

**CMS COLLEGE OF SCIENCE & COMMERCE  
(AUTONOMOUS)**

**An ISO 9001:2000 certified institution and accredited at the A level by NAAC  
Chinnavedampatti, Coimbatore - 641 049**

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**PG DEPARTMENT OF COMMERCE (MIB & M.COM (FC))**

**M.Com with Finance & Control**

**SYLLABUS  
SCHEME OF EXAMINATION (CBCS)  
(2012)**

**PG DEPARTMENT OF COMMERCE (MIB & M.COM (FC))**  
**M.COM WITH FINANCE & CONTROL**  
**REGULATIONS**

**INTRODUCTION:**

The M.Com (Finance & Control), a two year Post Graduate programme was introduced in the year 1997. It provides teaching & research in the areas of accounting, control & Corporate Finance. It includes the core area of domestic and International Financial Markets (Securities, commodities & currencies), corporate finance, wealth management and risk management for specialization. It maintains a good industry institution interaction. It highlights its future role as a catalyst for new idea, concepts & skills for the financial sector. The curriculum represents the course response to the evolving and dynamic financial system.

**OBJECTIVES:**

- To enrich the students with the practical aspects of their core area of specialization by making regular visits to institution and inviting industry experts to share their views on current issues.
- To enhance their reasoning & analytical skills with an institutional training & project in any of the core area of choice.
- To conduct various seminars, guest lectures, work shops & commerce forum to regularly appraise them with current happenings in their area of study.
- To improve their soft skill with regular work shops to enable them to raise to industry standards.
- To enable them to pursue careers in their desired area of work through regular placement efforts.

**ELIGIBILITY: PG COURSE**

- a) Minimum pass mark in each paper (EOS+CIA) – 50%
- b) Minimum Pass mark in End Semester Examination – 50% (i.e. 38 out of 75)

**DURATION OF PG COURSE:**

The course shall extend over a period of two years comprising of four semesters, with two semesters per year. There shall not be less than ninety instructional days during each semester. Examination shall be conducted at the end of each semester for the respective subject.

Practical examination will be conducted with one internal examiner and one external examiner. The question paper for practical examinations shall jointly be set by both internal and external examiner.

The practical training shall be for a period of 6 weeks during the summer vacation at the end of second semester. The practical training should be confined to the areas outlined in the course content.

The project work has to be carried in the Third Semester itself and the students can submit the project at the end of the Fourth semester. The project work shall carry 200 marks out of it 160 marks shall be evaluated by an external examiner and remaining 40 marks can be evaluated by the guide.

**CMS COLLEGE OF SCIENCE & COMMERCE, COIMBATORE – 641049****(Autonomous)****M.Com Finance & Control****SCHEME OF EXAMINATION - CBCS PATTERN****(For the students admitted during the academic year 2012 – 2013)**

*Annexure No.12-13 PMF*  
*BOS Date 05.07.2012*

Sem	Sub code	Subject	Ins. hrs/ week	Examinations				Credit
				Dur. in hrs	C I A	ES E	Total marks	
I		Principles of Management and Organizational Behaviour	7	3	25	75	100	4
		Economics for decision-making	6	3	25	75	100	4
		Financial Accounting	7	3	25	75	100	4
		Applied Cost Accounting	7	3	25	75	100	4
		Elective I – Financial Markets	3	3	25	75	100	4
II		Corporate Accounting	6	3	25	75	100	4
		Business Research Methodology	6	3	25	75	100	4
		Corporate Governance	5	3	25	75	100	4
		Banking and Insurance	5	3	25	75	100	4
		Computer Application Practical – I (MS-Office & Internet)	5	3	40	60	100	4
		Elective II – Financial Services	3	3	25	75	100	4

Sem	Sub code	Subject	Ins. hrs/week	Examinations				
				Dur. in hrs	CI A	ES E	Total marks	Credit
III		Direct Tax	7	3	25	75	100	4
		Financial Management	7	3	25	75	100	4
		Security Analysis and Portfolio Management	7	3	25	75	100	4
		Computer Application Practical-II (Tally)	6	3	40	60	100	4
		Institutional Training (Report 40 Marks and Viva 10 Marks)	-	-	50	-	50	2
		Elective III – Indian Stock Market	3	3	25	75	100	4
IV		International Financial Management	6	3	25	75	100	4
		Management Accounting	6	3	25	75	100	4
		Indirect Taxes	6	3	25	75	100	4
		Project work & Viva Voce (160+40)	9	3	40	160	200	8
		Elective IV - Derivatives	3	3	25	75	100	4
		Total	120				2250	90

**Colleges can choose any one of the following Group papers as electives:**

**Group A - Capital Markets**

1. Financial Market
2. Financial Services
3. Indian Stock Market
4. Derivatives

**Group B - Services Marketing**

1. Principles & Practices of Marketing
2. Marketing of Financial Services
3. Marketing of Health Services
4. Travel and Hospitality Services

**Group C - Insurance Management**

1. Principles of Life and Health Insurance
2. Principles of General Insurance
3. Insurance Law
4. Actuarial Concepts and Principles

**Group D - International Trade**

1. Principles of International Trade Of services.
2. Export and Import Procedure
3. Institutions Facilitating International Trade
4. India's International Trade

**NOTE:**

1. In the core subjects, Number of papers both theory and practical are include wherever applicable. Includes 25 / 40% continuous internal assessment marks for theory and practical papers respectively.
2. In the III semester, Industrial / Institutional Training are made compulsory. The student should take it up during the II semester holidays and submit a report in the III semester.

***INSTITUTION TO BE VISITED:***

1. Banks, Insurance Companies, stock broking firms, MNC, Corporate Office, Service Organisation, Auditor Office and other international Financial Institutions.
2. The Duration of Training: Minimum 30 days.
3. Marks for the industrial/ institutional training out of 50 should be sent to the Controller of Examination section along with the III semester Internal Marks.

During the IV semester, Project Work and Viva-Voce examination will be compulsory and 200 marks with 8 Credits will be awarded. The break-up of marks will be 160 marks (80%) and 40 marks (20%) for Project work and Viva – Voce.

