

UNIVERSITY OF MADRAS
B.COM HONOURS
(With effect from 2016-2017 onwards)

SCHEME OF EXAMINATIONS:

FIRST SEMESTER

Subjects	Ins Hours	Credit.	Max. Marks		
			Ext. Mark	Int. Mark	Total
Part – I Language Paper – I	4	3	75	25	100
Part – II English Paper – I	4	3	75	25	100
Core I : Financial Accounting – I	6	4	75	25	100
Core II : Accounting Standards	5	4	75	25	100
Core III: Customer Relationship Management	4	4	75	25	100
Core IV : Business Economics	5	4	75	25	100
Part – IV: Basic Tamil/Adv Tamil/NME	2	2	75	25	100
Internship – I (Two weeks)		2			

SECOND SEMESTER

Subjects	Ins Hours	Credit.	Max.Marks		
			Ext. Mark	Int. Mark	Total
Part – I Language Paper – II	4	3	75	25	100
Part – II English Paper – II	4	3	75	25	100
Core V: Financial Accounting – II	6	4	75	25	100
Core VI : Insurance and Risk Management	5	4	75	25	100
Core VII: Services Marketing	5	4	75	25	100
Core VIII : International Trade	5	4	75	25	100
Part – IV: Basic Tamil/Adv.Tamil/NME	2	2	75	25	100
Internship - II (Four weeks)		4			

THIRD SEMESTER

Subjects	Ins Hours	Credit.	Max. Marks		
			Ext. Mark	Int. Mark	Total
Core IX: Business Mathematics	5	4	75	25	100
Core X : Logistics and Supply Chain Management	5	4	75	25	100
Core XI: Banking theory , Law and Practice	5	4	75	25	100
Core XII: Business Law	5	4	75	25	100
Core XIII : Corporate Accounting	6	4	75	25	100
Core XIV : Business Policy & Environment	4	4	75	25	100
Internship - III (Two weeks)		2			

FOURTH SEMESTER

Subjects	Ins Hours	Credit.	Max. Marks		
			Ext. Mark	Int. Mark	Total
Core XV: Business Statistics & Operational Research	5	4	75	25	100
Core XVI: Marketing Practice	4	4	75	25	100
Core XVII: Principles of Management	5	4	75	25	100
Core XVIII : Special Accounts	5	4	75	25	100
Core XIX: Company Law	5	4	75	25	100
Core XX: Financial Management	5	4	75	25	100
Environmental Studies	2	2			
Internship - IV (Four weeks)		4			

FIFTH SEMESTER

Subjects	Ins Hours	Credit.	Max. Marks		
			Ext. Mark	Int. Mark	Total
Core XXI: Cost Accounting	6	4	75	25	100
Core XXII: Corporate Ethics and Governance	4	4	75	25	100
Core XXIII: Income Tax Theory, Law and Practice	6	4	75	25	100
Core XXIV : Financial Services	5	4	75	25	100
Core XXV: Practical Auditing	4	4	75	25	100
Core XXVI: Research methodology	5	4	75	25	100
Internship - V (Two weeks)		2			
Value Education		2	75	25	100

SIXTH SEMESTER

Subjects	Ins Hours	Credit.	Max. Marks		
			Ext. Mark	Int. Mark	Total
Core XXVII: Accounting for decision making	6	4	75	25	100
Core XXVIII: Human Resource management	5	4	75	25	100
Core XXIX: Security Analysis and Portfolio Management	4	4	75	25	100
Core XXX : Entrepreneurial Development	4	4	75	25	100
Core XXXI : Indirect Taxation	5	4	75	25	100
Core XXXII: Project & Viva-voce		8			100
Extension Activities		1			

**B.Com. (Hons.) Three years
under the faculty of Commerce.
SYLLABUS
(w.e.f. 2016-2017)
I SEMESTER**

- 1. LANGUAGE- I** - As per B.Com (General)
2. ENGLISH -I - As per B.Com (General)

CORE I : FINANCIAL ACCOUNTING – I

Unit – 1

Meaning and scope of Accounting, Basic Accounting Concepts and Conventions – Objectives of Accounting – Accounting Transactions – Double Entry Book Keeping – Journal, Ledger, Preparation of Trial Balance – Preparation of Cash Book. Preparations of Final Accounts of a Sole Trading Concern – Adjustments – Closing Stock, Outstanding and Prepaid items, Depreciation, Provision for Bad Debts, Provision for Discount on Debtors, Interest on Capital and Drawings .

Unit – II

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

Unit – III

Account Current – Average Due Date – Sale or Return Account. Classification of errors – Rectification of errors – Preparation of Suspense Account. Bank Reconciliation Statement

Unit – IV

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

Unit – V

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

Reference Books:

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

CORE II : ACCOUNTING STANDARDS

Unit 1:

The role and structure of the International Accounting Standards Board - committees including the Standing Interpretations Committee (SIC) and the relationship to IOSCO and to local regulatory authorities - The process leading to the promulgation of a standard practice - The powers and duties of the external auditors - the audit report and its qualification for accounting statements not in accordance with best practice

Unit II

The IASB's Framework for the Preparation and Presentation of Financial Statements - Preparation of the financial statements of non-group enterprises - the regulatory requirements for published financial statements (IAS 1)- The preparation of cash flow statements (IAS 7) - Reporting Performance; the measurement of income - extraordinary items prior period items

Unit III

The treatment in an enterprise's financial statements of shares, debentures, dividends and interest - the recognition of revenue (IAS 18) - the distribution of profit and the maintenance of capital - The disclosure of related parties to a business (IAS 24).

Unit IV

The issue and redemption of shares including definitions and treatment of share issue and redemption costs (IAS 32 and IAS 39), the share premium account, the accounting for maintenance of capital arising from the purchase by a company of its own shares - Contingencies and events occurring after the balance sheet date (IAS 10)- Provisions, contingent liabilities and contingent assets (IAS 37).

Unit V

Property, Plant and Equipment (IAS 4+16+36) - the calculation of depreciation and the effect of revaluations, changes to economic useful life impairment in value, repairs, improvements and disposals - Goodwill (excluding Goodwill arising on consolidation) and Intangible Fixed Assets (IAS 38 and IAS 36) - recognition, valuation, amortisation and impairment. Tax in financial accounts and government grants (IAS 12+20), and deferred tax (IAS 12).

