



C. ABDUL HAKEEM COLLEGE

Melvisharam, Vellore Dist- 632509, TN, India

Telephone : +91 4172 266487, 266987 | Fax : +91 4172 266587

Web : www.hakeemcollege.com

SUBJECT LIST

Course B.Com - Corporate Secretaryship

Batch 2015-2016

Total Credits 140

S.No	E/D	Cate.	Type	S. Code	S. Name	I.Ma	I.Mi	E.Ma	E.Mi	P	M	Cr	Pt
Semester - 1					Subject Count - 6	Total Credits - 21							
1	E	Theory	Language	U15FTA101	Tamil - I	25	0	75	30	40	4	I	
2	E	Theory	Language	U15FUR101	Urdu - I	25	0	75	30	40	4	I	
3	E	Theory	English	U15FEN101	English - I	25	0	75	30	40	4	II	
4	E	Theory	Main	U15MKS101	Financial Accounting - I	25	0	75	30	40	4	III	
5	E	Theory	Main	U15MKS102	Principles of Management	25	0	75	30	40	3	III	
6	E	Theory	Allied	U15AEC102	Managerial Economics - I (Allied)	25	0	75	30	40	4	III	
7	E	Theory	Environmental Studies	U15CES101	Environmental Studies	10	0	40	16	20	2	IV	
Semester - 2					Subject Count - 7	Total Credits - 24							
1	E	Theory	Language	U15FTA201	Tamil - II	25	0	75	30	40	4	I	
2	E	Theory	Language	U15FUR201	Urdu - II	25	0	75	30	40	4	I	
3	E	Theory	English	U15FEN201	English - II	25	0	75	30	40	4	II	
4	E	Theory	Main	U15MKS201	Financial Accounting - II	25	0	75	30	40	4	III	
5	E	Theory	Main	U15MKS202	Human Resource Management	25	0	75	30	40	3	III	
6	E	Theory	Allied	U15AEC202	Managerial Economics - II (Allied)	25	0	75	30	40	6	III	
7	E	Theory	Value Education	U15CVE201	Value Education	10	0	40	16	20	2	IV	
8	E	Theory	Soft Skills	U15CSS201	Soft Skills	10	0	40	16	20	1	IV	



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S.No	E/D	Cate.	Type	S. Code	S. Name	I.Ma	I.Mi	E.Ma	E.Mi	P	M	Cr	Pt
Semester - 3					Subject Count - 7	Total Credits - 23							
1	E	Theory	Language	U15FUR301	Urdu - III	25	0	75	30	40	4	I	
2	E	Theory	Language	U15FTA301	Tamil - III	25	0	75	30	40	4	I	
3	E	Theory	English	U15FEN301	English - III	25	0	75	30	40	4	II	
4	E	Theory	Main	U15MKS301	Company Law and Secretarial Practice - I	25	0	75	30	40	3	III	
5	E	Theory	Main	U15MKS302	Corporate Accounting - I	25	0	75	30	40	3	III	
6	E	Theory	Allied	U15AKS301	Statistics - I (Allied)	25	0	75	30	40	4	III	
7	E	Theory	Skill Based	U15SKS301	Computer Application in Business (SBS - I)	15	0	60	24	30	3	IV	
8	E	Theory	Non Major	U15NUR301	Functional Urdu - I (NME - I)	10	0	40	16	20	2	IV	
9	E	Theory	Non Major	U15NTA301	Basic Tamil - I (NME - I)	10	0	40	16	20	2	IV	
10	E	Theory	Non Major	U15NHS301	Indian National Movement (NME - I)	10	0	40	16	20	2	IV	
11	E	Theory	Non Major	U15NCM301	Elements of Accountancy (NME - I)	10	0	40	16	20	2	IV	
Semester - 4					Subject Count - 7	Total Credits - 25							
1	E	Theory	Language	U15FUR401	Urdu - IV	25	0	75	30	40	4	I	
2	E	Theory	Language	U15FTA401	Tamil - IV	25	0	75	30	40	4	I	
3	E	Theory	English	U15FEN401	English - IV	25	0	75	30	40	4	II	
4	E	Theory	Main	U15MKS401	Company Law and Secretarial Practice - II	25	0	75	30	40	3	III	
5	E	Theory	Main	U15MKS402	Corporate Accounting - II	25	0	75	30	40	3	III	
6	E	Theory	Allied	U15AKS401	Statistics - II (Allied)	25	0	75	30	40	6	III	
7	E	Theory	Skill Based	U15SKS401	Import and Export Practice (SBS - II)	15	0	60	24	30	3	IV	
8	E	Theory	Non Major	U15NUR401	Functional Urdu - II (NME - II)	10	0	40	16	20	2	IV	
9	E	Theory	Non Major	U15NTA401	Basic Tamil - II (NME - II)	10	0	40	16	20	2	IV	
10	E	Theory	Non Major	U15NHS401	Civil Services and Other Competitive Examinations (NME - II)	10	0	40	16	20	2	IV	
11	E	Theory	Non Major	U15NCM401	General Commercial Knowledge (NME - II)	10	0	40	16	20	2	IV	
12	E	Theory	Non Major	U15NCH401	Chemistry in Every Day Life (NME - II)	10	0	40	16	20	2	IV	
13	E	Theory	Non Major	U15NZL401	Sericulture (NME - II)	10	0	40	3016	20	2	IV	



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S.No	E/D	Cate.	Type	S. Code	S. Name	I.Ma	I.Mi	E.Ma	E.Mi	P M	Cr	Pt
Semester - 5				Subject Count - 6			Total Credits - 22					
1	E	Theory	Main	U15MKS501	Cost Accounting	25	0	75	30	40	4	III
2	E	Theory	Main	U15MKS502	Banking Law and Practice	25	0	75	30	40	4	III
3	E	Theory	Main	U15MKS503	Income Tax Law and Practice - I	25	0	75	30	40	4	III
4	E	Theory	Main	U15MKS504	Commercial Law	25	0	75	30	40	4	III
5	E	Theory	Elective	U15EKS501	Entrepreneurial Development (Elective - I)	25	0	75	30	40	3	III
6	E	Theory	Skill Based	U15SKS501	Research Methodology (SBS - III)	15	0	60	24	30	3	IV
Semester - 6				Subject Count - 7			Total Credits - 25					
1	E	Theory	Main	U15MKS601	Management Accounting	25	0	75	30	40	5	III
2	E	Theory	Main	U15MKS602	Auditing	25	0	75	30	40	5	III
3	E	Theory	Main	U15MKS603	Income Tax Law and Practice - II	25	0	75	30	40	5	III
4	E	Project	Elective	U15EKS601	Institutional Training (Elective - II)	25	0	75	30	40	3	III
5	E	Theory	Elective	U15EKS601	Marketing Management (Elective - III)	25	0	75	30	40	3	III
6	E	Theory	Skill Based	U15SKS601	Business Communication (SBS -IV)	15	0	60	24	30	3	IV
7	E	Theory	Extension Activities	U15CEA601	Extension Activities	0	0	50	20	20	1	V