External Examiners will be appointed by the Controller of Examination for conducting the Viva-Voce Exam along with the concerned internal examiner.

## SEMESTER I

### **SUBJECT TITLE: PRINCIPLES OF MANAGEMENT & ORGANISATIONAL BEHAVIOUR**

#### **SUBJECT CODE:**

**SUBJECT DESCRIPTION :** It focuses on the organization culture, groups and appropriate management theories to suit them.

**GOALS:** To enable the student to familiarize with the different Work groups present in an organization and the management theories in practice.

**OBJECTIVES:** To acquaint the students with the different groups in an organization and appropriate management strategies.

#### **UNIT I**

**Management** – Nature, importance – Science or art – Taylor’s scientific management – Fayols Administrative management - management process, functions and roles – functions at various levels of management – functional areas of management.

#### **UNIT II**

**Introduction to organisational behaviour** - Foundation of individual behaviour – personality – perception – learning - values and attitudes.

#### **UNIT III**

**Motivation:** Early theories - contemporary theories - motivation at work-designing, motivating jobs - **Group Dynamics:** Group behaviour - communication and group decision making - inter group relations.

#### **UNIT IV**

**Leadership: Trait**, behavioural, and contingency theories; power and politics; Trait, behavioural analysis (T.A); Work stress

#### **UNIT V**

**Organisational structure and design:** Organisational change and development; organisational culture and climate.

**Organisational conflict:** causes, types of conflict, management conflict.

**NOTE:** Question Paper shall cover 100% theory.

#### **TEXT BOOK:**

1. Organizational Behaviour, L.M. Prasad, Sultan Chand & Sons, 2007

2. Principles of management - L.M. Prasad, Sultan Chand & Sons, 2007

**BOOKS FOR REFERENCE:**

1. Organisational Behaviour, Hellinegal Slocum, Woodman, IX edn., Thomson learning.
2. Organisational Behaviour, Harris & Hartman, Jaico Publishing House, 2003
3. Organisational Behaviour and Human Behaviour at Work, John Newstrom & Keith Davis, Tata Mc Hill, 2003, 11th Edition
4. Organisational Behaviour, K. Ashwathappa, Himalaya Publishers 2005, 10th Edition.
5. Essentials of Management, Koontz O' Donnel



## **SEMESTER I**

### **SUBJECT TITLE: ECONOMICS FOR DECISION MAKING**

#### **SUBJECT CODE:**

**SUBJECT DESCRIPTION :** To enable the students to understand various influencing economic factors and suitable strategies to be adopted in attaining business goals.

**GOALS:** To make the students understand the micro and macro economic forces affecting a firm's objective, demand determinants and pricing theories.

**OBJECTIVES:** On successful completion of this course, the student should be well versed in the micro and macro economic forces affecting a firm's objective, demand determinants and pricing theories.

#### **UNIT I**

Nature and Scope of Managerial Economics –ME in relation with other disciplines-Role and Responsibilities of Managerial Economist- Goals of Corporate Enterprises

#### **UNIT II**

Demand Analysis - Demand Determinants - Demand distinctions- Elasticity of Demand - Factors influencing elasticity of demand - Types - Methods – Applications – Demand Forecasting – purpose and its methods - Supply – Law of supply – Factors affecting supply.

#### **UNIT III**

Cost and production analysis – Cost concepts – cost and output relationship – cost control – short run and long run – cost curves – production functions – Break – even analysis – Economies of Scale.

#### **UNIT IV**

Pricing and output decisions in different market situations – Perfect, Imperfect, Monopoly and Oligopoly competition – Pricing Objectives and Policies.

#### **UNIT V**

Business cycles – National Income - Monetary & Fiscal Policy - Public Finance and its Sources.

**NOTE:** Question Paper shall cover 100% theory.

#### **TEXT BOOK:**

1. Managerial Economics, P.L. Metha, Sultan Chand & Sons, 1997.

#### **BOOKS FOR REFERENCE:**

1. Managerial Economics, Varshney & Maheswari, Sultan Chand & Sons

2. Managerial Economics, Shankaran . S, Margham Publications
3. Managerial Economics, R.K. Lekhi, Kalyani Publisher, 2006.
4. Managerial Economics – theory and applications, D.M.Mithani, Himalaya Publishing House 2003.

## **SEMESTER I**

### **SUBJECT TITLE: FINANCIAL ACCOUNTING**

#### **SUBJECT CODE:**

**SUBJECT DESCRIPTION :** It includes the basic accounting principles.

**GOALS:** To enable the students on completion on this course to have a sound knowledge of the basic accounting principles and practice.

**OBJECTIVES:** On successful completion of this course, the students should have understood the basic accounting concepts, Double entry book keeping system and Preparation of final accounts

#### **UNIT I**

Introduction to Financial Accounting - Users of Accounting information - Financial and management accounting - Generally Accepted Accounting Principles (GAAP) and the accounting environment - Double entry system: - Journal - Ledger - Trial balance.

#### **UNIT II**

Rectification of Errors – Subsidiary books – Financial Statements – Meaning – Nature and Limitations – Preparation of Profit and Loss account and Balance Sheet

#### **UNIT III**

Depreciation – Straight Line method – Written down Value method – Sinking Fund method and Annuity method – Depletion and Amortisation – Reserves and Provisions

#### **UNIT IV**

Accounting for non-trading concerns - Hospitals, educational Institutions etc - Bank reconciliation statement and its uses for financial control decisions.

#### **UNIT V**

Accounting standards - Indian accounting board - Responsibility accounting - Human resource accounting – Accounting and Reporting – IFRS (International Financial Reporting System – Theory only)

**Note:** Question paper shall cover 40% Theory and 60% Problems.

#### **TEXT BOOK:**

1. Advanced Accounting, Jain & Narang, Kalyani Publishers, 2008,

#### **BOOKS FOR REFERENCE**

1. Advanced Accountancy, R.L.Gupta and Radhasamy – Sultan Chand 2009

2. Advanced Accountancy, Reddy and Murthy, Margham Publication 2009
3. Advanced Accounts, M.C.Shukla, T.S.Grewal, S.C.Gupta, S.Chand Publication 2008,

## SEMESTER I

### **SUBJECT TITLE: APPLIED COST ACCOUNTING**

**SUBJECT CODE :**

**SUBJECT DESCRIPTION :** This subject aims to enlighten the students on the various methods of costing adopted in practice.