Reference Books:

1. D.S Rawat, Taxmann Students guide to Accounting standards
2. Bhattacharya Indian Accounting Standards: Practices, Comparisons, and Interpretations Tata McGraw Hill
3. Dalal Gaggar Kshirsagar, Accounting Standards & Corporate Accounting Practices, Wadhwa and Company Nagpur

CORE III : CUSTOMER RELATIONSHIP MANAGEMENT

UNIT I

Customer Relationship Management - Measurement - Qualitative Measurement Methods - Quantitative Measurement Methods - Calculating Relationship Indices.

UNIT II

Customer Relationship Survey Design - Statistical Analysis of Customer Surveys - Using Customer Relationship Survey Results.

UNIT III

Relationships in Marketing - Relationship Concepts - Relationship Drivers - Lasting Relationships

UNIT IV

Customer Partnerships – Internal Partnerships – Supplier Partnerships – External Partnership.

UNIT V

The Technological Revolution – Relationship Management – Changing Corporate Cultures

Reference Books:

1. John Egan, “Relationship Marketing, Exploring Relational Strategies In Marketing”, Prentice Hall.
2. John Anton, “Customer Relationship Management”, Prentice Hall.
3. Jagdish N Sheth and Atul Parvatiyar, “Handbook of Relationship Marketing”, Response Books, 2002.
4. Anderson, “Customer Relationship management”, Tata McGraw Hill, 2002
5. David Strutton; Lou E. Pelton; James R. Lumpkin, “Marketing Channels: A Relationship Management Approach”, McGraw-Hill Higher Education.

CORE IV : BUSINESS ECONOMICS

UNIT I

Introduction to Economics – Wealth, Welfare and Scarcity Views on Economics - Positive and Normative Economics- Definition – Scope and Importance of Business Economics -Concepts: Production Possibility frontiers – Opportunity Cost – Accounting Profit and Economic Profit – Incremental and Marginal Concepts – Time and Discounting Principles – Concept of Efficiency

UNIT II

Demand and Supply Functions - Meaning of Demand – Determinants and Distinctions of demand – Law of Demand – Elasticity of Demand – Demand Forecasting – Supply concept and Equilibrium

UNIT III

Consumer Behaviour : Law of Diminishing Marginal utility – Equi-marginal Utility – Indifference Curve – Definition, Properties and equilibrium- Production: Law of Variable Proportion – Laws of Returns to Scale – Producer’s equilibrium – Economies of Scale Cost Classification – Break Even Analysis

UNIT IV

Product Pricing: Price and Output Determination under Perfect Competition, Monopoly – Discriminating monopoly – Monopolistic Competition – Oligopoly – Pricing objectives and Methods

UNIT V

National Income – National Product and National Income – per Capital Income problem –Economic Welfare - Nature and principles of Public Finance, Public Expenditure and Indirect Taxes.

Reference Books:

1. S.Shankaran, Business Economics - Margham Publications - Ch -17
2. P.L. Mehta, Managerial Economics – Analysis, Problems & Cases - Sultan Chand & Sons - New Delhi – 02.
3. Francis Cherunilam, Business Environment - Himalaya Publishing House -Mumbai – 04.
4. Peter Mitchelson and Andrew Mann, Economics for Business - Thomas Nelson Australia - Can -004603454.
5. C.M.Chaudhary, Business Economics - RBSA Publishers - Jaipur - 03.
6. H.L. Ahuja, Business Economics – Micro & Macro - Sultan Chand & Sons - New Delhi – 55.

NON MAJOR – I - As per B.Com (General)

II SEMESTER

- 1. LANGUAGE- II** - As per B.Com (General)
2. ENGLISH -I I - As per B.Com (General)

CORE V : FINANCIAL ACCOUNTING - II

UNIT - I

Hire Purchase System- Introduction- Accounting Procedure for high value goods-Default and Repossession –Accounting treatment for goods of small value-Hire Purchase Trading Account- Installment Purchase System-Meaning-Accounting Treatment

UNIT - II

Branch Accounting- Debtors system, Stock and debtors system, Independent branch – Departmental accounts-inter-departmental transfers - Investment Accounts-AS13 on Investments -Purchase and Sale of Investments -Cum Interest and Ex-Interest Quotation -Accounting treatment of Investments- Columnar Investments – Accounting for Empties and Packages

UNIT III

Partnership Accounts- Admission, Retirement, Admission cum Retirement- Death of a Partner (excluding individual & joint life policies)

UNIT IV

Dissolution-Insolvency of a partner-Garner Vs Murray -Insolvency of more than one and all partners- Piecemeal Distribution –Proportionate Capital Method and Maximum Loss method

UNIT V

Introduction to Operating system –Windows - File manager –location and identification– safeguards - Tally Package: Configuration of Tally; Tally screens and menus; Company Information – creating, selecting, altering, closing a company; Accounting Information – creating, displaying, altering and deleting groups and ledgers; Introduction to cost – creating, displaying, altering and deleting cost centers and cost categories - Reports – displaying different types of accounting and inventory reports, changing display format of reports, printing reports. Introduction to ERP and SAP

Reference Books:

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

CORE VI : INSURANCE AND RISK MANAGEMENT

UNIT I

Risk and risk management process - risk identification - evaluation - risk management techniques -selecting and implementing risk management techniques.

UNIT II

Commercial risk management applications - property - liability-commercial property insurance different policies and contracts - business liability and risk management insurance - workers' compensation and risk financing.

UNIT III

Personal risk management applications - property – liability - risk management for auto owners - risk management for home owners.

UNIT IV

Risk management applications - loss of life - loss of health - retirement planning and annuities - employee benefits - financial and estate planning.

UNIT V

Risk management environment - industry - functions and organisation of insurers - Government regulation of insurance sector - IRA - Privatisation of insurance business in India - changes in Insurance Act - Insurance intermediaries insurance products pricing, claim valuation - Foreign insurers in India.

Reference Books:

1. Rejda, George E., "Principles of Risk Management and Insurance", 6th Edn, Addison Wesley Longman, 1998.
2. McNamara, "Principles of Risk Management and Insurance", Addison-Wesley
3. Dorfman, "Introduction to Risk Management and Insurance", Prentice Hall, 1998.
4. Williams; Heins, "Risk Management and Insurance", McGraw Hill Pub.
5. James S. Treischmann; Sandra G. Gustavson, " Risk Management and Insurance", South-Western Thomson Learning.
6. Sengupta Mrinal Chandra, Insurance Finance, Progressive Publishers, New Delhi, 1997.
7. Stewaral Ddoss VS Kaveri Total Quality assessment in Insurance, Akaksha publishing house, New Delhi, 2002.