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Syllabus for B.Com., Corporate Secretaryship effective from the year 2015-2016

Year: I Year Subject Code : U15MKS101 Semester : I

Major - 1 Title: **Financial Accounting - I**

Credits: 4 Max. Marks. 75

Objectives

To facilitate the understanding of accounting in general. To give a comprehensive understanding of the system of Financial accounting. To understand the intermediate concepts for assets, liabilities and stock holders' equity.

UNIT-I : ACCOUNTING STRUCTURE

Definition of Accounting - Need, purpose, advantages and limitations of Accounting - Basic Accounting concepts and conventions - Trial Balance - Rectification of Errors - Final Accounts of a sole trader with important adjustments.

UNIT-II : DEPRECIATION ACCOUNTING

Meaning - Need - Methods of depreciation - Straight Line Method - Diminishing Balance Method (including change in the method of depreciation)

UNIT-III : AVERAGE DUE DATE AND ACCOUNT CURRENT

Average Due Date – Meaning – Basic types of problems

Account Current – Meaning – Definition – Procedure for calculating days of interest – Red-ink interest – Basic types of problems

UNIT-IV : FIRE INSURANCE CLAIMS

Fire Insurance - Computation of claims to be lodged for loss of stock (including poor selling line) **UNIT-V : SINGLE ENTRY SYSTEM**

Single entry - Meaning - Definition - Salient Features - Limitations - Methods of ascertaining Profits - Statement of Affairs Method - Conversion Method (Simple Problems)

Books for Reference:

1. Financial Accounting - R.L. Gupta & V.K. Gupta
2. Advanced Accountancy - S.P. Jain & K.L. Narang
3. Financial Accounting - T.S. Reddy & A. Murthy

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Syllabus for B.Com., Corporate Secretaryship effective from the year 2015-2016

Year: I Year Subject Code : U15MKS102 Semester : I

Major - 2 Title: **Principles of Management**

Credits: 3 Max. Marks. 75

Objectives

To make the student to understand the Evaluation and significance of Management, Planning and decision making, Organising, Directing, Co-ordination and Control.

UNIT-I : EVALUATION AND SIGNIFICANCE OF MANAGEMENT

Meaning, nature, importance and principles of management - Management Vs Administration - Functions of Management - Contribution of F.W.Taylor to Management Thought.

UNIT-II : PLANNING AND DECISION MAKING

Nature and importance, Steps and elements of Planning - Decision making Process

UNIT-III : ORGANISING

Principles of Organising - Types of Structures - Delegation - Decentralisation - Departmentation

UNIT-IV : DIRECTING

Meaning and principles of Direction - Motivation (Maslow's and Herzberg's theory only) – Leadership – principles and types – Communication – principles – types and Barriers.

UNIT-V : COORDINATING AND CONTROLLING

Meaning, Characteristics and Problems of Coordination, Meaning, importance and steps in Control Process.

Books for Reference:

- 1.Y.K.Bushan : Fundamentals of Business Organisation and Management
- 2.C.B.Gupta : Business Management
- 3.L.M.Prasad : Principles and Practice of Management
- 4.R.N.Gupta. : Principles of management

C. Abdul Hakeem College (Autonomous), Melvisharam.

Syllabus for B.Com., Corporate Secretaryship effective from the year 2015-2016

Year: I Year Subject Code : U15MKS201 Semester : II

Major - 3 Title: **Financial Accounting - II**

Credits: 4 Max. Marks. 75

UNIT-I : BRANCH ACCOUNTING

Meaning - Objects - Types of Branch - Debtor system - Stock and Debtor system - Wholesale Branch - Independent Branch (Foreign Branch excluded)

UNIT-II :DEPARTMENTAL ACCOUNTING

Meaning - Need - Advantages - Difference between Branch and Department Account - Apportionment of expenses- Inter departmental transfer.

UNIT-III : HIRE PURCHASE AND INSTALMENTS SYSTEMS

Definition - Salient features - Distinction - Accounting Treatment - Calculation of Interest and Cash Price - Default and repossession - Instalment Purchase System - Meaning - Accounting Treatment

UNIT-IV :PARTNERSHIP ACCOUNTS

Definition of Partnership - Partnership Deed - Past Adjustment and Guarantee - Admission of a Partner - Profit Sharing ratio and Sacrificing Ratio Preparation of New Balance Sheet - Retirement of a Partner - Death of a partner.

UNIT-V :DISSOLUTION OF A FIRM

Meaning - Modes of dissolution - insolvency of partner - Garner Vs. Murray's Principle - Insolvency of all Partners - Piecemeal distribution - Proportionate Capital Method - Maximum Loss Method (Simple Problems only)

Books for Reference:

- | | |
|---------------------------|------------------------|
| 1.R.L. Gupta & V.K. Gupta | : Financial Accounting |
| 2.S.C. Shukla | : Advance Accounting |
| 3.S.P. Jain & K.L. Narang | : Financial Accounting |
| 4.T.S. Reddy & A. Murthy. | : Financial Accounting |

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Syllabus for B.Com., Corporate Secretaryship effective from the year 2015-2016

Year: I Year Subject Code : U15MKS202 Semester : II

Major - 4 Title: **Human Resource Management**

Credits: 3 Max. Marks. 75

Objective

The Objective of this course is to sensitize students to the various facets of managing people and to understand the various policies and practices of human resource management.

UNIT-I : INTRODUCTION

Human Resource Management: Meaning - Objectives - Nature and Scope - Importance – Functions - and Problems of HRM - Personnel Management Vs. HRM - Qualities and Qualifications of Human Resource Managers.