**GOALS:** To make one conversant with the ever enlarging frontiers of Cost Accounting.

**OBJECTIVE:** To enable the students to understand the elements of costing and the different methods of costing in practice

### **UNIT I**

Introduction to cost accounting - Meaning and definition - Difference between financial and cost accounting - Nature and significance of cost accounting - Methods of costing - Elements of costing - Cost concepts fixed cost and variable costs - Preparation of cost sheet.

### **UNIT II**

**MATERIAL:** Classification and Coding of materials fixation of maximum, minimum and reorder levels - Economic Order Quantity - Purchase procedure – Storage of materials - issues and pricing of material - Inventory control physical verification - Periodical and perpetual Inventory.

### **UNIT III**

**LABOUR:** Classification of labour - Time keeping - Preparation of pay roll - Wage payment and incentive system - idle time, overtime. Contract costing - Batch costing - Operating/Service costing - cost control report.

### **UNIT IV**

**OVER HEAD:** Meaning and classification of overheads - Classification according to function - Variability and elements - Steps in overhead accounting - Absorption of overhead cost, difference between cost allocation, apportionment and reapportionment -Predetermined overhead recovery rates.

### **UNIT V**

Features of Process Costing - Comparison between joint costing and process costing - Process losses - Inter process profit - Joint products and By-products. Reconciliation of cost and financial accounts

**Note:** Question paper shall cover 40% Theory and 60% Problems.

**TEXT BOOK:**

1. Advanced Cost Accounting. S.P. Jain & Narang, Kalyani publishers, 2008,

**BOOKS FOR REFERENCE:**

1. Cost and Management Accounting, S.N. Maheshwari , Sultan Chand publishers,2007
2. Cost Accounting Theory, Problems and Solutions, Dr R.Ramachandran & Dr.Srinivasan , Sri Ram Publications , 2010.
3. Principles and Practices of Cost Accounting – N.K.Prasad, Syndicate Pvt. Ltd. Calcutta

## **SEMESTER I**

### **SUBJECT: ELECTIVE I – FINANCIAL MARKETS**

#### **SUBJECT CODE:**

**SUBJECT DESCRIPTION:** This subject includes the role and importance of the financial markets in Corporate Financing.

**GOALS:** To enable the students to know the functioning of Indian Financial Markets and Institutions.

**OBJECTIVE:** To create awareness about the functioning of Indian Financial Markets and Institutions

#### **UNIT I**

##### **Markets and Financial Instruments**

Financial Markets: - Types- Equity – debt – derivatives- commodities- Financial Instruments, types of investment avenues: Fixed Deposit, Bank Deposits, Provident Fund, Life Insurance, Post Office Savings, Small Savings, Gold Mutual Funds, Equity Shares, and Debentures/Bonds.

#### **UNIT II**

##### **Primary Market**

Types of Issue of Securities in Indian Capital market -Initial Public Offer (IPO), Book Building through Online IPO - Eligibility to issue securities - Pricing of issues - fixed versus Book Building issues - Allotment of shares - Basis of Allotment - Private Placement.

#### **UNIT III**

##### **Secondary Market:**

Role and functions of Securities and Exchange Board of India(SEBI), Depositories, Stock Price Indices, Brokers, Sub-Brokers, Foreign Institutional Investors(FIIs), Portfolio Managers, custodians, Share Transfer Agents, Know your Client, Member Constituent Agreement, Merchant bankers, Bankers to an Issue, Debenture Trustees, Underwriters, Credit Rating Agencies, Listing, Membership, Screen-based trading, Client-code, Contract Note, Price-time priority, Price bonds, Clearing and settlement, Rolling Settlement, Settlement Guarantee Fund(SGF), Margins, Investor Protection Fund(IPF), Do's and Don'ts for investors.

#### **UNIT IV**

##### **Financial Statement Analysis**

Balance Sheet, Profit and Loss Account, Stock Market Related Ratios, Simple Analysis before investing in the shares: sources of information, understanding Annual Report, Director's Report etc.,

#### **UNIT V**

Globalization of financial markets – GDR – ADR - FCCB & ECB.

#### **TEXT BOOK:**

**1. Basics of financial markets - NCFM Module, NSE**

#### **REFERENCES:**

1. Management of India Financial Institution, R.M.Srivastava, Himalaya Publishing House, Bombay,
2. Indian Financial System, Khan.M.Y, Vikas Publishing House, New Delhi,
3. Financial Services and Markets, Dr.S.Gurusamy, Vijay Nicole Imprints (P) Ltd,
4. Financial Services, Dr.D.Joseph Anbarasu & Others, Sultan Chand & Sons.



## **SEMESTER II**

### **SUBJECT TITLE: CORPORATE ACCOUNTING**

#### **SUBJECT CODE:**

**SUBJECT DESCRIPTION:** This subject aims to enlighten the students on the accounting procedures followed by the Companies.

**GOALS:** To impart knowledge on the Corporate Accounting Procedures in conformity with the provisions of the Companies Act

**OBJECTIVE:** To enlighten the students on the accounting procedures followed by the Companies.

#### **UNIT I**

Issue of Shares – Forfeiture of Shares – Reissue of shares – Redemption of Preference Shares

#### **UNIT II**

Preparation of Final Accounts as per Companies Act – Schedule VI – Part I and Part II- Valuation of Shares and Goodwill - Profit prior to incorporation

#### **UNIT III**

Amalgamation - Absorption (Excluding inter Company holdings)-Internal and external reconstruction (excluding scheme of reconstruction).

#### **UNIT IV**

Holding Company Accounts excluding inter company holdings - Liquidation of Companies.

