership. Deductions, Deductions not allowable, Arrears of rent, Problems on all types of occupations.(Sec 22 to 27)

Unit - V

12 Hours

Business/profession Income:

Scope of Charging section, Allowable and disallowable expenses, Depreciation to include, Conditions, Block of assets, Methods of depreciation, rates, cost (Sec 43(1), WDV, computation etc., Deduction on account of Tea Development, Scientific Research, Preliminary Expense, Deductions based on payments, Method of Accounting, Maintenance of Accounts, Audit of Accounts. Deemed Incomes. Presumptive incomes Problems on computation of income from business or profession of an individual.

Unit VI

12 Hours

Capital Gains

Scope of chargeability, Capital Asset, Transfer, Transactions not regarded as transfer, consideration, Cost/Indexed cost of acquisition, Exemptions, Problems on computation of capital gains including tax on capital gains

Unit VI

5 Hours

Income from Other sources

Income from Other sources & Gross Total Income: Scope of chargeability, Dividends, Interest, Amounts not deductible, Problems on computation of income from other sources.

Books for reference

1. Students guide to income tax - Vinod k Singhania, Taxmann publications
2. Students hand book on income tax - T.N.Manoharan, Snowwhite Applications
3. Income Tax Act, 1961

Skill Development:

1. Analysis in detail of latest Finance Bill
2. Analysis of competence to levy taxes as per constitution
3. Preparing Form - 16

COP 535: FINANCIAL MANAGEMENT - 1
HOURS : 60

Course Objective: To provide an in –depth understanding of management tools and techniques used in Financial Management of organizations.

Module-I: Nature of Financial Management:

Meaning, Significance & Objectives of Financial Management, The Art and Science of Financial Management, Concept of Profit Maximization and Wealth Maximization, Risk-Return Trade-off, Present Value of Money, Finance Manager- Role and Responsibilities, Scope of Financial Management in an Organization.

5hrs

Module -2: Working Capital Management:

Concept and Definition of Working Capital, Needs for Working Capital, Permanent and Temporary Working Capital, Determinants of Working Capital Working Capital Policies, Operating Cycle Concept, Working Capital Financing. Management of Cash and Marketable Securities: Motives of Holding Cash, Objectives of Cash Management, Cash Budget, Basic Strategies of Cash Management. Marketable Securities: Meaning and Characteristics . Receivables Management : Concept and Objectives. Inventory Management: Concept and Techniques.

Problems :

1. Advanced problems in estimation of working capital Requirements of organizations .
2. Estimation of Operating Cycle.
3. Advanced problems in preparation of Cash Budgets
4. Basic problems in Receivable and Inventory Management.

Case Analysis : A study on working capital Management strategies adopted by different Companies in India. 20hrs

Module -3: Capital Budgeting:

Nature of Capital Budgeting : Meaning and Importance, Evaluation Techniques: Non-discounted and discounted cash flow approaches, Pay Back Period, Average Rate Return, Net Present Value, Internal Rate Return, Profitability Index, Ranking of competing projects using different Techniques

Problems : Advanced Problems in various capital Budgeting Techniques . 20hrs

Module 4 - Cost of capital & Capital structures:

Concept and Measurement of Cost of capital: Cost of Debt, Equity Capital, Retained Earnings, Preference Share Capital, weighted Average Cost of Capital, Capital Structure: Introduction, Net Income Approach, Net operating income Approach , Modigliani-Miller Approach , Traditional Approach,

Problems: Basic problems in Cost of Capital and Capital Structure Theories.
10hrs

Module 5- Leverages:

Concept of Business and Financial Risk, Operating Leverage, Financial Leverage, Combined Leverage-suitability of Leverages for different business situations, Concept of Trading on Equity.

Problems :Basic Problems using various Leveraging Techniques.

Case Analysis:Study on Leveraging techniques adopted by leading companies in India
5hrs

Recommended Reading:

1.M.Y. Khan &P.K Jain: Financial Management -Tata Mcgraw-Hill publishing company

2.James C.Van Horne: Fundamentals of Financial Management,- Prentice- Hall India.