CORE VII: SERVICES MARKETING

UNIT-I

Introduction--characteristics of services, classification of services - distinction between goods and services-, growth and future of service sector

UNIT-II

Customer expectations of services- level of expectations, zone of tolerance

UNIT-III

Marketing mix- Service product-concepts-supplementary services-new services- Cost of services, Pricing-objectives of pricing-cost based pricing-monetary and non monetary costs-value based pricing-pricing tactics-applications of pricing

UNIT-IV

Promotion –designing the promotional mix-personal selling-advertising-sales promotion- publicity and public relations - Service location-factors affecting choice of service location-Distribution-methods of distributing services-challenges in distribution of services

UNIT-V

People-hiring, training, motivating and retaining employees - Physical evidence-importance of physical evidence in services-servicescapes Process-designing and managing service processes

Reference Books:

1. Valarie .A. Zeithaml,etal, Service Marketing ,Tata Mc Graw Hill,2000.
2. Christopher Lovelock, Service Marketing,Pearson Education Asia,2000.
3. Kruse, Service Marketing John Wiley and Sons ltd 2000
4. Christian Gronroos, service Management and Marketing, ,John Wiley and Sons ltd 2000
5. Helen Woodruff,Services Marketing,Macmillan India Ltd

CORE VIII: INTERNATIONAL TRADE

UNIT I

International Trade – Importance of International Trade, Theories of Foreign Trade: - Theories of Adam Smith, Ricardo, Haberler's Heckscher -Ohlin

UNIT II

Balance of Trade, Balance of Payment – Concepts – Causes of Disequilibrium, Methods to Correct Disequilibrium – Fixed and Floating Exchange Rates – Euro – Dollar Marketing (An Over View)

UNIT III

Export Management – Export Procedure and Documents – Export Finance – Export Promotion – Export Pricing.

UNIT IV

International Economic Organizations and its Functions -IMF, IDA, IFA, IBRD, ADB, UNCTAD, UNIDO

UNIT V

WTO and Trade Liberalization – Liberalization of Trade in Manufacturing and in Agricultural Trade – TRIPS, TRIMS – Indian Patent Law

Reference Books:

1. Francis Cherunilam, International Trade and Export Management - Himalaya Publishing House - Mumbai – 04.
2. Paul.R.Krugman and Maurice Obstfeld, International Economics (Theory and Policy) - Pearson Education Asia - Addison Wesley Longman (P) Ltd. - Delhi – 92.
3. Robert J.Carbaugh, International Economics - Thomson Information Publishing Group - Wadsworth Publishing Company - California.
4. H.G. Mannur, International Economics – Vikas Publishing House (P) Ltd - New Delhi -14.

NON MAJOR –I I - As per B.Com (General)

III SEMESTER

CORE IX: BUSINESS MATHEMATICS

Unit – I

Theory of Sets - Set Theory – Definition, Elements and Types of Sets, Operations on Sets, Relations and Functions of Sets

Unit – II

Algebra - Ratio, Proportion and Variations

Unit – III

Permutation and Combination, Binominal Theorem, Exponential and Logarithmic Series - Arithmetic, Geometric and Harmonic Progressions

Unit – IV

Differential Calculus - Differentiation – Meaning -, Rules: Maxima and Minima of Univariate Functions: Application of Maxima and Minima in Business

Unit – V

Interest and Annuity – Banker’s Discount – Binary Number System - Matrices – Meaning and Operations – Matrix inversion – Solutions to Linear Equations – Payroll, Wages and Commission

Reference Books:

1. Business Mathematics – P.R.Vittal
2. Business Mathematics – D.C. Sancheti and V.K. Kapoor
3. Business Mathematics – B.M. Agarwal
4. Business Mathematics – R.S. Soni

Note: No Theory Questions to be asked

CORE X : LOGISTICS AND SUPPLY CHAIN MANAGEMENT

UNIT I

Concepts of Logistics – Evolution – Nature and Importance – Components of Logistics Management – Competitive advantages of Logistics – Functions of logistics management – Principles – Logistics Network – Integrated Logistics system. Supply chain management – Nature and Concepts – Value chain – Functions – Supply chain effectiveness – Outsourcing – 3PLs and 4PLs – Supply chain relationships – Customer services.

UNIT II

Elements of Logistics and Supply chain management – Inventory carrying – Ware housing – Material handling – Order Processing –Transportation – Demand Forecasting – Impact of Forecasts on Logistics and Supply chain management – Performance measurements.

UNIT III

Transportation - Position of Transportation in Logistics and Supply chain management – Road, Rail, Ocean, Air, Transport Multi model transport – containerization – CFS – ICDS - Selection of transportation mode – Transportation Network and Decision – Insurance Aspects of logistics.

UNIT IV

Logistical Information system (LIS) – Operations – Integrated IT solution for Logistics and Supply chain management – Emerging technologies in Logistics and Supply Chain management. Components of a logistic system – transportation – Inventory carrying – warehousing – order processing – Ocean transport – ships – types – measurement of capacity of ships –shipping information.

UNIT V

Issues and challenges for developing countries – Multi Model transportation – Role of containerization – Problems – Legal aspects of shipping – The Indian carriage of Goods by Sea Act, 1925 – Multi Model Transportation of Goods Act, 1993. Characterizing practices – Port Procedures – Exporting General Merchandise – Containerized cargo for export through Inland container Depots – Bill of lading - Infrastructure development – Air Transport – Comparative evaluation of transport system – Decision Criteria – Advantages of Air transport – Importance – Insurance aspects of logistics.

Reference Books:

1. Krishnaveni Muthiah, 'Logistics Management and Seaborne Trade' Himalaya Publishing House.
2. D.K. Agarwal, 'Textbook of Logistics and Supply Chain Management', Mac Millan India Ltd.
3. Martin Christopher, 'Logistics and Supply Chain Management' Pearson Education, 2003.
4. Ronald H. Ballou, 'Business Logistics and Supply Chain Management' Pearson Education, 2004.