#### **UNIT V**

Accounts of Banking Companies and Insurance Companies

**NOTE:** Question Paper shall cover 20% Theory and 80% Problems.

#### **TEXT BOOK:**

1. Advanced Accountancy, Reddy & Murthy, Margham Publication, 2001

#### **BOOKS FOR REFERENCE:**

1. Advanced Accountancy, Jain & Narang, Kalyani Publishers, New Delhi, 2001,
2. Corporate Accounting, R.L. Gupta & Radhasamy, Sultan Chand & Sons, New Delhi, 2001
3. Advanced Accounting, M.C. Shukla & T.S.Grewal : S.Chand Publication

## SEMESTER II

### **SUBJECT TITLE: BUSINESS RESEARCH METHODOLOGY**

#### **SUBJECT CODE:**

**SUBJECT DESCRIPTION:** It includes the different steps in a research process.

**GOALS:** To enable the students to acquire knowledge of Research.

**OBJECTIVES:** On successful completion of this course, the students should have understood Research methods and sampling techniques, Analysis and interpretation of data, Application of research

#### **UNIT I**

Business Research - Meaning - Scope and Significance - Utility of Business research - Qualities of good researcher - Types of research - Research process - Identification, Selection and formulation of research problems - Hypothesis - Research design.

#### **UNIT II**

Sampling - Methods and techniques - Sample size - Sampling error - Fieldwork and data collection. Tools of data collection - Interview schedule - Questionnaire - Observation, interview and mailed questionnaire - pilot study and final collection of data.

#### **UNIT III**

Measurement and scaling techniques - Processing and analysis of data - Editing and coding - Transcription and Tabulation - Statistical tools used in research - Interpretations and report writing - Types and contents and style of reports - Steps in drafting reports.

#### **UNIT IV**

Measures of Central tendency: mean, median and mode - Standard deviation - Correlation - simple, partial and multiple correlation – Rank correlation - Regression models

#### **UNIT V**

Test of significance - 't' Test - large sample and 'f' Test, analysis of variance (ANOVA)- Chi-square test.

**Note:** Question paper shall cover 60% Theory and 40% Problems.

#### **TEXT BOOK:**

1.-----

#### **BOOKS FOR REFERENCE:**

1. Research Methodology, P.Saravanavel, Kitab Mahel Publication, 2009.

2. Statistical methods, S P Gupta & C.P.Gupta, Sultan Chand & Sons, 2005.
3. C.R. Kothari, Research methodology and Techniques, Vishwa prakashan 1999
4. Business Research Methods and Techniques, P.C.Mittal & Sushil Mehra, Vayu Education of India, 2008
4. Research Methodology, Ranjith Kumar, Pearson Education , 2011

## **SEMESTER II**

### **SUBJECT TITLE: CORPORATE GOVERNANCE**

#### **SUBJECT CODE:**

**SUBJECT DESCRIPTION:** This course aims to throw the light on the concepts of corporate governance

**GOALS:** To enable the students to know the Business ethics and corporate financial disclosure

**OBJECTIVE:** On successful completion of the course the students will be well versed in the concept of corporate governance

#### **UNIT I**

##### **Concepts of Corporate Governance**

Corporate Governance – Meaning & definition – Need for Corporate Governance – Principles – Structure and Process – Code of Corporate Governance – Factors influencing quality of Corporate Governance – Improving the efficiency of Corporate Governance.

#### **UNIT II**

##### **Corporate Financial Disclosure & Business ethics :**

Corporate disclosure – Disclosure norms & Investor's interest – Corporate financial disclosure – Transparency in financial disclosure – Financial and non - financial disclosure – CII Code of desirable disclosure – Business ethics & corporate sector – Corporate culture & Ethical climate.

#### **UNIT III**

##### **Board Characteristics and shareholder activism:**

Board of Directors – Role & Responsibility of a good board – Status of Chairman – Code of conduct for Directors – Committees of the board – Management Committees – Audit committee – Risk Management committee – Committee for monitoring fraud – shareholders committee – Customer service committee – shareholders activism – shareholder meeting – share transfer system – listing of shares – Dematerialization of shares.

#### **UNIT IV**

##### **Banking Companies & Corporate Governance:**

Corporate Governance & Banks – Chairman, CEO, Responsibility of the board, Accountability to shareholders – Election – Audit Committee – Remuneration Committee – Internal Control – Disclosure & Transparency.

## **UNIT V**

### **Information Technology Companies & Corporate Governance**

Corporate Governance & Information Technology Companies – Corporate Governance ratings – Company’s policy on Corporate Governance – Board Committee – Management Review & Responsibilities – Meeting of the shareholders – Disclosures – Compliance with Corporate Governance codes.

#### **TEXT BOOK:**

1. Corporate Governance, Arya, Tandon & Vashist, 2006, Deep & Deep Publication Pvt. Ltd. New Delhi.
2. Corporate Governance, Kesho Prasad, 2006, Prentice – Hall of India Pvt. Ltd. New Delhi.

#### **BOOKS FOR REFERENCE:**

1. Creating Excellence in the Board Room, Thomas, Cohn, J. Couson, 2005, Tata Mc Graw Hill, New Delhi.
2. International Corporate Governance, Trocko, Rober, I 2005, Prentice Hall, Singapore.

## **SEMESTER II**

### **SUBJECT TITLE: BANKING AND INSURANCE**

#### **SUBJECT CODE:**

**SUBJECT DESCRIPTION:** This subject aims to throw the light on the Principles of Banking and Insurance

**GOALS:** It provides the understanding of principles and practices of Banking and Insurance

**OBJECTIVE:** To Impart basic knowledge of Banking and Insurance Systems and functions

#### **UNIT I**

Evolution of Banking - Structure and Characteristics of Banking - Retail, Corporate, Rural and International - Regulatory provisions/enactments governing Banks - RBI - Functions - Development Banks - Bank assurance

#### **UNIT II**

Role and Functions of Commercial Banks in India – Public, Private Sector, Foreign Banks and Cooperative Banks - New Dimensions and Products - Credit, Debit and Smart Cards, and e-Banking

#### **UNIT III**

Functions of Banks - Relationship between Banker and Customer - obligations and rights KYC Norms - Deposit Products, and other ancillary services - Types of Loan Products and its features – Recent trends in Banking sector

#### **UNIT IV**

Introduction to Insurance - Meaning and nature - Purpose and need - Principles of Insurance - Types of Insurance - Present State of Insurance Industry in India.