3.Ravi.M.Kishore: Financial Management-Taxman Publications

4.Institute of Company Secretaries of India: Financial Treasury and Forex Management.

SKILL DEVELOPMENT:

1.Design a working capital policy suitable for a manufacturing unit.

2.Study the wealth maximization techniques adopted by various corporates in India.

3 Compare the performance of a highly leveraged and a low leverage

Objective

This subject deals with the basic concepts of Information Systems and its applications in different areas of management. The subject starts with an introduction to different types of Information systems, their functions and its applications. The subject exposes the students to the detailed knowledge of implementation of the MS Office Package. The discussion of AIS and the practical implementation of accounting package are dealt here.

COP 536: BUSINESS & ACCOUNTING INFORMATION SYSTEMS

(Computer aided)

Teaching Hours: 60

Module I

12 hrs

Fundamentals of Information Systems, Systems approach to problem solving, Developing is solutions. Corporate databases & database management Data Organization, Data models, Data security & Information quality.

Module II

12 hrs

Transaction Processing Systems, Executive information Systems, Decision Support Systems, Expert Systems, Information Systems in marketing, manufacturing, HRM, Accounting and Finance.

Module III

10 hrs

Ms-Word: **Formatting text and paragraph –Using Tabs, Tables, and Other Features - Using Mail Merge and Other Features.** MS – Excel : **Formatting a worksheet –using formulae and functions in excel – Pivot Table.** MS – PowerPoint: **Presentation with custom animations.**

Module IV

12 hrs

Accounting Information Systems(AIS) Concepts - Accounting Information Systems and the Accountant - What are AISs – Accounting and IT – AISs and IT – Importance of

IT to Accountants – Documenting Accounting Information Systems - Hardware – Software – Data Communication and networks –

Module V

14 hrs

Accounting Software: Using Tally Software: Introduction and Installation - Required Hardware - Preparation for Installation of Tally Software – Installation - Working in Tally - Opening New Company - Safety of Accounts or Password – Characteristics - Making Ledger Accounts, Writing Voucher - Voucher Entry - Making Different Types of Voucher - Correcting Sundry Debtors and Sundry Creditors Accounts - Preparation of Trail Balance - Accounts Books - Cash Book - Bank Books - Ledger Accounts - Group Summary - Sales Register and Purchase Register - Journal Register - Statement of Accounts & Balance Sheet.

Books:

1. Peter Norton, Introduction to Computers, Sixth Edition, McGraw Hill Publications.
2. Brein James O. Management Information Systems, Seventh Edition, McGraw Hill Publications.
3. Parker C.S.-Management Information Systems-Strategy and Action.

Reference Books:

1. Burch, John and Grudnitski Gary. Information Systems: Theory and Practice. 5th ed., New York, John Wiley.
2. David, Van Over. Foundations of Business Systems. Fort Worth, Dryden.
3. George M. Marakas, "Decision Support System", Prentice Hall, India, 2003.
4. Implementing Tally 9: Comprehensive Guide For Tally 9 & 8.1 - A. K. Nadhani, K. K. Nadhani, BPB Publishers, New Delhi.

COP 631: Auditing-II

1. Audit procedure and process

Audit of sole Proprietors – Audit of Partnership Firms – Audit of trading Companies – Audit of Manufacturing Companies – Audit of Cinema Hall – Audit of Leasing and Hire Purchase Company – Audit of Hotel – Audit of Hospital – Audit of Library – Audit of Co-operative Consumer Store – Audit of Club – Audit of Charitable Institution – Audit of Educational Institution – Audit of Public Enterprises – Audit of Government Companies – Audit of Local bodies.

2. Company Audit

Qualifications and disqualifications – Appointment of Auditors – Re-appointment of Auditors – Removal of Auditors – Duties of Company Auditor – Branch Audit – Special Audit **u/s 233A** – Cost Audit **u/s 233B** – Ceiling on the number of Audits – Remuneration of Auditors – Joint Auditors – Statutory Report.