CORE XI : BANKING THEORY, LAW AND PRACTICE

UNIT I

Commercial banking – definition – classification – banking system – universal banking – functions – role of commercial banks in economic development – central banking – definition – need – principles – central banking Vs commercial banking – functions and role - RBI – functions and working – objective – legal framework – functions

UNIT II

E-banking – meaning – services – risk management for e-banking – Internet banking – Internet banking Vs. traditional banking – mechanics – drawbacks of Internet banking – Indian scenario and future outlook – Mobile banking – telephone banking – ATM – electronic money – electronic funds transfer – Indian Financial Network (INFINET)

UNIT III

Opening bank accounts – type of bank accounts – FDR – pay-in-slip book – donation mortis causa – bank customer – special type of customers – bank lending – sources and factors of lending – negotiable instruments –

UNIT IV

crossing – definition – need – types – consequences – opening of crossing – liability of the paying banker – marking of cheques Endorsement – meaning – types – negotiation back – effect – duration and rules – paying banker – dishonouring of a cheque – payment in a crossed cheque – material alternation – statutory protection

UNIT V

Collecting banker – meaning – collecting banker's rule – statutory protection – collecting banker's duty – collection of bills of exchange – agent for collection – paying banker Vs collecting banker – customer grievances – grievances redressal – banking ombudsman – Banking Regulations Act – major provisions

Reference Books:

1. K.P.M. Sundharam, Money, Banking & International Trade - Sulltan Chand & Sons - New Delhi.
2. Dr. S. GURUSAMY, Tata McGraw Hill, New Delhi
3. S.V. Vasudevan, Theory of Banking - S.Chand & Company Ltd., - New Delhi.
4. K.P.M. Sundharam, P.N. Varshney, Banking Theory Law & Practice - Sultan Chand & Sons - New Delhi.

CORE XII : BUSINESS LAW

UNIT I

Business Law - Introduction – Nature of contract – Offer and Acceptance – Consideration – capacity to contract – Free consent

UNIT II

Legality of object – Void contracts – Contingent contracts – Performance of contract -Discharge of contract – Remedies for Breach of contract – Quasi contracts

UNIT III

Contract of Agency – Creation – classification of Agents – Principal Agent relationships – Delegation of authority – Personal liability of agent – Termination of agency

UNIT IV

Sale of goods – Conditions and warranties – Transfer of Property – Performance – Rights of Unpaid seller

UNIT V

Indemnity – Guarantee – Bailment – Pledge – Lien – Hypothecation – Charge – Mortgage

Reference Books:

1. N.D. KAPOOR, Elements of Mercantile Law, Sulthan Chand &Co
2. N.D. KAPOOR, Business Laws, Sulthan Chand &Co
3. KRISHNAN NAIR, Law of Contracts, Orient Longman Publishers.
4. Dr. M.R. Sreenivasan, 2005, Business Law 2nd Ed Margham Publication, Chennai
5. P.C. Tulsian Business Laws, 2nd Ed, Tata Mcgraw Hill, New Delhi
6. R.S.N Pillai and Bhagavathi, 2004, Business Law, 3rd Ed., S. Chand & Co., New Delhi

CORE XIII : CORPORATE ACCOUNTING

UNIT I

Advanced problems in issue and buy back of shares and debentures – underwriting of shares and debentures.

UNIT II

Final Accounts of joint stock companies as per new guidelines, Legal requirements – divisible profits, managerial remuneration, profits prior to incorporation

UNIT III

Accounting for business acquisitions, Amalgamation and reconstruction, including inter-company Owings (Inter-Company Holdings excluded)

Unit IV

Alteration of share capital and internal reconstruction - Accounting for price level changes

Unit V

Liquidation of joint stock companies – statement of affairs and deficiency account – Liquidator's statement of account

Reference Books:

1. P. Jain and K.L Narang, Corporate Accounting, Kalyani Publishers, New Delhi
2. R.L. Gupta and M. Radhaswamy, Advanced Accounting, Sultan Chand & Sons, New Delhi
3. S. N. Maheswari, Advanced Accounting, Sultan Chand & Sons, New Delhi
4. M.C. Shukla & T.S. Grewal, Advanced Accounting, S.Chand & Co. Ltd. New Delhi

CORE XIV: BUSINESS POLICY AND ENVIRONMENT

UNIT I

Dimensions of Business Environment-Economic, Political, Cultural, Social, Legal, Demographic, Governmental, Technological, Natural Environment - Environmental Analysis – Need, Importance, Approaches - ETOP and Forecasting techniques

UNIT II

Organizational Analysis-Need, Approaches-SAP, SWOT Analysis

UNIT III

Global Environment -Globalization-Rationale, Significance, Strategies for globalization, MNCs, FDI in India

UNIT IV

Economic and Business Environment - Agreements and Current Issues-WTO, TRIMS and TRIPS, IPRs-Concepts, Features and requisites for registration of Intellectual Property, Implications to India

UNIT V

Social Environment- Business and Society, Corporate Social Responsibility, Corporate Governance, Ethical issues in Business

Reference Books:

1. Francis Cherunilam, Business Environment, Himalaya Publishing House, Mumbai
2. Aswathappa.K, Essentials of Business Management, Himalaya Publishing House, Mumbai
3. V.P. Michael, Business Policy and Environment, S. Chand & Co., New Delhi
4. Raj Agarwal, Business Environment, Excel books, New Delhi

IV SEMESTER

CORE XV: BUSINESS STATISTICS AND OPERATIONS RESEARCH

UNIT I

Introduction – Meaning and definition of statistics – Collection and tabulation of statistical data – Presentation of statistical data – Graphs and diagrams – Measures of central tendency – Arithmetic mean, median, mode, harmonic mean and geometric mean.

UNIT II

Measures of Variation – Standard deviation, mean deviation – Quartile deviation – Skewness and Kurtosis – Lorenz curve. Simple Correlation – Scatter diagram – Karl Pearson's Correlation – Rank Correlations – Regression

UNIT III

Analysis of Time series – Methods of measuring trend and seasonal variations- Index Numbers – Consumers price index and cost of living indices – Statistical Quality control - Sampling procedures – Simple, stratified and systematic

UNIT IV

Hypothesis testing – Fundamental ideas – Large Samples test – Small sample test – t, F, Chi – square (without proof) – Simple application. Use of SPSS

UNIT V

Introduction to OR – Meaning & scope – characteristics – models in OR. - LPP – formulation – graphical method – Simplex method – Dig M method application in business – merits & demerits - Transportation model-basic feasible solution – formulation, Solving a TP. Assignment models- Formulation-solution

Reference Books:

1. P.R Vittal, Business Mathematics & Statistics
2. S.C.Gupta and V.K.Kapoor.
3. Hamdy A Taha, Operation Research - An Introduction Prentice Hall of India - New Delhi.
4. P.K. Gupta & Man Mohan, Problems in Operations Research - Sultan Chand & Sons - New Delhi.