#### **UNIT V**

Life Insurance - Meaning and Importance - Types of Plans - Non-Life Insurance - Meaning and Importance – Types – Fire – Marine – Motor – Health - Miscellaneous

#### **TEXT BOOKS:**

1. Sundaram & Varshney, “*Banking, Theory Law and Practice*” Sultan chand & sons; 2004
2. Gupta P.K, “*Insurance and Risk Management*”, Himalya Publishing House; 2004

#### **REFERENCE BOOKS:**

1. Chaturvedi D.D., Anand Mittal, “*Business Economics-II*”, Brijwasi Book Distributors;2005

2. Gordon.E, Natarajan.K., “*Banking, Theory, Law & Practice*”, Himalaya Publishing House, 2003.
  3. Varshney & Malhotra, “*Principles of Banking*”, Sultan Chand & Sons, 2005.
  4. *Principles of Insurance*- Insurance Institute of India; 2003
  5. Nichaus, Harrington, “*Risk Management and Insurance*”, McGraw Hill, 2003
  6. Mishra M.N., “*Principles and Practices of Insurance*”, S. Chand and Co; 2004
  6. Panda G.S., “*Principles and Practices of Insurance*” Kalyani Publications, 2004
- Course Material of Insurance Institute of India, Mumbai

## SEMESTER II

**SUBJECT TITLE: COMPUTER APPLICATIONS PRACTICAL I (MS Office & Internet)**

**SUBJECT CODE:**

**SUBJECT DESCRIPTION:** It includes exercises using MS Office and internet applications

**GOALS:** To familiarise the student with the basic office applications software and internet

**OBJECTIVES:** To impart the required skills to use office automation and internet facilities

**General instructions:**

The students should submit their records by using the format given below.

\* Objective

\* Requirements

\* Functions to be performed

\* Output

The students should simultaneously maintain a file to keep a record of the various documents used by them for the various practical exercises done by them.

\* Distribution of internal assessment (40%)

\* 5 marks for attendance;

\* 15 Marks for model exams;

\* 5 marks for file and

\* 5 marks for practical record.

\* 10 marks for experiments

**Note:** (1) Student should be asked to maintain a file for the original information collected by them (photocopy) to perform the lab exercises apart from the practical record book.



**Computer Application practical - I**  
**II Semester Practical List (MS - Office & Internet)**

**I. Ms Word**

1. Analyse the union budget and perform the following:
  - a) Right alignment, bold the important words
  - b) Center align the second paragraph and perform italics for the important word.
  - c) Change the third paragraph in to two-column paragraph
  - d) Insert page numbers at the bottom, insert data, time and heading in the header section, Page break.
2. Identify a financial organization and prepare an organizational chart of that concern.
3. Prepare a chart showing the different elements of Indian financial system.
4. Type a cost audit report and perform the following
  - a) Use format tool bar, wizard and templates.
  - b) Numbering and bullets.
  - c) Create and apply styles to your documents.
5. Request a banker to open a current account for your business concern, using letter format.
6. Using mail merge send share allotment letter to the applicants for the share of a company.
7. Type your curriculum vitae and perform template and indent the text and take print out
8. Prepare a questionnaire (minimum 15 questions in your area of specialization finance.
  - \* Use bullets and numbering
  - \* Check the spelling according to British
  - \* Use thesaurus to replace a word
  - \* Use drop cap
9. Prepare a table on balance of payments by using auto format table.
10. Preparing a document by using special text effects highlight a particular part of your text. Set tab stops and leaders use bullets and numbers wherever necessary. Also use symbol character map and special character page.
11. Prepare a paper on a current topic, which is relevant to your specialization and perform the following function.
  - a. Use thesaurus command.
  - b. Customize the spelling and grammar options

- c. Finding and replaying text it go to function
- d. Headers to footers, page numbers, section breaks, and columns and tablets.
- e. Use graphics for extra impact via inserting autoharps, line art object, and word art add a media clip in to your document.

## II MS EXCEL

1. Prepare break-even chart using chart wizard
2. Prepare a trend analysis of a product of your own choice with year and sale figures.
3. Prepare an excel sheet under the main heading of capital and working capital as the column names and perform the following:
  - \* Select a column and change the number format rupees and paisa format
  - \* Change the particular range of cells font as bold.
  - \* Select a row hide it
  - \* Use short cut key and go to sheet 3 and select a cell
4. Prepare an excel sheet under the main heading of capital & working capital as the column names

<b>Capital</b>	<b>Working capital</b>
Building 100000	Rent 15000
Software 15000	Salaries 15000
Ups 40000	Advertisement 20000
Telephone 15000	Stationary 5000
Internet 20000	Electricity 3000

5. Determine the share price index and movements of 10 companies for 10 days from the newspapers by using the statistical functions of excel and present it in a graphical form.
6. Prepare a bin card for purchases issues made during the year by using auto format wizard
7. Prepare a cost sheet with supporting evidence as to know cost per unit of product
  - \* Use formula function and built in functions.
  - \* Use pivot tables and charts
8. Determine correlation between demand and price of a product (minimum 10 entries).
9. Prepare a sales budget and perform the following:
  - \* Create a text box frame
  - \* Change the color line
  - \* Make it semi transparent

\* Change the height and width of the heading of the text box.

10. Using three-column format, type any five differences between financial management and cost accounting.

11 By using already prepared questionnaire (ms word) prepare a work sheet.

12. Collect earning per share, market price of the shares, net assets value and turn over of ten different companies from the leading business dailies and enter in a table.

Calculate the price earning per share. Copy it in to different sheets in the name of each and every company. Use copying, count functions and statistical functions.

### **III MS ACCESS**

1. Prepare a pay roll for employee's database of an organization with the following details

Employee Id, Employee Name, Date of birth, Department and designation, Date of appointment, Basic pay, Dearness allowance, House rent allowance and other deductions if any

· Create form for individual employees (pay slip)

· Create queries for different categories

· Create a report about the total salary distribution.

2. Draft the questionnaire among the students regarding the preference of the product

\* Create a master table a access for each and every question

\* Enter the collected data with help of queries

\* Identify the number of respondent in each and every category

\* Create a report with the help of queries

3. Through the Internet collect share price of 5 companies from 5 different stock exchanges in India. Create a table access and enter the data. Create a form view for each company's share.

