

C. Abdul Hakeem College (Autonomous), Melvisharam.

Syllabus for B.Com., effective from the Batch 2015-2016

Year: III Year Subject Code : U15MCM501 Semester : V

Major - 13 Title: **Cost Accounting - I**

Credits: 4 Max. Marks. 75

Objective:

To understand the basic concepts and methods of Cost Accounting.

UNIT-I: Meaning of Cost Accounting and Cost Sheet.

Cost Accounting : Nature and Scope – Objectives, Advantages and Limitations – Financial Vs. Cost Accounting - Costing System - Types of Costing and Cost Classification – Cost Sheet and Tenders – Cost Unit – Cost Centre and Profit Centre.

UNIT-II: Material Cost.

Purchase Department and its Objectives – Purchase Procedure – Classification and Codification of Materials, Material Control: Levels of Stock and EOQ – Perpetual Inventory System, ABC and VED Analysis.

UNIT-III: Pricing of Material Issues.

FIFO, LIFO, Average Price Methods: Simple and Weighted Average Price Methods.

UNIT-IV: Labour Cost.

Labour Turnover: Causes, Methods of Measurement and Reduction of Labour Turnover – Idle and Over Time – Remuneration and Incentive: Time and Piece Rate – Taylor's, Merricks and Gantt's Task – Premium Bonus System – Halsey, Rowan and Emerson's Plans – Calculation of Earnings of Workers.

UNIT-V: Overheads Cost.

Classification of Overheads – Departmentalization of Overheads – Allocation, Absorption and Apportionment of Overheads – Primary and Secondary Distribution of Overheads – Computation of Machine Hour Rate.

(Weightage of Marks = Problems 80%, Theory 20%)

Text Books:

1. S.P.Jain and Narang – Cost Accounting – Kalyani Publishers, New Delhi

REFERENCE BOOKS:

1. S.N.Maheswari – Principles of Cost Accounting – Sultan Chand & Sons, New Delhi
2. S.P.Iyengar – Cost Accounting – Sultan Chand & Sons, New Delhi
3. T.S. Reddy & Hari Prasad Reddy – Cost Accounting – Margham Publications, Chennai
4. A.Murthy and S. Gurusamy, Cost Accounting, Tata McGraw-Hill Publishing Company Ltd. Delhi.

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Syllabus for B.Com., effective from the Batch 2015-2016

Year: III Year Subject Code : U15MCM502 Semester : V

Major - 14 Title: **Practical Auditing**

Credits: 4 Max. Marks. 75

Objective:

To gain knowledge of the principles and practice of auditing.

UNIT-I: Auditing and its classification.

Meaning and Definition of Auditing – Nature and Scope of Auditing – Accountancy vs Auditing, Auditing vs Investigation – Objectives of Auditing – Limitations of Auditing – Advantages of Auditing – Classification of Audit.

UNIT-II: Audit Programme.

Meaning and Definition of Audit Programme – Advantages and Disadvantages – Audit File, Audit Note Book, Audit Working Papers – Purposes and Importance of Working Papers – Internal Check – Meaning, Object of Internal Check – Features of Good Internal Check System – Auditor's duty with regards to Internal Check System – Internal Check vs Internal Audit.

UNIT-III: Vouching.

Vouching – Meaning – Objectives – Importance of Vouching – Meaning of Voucher – Vouching of Cash Receipts and Cash Payments – Vouching of Trade Transactions.

UNIT-IV: Valuation of Assets and Liabilities.

Verification and Valuation of assets and liabilities – Meaning and objectives of verification – Vouching vs Verification – Verification and Valuation of different kinds of Assets and Liabilities.

UNIT-V: Auditor's Rights and Powers.

The Audit of Limited Companies – Necessity of Company Audit – Qualification and Disqualification of Auditors – Appointment – Removal – Remuneration – Status of Auditors – Rights – Powers – Duties and Liability of Auditors – Auditor's Report and its Importance and Contents.

Text Books:

1. B.N. Tandon, A handbook of practical auditing, Sultan Chand & sons, New Delhi.

Reference Books:

1. B.N. Tandon, Sudharsanam, Sundharabahu – S Chand – Practical auditing
2. Sharma, SahityaBhavan, Agra – Auditing
3. Dr.N.Premavathy, Practical Auditing, Sri Vishnu Publications, Chennai.
4. S. Vengadamani, Practical Auditing, Margham Publications, Chennai.

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Syllabus for B.Com., effective from the Batch 2015-2016

Year: III Year Subject Code : U15MCM503 Semester : V

Major - 15 Title: **Business Management**

Credits: 4 Max. Marks. 75

Objective:

To understand the basic principles of Business Management.

UNIT-I: Management

Management – Meaning – Definition – Nature – Importance – Distinction between Administration and Management – Scope – Principles: Henry Fayol and F.W. Taylor - Functions of Management.