UNIT-II : HUMAN RESOURCE PLANNING, RECRUITMENT AND SELECTION

Human Resource Planning: Meaning - Need and Importance - Objective - Problems – Process– Recruitment: Meaning - Factors Influencing Recruitment - Sources of Recruitment - Recruitment policy - Problems in Recruitment – Selection: Meaning - Factors Affecting Selection Decisions - Selection Policy - Steps in Selection.

UNIT-III : TRAINING AND DEVELOPMENT

Training: Need and Importance - Objective - Types - Steps in Training Programme – Methods of Training - Evaluation of Training Programmes – Development: Meaning - Concept and Essentials of Management Development Programmes.

UNIT-IV : TRANSFER, PROMOTION & COMPENSATION

Transfer: Objective - Transfer Policy - Promotion: Purpose - Promotion Policy – Demotion - Compensation: Objective – Principles.

UNIT-V : PERFORMANCE APPRAISAL

Performance Appraisal: Meaning - Need and Importance - Objective - Problems in Performance Appraisal - Factors Influencing Performance Appraisal – Methods of Performance Appraisal.

Books for Reference:

1. David A. Decenzo, Stephen P. Robbins: Human Resource Management, New York, John Wiley & Sons, Inc., 1999.
2. Flippo E.E.: Personnel Management, International Sixth Edition, New Delhi, TATA McGraw Hill, 2000.

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Syllabus for B.Com., Corporate Secretaryship effective from the year 2016-2017

Year:	II Year	Subject Code :	U15MKS301	Semester :	III
Major - 5	Title:	Company Law and Secretarial Practice - I			
Credits:	3	Max. Marks. 75			

Objectives

To enable the students to have a thorough knowledge of the present fundamental principles of the Company Law in India. To prepare the students to take professional examinations viz., CA, ICWA, ACS.

UNIT-I

Introduction - Definition of Company - Characteristic - Advantages - Lifting of the Corporate veil - Kinds of Company - The Companies Act, 1956 (Overview) - The Company Secretaries Act, 1980 (Overview) – Knowledge about the draft of new company law.

UNIT-II

Secretary - Definition - Types of Secretaries - Company Secretary - Legal Position - Qualification – Appointment, Rights, Duties and Liabilities - Dismissal of Company Secretary.

UNIT-III

Formation of Company - Incorporation - Documents to be filed with Registrar - Certificate of Incorporation - Effects of Registration - Promoter - Preliminary Contracts - Duties of Secretary at the Promotion stage.

UNIT-IV

Memorandum of Association - Articles of Association - Contents - Alteration - Secretary's Duties - Prospectus - Contents.

UNIT-V

Share Capital - Meaning - Kinds - Alternation of Capital - Reduction of Capital - Secretarial procedure for reduction of Capital - Guidelines for the issue of fresh capital - Secretary's duties in connection with issue of shares.

Books for Reference:

1. N.D.Kapoor : Elements of Company Law.
2. AvtarSingh : Company Law & Secretarial Practice.
3. Balachandran : Company Law & Secretarial Practice, Sulthan Chand & Sons, New Delhi

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Syllabus for B. Com., Corporate Secretaryship effective from the year 2016-2017

Year:	II Year	Subject Code :	U15MKS302	Semester :	III
Major - 6	Title:	Corporate Accounting - I			
Credits:	3	Max. Marks. 75			

Objectives

To facilitate the student to understand the Corporate Accounting in General. To give a comprehensive understanding of the system of Corporate Accounting. To develop skill, related to problem solving and critical thinking.

UNIT-I

Shares - Definition - Issues of Shares - issue of shares at premium - issue of shares at discount - forfeiture of shares - Re-issue of forfeited shares.

UNIT-II

Redeemable preference shares - Conditions for Redemption - Replacement of capital by fresh issue of shares - Procedure for redemption

UNIT-III

Issue of Debentures - Issue of Debenture at Discount - Interest on Debentures - Provision for Redemption of Debentures - Redemption out of profit, out of capital –Purchase of own debentures Ex-interest and Cum - interest.

UNIT-IV

Acquisition of Business - Profit prior to Incorporation.

UNIT-V

Final statement (New Format) - contents of final statement - Managerial remuneration.

Books for Reference:

1. Corporate Accounting - R.L. Gupta & S. Radhaswamy
2. Corporate Accounting - T.S. Moorthy & Y. Hari Prasad Reddy
3. Advanced Accounting - M.C. Shukla & T.S., Grewal
4. Advanced Accounting - Jain & Narang.

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Syllabus for B.Com., Corporate Secretaryship effective from the year 2016-2017

Year:	II Year	Subject Code :	U15AKS301	Semester :	III
Allied - 3	Title:	Statistics - I (Allied)			
Credits:	4	Max. Marks. 75			

Objectives

After studying this subject the student will be able to understand Meaning of Statistics - Collection of Data and Tabulation, Diagrammatic and Graphic presentation of data, Measures of Central Value or Averages, Measures of Dispersion and Measures of Skewness.

UNIT-I : MEANING OF STATISTICS - DATA COLLECTION AND TABULATION

Meaning, Scope, functions, uses and limitations of statistics - Primary and Secondary data collection - Questionnaire - Classification and Tabulation - Frequency Distribution.

UNIT-II : DIAGRAMMATIC AND GRAPHIC PRESENTATION OF DATA

Importance and limitations of Diagrams and Graphs - Types - Bar diagrams and Pie Diagram - Simple graph, Histogram, Frequency polygon, Frequency curve and Ogive.

UNIT-III : MEASURES OF CENTRAL TENDENCY

Meaning, Merits and Limitations - Arithmetic Mean, Geometric Mean and Harmonic Mean, Median, Quartiles, Mode,

UNIT-IV : MEASURES OF DISPERSION

Meaning, Merits and Limitations - Range, Quartile Deviation, Mean Deviation, Standard Deviation, Coefficient of Variation.

UNIT-V : MEASURES OF SKEWNESS

Meaning, Merits and Limitations - Karlpearson's Coefficient of Skewness - Bowley's Coefficient of Skewness.

Books for Reference:

1. Elements of Statistical Methods - S.P.Gupta
2. Fundamentals of Statistics - B.N.Gupta
3. Business Statistics - R.S.N.Pillai
4. Business Statistics - P.R.Vittal.