3. Company Audit process

Share capital – Authorised, Issued and Paid up – New issue of Shares for Cash – Issue for non-cash considerations – Issue at premium – Issue at Discount – Sweat Equity Shares – Buy Back of Shares – Calls in Advance – Calls in Arrears – Alteration of Share Capital – Reduction of Share Capital – Unissued Share Capital – Forfeiture of Shares – Re-issue of Forfeited Shares – Preference Share Capital – Rights Issue – Bonus Issue – Share Transfer Audit – Reserve Capital - Reserves and provisions – Divisible profits – Verification of Dividend payments – Interim and Proposed Dividends – Managerial remuneration – Compliance with the requirements of Schedule VI to the Act.

4. Audit Report

Title – Addressee – Introductory Paragraph – Scope Paragraph – Opinion Paragraph- Date of Report – Place of Signature – Auditors Signature – Types of Audit Report – Unqualified/Clean Opinion – Modified opinion – Qualified opinion – Adverse or negative opinion – Disclaimer of Opinion – Features of a good Report – features of Qualified Report – Audit Certificates vs. Audit Reports – Explanatory Notes vs. Qualificatory Notes.

5. Report u/s 227 of the Companies Act

Inquiry and Reporting u/s 227 (1A) – Financial Statements u/s 227 (2) – Information and Explanations u/s 227 (3)(a) – Proper books of Accounts u/s 227(3)(b) – Branch Auditors Report u/s 227(3)(bb) – Books and Financial Statements u/s 227(3)(c) – Accounting Standards Compliance u/s 227(3)(d) – Directors’ Disqualification u/s 227(3)(f) – Cess u/s 441A – 227(3)(g) – CARO 2003 matters u/s 227(4A) – Special Consideration for Banking Company – Directors Report and Auditors Duties – Knowledge of Subsequent Events after Signing the Audit Report – SEBI guidelines concerning audit report international reporting requirements (familiarization).

6. Auditors Liability

Liability under Companies Act – Liability under Chartered Accountant Act – Liability under any other Act – Nature of Liability – Decisions of Significant Cases.

Skill Development

1. Analyze the Schedule VI Compliance in respect of different listed companies and make a comparative statement.
2. Analyze the Disclosure of Accounting Policies of various listed Companies.
3. Compile disqualificationary notes from various listed companies and make a report.
4. Analysis of CARO Audit Report of different type of companies.

Recommended Books

1. Fundamentals of Auditing by Kamal Gupta, Ashok Arora published by Tata McGraw Hill.
2. Auditing by B N Tandon published by S Chandra & Co. Ltd, Delhi
3. Auditing and Assurance by Aruna Jha Published by Taxmann Publications Pvt. Ltd.

COP 632: COST & MANAGEMENT ACCOUNTING-II:

Management Accounting-Standard Costing-Budgetary Control-Financial Statement Analysis and interpretation-Common Size statements-Ratio Analysis-Fund flow and Cash flow statements-Management Reporting-Decision Making exercise-Case studies

Budgetary control – Preparation of various types of budgets, advantages and limitations; budgetary control reports to management; zero base budgeting; performance budgeting.

Financial Statement Analysis: Meaning, advantages, limitations

Different types of Financial Statements

Preparation and presentation of financial statements, comparative balance sheets, Horizontal and vertical analysis, common size balance sheet (including problems).

Analysis and interpretation of financial statements – nature, objectives; latest trends in presenting financial data; importance and limitations; types and tools of financial statement analysis; accounting ratios - classification, advantages and limitations; inter firm comparisons.

Cash flow statements – classification of cash flows, preparation and usefulness.

COP 633: INVESTMENT MANAGEMENT

Objectives

- Understand the meaning, nature and role of investment companies/mutual funds..
- Understand how mutual funds are organized
- Understand the process of computation of net asset value
- Understand the portfolio management process in investment companies
- Understand the marketing aspects of management of investment companies
- Understand the regulatory environment of investment companies

Detailed contents

Unit 1 (5 hours)

The Origins of Pooled Investing and Investment

Investment Companies-Mutual Funds, Closed-end funds, Unit Investment Trusts, Exchange Traded Funds

Nature of operations of investment companies

Role of investment companies in economic growth; Benefits to the economy

Unit 2

Mutual Fund Organizations (10 hours)