UNIT-II: Planning

Planning – Meaning – Nature – Importance – Advantages and Limitations – Process of Planning – Types of Plans – MBO – Forecasting – Decision Making.

UNIT-III: Organising

Organising – Meaning – Definition – characteristics – Importance – Types – Authority and Responsibility – Delegation of Authority - Centralization and Decentralisation - Departmentalisation.

UNIT-IV: Directing

Directing – Meaning – Definition – Characteristics – Directing Process – Span of Supervision – Motivation – Maslow, McGregor and Herzberg Theory – Leadership – Traits – Style of Leadership – Communication – Types – Barriers – Measure to overcome.

UNIT-V: Controlling

Controlling – Definition – Essentials of an effective Control System – Controlling Process – Types of Controls – Control Techniques – Coordination and its Significance.

Text Books:

1. Dr. C.B. Gupta, Business Management –Sultan Chand & Sons

Reference Books:

1. Koontz, Weihrich and Aryasri, Principles of Management, Tata McGraw hill, New Delhi.
2. Dr.H.C. Das Gupta, Principles & Practice of Management, SahityaBhawan, Agra
3. Lallan Prasad &S.S.Gulshan, Management principles and Practices &S.Chand& Co, New Delhi.
4. Jayashankar, Business Management –Margham Publications, Chennai.

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Syllabus for B.Com., effective from the Batch 2015-2016

Year: III Year Subject Code : U15MCM504 Semester : V

Major - 16 Title: **Income Tax Law and Practice - I**

Credits: 4 Max. Marks. 75

Objective:

To enable the students to have a knowledge of law of practice of Income tax.

UNIT – I: Income Tax Act, 1961

Income Tax Act 1961: Basic Concepts and Definitions- Assessee - Assessment year –Income - Person - Previous year-Residence and Incidence of Tax – Tax free incomes – Capital and revenue: Income and Expenditure – Heads of Income.

UNIT – II: Salary

Salary Income – Definitions – Features – Perquisites - Valuation and Taxability of Perquisites – Taxability of allowances – Profits in lieu of salary – Deductions u/s 16 – Computation of Salary Income.

UNIT – III: Income from House Property

Income from House Property – Annual value – Determination of Annual Value – Let out House – Self Occupied House– Deductions u/s 24 – Computation of Income from House Property.

UNIT – IV: Profits and Gains of business or profession

Profits and Gains of business or profession – Depreciation and other allowances – Expressly allowed and disallowed deductions – Computation of Business Income – Computation of Professional Income.

UNIT – V: Income Tax Authorities

Income Tax Authorities – CBDT – Powers – Director General of Income Tax – Chief Commissioner of Income Tax – Assessing Officer – Appointment – Jurisdiction – Powers relating to Search and Seizure.

(Weightage of marks: Problems: 80%, Theory: 20%)

Text Books:

1. Dr. H.C. Mehrotra, Income Tax Law and Practice, SathiyaBhavan Publication, Agra.

Reference Books:

1. T.S.Reddy&Hari Prasad Reddy, Income Tax Law and Practice, Margham Publications, Chennai.
2. Dr. Bagavathi Prasad, Income Tax Law and Practice, NavamanPrakashan Publication, Aligarh.
3. Gaur &Narang, Income Tax Law and Practice,Kalyan Publication, Ludhiana
4. B.B. Lal, Income Taxes, Pearson Publications india, New Delhi.

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Syllabus for B.Com., effective from the Batch 2015-2016

Year: III Year Subject Code : U15ECM501 Semester : V

Elective - 1 Title: **Entrepreneurial Development (Elective - I)**

Credits: 3 Max. Marks. 75

Objective:

To encourage students to become entrepreneurs.

UNIT-I: Entrepreneur and Function

Meaning of Entrepreneur – Entrepreneur Vs Enterprise – Entrepreneur Vs Manager – Entrepreneur Vs Intrapreneur – Qualities (Traits) of True Entrepreneur – Characteristics of Entrepreneur – Types of Entrepreneurs – Functions of an Entrepreneur – Role of Entrepreneurs in the Economic Development.

UNIT-II: Selection of Project

Establishing an Enterprise – Project Identification – Selection of the Project – Project Formulation – Assessment of Project Feasibility – Preparation of Project Report – Selection of Site (Location).

UNIT-III: Sources of Project Finance

Sources of Project Finance – Sources of Long Term Finance – Sources of Short Term Finance.

UNIT-IV: Incentives and Subsidies

Incentives and Subsidies – Meaning of Incentives and Subsidies – Need and Problems – Incentives for Development of Backward Area – Incentives for SSI Units in Backward Areas – Taxation Benefits to SSI Units – Subsidies and Incentives for SSI Units in Tamil Nadu.