CORE XVI: MARKETING PRACTICE

UNIT – I

Introduction to Marketing – Meaning – Definition and Functions of marketing – Marketing Orientations – Role and Importance of Marketing – Classification of Markets

UNIT - II

Marketing Environment – Micro and Macro Environment (Factors affecting internal environment and external environments) Marketing segmentation – concept – benefits – bases and levels

UNIT - III

Introduction to consumer behaviour – need for study – consumer buying decision process – buying motives- Pricing decisions- creativity marketing – retail marketing

UNIT - IV

Marketing mix – meaning – introduction to stages for new product development – types- introduction to product life cycle- product mix- price- pricing policy & methods place- channels of distribution (levels) - channel members- promotion – communication mix – basic of advertisement, sales promotion & personal selling.

UNIT - V

Recent trends in marketing – basic understanding of E-marketing – consumerism – market research, MIS (management information system), marketing regulation.

Reference Books:

1. Rajan Saxena – Marketing Management.
2. William J Stanton – Marketing
3. Philip Kotler – Principles of Marketing.
- 4 Still and Cundiff - Marketing Management
5. J.Jayasankar - Marketing.
6. Dr.C.B.Gupta and Dr.N.Rajan Nair - Marketing Management.

CORE XVII : PRINCIPLES OF MANAGEMENT

UNIT I

Meaning and Definition of Management-Principles of Management - Classification of Managerial functions - Importance of Management - Planning-Meaning, Objectives, Steps, Types, MBO, Decision Making- Meaning, Advantages & Disadvantages, Process

UNIT II

Organizing – Authority Responsibility - Delegation and Decentralization

UNIT III

Sources of Recruitment, Selection Procedure, Placement, Training and Development-techniques, Performance Appraisal-Methods

UNIT IV

Authority – Delegation – Decentralization – Difference between Authority and Power – Responsibility – Recruitment – Sources, Selection, Training – Direction – Nature and Purpose - Leadership – styles of leadership - Motivation-Theories of Maslow and Herzberg

UNIT V –

Communication Process - Channels, Networks, Barriers, Overcoming of Barriers – Coordination - Control -Meaning, Steps, Advantages & Disadvantages

Reference Books:

- 1.Gupta.C.B. Business Management, Sultan Chand & Sons
- 2.Koontz Harold and Heinz Weihrich ,Mc Graw Hill Book Company
- 3.Prasad L.M., Principles & Practice of Management, Sultan Chand & Sons
- 4.Stoner. A.F. and Freeman.R.E., Management, Prentice Hall of India

CORE XVIII : SPECIAL ACCOUNTS

UNIT I :

Valuation of Goodwill & Shares - Accounting for Government Grants .

UNIT II:

Holding Companies – consolidation of Balance sheet – treatment of mutual Owings, contingent liabilities – unrealised profit – revaluation of assets – bonus issue and payment of dividend (inter company holdings excluded)

UNIT III:

Banking Company Accounts

UNITI V:

Insurance Company Accounts – Life Insurance and General Insurance under IRDA 2000.

UNIT : V

Accounting for electricity companies

Reference Books:

1. R.L.Gupta and M. Radhaswamy Advanced Accounting
- 2.T.S.Reddy & A.Murthy Corporate Accounting
- 3.S.P.Jain and K.L. Narang Corporate Accounting
- 4.M.C. Shukla and T.S. Grewal Advanced Accounting
- 5.M.A.Arulanandam and K.S.Raman Corporate Accounting
- 6.S.N. Maheswari Advanced Accountancy

CORE XIX : COMPANY LAW

Unit – I

Introduction – Definition of Company – Characteristics – Is Company a Citizen? – Lifting of the Corporate Veil – Illegal Association - Kinds of Company. Formation of Company – Incorporation – Documents to be filed with Registrar – Certificate of Incorporation – effects of registration – Promoter – Preliminary Contracts — Memorandum of Association – Articles of Association – contents – alterations -Doctrine of Constructive Notice – Indoor Management – Ultra vires.

Unit – II

Prospectus – Contents – red herring prospectus – shelf prospectus - Mis-statement in prospectus and their consequences – Statement in lieu of Prospectus – Deemed Prospectus - Commencement of Business –

Unit - III

Share Capital – Meaning – Kinds – Alteration of Capital – Reduction of Capital –procedure for reduction of capital – Rights shares – Guidelines for the issue of fresh capital – Bonus shares – Guidelines — dematerialisation and rematerialisation of securities - Transfer and Transmission of shares (including depository mode).

Unit – IV

Membership in company – Member and shareholders – Who can become a member, - Cessation of membership – Rights and liabilities of members – Register and index of members

Unit – V

Secretary – Qualifications, Appointment, Rights, Duties and liabilities of Company Secretary - Winding up of companies – types of winding up – appointment, duties and remuneration of liquidators

Reference Books:

1. N.D.Kapoor – Company Law
2. P.P.S.Gogna – A Text Book of Company Law
3. A.K. Majumdar and G.K. Kapoor Company Law & Practice, Taxman Publications
4. P.K.Ghosh & Dr.V.Balachandran – Outline of Company Secretary Practice

CORE XX: FINANCIAL MANAGEMENT

UNIT –I:

Financial management –Introduction-scope-finance and other related disciplines-Financial Functions.
Financial Goals: Profit Maximization Vs Wealth Maximization – Concept of time value of money -
Sources of financing - Short term and Long term. Capitalization - over and under Capitalization.

UNIT-II:

Concept of Cost of Capital. Measures of Specific and Overall cost of capital. Financing Decision-
Leverage-Operating, Financial and combined- Determinants of Capital structure

UNIT-III:

Capital Budgeting- Estimating cash flows- Evaluation Techniques, Traditional and Discounted cash
flow techniques (Risk analysis Excluded)–Capital Rationing.

UNIT IV:

Dividend Decision: Factors determining dividend policy- stable dividend policy-stock dividend -
Working Capital Management: Need for working capital –Determinants of working capital-
computation of working capital-management of cash, Inventory, Accounts Receivable and Accounts
Payable

UNIT V:

Financial markets - Money market - capital market - Recent Trends in capital market - Mutual Funds -
Factories - Forecasting - Depositories.