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Syllabus for B. Com., Corporate Secretaryship effective from the year 2016-2017

Year:	II Year	Subject Code :	U15SKS301	Semester :	III
Skill Based - 1	Title:	Computer Application in Business (SBS -I)			
Credits:	3			Max. Marks.	60

Objectives

To enable the students to have the basic knowledge about the computers and its application in business and related activities.

UNIT-I

Introduction to computers - Development of computers and computer generation. Types and classification of computers - Components of digital computers.

UNIT-II

Importance of computers - Computer Application in various areas of business - Computers in Personnel Department - Finance Department - Marketing Department - Production Department and other fields - Office Automation.

UNIT-III

Electronic commerce - Consumer oriented E-Commerce - Features, Importance and Type of E-Commerce - Electronic Data Interchange (EDI) and its uses in business - Electronic payment system.

UNIT-IV

Computer communication - Network-application, Benefits, and types of network - common network services: File, File attachment, Network Print, Message and Application Service - Internet tools; World Wide Web – E-Mail, UNG, FTP and Telnet, Internet Connecting procedure.

UNIT-V

Knowledge of Tally – Stages - benefits - Reasons for adoptions - impact and practices in business.

Books for reference:

1. R.Kalakota and A.B.Winston Frontiers of Electronic Commerce Addison Wesley, 1996.
2. Soka: from EDI to electronic commerce, McGraw hill, 1995
3. Alexis leon, Mathew leon, Fundamental of Computer Science and Communication - vikas Publishing House, 1998.
4. John Callahs: Every Student Guide to Internet-McGraw Hill, 1996.

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Syllabus for B. Com., Corporate Secretaryship effective from the year 2016-2017

Year:	II Year	Subject Code :	U15NKS301	Semester :	III
Non Major - 1	Title:	Services Marketing (NME - I)			
Credits:	2			Max. Marks.	40

Objectives

To familiarize the student in the specialized area of Service marketing concepts.

UNIT-I : INTRODUCTION

Service Marketing - Concept of Service - Evolution of Services Marketing - Future of the Service Sector - Services Characteristics.

UNIT-II : ELEMENTS OF SERVICE MARKETING

The mix elements in Service Product - Product Life Cycle - Service Location - Service Channel Development - Pricing for Services - Promoting Services - People and Services - Physical Evidence

UNIT-III : RESEARCH IN SERVICES AND DESIGN

Marketing Research for Services and Products - Research process - Market segmentation - Focusing & Positioning.

UNIT-IV : SERVICE DELIVERY AND SERVICE QUALITY

Effective service delivery systems - Challenges in distributing services - effective problem resolution from customer complaints. Importance of Service Quality - Models of Service quality.

UNIT-V : CUSTOMER RELATIONSHIP AND SERVICE LEADERSHIP

Relationship Marketing - Types of relationship marketing Customer retention - Service guarantees - Internal Customer satisfaction.

Books for Reference:

1. Kenneth E.Clow, David L. Kuirtz, Services Marketing, 2e: Operation, Management, and Strategy, Biztantra Publication, New Delhi, 2003.
2. James A. Fitzsimmons and Mona J. Fitzsimmons, Service Management, 5th Edition, Tata McGraw - Hill Publishing Company Limited, 2005
3. Philip Kotler, Service arketng.

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Syllabus for B. Com., Corporate Secretaryship effective from the year 2016-2017

Year:	II Year	Subject Code :	U15MKS401	Semester :	IV
Major -7	Title:	Company Law and Secretarial Practice - II			
Credits:	3	Max. Marks. 75			

Objectives

To enable the students to have a thorough knowledge of the Company Law in India. To prepare the students to take professional examinations viz., CA, ICWA, ACS.

UNIT-I

Borrowing Powers: Meaning - Ultra Virus Borrowing - Mortgages and Charges - Fixed and Floating Charges - Registration of Charges - Legal Provisions - Effects and Consequences of Non registration of Charge - Debentures - Definition - Kinds - Guidelines for the issue of debentures - Duties of a Secretary - Comparison between a Shareholder and a Debenture Holder.

UNIT-II

Company Management : Introduction - Directors - Qualification - Disqualification - Appointment - Vacation - Removal - Specific powers of Directors - Duties of Directors - Liabilities of Directors.

UNIT-III

Meetings and Procedures : Introduction - Kinds of Meetings - Meetings of Share Holders - Statutory Meeting - Annual General Meetings - Extra Ordinary General Meeting - Class Meetings - Board Meetings - Secretarial Work and duties Relating to Meetings - Motions and Resolutions - Types of Resolutions - Agenda - Minutes - Voting and Poll - Proxy - Quorum - Chairman of Meeting - Duties of Secretary.

UNIT-IV

Dividend: Definition – Types of Dividend - Rules regarding Dividends - Secretarial procedure regarding payment of Dividends - Accounts - Statutory Books - Annual Accounts and Balance Sheet - Secretarial Duties.

UNIT-V

Winding Up: Meaning - Modes of Winding Up - Compulsory Winding up - Voluntary winding up - Winding up subject to supervision of court - Duties of Secretary in respect of winding up - Consequences of Winding up - Liquidators - Duties and powers of Liquidator.

Books for Reference:

1. N.D.Kapoor : Elements of Company Law.
2. Company law: Margham Publication.

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Syllabus for B. Com., Corporate Secretaryship effective from the year 2016-2017

Year:	II Year	Subject Code :	U15MKS402	Semester :	IV
Major - 8	Title:	Corporate Accounting - II			
Credits:	3	Max. Marks. 75			

Objectives

To facilitate the understanding of Corporate Accounting in specific. To give a comprehensive understanding of the system of Corporate Accounting. To develop skill, related to problem solving.

UNIT-I

Goodwill - Definition - Factors affecting valuation of goodwill - Need - Methods of valuing Goodwill - Simple profit method - Super profit method - Valuation of shares - methods - Net assets method - Yield method - Earning capacity method

UNIT-II

Amalgamation - Absorption and External Reconstruction - Purchase consideration - Methods of calculation - Accounting treatment in the books of Vendor Company and purchasing company. [Intercompany holdings and scheme for external reconstruction excluded.] - Alteration of share capital and Internal Reconstructions.

UNIT-III

Liquidation Accounting - Liquidator's final statement of account - Adjustment of the rights of contributories when the paid up amount on shares varies [statement of affairs and deficiency account excluded].

UNIT-IV

Bank Accounts - Legal requirements affecting Final Accounts - Preparation of Profit and Loss Account - Balance sheet.