4. Gather price quantity description for five products and enter in access table and create an invoice in form design view.

5. Gather the details regarding the receipt and payments for 6 months and by using a budget wizard. Prepare a cash budget.

### **IV MS POWER POINT**

1. Gather Financial Details through Net regarding five companies and presented in a slide show with animation and transitions (speed and sound).

2. Identify the different products, its process and collect different costs involved in each process and present it by inserting clip parts, text, table and a chart.

3. Collect data on recent development in foreign exchange in India create your presentation by adding text and object to slides. Use data, slide number of other text in a slide footer. You can add, delete or modify information in the footer area of all slides by using the slide master.
4. Create a professional looking organizational chart of a financial institution. Perform the following:
  - \* Choose a particular level and all levels and edit.
  - \* Change the color shadows and border options on selected boxes using the box menu.
  - \* Change the thickness and color of connecting lines using the lines menu

#### **V INTERNET**

1. Create your e-mail id, learn search engines and browser
2. Send an e-mail to your superior by attaching the excel data which comprises details regarding the financial performance of the company.
3. Store your e-mail message by creating new folders, move mail between folders.
4. Visit any one of the stock exchange website and display the listed share prices by using excel.
5. Visit NIC website go to ministry of finance and collect information regarding economic survey and union budget.
6. Download the NPV calculator and do NPV calculations.
7. Visit RBI website and collect necessary publications on financial areas.
8. Download the TT buying and TT selling rates.
9. Visit any one of the international capital market website and download the trend of the market and present the report.

## **SEMESTER II**

### **SUBJECT TITLE: ELECTIVE - II – FINANCIAL SERVICES**

#### **SUBJECT CODE:**

**SUBJECT DESCRIPTION:** It includes knowledge about the different financial institutions and their innovative products to suit the corporate needs.

**GOALS:** To enable the student to know the different financial services available in the market.

**OBJECTIVE:** On successful completion of this course, the student should know about the methods of financing, types of instruments and their regulation.

#### **UNIT I**

Structure of financial system – financial services - An Overview of types of non-bank financial Services and Banking Services - Merchant Banking – Functions and services – Guidelines of RBI and SEBI regarding merchant banking

#### **UNIT II**

Mutual Funds – Concept, Origin and Regulation - Types of Mutual Fund Schemes – Institutions involved in Mutual Funds - UTI - LIC - Commercial banks - Private Sector Mutual Fund - Need and Functions of Asset Management Companies [AMC]

#### **UNIT III**

Lease financing – types of leasing – growth and prospect of leasing industry – hire purchase – RBI Guidelines for hire purchase – problems and prospects – Leasing Vs Hire purchase

#### **UNIT IV**

Factoring – Types – Mechanism – Forfaiting – Parties - Mechanism - Credit cards – Evolution – Types – Operational procedure

#### **UNIT V**

Credit rating – Objectives – Institutions – Purpose and procedure of rating - Venture Capital – Characteristics - Schemes.

#### **TEXT BOOK :**

1. Essentials of Financial Services, Dr. R.Gurusamy, Tata McGraw Hill Companies, 2009,
2. Financial Institutions and Markets, L.M.Bhole & Jithendra Mahakud, Tata McGraw Hill Publication, 5 Edition 2007

#### **BOOKS FOR REFERENCE:**

1. Financial Services, M.Y.Khan, Tata Mc. Graw Hill Publishing, 3<sup>rd</sup> Edition.

2. financial markets and institutions – Dr S.Gurusamy, Tata McGraw Hill Companies, 2009,
2. Management of Indian Financial Institution, Srivastava. R.M., Himalaya Publishing House, Bombay.
3. Management of Banking and Financial Services, Padmalatha Suresh & Justing Paul –Pearson Publications, 2010

### **SEMESTER III**

#### **SUBJECT TITLE: DIRECT TAXES**

#### **SUBJECT CODE:**

**SUBJECT DESCRIPTION :** This course aims to provide an in-depth knowledge of the provisions of Income Tax.

**GOALS:** To familiarize the students with the major direct taxes.

**OBJECTIVES:** On successful completion of this course, the student should be well versed in the prevailing act.

#### **UNIT I**

Tax – Features & Objectives – Direct Tax Vs Indirect Tax - Income Tax Act 1961 - Definition – Basis of Charge - Residential Status – Capital and Revenue receipts – Exempted Income.

#### **UNIT II**

Computation of taxable income under various heads - Salary - House property

#### **UNIT III**

Profits and gains of Business or Profession - Capital Gain – Other Sources

#### **UNIT IV**

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

#### **UNIT V**

Assessment of Individuals – Procedure for Assessment – Authorities of Income Tax – Penalties and Revision.

**Note:** Question paper shall cover 40% theory and 60% problems.

#### **TEXT BOOK:**

1. Income Tax Law & Practice , V.P.Gaur & D.B. Narang, Kalyani Publishers, 2001

#### **BOOKS FOR REFERENCE:**

1. Direct Taxes Law and Practice, Vinod .K. Singhania, Taxmann Publications New Delhi, 2008
2. Income Tax Law and Practice Mehrothra and Goyal, Sahitya Bhavan Publication, Agra.2008
3. Income Tax Law and Practice, Bhagawati Prasad, New Age International Publications, New Delhi.2008
4. Direct Taxes Practice and Planning, B.B. Lai , Pearson Education, Delhi .2008

### **SEMESTER III**

#### **SUBJECT TITLE: FINANCIAL MANAGEMENT**

#### **SUBJECT CODE:**

**SUBJECT DESCRIPTION :** This course aims to throw light on the importance of finance to business and the proper ways of managing it.

**GOALS:** To enable the students to acquire knowledge of Financial Management

**OBJECTIVE :** On successful completion of this course, the students should have understood Finance Functions, Cost of capital, Capital structure, Capital Budgeting, Working capital management ETC.

#### **UNIT I**

Financial Management: Meaning, Nature, Scope and Objectives - Role and Functions of financial manager- Financial decisions - Relationship between risk and return - sources of finance - short-term and Long-term finance.