Reference Books:

- 1 M.Y.Khan and P.K.Jain - Basic Financial Management
- 2 I.M.Pandey Financial Management
- 3 S.M.Maheswari Financial Management

V SEMESTER

CORE XXI: COST ACCOUNTING

UNIT-I:

Nature and significance of Cost Accounts – Financial vs. Cost Accounts – Definition of Cost Accounting – Meaning, scope, objectives, importance, advantages and limitations of Cost Accounting – Cost centre – Profit centre . Meaning of Activity based costing.

UNIT-II:

Cost classification and cost concepts – Elements of cost – Preparation of cost sheets – Tenders and quotations. - Contract Costing – ascertainment of profit from incomplete contracts.

UNIT-III:

Material Management & Stores Control – Purchase routine- Stock levels – Stock turnover ratio – Bin card – Stores ledger – Perpetual inventory system – ABC method of stock control – Material handling – Control of wastage, scrap, spoilage and defectives – Pricing of issues – FIFO, LIFO, HIFO, base stock, simple average, weighted average, standard price, inflated price and market price methods.

UNIT-IV:

Labour cost – Time card and job card – Overtime and idle time – Labour turnover – Methods of wage payment – Methods of incentive schemes. Overheads – Factory, administration, selling and distribution – Classification – Allocation – Apportionment and absorption of factory overheads

UNIT-V:

Marginal Cost techniques – Breakeven point analysis – Product mix and key factor

Reference Books:

1. S.P. Jain and K.L. Narang, Cost Accounting, Kalyani Publishers
2. Dr A Murthy and Dr S GURUSAMY, Cost Accounting, Tata McGraw Hill
3. T.T.S.Reddy and Y. Hari Prasad Reddy, Cost Accounting, Margham Publications
4. 3.Dr. S.N. Maheswari, Principles of Cost Accounting, Sultan Chand & Sons
5. 4.V.K.Saxena and C.D. Vashist, Cost Accounting, Sultan Chand & Sons
6. 5.R.S.N. Pillai and V. Bagavathi, Cost Accounting, S.Chand.

CORE XXII: CORPORATE ETHICS AND GOVERNANCE

Unit – I

Concept of ethics – sources – ethics and morals – justice – fairness – values – normative ethical theory – relevance of business ethics – arguments for and against – business values for 21st century – ethics in Indian business

Unit – II

Ethical management – strengthening of personal and organizational integrity – complexity and group dynamic – spiritual core of leadership – leaders and the value references - Does ethics pay – ethical pitfalls of investment industry – corporate scams and its effects – law as an instrument of ethics

Unit – III

Corporate social responsibility – meaning – promoting – stakeholders’ satisfaction – corporate responsiveness – managing socially responsible business - Environment responsibility – ethics and ecology – advertise and information disclosure – work ethics and professional responsibility

Unit – IV

Corporate Governance – meaning scope – transparency – disclosures share holders’ welfare vs. stakeholders approach - Board of Directors – Role, duties, responsibilities – Independent Directors – Executive and compensation – agency problem – Agency costs – stock option plan

Unit – V

SEBI and corporate governance – Clause 49 A of SEBI listing agreement – governance committees – Audit committees - Shareholders grievances committee - investor protection – Management discussion analysis – shareholders information – Disclosure requirements - Role of accountants and auditors – accountability – professional Codes & values – shareholders activism

Reference Books:

1. R.C.Sekhar – Ethical Choices in Business – Response Books, 2002
2. Corporate Governance and business Ethics by All India Management Association – Excell Books
3. William H. Shaw, Business Ethics – Thomson Publications
4. N. Balasubramanyan, Corporate boards and Governance – Sterling publishers
5. Reference on corporate governance and directors duties and responsibilities – publication of Institute of Company Secretaries
6. Neville Bain & David Band, “Winning Ways through corporate governance” – Macmillan publishers
7. Nareshchandra committee report published in Chartered secretary, feb 2003 – VI.33, No.2.
8. SEBI report on corporate governance published in Economic Developments in India, Vol:20,1999
9. John Harper, “Chairing t he Board”, Kogan press

CORE XXIII: INCOME TAX THEORY, LAW AND PRACTICE

UNIT-I:

Meaning of Income-Important definitions under the Income Tax Act-scope of total income- Residential Status and Incidence of tax of an Individual.

UNIT-II

Income from Salaries- scope of salary income- Allowances, Perquisites and its valuation-Deduction from salary income. Income from House Property- Computation of Annual value-Deductions from annual Value.

UNIT-III:

Income from Business or Profession- Basic Principles of arriving at business income-Losses incidental to trade-specific deductions in computing income from business- General deductions - Deemed business profits chargeable to tax- compulsory maintenance of account- Audit of accounts of certain persons-specific provisions for computing incomes on estimated basis under sec44AD, AE, AF.

UNIT-IV

Capital Gains- Short term and Long term gains-Transfer of Capital asset-Certain transactions that do not constitute transfer- Computation of capital gains- Capital gains under different circumstances-exempted capital gains. Income from other sources- Deductions in computing income under this head-Clubbing of income.

UNIT-V

Set off and carry forward of losses-Income Exempt from tax Permissible deductions from Gross Total Income with reference to an individual-Rebates-Filing of Returns. Assessment of individual's total income - Income Tax Authorities.

Reference Books:

- 1.Dr.Vinod K.Singhania, Students Guide to IncomeTax. Taxmann Publications Pvt.Ltd, New Delhi.
- 2.P.Gaur,D.B.Narang, Income Tax Law and Practice, Kalyani Publications.
- 3.T.S.Reddy,Y.HariPrasad Reddy, Income Tax Theory Law and Practice,Margham Publication,Chennai.
- 4.Dr.H.C.Mehrotra, Dr.S.P.Goyal, Income Tax Law And Practice, Sahitya Bhawan Publications, Agra.