Meaning

Organization of a Mutual Fund

Types of funds

Classification by structure- Open ended, closed ended and interval funds

Classification by investment objective- Growth Funds, Income Funds, Balanced Funds, Money Market Funds

Classification on the basis of composition-Debt, Equity and Hybrid

Classification on the basis of expense load- Load funds and non-load funds

Specialty funds-Sector funds

Large Cap, Mid-cap/Small cap funds

Index Funds, Exchange Traded Funds, Gilt Funds, Fund of funds, Real estate funds

International mutual funds

Concept of NAV-Computation-Simple problems on NAV computation

Unit 3

Management of investment companies- portfolio management (15 hours)

Portfolio Management Process in Mutual funds-Setting investment goal, identification of specific securities, portfolio design and portfolio revision-Simple problems

Performance measures of mutual funds-Sharpe's Measure, Treynor's Measure, Jensen's Measure-Simple problems

Unit 4

Management of investment companies -marketing aspects (10 hours)

Marketing plan-Product Design and Range, Brand policy, Pricing, Costs, Customer Service, Distribution Channels, Cross selling

Market Analysis for mutual funds-Environment, Industry, company and customer related factors

Unit 5

Management of investment companies -Legal Aspects and Obligations (10 hours)

Regulatory Framework in India- Salient Features of SEBI (Mutual Funds) Regulations 1996- Constitution and management of mutual funds, asset management companies, launching of mutual funds, disclosure in offer documents, advertisement code, investment restrictions and valuation of assets, limits on expenses, periodic disclosures.

Association of Mutual Funds in India (AMFI)-Role- Code of Ethics

Case studies should form part of the instruction.

Skill Building

1. Collect advertisements of some mutual funds and analyse the extent of compliance with SEBI Regulations.
2. Collect the offer documents of some mutual funds and analyse their contents with reference to SEBI regulations.
3. Select a mutual fund offering and analyse the strategies adopted to market the mutual fund units.
4. Collect the NAV information on some mutual fund units and understand the calculation process.

Reference Books:

1. The Mutual Funds Business- Robert C.Pozen (Cengage)
2. Mutual Funds in India- Amitabh Gupta (Anmol Publications)
3. Mutual Funds in India- Daryab Singh (Rajat Publications)
4. Indian Mutual Funds Handbook- Sankaran S (Vision Books)
5. Mutual Funds in India: Marketing Strategies and Investment Practices- H. Sadhak (Sage Publications)

COP - 634

TAXATION - II

Objective:

To familiarize the students in computation of taxable income & Tax liability

To familiarize with assessment procedures under Income Tax
To have working knowledge of Indirect taxes

Note : In framing the syllabus the following has been considered:

- a. Customs has not been considered owing to the time constraint. Instead the Cenvat Credit Rules have been incorporated and the scope of study of Excise, Service tax is expanded.
- b. CST is not included owing to proposed implement of Goods & Service Tax (GST) during 2010.
- c. The study of KVAT is slightly expanded keeping in view of the proposed implementation of GST.
- d. The scope of syllabus is made up to income tax - 20 Hours (1/3rd) and indirect taxes 40 hours (2/3rd). Marks for the examination would also be allocated in the same way.

PART - I - DIRECT TAXES

Unit I

10 Hours

Clubbing of income, losses, Deductions, Total income and tax liability.

Clubbing of Incomes, Set off of losses, Carry forward of Losses, Computation of Gross Total Income, Deductions under Chapter VI-A., Computation of Total income with all heads of income and tax liability.

Unit II:

2 Hours

Authorities, Jurisdiction

Income Tax authorities, CBDT, Jurisdiction of Income Tax authority. Jurisdiction of Assessing officer. Powers of Authorities.

Unit IV

4 Hours

Return of Income and assessment

PAN, Obligation to file, Types of returns, Self assessment, Regular Assessment, Best judgment assessment, Income escaping assessment, Time limits for completion of assessment. Revision and rectification of orders. Appellate Authorities. (only authorities)

Unit IV

4 Hours

Advance Tax, FBT & Interest, Penalties.

Liability of advance tax, installments, consequence of more or less payment, assessee deemed to be in default.