UNIT-V

Accounts of Holdings Companies - Minority Interest - Cost of control or capital reserve - Distinction between capital profits and Revenue Profits - Elimination of common transactions - Treatment of unrealized Profits - Revaluation of assets and liabilities - Preparation of consolidated balance sheet [Intercompany investment excluded]

Books for Reference:

1. Corporate Accounting - R.L. Gupta & S. Radhaswamy
2. Corporate Accounting - T.S. Moorthy & Y. Hari Prasad Reddy
3. Advanced Accounting - M.C. Shukla & T.S., Grewal
4. Advanced Accounting - Jain & Narang

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Syllabus for B. Com., Corporate Secretaryship effective from the year 2016-2017

Year:	II Year	Subject Code :	U15AKS401	Semester :	IV
Allied -4	Title:	Statistics - II (Allied)			
Credits:	6	Max. Marks. 75			

Objectives

After studying this subject the student will be able to understand Correlation Analysis, Regression Analysis, Time Series Analysis, Index Numbers and Statistical Quality Control.

UNIT-I : CORRELATION ANALYSIS

Meaning, Types, Merits and Limitations of correlation - Methods of studying correlation - Scatter Diagram - Karl Pearson's Coefficient of Correlation - Spearman's Rank correlation.

UNIT-II : REGRESSION ANALYSIS

Meaning, Importance, Limitations - Differences between Correlation and Regression - Regression Equations - Deviation taken from Arithmetic mean and assumed mean.

UNIT-III : TIME SERIES ANALYSIS

Meaning, uses and components of Time series - Methods of measuring Trend, Seasonal Variations and Cyclical fluctuations - Free hand method, Semi-average method, Moving average method and Method of Least squares - Seasonal Indices by Simple Average Method.

UNIT-IV : INDEX NUMBERS

Meaning, uses and problems in the construction of Index Numbers, Unweighted and Weighted Index Numbers - Laspeyere's, Paasche's, Bowley's Fishers and Marshal Edgeworth methods - Time Reversal and Factor Reversal Tests.

UNIT-V : STATISTICAL QUALITY CONTROL

Meaning and Importance of Statistical Quality.

Books for Reference:

1. Elements of Statistical Methods - S.P.Gupta
2. Fundamentals of Statistics - B.N.Gupta
3. Business Statistics - R.S.N.Pillai
4. Business Statistics - P.R.Vittal.

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Syllabus for B. Com., Corporate Secretaryship effective from the year 2016-2017

Year:	II Year	Subject Code :	U15SKS401	Semester :	IV
Skill Based - 2	Title:	Import and Export Practice (SBS - II)			
Credits:	3			Max. Marks.	60

UNIT-I: Trade Policy and Regulation in India

Trade Strategy of India - Foreign trade Policy - Import Substitution - Regulation and Promotion of Foreign trade.

UNIT-II: Globalization of Indian Business

Globalization - Factors favoring Globalization - Obstacles of Globalization - Globalization Strategies - Indian and Emerging Market.

UNIT-III: Export Procedures

Offer and receipt of confirmed orders - Producing the goods - Shipment - Banking Procedure - Export incentives.

UNIT-IV: Trade and payment terms in export & import

Trade terms - FOB, FAS, C and F, FOR - FOT - Payment terms - short term payment terms - Medium and long term Credit - Bill of lading.

UNIT-V: Export Promotion

New Export policy - OGL - Autonomous Bodies - Advisory body - Incentives - Production assistance - Marketing assistance - Special Economic Zones.

Books for Reference:

1. Export procedures and Documentation - M.D. JitendraRajat Publications, New Delhi
2. You Too can Export – D.S.P.SelvamAbaas Publication Services, Chennai.
3. International Business – Francis Cherumilan – Prentice Hall of India, New Delhi.

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Syllabus for B. Com., Corporate Secretaryship effective from the year 2016-2017

Year:	II Year	Subject Code :	U15NKS401	Semester :	IV
Non Major-2	Title:	Project Management (NME - II)			
Credits:	2			Max. Marks.	40

Objective

The basic purpose of this paper is to understand the framework for evaluating capital expenditure proposals, their planning and management in the review of the projects undertaken.

UNIT-I : INTRODUCTION

Definition - Classification of Projects - Project life cycle - Project ideas and Innovation - Documents for Project.

UNIT-II : PROJECT SURVEY

Resource surveys, Need analysis, Market research, Market Planning.

UNIT-III : PROJECT SELECTION

Analysis of infrastructure - Elements of economic geography location - Manpower - Inputs - Transport - Site selection - Industrial policy - Government incentives and regulation - Techno - economic analysis - Choice of technology - choice of process - appropriate Technology.

UNIT-IV : PROJECT FINANCE

Cost estimating - Project financing - Sources of finance - Cost of capital structure - International finance & FEMA.

UNIT-V : PROJECT MONITORING & EVALUATION

Projects Scheduling and Monitoring tools and Techniques - Project management -Information system and Documentation - Project Evaluation.

Books for Reference:

1. Harold Kerzner: Project Management; A System approach to Planning, Scheduling and Controlling, New Delhi, CBS Publishers and Distributors, 2nd ed., 2000.
2. Joy P.K.: Total Project Management: The Indian Context, New Delhi, Macmillan India Ltd., Updated 96
3. Rao PCK: Project Management Control, New Delhi, Sultan Chand & Sons, 1997.
4. Chandra: Project Management – Tata McGraw Hill, Delhi.

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Syllabus for B.Com., Corporate Secretaryship effective from the batch 2015 - 2016

Year: III Year Subject Code : U15MKS501 Semester : V

Major - 9 Title: **Cost Accounting**

Credits: 4 Max. Marks. 75

Objectives

To acquaint the students with accounting techniques and practices for finding out the cost of production. To provide working knowledge of accounting with regard to different methods of costing.

UNIT - I INTRODUCTION

Cost Accounting: Definition, Meaning and Objectives - Advantages and Importance - Concept of Cost, Costing, Cost Control and Cost Audit - Cost Centre and Cost Unit - Elements of Cost and Preparation of Cost Sheet, Tenders - Comparison of Cost Accounting with Financial Accounting with Management Accounting and Techniques of Costing - Elements of Cost - Classification of Cost - Limitations of cost accounting.