CORE XXIV: FINANCIAL SERVICES

UNIT I – Financial Services: An Overview

Financial Services: Concept – functions – financial services market – growth of financial services in India – Credit cards: origin and history – concept – features, facilities and services – classification of credit cards – credit card frauds – credit cards and e-commerce – Credit Information Bureau (CIB) – benefits and drawbacks of credit cards – Debit Cards: concept and mechanism – dangers and precautions in the use of debit cards – smart cards

UNIT II – Credit rating, commercial bill financing and consumer finance

Credit rating: concept – origin – features and advantages – growth factors for credit rating system – major issues – credit rating agencies – regulatory framework – major factors in credit rating – equity rating – Commercial Bill Financing: meaning of commercial bills – features and advantages of commercial bill financing – precautions by a banker – steps in discounting and purchasing of bills – Consumer finance: meaning – types – mode – factors – consumer finance practice in India – pricing of consumer finance – marketing of consumer finance – consumer credit scoring – case for and case against consumer finance – hire-purchase and installment credit system

UNIT III – Insurance, factoring and leasing

Insurance: concept – principles – reinsurance – life insurance – general insurance – insurance services – regulatory framework – Factoring: definition – mechanism – characteristics – types – advantages and disadvantages – players in factoring services – functions of a factor – factoring costs – factoring Vs bills discounting – RBI guidelines on factoring – cost-benefit analysis of factoring – forfaiting – factoring Vs forfaiting – Leasing: concept – characteristics – types – financial lease Vs financial lease – tests for financial lease – myths about leasing – participants in leasing – leasing process – services of a lessor – advantages – limitations – tax aspects of leasing – funding aspects of leasing – MPBF

UNIT IV – Merchant banking and mutual funds

Merchant banking: definition – functions – code of conduct – regulatory framework – Mutual funds: definition – products and schemes – managing mutual funds in India – SEBI' requirements on AMC – functions of AMC – working mechanism of mutual funds – portfolio management process in mutual funds – operational efficiency of mutual funds – UTI – regulatory structure of mutual funds in India – AMFI - MMMFs

UNIT V – Securitization, stock invest, book-building

Securitization: definition – pass through certificates – features – need – SPV – mechanism – purposes – asset characteristics – application – benefits – economic functions – limitations – securitization and financial intermediation – capital markets and securitization – securitization as a risk management tool – stock-invest: meaning – features – mechanism – benefits and drawbacks – book-building: concept – characteristics – process – allocation procedure – reverse book-building

Books for reference

1. GURUSAMY S, Financial Services, Tata McGraw Hill
2. GURUSAMY S, Merchant Banking and Financial Services, Tata McGraw Hill
3. Khan M Y, Financial Services, Tata McGraw Hill
4. Kothari, Vinod Lease financing & Hire Purchase including consumer credit, Wadhwa and Company
5. Lee, S J, Venture Capital Manual, Warren Gorham and Lamont Inc, Boston
6. Machiraju, Merchant Banking, Wiley Eastern, New Age International

CORE XXV : PRACTICAL AUDITING

UNIT I:

Introduction – Definition – Utility of auditing – Types of audit, Objectives of audit

UNIT II:

Planning and Conduct of Audit – Audit Note Book – Audit Working Papers -Audit Files Internal Control –Characteristics – Evaluation. Internal check – Principles, Advantages & Limitations – Internal check for Cash, Purchases and Sales Internal Audit – Functions – Distinction and interface between internal and statutory auditor.

UNIT III:

Audit Sampling . Vouching of cash transactions-Vouching of Trading Transaction (Purchases, Purchase return, Sales, Sales return).Verification & Valuation of Assets & Liabilities.

UNIT IV:

Company Auditor – Qualification, Disqualification, Appointment, Rights, Duties, Ceiling Limit and Liabilities of an auditor. Professional Ethics.

UNIT V:

Audit Report-characteristics – types of opinion- preparation of report as per CARO rules. Latest Trends in Auditing- Information System Audit.

Reference Books:

1. Dinkar Pagare, Principles and Practices of Auditing, Sultan Chand and Sons, New Delhi
2. S. Vengadamani, Practical Auditing
3. Sharma T.R., Auditing Principles & Problems, Sahitya Bhawan, Agra
4. Kamal Gupta and Ashok Arora, Fundamentals of Auditing, Tata McGraw Hill Publishing Company Ltd., New Delhi
5. B.L.Tandon ,Auditing.

CORE XXVI: RESEARCH METHODOLOGY

UNIT I

Introduction to research methodology – meaning and purpose – Types of Research; Research design – steps in selection & formulation of a research problem – steps in research

UNIT II

Hypothesis – Types – concept and procedures of testing of Hypothesis – sampling techniques – sampling error and sample size

UNIT III

Measurement & scaling techniques – Data collection – methods – testing validity and reliability

UNIT IV

Processing of data – Editing, coding, classification & tabulation, analysis of data – outline of statistical analysis – elements of processing through computers (Application of SPSS)

UNIT V

Interpretation and Report Writing – meaning & precautions in interpretation, types of reports – style & conventions in reporting – steps in drafting of report

Reference Books:

1. Dr M Ranganatham, Business Research Methods, Himalayas Publishing
2. William C Emory, Business Research Methods, R.D. Irwin. Inc
3. Robert G Murdick, Business Research – Concepts & Practice, International text book Company
4. Kothari C.R., Research Methodology, Vikas Publishing Ltd.
5. Ravilochanan, Research Methodology

VI SEMESTER

CORE XXVII : ACCOUNTING FOR DECISION MAKING

UNIT I

Management accounting – Meaning, nature, scope and functions, need, importance and limitations – Management Accounting vs. Cost Accounting. Management Accounting vs. Financial Accounting- Analysis and Interpretation of financial statements – Nature, objectives, essentials and tools. Methods – Comparative Statements, Common Size statement and Trend analysis.

UNIT II

Ratio Analysis – Interpretation, benefits and limitations. Classification of ratios-Liquidity, Profitability, turnover, capital structure and Leverage.

UNIT III

Funds flow and Cash flow analysis. Budgets and budgetary control – Meaning, objectives, merits and demerits.

UNIT IV

Marginal costing (excluding decision making) absorption costing and marginal costing – CVP analysis – Capital Budgeting - Payback, discounted pay back, ARR & IRR methods

UNIT V

Variance Analysis – material, labour and overhead variances

Reference Books:

1. SN Maheswari, Management Accounting – Sultan Chand & Sons.
2. Dr A Murthy and Dr S GURUSAMY, Cost Accounting, Tata McGraw Hill
3. RSN Pillai & Bagavati, Management Accounting – S Chand & Co Ltd – New Delhi.
4. Horngren Sunderu Stratton, Introduction to Management Accounting – Pearson Education.
5. T. S. Reddy and Hari Prasad Reddy, Management Accounting, Margham Pulication.