Fringe Benefit Tax: Definitions, Scope of chargeability, Fringe benefits, Computation of FBT, Advance payment of Tax, Returns.

Interests for default in furnishing return of income, payment of Advance tax and FBT. Penalties (Basics only).

PART -II - INDIRECT TAXES

Unit V

4 Hours

Central Excise - Introduction

Basic overview of Indirect Taxes; Definitions - Adjudicating Authority; Central excise officer; excisable goods; Factory; Manufacture; Assessee - Rule 2©; Conditions for levy of excise; Charging Section - Sec 3(tariff value not included); Central Excise Tariff Act; Schedules of Central Excise Tariff Act. Forms of levies; Types of Duties - Cenvat Duty, Special excise duty; Education cess.

Unit VI

6 Hours

Valuation

Section 4 - Transaction value, requirements for transaction value, packing charges, Taxes, Central Excise Valuation Rules 2000. Section 4A - Valuation with reference to retail price. Problems on computation of transaction value and excise duty.

Unit VIII

2 Hours

Miscellaneous:

Person requiring registration; Payment of Duty; filing of returns; Assessments - Self assessment, Scrutiny assessment, Provisional Assessment (basics only); Small Scale industries - Meaning and Taxability.

Unit VIII

11 Hours

Service Tax

Introduction, Charging section - Sec 66. Reverse charge - Sec 66A; Valuation - Sec 67(Service Tax (Determination of Value) Rules, 2006; Payment of Service tax - Sec 68; Furnishing of returns - Sec 70; Penalty u/s 76, 78 & 80; Small service providers; Taxable service & definition pertaining to Commercial Training & Education, Management consultant, Chartered Accountant, Interior Decorator, Manpower recruitment or supply agency, Renting of Immovable property, security agency. Services on which abatement available. Exempted Services. Problems on Computation of Service Tax.

Unit VII

5 Hours

Cenvat Credit

Concept of Cenvat Credit. Cenvat Credit Rules, 2004. Definitions - Capital Goods, Exempted Goods, Exempted Services, Input, Input Service. Duties eligible for claiming credit, Conditions for claiming credit. Refund of Cenvat Credit. Credit in case of dutiable and exempted goods, taxable and exempted service. Records to be maintained. Problems on computation of net excise duty or service tax.

Unit VIII

Karnataka Value Added Tax

10 Hours

White Paper on Vat; Introduction to KVAT Act, 2003; Definitions - Agriculture, Agriculture produce, Business, Capital Goods, Dealer, Goods, Sale, Turnover, Total turnover, Taxable turnover; Charging section - Sec 3; Liability to tax and tax rates - Sec 4; Exemption - Sec 5; Output tax, Input tax, net tax - Sec 10; Input restrictions - Sec 11; Deduction of Input tax on capital goods -Sec 12; Registration - Sec 22 to Sec 28 (Basics only); Returns - Sec 35; Simple problems on computation of taxable turnover and net tax liability.

Unit IX

Profession Tax.

2 Hours

Chargeability, Persons liable, Slabs of Profession tax, Payment, Returns.

Books for reference

1. Students guide to income tax - Vinod k Singhania, Taxmann publications
2. Students hand book on income tax - T.N.Manoharan, Snowwhite publications
3. Income Tax Act, 1961
4. Students hand book on indirect taxes, K Vaitheeswaran, Snowwhite Publications
5. Indirect Taxes Law and Practice, Datey VS
6. Central Excise Act, Cenvat Credit Rules, Karnataka Value Added Tax Act
7. Commentary on KVAT Act, KLJ Publications

Skill Development:

1. Compiling and making up the different income tax returns
2. Comparative study of collections of Income Tax, Central Excise and vat during last five years
3. Records to be maintained under Central Excise & Service Tax

COP 635 : FINANCIAL MANAGEMENT II HOURS : 60

Course Objective: To provide an in –depth understanding of management tools and techniques used in financial and project Management of corporates.

Module -1:Sources of long term finance:

Brief introduction to Equity ,Preference Shares ,Debentures and Company Deposits as source of long term finance ,Term Loans :Features and Detailed appraisal of Term Loan as source of long term fund ,Internal Funds as a source of long term financing of corporates ,Impact of Dividend and Bonus policies on long term finance of companies . Corporate Taxation and its impact on long term financing, Innovative Debt Instruments: Zero Interest Debentures, Deep Discount Bonds, Secured Premium Notes, Floating Rate Bonds.