UNIT-V: Women Entrepreneur

Women Entrepreneurs – Concept – Functions and Role – Problems of Women Entrepreneurs – Suggestions for Promotion of Women Entrepreneurs – Rural Entrepreneurship – Need – Problems – Steps to Promote Rural Entrepreneurship.

Text Books:

1. C.B. Gupta, Entrepreneurship development in India – Sultan Chand & Co., New Delhi.

Reference Books:

1. S.S. Khanka, Entrepreneurial Development, S. Chand & Co., New Delhi.
 2. Gupta C.B and Srinivasan N.P. Entrepreneurial Development, Sultan Chand & Sons, New Delhi.
 3. P Sarvanavel, Entrepreneurial development – Ess Pee kay Publishing House, Chennai.
- Jaswer Singh Saini, Entrepreneurship Development, Deep and Deep publications, New Delhi.

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Syllabus for B.Com., effective from the Batch 2015-2016

Year: III Year Subject Code : U15MCM601 Semester : VI

Major - 18 Title: **Cost Accounting - II**

Credits: 5 Max. Marks. 75

Objective:

To understand the techniques of Cost Accounting.

UNIT-I: Job Costing, Batch Costing and Contract Costing

Job Costing: Definition – Features – Procedure – WIP – Job Cost Sheet - Batch Costing: EBQ - Contract Costing: Definition, Features, Work Certified and Uncertified – Incomplete Contract – Escalation Clause – Cost Plus Contract – Contract Account.

UNIT-II: Process Costing

Process Costing: Definition – Features – Job Vs Process Costing – Process Account – Abnormal Gains and Abnormal Losses Account.

UNIT-III: Joint Product and Bye-Product

Joint Product – WIP – Equivalent Units and its Calculations – Closing WIP with or without Process Loss.

UNIT-IV: Operating Costing

Operating Costing (Transport Costing): Cost Unit – Cost Classification – Operating Cost sheet.

UNIT-V: Marginal Costing

Marginal Costing: Definition – Advantages and Limitations – Break Even Point – Margin of Safety – P/V Ratio – Key factor – Make or Buy Decision – Selection of Product Mix – Changes in Selling Price – Foreign Market Offer – Desired Level of Profit.

(Weightage of Marks = Problems - 80%, Theory - 20%)

Text Books:

1. S.P.Jain and Narang – Cost Accounting – Kalyani Publishers, New Delhi

Reference Books:

T.S. Reddy & Hari Prasad Reddy – Cost Accounting – Margham Publications, Chennai

S.N.Maheswari – Principles of Cost Accounting – Sultan Chand & sons, New Delhi

S.P.Iyengar – Cost Accounting – Sultan Chand & Sons, New Delhi

A.Murthy and S. Gurusamy, Cost Accounting, Tata McGraw-Hill Publishing Company Ltd. New Delhi.

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Syllabus for B.Com., effective from the Batch 2015-2016

Year: III Year Subject Code : U15MCM602 Semester : VI

Major - 19 Title: **Management Accounting**

Credits: 5 Max. Marks. 75

Objective:

To enable the students to gain knowledge in the application of accounting to Management.

UNIT-I: Management Accounting

Management Accounting: Definition – objectives - Functions – Advantages and limitations – Financial Statement Analysis – Comparative and Common size statements – Trend Analysis.

UNIT-II: Ratio Analysis

Ratio Analysis: Definition – Significance and Limitations – Classification – Liquidity, Solvency, Turnover and Profitability Ratios – Computation of Ratios from Financial Statement.

UNIT-III: Fund Flow Analysis

Fund Flow Analysis: Concept of Funds – Working Capital – Fund from Operation - Sources and Uses of Funds – Fund Flow Statement.

UNIT-IV: Cash Flow Analysis

Cash Flow Analysis: Concept of Cash Flow – Cash from Operation - Cash Flow Statement as Per AS3.

UNIT-V: Budgetary Control

Budget and Budgetary Control: Definition – Objectives – Essentials – Uses and Limitations – Preparation of Material Purchase, Production, Sales, Cash and Flexible Budget – Zero Base Budgeting.

(Weightage of Marks - Problems - 80%, theory - 20%)

Text Books:

1. S.N.Maheswari, Management Accounting – Sultan Chand & Sons, New Delhi

Reference Books:

1. T.S.Reddy&Hari Prasad Reddy, Management Accounting – Margham Publications, Chennai
2. Manmohan&Goyal, Management Accounting – SahithiyaBhavan, Agra
3. S.P.Gupta, Management Accounting – Sultan Chand & Sons, New Delhi
4. R.S.N.Pillai&Bhagavathi, Management Accounting – S.Chand& Co. Ltd., New Delhi

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Year: III Year Subject Code : U15MCM603 Semester : VI

Major - 20 Title: **Income Tax Law and Practice - II**

Credits: 5 Max. Marks. 75

Objective:

To enable the students to have a knowledge of law of practice of Income tax.