#### **UNIT II**

Cost of Capital: Meaning and Importance - Cost of debt, Preference, Equity and retained earnings - weighted average cost of capital - capital budgeting - Techniques - ROI, payback period and discounted cash flow.

#### **UNIT III**

Leverages: Financial Leverage - Operating leverage - EBIT and EPS analysis - Theories of Capital Structure - Net Income Approach - Net operating income Approach. MM Hypothesis - Determinants of capital structure- Capitalisation - Over and Under capitalization- Merits and Demerits.

#### **UNIT IV**

Leasing: Nature and Types- Advantages and Disadvantages-Dividend Theories: Walter's model - Gordon and MM's models - Dividend policy - Forms of Dividend - Determinants of dividend policy.

#### **UNIT V**

Working Capital Management - Cash Management - Receivables Management - Inventory Management - Determinants and Computation of Working Capital.

**Note:** Question paper shall cover 60% theory and 40% problems.



**TEXT BOOK**

1. Fundamentals of Financial Management, Prasanna Chandra, Tata Mc Graw Hills, 2004.
2. Financial Management, Dr. R.Ramachandran & Dr. R.Srinivasan, Sri Ram Publications 2010

**BOOKS FOR REFERENCE:**

1. Financial Management, I M Pandey,2004, Vikas Publishing House PVT
2. Elements of Financial Management, Dr. S.N.Maheswari, Sultan Chand & Sons, 2009
3. Financial Management, P.V.Kulkarni & B.G.Sathyaprasath, Himalaya publishing House, 2007
4. Financial Management Text , Problems and Cases, M.Y.Khan & P.K Khan, Tata McGraw Hill Publishing House 2009

### **SEMESTER III**

#### **SUBJECT TITLE: SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT**

#### **SUBJECT CODE:**

**SUBJECT DESCRIPTION:** It includes the theories of portfolio analysis, selection and evaluation.

**GOALS:** To impart knowledge the fundamental and technical factors affecting security prices and familiarize with the theories of portfolio management.

**OBJECTIVE:** To enable the students understand the fundamental and technical factors influencing the prices of securities, evaluation of securities and managing of portfolio.

#### **UNIT I**

Investment Management : Nature and scope - Importance - Factors influencing Investment Management – Financial Markets – Fundamental and technical analysis - Economic analysis - Industry analysis - Company analysis – Dow Jones theory - Efficient market hypothesis.

#### **UNIT II**

Concept of Portfolio Management: Objective - Portfolio Management process, targeting, designing, auditing and revising portfolios. Securities Market and Capital Market Line - Portfolio Theory: Capital Asset Pricing Model (CAPM) - Arbitrage Pricing Theory (APT) - Reconciling CAPM and APT.

#### **UNIT III**

Portfolio analysis: Evaluation of securities and choice of securities for inclusion in the portfolio - Measuring return and risk - Attainable set of portfolio. Portfolio Selection: Ascertaining efficient portfolio - Locating efficient frontier: Markowitz approach, Single index model - Portfolio choice: Utility theory and Indifference curve.

#### **UNIT IV**

Portfolio performance evaluation: Dimensions of evaluation - Sharpe measure - Treynore measure - Jensen measure - Comparison of the three measure of portfolio performance - Portfolio insurance.

#### **UNIT V**

Portfolio revision: Needs and Problems - Methods of revision - Formula plan for revision - constant value, constant ratio and variables.

**TEXT BOOK:**

1. Investment Management, V.K.Bhalla, Sultan Chand

**BOOKS FOR REFERENCE:**

1. Portfolio Management, S.K. Baura - Tata McGraw Hill, 1996.
2. Investment Analysis and Portfolio Management, Prasanna Chandra - Tata McGraw Hill 2009
3. Security & Portfolio Management, Fischer & Jordan - Prentice Hall
4. Investment Management, Dr Preethi Singh –Himalaya Publishing House 2007

### SEMESTER III

#### SUBJECT TITLE: COMPUTER PRACTICALS – II

#### SUBJECT CODE:

**SUBJECT DESCRIPTION:** To include the different accounting applications using Tally.

**GOALS:** To impart knowledge on the different accounting applications using Tally

#### TALLY

1. Creating a company

Create a company with all relevant details including vat options

2. Creating ledger

Create the ledgers under appropriate predefined groups

3. Create vouchers and view profit and loss a/c and balance sheet

4. Prepare trading profit and loss account and b/s, with inventory details

5. Create stock items, stock groups, sales categories, god owns, units of measure view the stock summary:

6. Maintain bill wise details

7. Consolidation of accounts

8. Calculate forex gains/loss

9. Memo voucher

10. Cheque printing

11. Ratio analysis

12. Interest calculations

13. Create various vouchers including vat calculation for the following

- a) Purchase order   b) Sales order
- c) Rejection out   d) Rejection in
- e) Stock journal   f) Delivery note
- g) Receipt note   h) Physical stock

Work out problems from any advanced accountancy book with a minimum of 20 transactions and generate the tally reports in full.

## Sample problems

### 1. CREATING A COMPANY

Create a Company with all relevant details including VAT options

#### CREATING LEDGER

2. Create the ledgers under appropriate predefined groups

Cash a/c	Computer sales a/c
Buildings a/c	Machinery a/c
Furniture a/c	Commission received a/c
Printer purchase a/c	Commission paid a/c
Rent received a/c	Salary a/c
Rent paid a/c	Indian bank a/c
Wages a/c	Sales returns a/c
Capital a/c	Depreciation a/c
Purchase returns a/c	
John & Co. a/c (purchased goods from this company)	
Ram agency a/c (sold goods to this company)	

**3. Create vouchers and view profit and loss a/c and balance sheet for the following:**

**Hindustan Ltd. started the business on 01-04-....**

1. Contributed capital by cash Rs 2,00,000

Cash deposited in Indian bank Rs 50,000

Credit purchases from Krishna traders Rs. 20000 invoice no 12

Credit purchases from PRAVIN traders Rs 20,000 invoice no 12

Credit purchase from KRISHNA traders Rs 20000 invoice no 14

Credit purchase from PRAVIN traders Rs 20,000 invoice no 44

Returned goods to KRISHNA traders Rs 5000 invoice no 12

Returned goods to PRAVIN traders Rs 5000 invoice no 44

Credit sales to RAVI & Co Rs 50,000 inv no 1

Credit sales to KUMAR & Co Rs 50,000 inv no 2

Cash sales Rs 20,000 inv no 3

Credit sales to RAVI & Co Rs 50,000 inv no 2

Credit sales to RAVI & Co Rs 50000 inv no 5

Goods returned by RAVI & Co Rs 5000 inv no 1

Goods returned by KUMAR & Co Rs 5000 inv no 1

Payment made by cheque to KRISHNA TRADERS Rs 30,000 ch no 505580

Payment made by cheque to PRAVIN TRADERS Rs 30,000 ch no 505592

Received cheque from: Ravi& Co and kumar & Co 75,000 each.