Case study: Comparative study of alternative means of long term financing adopted by different companies in India. 12 hrs

Module -2: Dividend:

Concept of dividend, Types of dividend, Determinants of dividend Policy, Legal, Procedural and Tax aspect of dividend ,Dividend Models: Walter's Model, Gordon's Model ,Modigliani and Miller Hypothesis,Corporate Dividend Practices in India

Problems : Advanced problems on various Dividend Models

Case study: Comparative study of Dividend policies adopted by various corporates in India . 12hrs

Module -3: Project Management:

Concept of Projects, Identification and Formulation, Project Report , Feasibility Studies, Project Appraisal and analysis, Different sources of project financing. Analysis of Risk and Uncertainty in Capital Budgeting: Definition of risk, Risk evaluation approaches: Risk Adjusted Discount Rate Approach, Certainty – Equivalent Approach, Probability Distribution Approach, Decision Tree Approach.

Problems: Basic problems in various Risk Evaluation Approaches. 20hrs

Module -4 :Network Techniques for Project Management:

The concept of Network Analysis ,Application of PERT and CPM , Features of PERT and CPM as a project control device ,Time – Cost trade off concept,Limitations of PERT and CPM ,Comparison of PERT and CPM as control device

Problems :Basic Problems using PERT and CPM 10hrs

Module – 5: Resource Mobilization From International Capital Market:

Procedure for issue of Foreign Currency Convertible Bonds, American Depository Receipt, Global Depository Receipt, Indian Depository Receipts

Case Study: Comparative study of the performance of GDR'S &ADR'S issued by Indian Companies in International Capital Markets 6hrs

Recommended Reading:

- 1.M.Y. Khan &P.K Jain: Financial Management -Tata Mcgraw-Hill publishing company
- 2.James C.Van Horne: Fundamentals of Financial Management,- Prentice- Hall India.
- 3.Ravi.M.Kishore: Financial Management-Taxman Publications
- 4.Institute of Company Secretaries of India:Financial Treasury and Forex Management.
- 5.Vasant Desai: Project Management – Himalaya Publishing Company.

SKILL DEVELOPMENT:

- 1.Prepare a term loan application for a manufacturing Unit.
- 2.Prepare a project Report for any Service Industry undertaking.
- 3.Design a dividend policy suitable for software companies.

COP 636 RESEARCH METHODOLOGY

Course Objective: To inculcate in the student a structured and scientific approach to conducting research; and to lay the foundation for successful research work for the select few who would need it in their education and/or professional lives.

Module I Preliminaries to Research

5 hrs

Meaning and definition of research-Criteria of good research- classification of research-meaning of research problem- characteristics of a good research problem - errors in selecting a research problem.

Module II Hypothesis

5 hrs

Meaning- types- characteristics-sources-framing of hypothesis-errors in hypothesis testing.

Module III Research Design and Sampling

5 hrs

Meaning- definition- factors of research design-steps- Sampling and population-techniques of sampling selection-characteristics of a good sample- sampling errors.

Module IV Tools and Techniques of Data Collection

5 hrs

Primary and secondary data-sources-advantages/disadvantages-Observations-survey-interview-panel method-schedule-questionnaire-aspects of framing questionnaire.

Module V Data Analysis and Interpretation

5 hrs

Editing-Coding-Classification-Tabulation-Analysis-Interpretation

Module VI Research Report

5 hrs

Types-format-style of writing report-references-bibliography

Skills Development:

1. Appreciation of the basic framework of research work.
2. Ingraining the rigor and discipline for the process of good research
3. Understanding the techniques and tools for good research
4. Interpreting and analyzing the results in the context of the research

References

1. David Dooley, Social Research Methods
2. O. R. Krishnaswamy, Research Methodology
3. C.K Kothari, Research Methodology: Methods and Techniques
4. P. Saravnavel, Research Methodology
5. Freedman P., The Principles of Scientific Research.