UNIT – I: Capital Gain

Capital gains – Definition of Capital Assets – Kinds of capital Assets – Transfer - Transfer not regarded as Transfer – Short term and long term Capital Gains – Cost of Acquisition - Cost of Improvements – Indexed Cost of Acquisitions and Indexed Cost of Improvements - Exemptions – Computation of Capital gains.

UNIT – II: Income from Other Sources

Income from Other Sources – Specific Incomes chargeable to tax – General Incomes chargeable to tax – Deductions – Interest on Securities - Bond washing transactions – Computation of Income from other Sources.

UNIT – III: Total Income

Aggregation of income – Deemed Incomes - Clubbing provisions and their implications – Set off and carry forward of losses – Deductions available from Gross Total Income.

UNIT – IV: Assessment of individual

Assessment of individuals – Computation of Total Income of an Assessee and Tax Liability.

UNIT – V: Assessment Procedure

Assessment Procedure – Filing of Returns – Permanent Account Number (PAN) – Types of Assessment: Self, Provisional, Regular, Best Judgment and Reassessment.

(Weightage of Marks – Problems – 80% and Theory 20%)

Text Books:

1. Dr. H. C. Mehrotra, Income Tax Law and Practice, Sathiya Bhavan Publication, Agra.

Reference Books:

T.S.Reddy & Hari Prasad Reddy, Income Tax Law and Practice, Margham Publications, Chennai.
Dr. Bagavathi Prasad, Income Tax Law and Practice, Navam Prakash Publication, Aligarh
Gaur & Narang, Income Tax Law and Practice, Kalyan Publication, Ludhiana

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Year: III Year Subject Code : U15ECM601 Semester : VI

Elective - 2 Title: **Financial Management (Elective - II)**

Credits: 3 Max. Marks. 75

Objective:

To enable the students to have a knowledge of Financial Management

UNIT-I: Introduction to Financial Management

Meaning, Nature and Importance and Objectives of Financial Management – Role of Finance Manager - Methods and Sources of Raising Finance – Critical Appraisal of the Various Sources of Finance.

UNIT-II: Financial Planning

Financial Planning – Financial Forecasting – Capital Structure Decisions – Capitalization – Cost of Capital.

UNIT-III: Investment Decision

Investment Decisions – Estimation of Cash Flows – Methods of Appraisal of Investment: Payback, NPV, ARR, IRR, PI.

UNIT-IV: Working Capital

Working Capital – Gross and Net Working Capital – Sources of Working Capital - Determinants of Working Capital – Forecasting of Working Capital Requirements.

UNIT-V: Dividend Policy

Dividend Policy: Walter Model, Gordon Model and MM Theory – Leverages: Financial and Operating Leverages.

(Weightage of Marks = Problems - 60%, Theory - 40%)

Reference Books:

1. I.M.Pandey, Financial Management.
2. Dr. S.N.Maheswari, Financial Management.
3. Prasanna Chandra, Financial Management.
4. Dr. A.Murthy, Financial Management, Margham Publications, Chennai.
5. Subirkumar Banerjee, Financial Management.
6. VyuptakeshSharan, Fundamentals of Financial Management.
7. Dr .N. Premavathy, Financial Management, Sri Vishnu Publications, Chennai.

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Year: III Year Subject Code : U15ECM602 Semester : VI

Elective - 3 Title: **Human Resource Management (Elective - III)**

Credits: 3 Max. Marks. 75

UNIT-I: Human Resource Management

Meaning, Nature and scope of HRM – personnel Management and HRM – Functions of HRM – Functions of HR Manager – HRM as a profession – Indian perspective

UNIT-II: Human Resource Planning

Human Resource Planning – Recruitment: Sources – Selection: Steps in Selection – Induction – Placement

UNIT-III: Human Resource Training

Training: Meaning, Importance and Types.

UNIT-IV: Performance Appraisal

Performance Appraisal – Methods – Compensation – Incentives – Monetary and Non-Monetary Incentives.

UNIT-V: Transfer and Promotion

Transfer – Promotion – Demotion and Termination of Services – Career Development.

Text Books:

1. C B Gupta, Human Resource Management, Sultan Chand & Sons, New Delhi.

Reference Books:

1. Aswathappa, Human Resource and Personnel Management, Tata McGraw Hill, New Delhi.
2. C.B. Memoria, Personnel Management, Sultan Chand and Company, New Delhi.
3. S.S Khanka, Human Resource Management, Sultan Chand and Company, New Delhi.
4. J. Jayasankar, Human Resource Management, Margham Publications, Chennai