UNIT - II MATERIAL CONTROL

Materials : Meaning - Material Control - ABC Technique - Stock Levels - Stores Ledger - EOQ - Purchasing material procedure - Methods of pricing material issues - Perpetual inventory system - Material Losses - Accounting for Wastages, Spoilage and Scrap.

UNIT - III LABOUR COST CONTROL

Labour: Importance of Labour Cost Control - Various methods of Wage payment - Calculation of Wages - Methods of Incentive Schemes - Recording Labour Time - Time Card and Job Card - Treatment of 'Over time' and 'Idle Time' - Labour Turnover (L.T.O)

UNIT - IV OVERHEADS

Overheads: Definition of Overheads - Meaning and Classification of Overhead costs - Allocation and Apportionments - Re-Distribution (Secondary Distribution) - Factory, Administration, Selling and Distribution overheads - Under and Over Absorption of Overheads - Machine hour Rate.

UNIT - V METHODS OF COSTING

Methods of Costing - Process Costing - Service or Operating Costing- Job and Batch Costing (Except Problems).

Books for Reference:

1. M.N.Arora : Cost Accounting
2. B.K.Bhar : Cost Accounting
3. Jain and Narang : Cost Accounting
4. S.N.Maheshwari : Cost and Management Accounting.

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Syllabus for B.Com., Corporate Secretaryship effective from the batch 2015 - 2016

Year: III Year Subject Code : U15MKS502 Semester : V

Major - 10 Title: **Banking Law and Practice**

Credits: 4 Max. Marks. 75

Objectives

To provide good understanding of the role and working of commercial banks and central bank. To acquaint the students with the basic knowledge of law relating to banking operation.

UNIT-I BANKING REGULATIONS

Origin of Banks - Banking Regulation Act, 1949 (Definition of Banking, Provisions, relating to Licensing, Opening of branches, Functions of Banks, Inspection) - Role of Banks and Economic Development - Central Banking and Role of RBI and their functions.

UNIT-II COMMERCIAL BANK

Commercial Banks - Functions - Accepting Deposits - Lending of Funds, E-Banking - ATM cards, Debit Cards, Personal Identification Number - Online enquiry and Update facility - Electronic Fund Transfer - Electronic Clearing System.

UNIT-III DEPOSITS

Opening of an account - Types of Deposit Account - Types of customers (Individuals, Firms, Trusts and Companies) - Importance of Customer relations - Customer grievances and redressal - Ombudsman.

UNIT-IV LENDING AND BORROWING

Principles of Lending - Types of Borrowings - Precautions to be taken by a banker.

UNIT-V NEGOTIABLE INSTRUMENTS

Negotiable Instruments - Definition and features of Promissory Note, Bills of Exchange, Cheque - Draft - Crossing - Endorsement - Material Alteration - Paying Banker - Rights and Duties - Statutory Protection - Dishonour of Cheques - Role of Collecting Banker.

Books for Reference:

1. S.N.Maheshwari: Banking Law Theory and Practice,
2. Parameshwaran.R&: Indian Banking,
3. Dr.G.Gurusamy: Banking Theory Law and Practice.

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Syllabus for B.Com., Corporate Secretaryship effective from the batch 2015 - 2016

Year: III Year Subject Code : U15MKS503 Semester : V

Major - 11 Title: **Income Tax Law and Practice - I**

Credits: 4 Max. Marks. 75

Objectives

To impart knowledge of the basic principles underlying the important provisions of Income Tax Law to make the student to understand the computation of Income Tax.

UNIT-I INTRODUCTION TO INCOME TAX

Income Tax Act, 1961 - Current Finance Act - Definitions - Agricultural Income – Assessee - Assessment Year - Income- Person - Previous Year - Residential Status and Incidence of Tax - Exempted Incomes.

UNIT-II INCOME FROM SALARIES

Income under the head Salaries - Definitions - Features - Allowances - Perquisites - Provident Funds - Profits in Lieu of Salary - Deductions - Computation of Salary Income.

UNIT-III INCOME FROM HOUSE PROPERTY

Income from House property - Annual Value - Determination - Let out houses - Self Occupied Houses - Computation of Income from House property.

UNIT-IV PROFITS AND GAINS OF BUSINESS OR PROFESSION

Profits and Gains of Business or Profession - Definitions - Chargeability - Admissible deductions - Inadmissible Expenses - Computation of Business Income - Computation of Professional Income.

UNIT-V INCOME TAX AUTHORITIES

Income Tax Authorities and their Powers - Permanent Account Number (PAN).

Books for Reference:

1. H.C.Mehrotra : Income Tax Law and Accounts.
2. Bhagavathi Prasad : Income Tax Law and Practice.
3. Jain &Narang : Income Tax Law and Practice.

C. Abdul Hakeem College (Autonomous), Melvisharam.

Syllabus for B.Com., Corporate Secretaryship effective from the batch 2015 - 2016

Year: III Year Subject Code : U15MKS504 Semester : V

Major - 12 Title: **Commercial Law**

Credits: 4 Max. Marks. 75

Objectives

To give an exposure to the students, some of the important laws which is essential for an understanding of the legal implications of the general activities of a modern business organization. To provide to the students basic understanding of some of the business laws, which have a bearing on the conduct of corporate affairs.

UNIT-I INTRODUCTION TO CONTRACT

Meaning of law - Sources of law - Classification of contract - Express and implied - valid, Void and Voidable contracts - Executed and Executory contracts Unilateral and Bilateral contracts.

UNIT-II FORMATION OF CONTRACT

Structure and Formation of Contract - Essential Element of Contract - Consensus ad idem - Offer and Acceptance - Lawful consideration - Capacity of Parties - Free consent - Mistake - Misrepresentation, Fraud, Coercion and Undue Influence - Lawful Object.

UNIT-III INDEMNITY AND GUARANTEE

Contract of Indemnity and Guarantee - Essentials - Differences between contract of Indemnity and Guarantee - Revocation of continuing Guarantee - Surety's Liabilities - Rights of Surety - Discharge of Surety from liability - Bailment - Pledge.