CORE XXVIII: HUMAN RESOURCE MANAGEMENT

UNIT I

Human Resource Management – Nature and Scope of the HRM – Managerial and Operating Functions – Difference between Personnel management and HRM – Human Resource Planning – Recruitment – Selection – Methods of Selection – Use of various Tests – interview techniques in Selections.

UNIT II

Placement and Induction – Training – Methods – Techniques – Identification of Training Needs – Development – Methods – Performance Appraisal – Methods – Promotions and Transfers

UNIT III

Remuneration – Factors determining remuneration – Components of Remuneration – Incentives – Benefits – Motivation – Welfare and Social Security Measures –

UNIT IV

Collective Bargaining – Workers participation in Management – Types – Quality Circles – Management by Objectives – Environment of HRM – HRM as a Profession.

UNIT V

Human Resource Audit – Nature – Benefits – Scope – Approaches

Reference Books:

4. V.S.P.Rao – Human Resource Management
5. Ashwathappa – Human Resource Management
6. Gary Deseler – Human Resource Management
7. L.M.Prasad – Human Resource Management
8. Tripathi – Human Resource Management

CORE XXIX : SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT

UNIT I

Nature and scope of investment management – investment objectives, constraints – factors – investment process – investment management and portfolio management – factors for investment analysis – impact of economic analysis – impact of industrial analysis role of capital markets.

UNIT II

Understanding the investment environment – sources of investment information – approaches of security analysis – market indicators – security price movements –fundamental analysis – technical-analysis – Dow theory – Random walk theory – efficient market hypothesis – various forms of market efficiency and their implications to security analysis-technical analysis Vs. efficient markets hypothesis – common stock analysis – economic analysis – economic indicators – industry analysis.

UNIT III

Company analysis components – non financial aspects – financial analysis – financial statement – analysis of prospectus – ratio analysis – EPS, UPS dividend yield – payment ratio – ROI, ROCI<Risk return – market risk – interest rate risk – purchasing power risk – business risk – financial risk – measurement of risk.

UNIT IV

Portfolio – portfolio management – portfolio theory – meaning and objectives, traditional and modern portfolio theory. Diversification – Markowitz's approach – portfolio management process-portfolio planning-portfolio analysis-portfolio selection –portfolio evaluation –portfolio revision- various steps involved in the development of portfolio.

UNIT V

Capital market theory – assumptions – risk, investors preference – capital asset pricing model (CAPM) – estimating Betas – significance of betas in portfolio theory – securities market line arbitrage pricing theory-options pricing model-put and call – valuation of various options – futures trading – hedging and forward contracts – Indian stock market and the institutional investors.

Reference Books:

1. Elton, Edwin J., Gruber, Martin J., Brown, Stephen J., Goetzmann, William N., "Modern Portfolio Theory and Investment Analysis", 6th Edn, Wiley, 2003.
2. Prasanna Chandra, "Managing Investments", Tata McGraw Hill, New Delhi, 1999.
3. Lee, Cheng F., "Advances in Investment Analysis and Portfolio Management", Publisher: Science & Technology Books.
4. Sidney Cottle, Grahaan & Dadd's Security Analysis, Tata Mcgraw Hill, 1989.
5. DC Fisher & RJ Jordan, Security Analysis & Portfolio Management, Prentice Hall of India, 1999.

CORE XXX : ENTREPRENEURIAL DEVELOPMENT

UNIT I:

Concept of entrepreneurship – definition – traits – types – classification of entrepreneurs – factors influencing entrepreneurship.

UNIT II:

Women entrepreneurs – definition – problems – development of women entrepreneurship – rural entrepreneurship – problems – relationship between rural and urban markets. Strategic Approaches: Niche strategy – Networking - Geographic Concentration

UNIT III:

Search for business idea - sources of project identification – formalities of setting up a unit – project selection – project formulation – feasibility analysis – projects report

UNIT IV:

Institutional finance to entrepreneurs – commercial banks – IDBI- IFCI –IIBI – SIDBI –LIC – SIC.

UNIT V:

Entrepreneurial development programme – Role and Relevance – role of government – NGO – SIPCOT, DIC, SIDC, NIESBUD – MSME – TCO –Self employment programmes – SIDO – micro finance - SHG – venture capital

Reference Books:

1. C.B.GUPTA and S.P.SRINIVASAN, Entrepreneurial Development
- 2.. S.S. KHANKA, Entrepreneurial Development

CORE XXXI: INDIRECT TAXATION

- 1.To make the students to gain Knowledge of the Principles of Indirect Taxation
- 2.To enable the students to gain knowledge of Goods and Services Tax(GST)
- 3.To highlight the students about Customs duty.

Unit I : Introduction

History and Objectives of Taxation –Tax Systems in India – Direct & Indirect Taxes – Meaning and Types -Powers of Union and States to levy taxes.

Unit II: GST- Overview & Concepts

Background behind implementing GST – The need for GST- Business impact – Benefits of GST-SGST-CGST and IGST – Taxes covered by GST- Definitions - Scope and Coverage Scope of supply-Levy of tax - Rate Structure –Taxable Events.

Unit III: GST- Taxation/Assessment Proceedings

Return – Refunds - Input Tax Credit - Reverse charge Mechanism, Transitional Provisions composition under GST- Administrative structure of GST - Officers as per CGST Act - Officers as per SGST Act - Jurisdiction - Appointment Powers.

Unit IV: GST- Audit

Assessment and Audit under GST – Demands and Recovery – Appeals and revision –Advance ruling Offences and Penalties.

Unit V: Customs duty

The customs duty –Levy and collection of customs duty –Organisations of custom departments -Officers of customs – powers – Appellate Machinery – Infringement of the Law –Offences and penalties - Exemptions from duty Customs duty draw back – duties free Zones.

SUGGESTED READINGS

1. Swetha Jain GST Law&Practice Taxmann Publishers. July 2017
- 2.V.S.Daty-GST-Input Tax Credit- Taxmann Publishers. 2nd Edition.Aug 2017
- 3.C.A.Anurag Pandy-Law & Practice of GST- Sumedha Publication House 2017
- 4.Dr.Vandana Banger- Beginner's- GuideAadhaya Prakahana Publishers- 2017
- 5.Dr.M.Govindarajan-A Practical Guide-Centax publishers- July 2017.

E-Resources.

[1WWW.gstjockey.com](http://WWW.gstjockey.com)

[2.WWW.gst.gov.in](http://WWW.gst.gov.in)

3. <http://gstpanacea.com>

4..<http://taxheal.com>