UNIT-IV CONTRACT OF AGENCY

Contract of Agency - Essentials - Creation of Agency - Kinds of Agent - Agent's Authority - Right and Duties of Principle - Personal Liability of Agent - Delegation of Authority - Sub-Agent - Substituted Agent - Termination of Agency - Irrevocable Agency

UNIT-V SALE OF GOODS

Law of Sale of Goods - Conditions and Warranties Discharge of Contract - Remedies for Breach of Contract - Auction Sale

Books for Reference:

1. Mercantile Law : N D Kapoor
2. Element of Commercial Law : N D Kapoor
3. Mercantile Law : M C Shakula

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Syllabus for B.Com., Corporate Secretaryship effective from the batch 2015 - 2016

Year: III Year Subject Code : U15EKS501 Semester : V

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

Credits: 3 Max. Marks. 75

Objectives

After studying this subject the student will be able to understand Concept of Entrepreneurship, Women and Rural Entrepreneurs, Project Appraisal, Forms of Ownership of Entrepreneurs, Development and promotion of Entrepreneurs.

UNIT – I CONCEPT OF ENTREPRENEURSHIP

Meaning - characteristics and classifications of entrepreneur - Functions of Entrepreneur -Qualities of entrepreneur - views of Peter Drucker, Schumpeter and Walker on entrepreneurship - factor influencing entrepreneurship - Role of entrepreneur in the economic development.

UNIT – II WOMEN AND RURAL ENTREPRENEUR

concept of women entrepreneur - definition - problem faced by women entrepreneur - remedies to solve the problems of women entrepreneur - Rural entrepreneur - steps to promote rural entrepreneurs - problem of rural entrepreneurs - small scale entrepreneurs.

UNIT – III PROJECT APPRAISAL AND PROJECT FINANCE

Meaning and classification of project - Project idea - Selection of project - Project identification - Project formulation - Preparation of project report - Feasibility study: Market and Locational feasibility - Sources of Project finance.

UNIT – IV INCENTIVES AND SUBSIDIES

Meaning of incentives and subsidies incentives for development of backward area incentives for small scale industrial unit in backward area taxation benefit to small scale industrial unit subsidies and incentives in Tamilnadu.

UNIT – V DEVELOPMENT AND PROMOTION OF ENTREPRENEURS.

Entrepreneurship Development Programme (EDP) - Assistance by Government and Non-government Agencies - Functions of DIC - SIDCO - IDBI – TIIC - ICICI - NSIC and SISI.

Books for Reference:

1. Entrepreneurial Development - P.Saravanelan
2. Project Management - Vasant Desai
3. Entrepreneurial Development - Jayshree Suresh.
4. Entrepreneurial Development - Kannaka, S. Chand & Sons, New Delhi.

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Syllabus for B.Com., Corporate Secretaryship effective from the batch 2015 - 2016

Year: III Year Subject Code : U15SKS501 Semester : V

Skill Based - 3 Title: **Research Methodology (SBS - III)**

Credits: 3 Max. Marks. 60

Objectives

To give an exposure to the students the need, meaning and importance of research.
To acquaint the students with the methods of data collection, construction of questionnaire, sampling techniques and techniques of report writing.

UNIT-I INTRODUCTION TO RESEARCH

Research: Meaning, Scope, need, importance and Characteristics of Social Research – Kinds of Research – Research Design: Preparation of research design - Qualities of Good research work.

UNIT-II RESEARCH PROBLEM & HYPOTHESIS

Research problem: source of research problem – Hypothesis: Meaning – Definition – Importance – formation – types of hypothesis

UNIT-III DATA COLLECTION

Methods of data collection - Observation techniques - Interview and Interview Schedules - Construction of Questionnaire and survey method.

UNIT-IV SAMPLING TECHNIQUES

Sampling Techniques in Random sampling - Stratified and Purposive sampling - Cluster and Multistage sampling - Scaling - Distinctive scaling - Rating scales – Rankingscales - Interval consistency scales - Scalographic scales.

UNIT-V INTERPRETATION AND REPORT WRITING

Interpretation - Importance - Techniques of Interpretation - Report writing - Steps in Writing report - Characteristics , Types of Contents of Report - Layout - Precautions for writing Research reports.

Books for Reference:

1. C.R.Kothari : Research Methodology.
2. C.C.PattanShetti& : An introduction to Research Methods
3. Dr.M.Thanulingom : Research Methodology in Social Sciences.

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Syllabus for B.Com., Corporate Secretaryship effective from the batch 2015 - 2016

Year: III Year Subject Code : U15MKS601 Semester : VI

Major - 13 Title: **Management Accounting**

Credits: 5 Max. Marks. 75

Objectives

The objectives of the course is to familiarize the students with the basic management accounting concepts and their applications in managerial decision making.

UNIT-I INTRODUCTION TO MANAGEMENT ACCOUNTING

Management Accounting - Introduction - Meaning and Definition - Objectives - Management Accounting and Financial Accounting - Management Accounting and Cost accounting - Utility of Management Accounting - Limitations of Management Accounting.

UNIT-II MARGINAL COSTING

Marginal Costing - Introduction - Definition - Salient features - Advantages - Limitations - Definition of Marginal Cost - Cost volume profit analysis - Break - Even Point - Margin of Safety - Break even charts.

UNIT-III FUNDS FLOW ANALYSIS

Funds Flow Analysis – Working Capital – Sources and application of funds - Construction of Funds flow statement - Funds from Operation. Cash Flow Analysis - Distinction between funds flow and cash flow - construction of cash flow statement - cash from operation.

UNIT-IV RATIO ANALYSIS

Ratio Analysis - Nature and Interpretation - Utility and Limitations of ratios - Classification of ratios - Financial ratios - Profitability ratios - turnover ratios or activity ratios - proprietary ratios.

UNIT-V BUDGETING AND BUDGETARY CONTROL

Budgets, Budgeting and Budgetary control: Concept of budget and budgetary control - Nature and Objectives of budgetary control - Advantages and Limitations - Classification of Budgets - Preparation of Different Budgets (Production, Sales, Cash and Flexible budgets only).

Books for Reference:

1. Dr.S.N.Maheshwari : Principles of Management Accounting
2. R.S.N Pillai and Bagavathi : Management Accounting
3. Manmohan&Goyal : Management Accounting.

C. Abdul Hakeem College (Autonomous), Melvisharam.

Syllabus for B.Com., Corporate Secretaryship effective from the batch 2015 - 2016

Year: III Year Subject Code : U15MKS602 Semester : VI

Major - 14 Title: **Auditing**

Credits: 5 Max. Marks. 75

Objectives

To understand meaning, objects and importance of Auditing. To provide expert knowledge in vouching, valuation and verification of Assets and Appointment, Qualification, Powers and Liabilities of an Auditor under the Companies Act.

UNIT-I INTRODUCTION TO AUDITING

Auditing - Meaning - Definition - Objects - Types of Audit - Audit Programme - Meaning - Objects - Advantages - Disadvantages.

UNIT-II VOUCHING

Vouching - Cash Transactions - Credit Sales - Credit Purchases - Payment of Wages - Objects of Internal Check - Differences between Internal Control and Internal Audit.

UNIT-III VALUATION OF ASSETS AND LIABILITIES

Verification and Valuation of Assets and Liabilities - Verification of Inventor's and Investments.

UNIT-IV APPOINTMENT AND REMOVAL OF AUDITORS

Appointment - Qualifications - Removal – Powers, Duties and Liabilities of an Auditor under the Companies Act 1956.

UNIT-V SPECIALIZED AUDIT SYSTEM

Specialized Audits - Points to be considered while Auditing Educational Institutions, Electronic Data Processing Audit (EDP) - Hotels, Banking and Insurance Companies.

Books for Reference:

1. B.N.Tandon : Practical Auditing, S.Chand & Sons, New Delhi.
2. Dr.Premavathy : Practical Auditing, 2nd Edition.

C. Abdul Hakeem College (Autonomous), Melvisharam.

Syllabus for B.Com., Corporate Secretaryship effective from the batch 2015 - 2016

Year: III Year Subject Code : U15MKS603 Semester : VI

Major - 15 Title: **Income Tax Law and Practice - II**

Credits: 5 Max. Marks. 75

Objectives

To impart knowledge of the basic principles underlying the important provisions of Income Tax Law to make the student to understand the computation of Income Tax.

UNIT-I CAPITAL GAINS

Capital Gains - Definition of Capital Assets - Kinds of Capital Assets - Exempted Capital Gains - Computations of Capital Gains.

UNIT-II INCOME FROM OTHER SOURCES

Income from other Sources - Income Chargeable to Tax - Deductions - Bond Washing Transactions - Computation of Income from other Sources.

UNIT-III AGGREGATION OF INCOME

Aggregation of Income - Deemed Incomes - Set off and Carry forward of Losses - Deductions from Gross Total Income.

UNIT-IV COMPUTATION OF TOTAL INCOME

Assessment of Individuals - Computation of Total Income and Tax Liability.

UNIT-V PROCEDURE FOR ASSESSMENT

Procedure for Assessment - Types of Assessment - Filing of Returns - Advance Payment of Tax - Deduction of Tax at Source.

Books for Reference:

1. H.C.Mehrotra : Income Tax Law and Accounts.
2. Bhagavathi Prasad : Income Tax Law and Practice.
3. Gaur and Narang : Income Tax Law & Practice – Kalyani Publishers
4. T.S. Reddy : Income Tax Law & Practice – Margham Publications, Chennai.

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Syllabus for B.Com., Corporate Secretaryship effective from the batch 2015 - 2016

Year: III Year Subject Code : U15SKS601 Semester : VI

Skill Based - 4 Title: **Business Communication (SBS -IV)**

Credits: 3 Max. Marks. 60

Objectives

To enable the students to know importance of communication in commerce and trade and to draft business letters.

UNIT-I INTRODUCTION TO BUSINESS COMMUNICATION

Business Communication – Meaning – Definition - Features of Business Communication – Importance of effective Communication in Business – Classification of Communication – Characteristics (7cs) and Guidelines of Effective Business Communication.

UNIT-II ANALYSIS OF BUSINESS LETTERS

Analysis of Business Letters – Basic Principles in Drafting – Appearance, Structure and Layout – Letter Styles.

UNIT-III TYPES OF BUSINESS LETTERS

Various types of Business Letters – Letters of Enquiry – Offers, Quotations, Orders, Complaints and Settlement, Circular Letters, Status Enquiry – Collection Letters.

UNIT-IV APPLICATION FOR A SITUATION

Letters of Application – Essential Qualities – Letters of Application with CV, Resumes – Application with reference to an Advertisement – Solicited and Unsolicited Letters – Reference Letters.

UNIT-V BUSINESS REPORTS

Business Report – Importance – Characteristics – Types – Reports by Individuals and Committees.

Reference Books:

1. Rajendra Pal & J S Korlahali, Essentials of Business Communication.
2. Ramesh and Pattanchetti, Business Communication, R Chand & Co.
3. Dr.K.Sundar, Business Communication, Vijay Nicole Publications, Chennai.
4. Dr.N.Premavathy, Business Communication, Sri Vishnu Publications, Chennai.
5. Dr.N.Premavathy, Business Communication (in Tamil), Sri Vishnu Publications, Chennai.

C. Abdul Hakeem College (Autonomous), Melvisharam.

Syllabus for B.Com., Corporate Secretaryship effective from the batch 2015 - 2016

Year: III Year Subject Code : U15EKS602 Semester : VI

Elective - 3 Title: **Marketing Management (Elective - III)**

Credits: 3 Max. Marks. 75

Objectives

To make the students to understand Marketing Concepts and Sales Forecasting, Marketing-mix and Channels of Distribution, Pricing and Advertising Concepts, Consumerism and Buyer behaviour, Indian Marketing environment.

UNIT-I: MARKETING CONCEPTS AND SALES FORECASTING

Evolution of marketing - The five distinct concepts of Marketing- Sales Forecasting - Importance and methods of Sales Forecasting.

UNIT-II: MARKETING MIX AND CHANNELS OF DISTRIBUTION

Four Ps of marketing mix - Integration of marketing mix and environmental variables - Distribution channels - Meaning, importance - Types of Distribution Intermediaries.

UNIT-III: PRICING AND ADVERTISING

Meaning - Importance - Factors influencing pricing - Pricing methods. Importance of Advertising - Advertising Copy - Various modes of advertising.

UNIT-IV: CONSUMERISM AND BUYER BEHAVIOUR

Meaning and significance of consumerism - Buyer behaviour models - Factors influencing buyer behaviour.

UNIT-V: THE INDIAN MARKETING ENVIRONMENT

Consumer goods scene - Rural marketing scenario - New Economic and Trade Policies - Dominance of Multinationals - Marketing challenges of liberalized economy.

Books for Reference:

1. Philip Kotler : Marketing Management.
2. Neelamegam.S : Marketing Management and Indian Economy
3. Rajan Nair : Marketing
4. William J. Stanton. : Fundamentals of Marketing.