**Payments made by cash**

Paid to petty cash by cash Rs.1000

Furniture purchased Rs.20000

Salaries paid Rs. 10000

Rent Rs.4000

Electricity charges Rs.3000

Telephone charges Rs.3500

Cash purchases Rs.5000

**Payments made by petty cash**

Conveyance Rs.150

Postage Rs.100

Stationeries Rs.200

Staff welfare Rs.100

Stationeries purchased from sriram & co 1500 on credit

Depreciation on furniture 10%

**4. Emerald & Co., started a business of home appliances from 1-4\_....**

1-4 received cash for capital 5,00,000

**7-4 credit purchases from LG Limited invoice no 123**

Ovan	100nos	at Rs 800
Mixies	100nos	at Rs 1000
DVD player	100nos	at Rs 1500
Fridge	100nos	at Rs 2000

**10-4 credit Sales to AMN invoice no 1:**

Ovan	70nos	at Rs 1000
Mixies	70nos	at Rs 1500
DVD player	70nos	at Rs 2000
Fridge	70nos	at Rs 2500

+TNGST 4% ON TOTAL SALES

**10-4 Cash Sales invoice no 2:**

Ovan	10nos	at Rs 1000
Mixies	10nos	at Rs 1500
DVD player	10nos	at Rs 2000
Fridge	10nos	at Rs 2500

+TNGST 4% ON TOTAL SALES

CASH discount 5%

15-4 Paid cheque to LG limitedRs 2,00,000

15-4 Received cheque from AMN&coRs 3,00,000

**Payment made by cash**

Paid to petty cash Rs 2000, Furniture Rs 15,000,Salaries Rs 10,000

Wages Rs 7,000,Carriage inward Rs 1500,

**25-04 Payment made by petty cash**

Conveyance Rs 200, Postage Rs 150,Stationeries Rs 150,Staff Welfare Rs 200

30-4 Journal depreciate 10% on furniture:

Prepare Trading Profit and Loss Account and B/s

**5. From the Balances of Ms. Kavitha, Prepare Trading And Profit And Loss A/C And Balance Sheet For The Year Ending ----**

Stock	9,300	Misc income	200
Repairs	310	Purchases	15,450
Machinery	12,670	Purchase return	440
Furniture	1330	Sales return	120
Office expenses	750	Sundry creditors	12,370
Trading expenses	310	Advertisement	500
Land and buildings	15,400	Cash in hand	160
Bank charges	50	Cash at bank	5870
Capital	24,500	Sales	20,560
Loan	5,000	Sundry expenses	150
Closing stock	7580	Insurance	500
		Traveling expenses	200

**INVENTORY VALUATION**

**6. From the Information given below create unit of measurement, stock groups and stock items. Find the stock summary:**

Stock groups: 1. Magazine 2. Baby drinks 3. Cool drinks 4.dailynews paper 5. Hot drinks 6. Stationeries 7. Vegetables

Stock items:

Item	Qty	Rate	Units
Boost	25	80	nos
Sports star	20	15	nos
Potato	260	30	kgs
Star dust	20	25	nos
The Hindu	50	3.25	nos



Tomato	150	15	kgs
Fanta	10	25	lit
Dinamalar	40	2,50	nos
Coco	55	120	nos
Horlicks	60	70	nos
India today	10	10	nos
Lactogin	10	100	nos

### **MAINTAIN BILLWISE DETAILS**

#### **7. Create bill wise details from the following**

Ravi commenced business with a capital of Rs 2,00,000

Purchased goods from kumar & Co Rs.15, 000 Paid in three instalments within 5 days gap

Purchased goods for cash Rs.8000

Sold goods to Ratna & co Rs. 20,000 amount to be paid in two instalment

Sold goods for cash for Rs .5000

Received cash from ratna & co Rs. 75000

Paid to kumar & co Rs. 7500

Sold goods for cash Rs.5000

### **CONSOLIDATION OF ACCOUNTS**

8. Bharath Agencies, A Wholesaler Gives The Following Information:

Opening balances:

Capital: 20,00,000	cash at bank:	10,00,000
Cash in hand: 5,00,000	furniture:	5,00,000

Bharath agencies are dealing in stationeries. The selling prices are as follows;

Pen	Rs 35 per dozen	pencil	Rs. 30 per dozen
Ink pens	Rs 140 per dozen		

The following transactions take on a particular date:

- 1.purchased 100 dozens of pens from Ravana bros. @ Rs.25 per dozen for cash
- 2.purchased 200 dozens of pencils from Gughan bros.@ Rs.21.50 per dozen for credit  
less discount of Rs 100

- 3.sold 10 dozens of pens to Dharma bros. For cash
- 4.sold 10 dozens of pens to Bema bros for credit
- 5.sold 50 dozens of pencils to Arjuna bros.
- 6.purchased from Ravana bros 50 dozens of ink pens @ Rs.120 and by cheque.

Prepare following statements using Ex-accounting packages:

Stores ledger, Trading account, Income statement, Balance sheet

Account summary Ignore dates

**FOREIGN GAINS/LOSS**

**9. Calculate**

01.01.2005 Purchased goods from U.K supplier 1000 £

02.01.2005 Sold goods to U.S buyer 1500

03.01.2005 Cash received from U.S buyer 1500

(Selling rate rs.46/\$)

04.02.2005 Paid cash to U.K supplier 1000

(Selling rate rs 53/ £)

Dollar \$:			Pound £:		
Std rate	- 1\$	- 43 Rs	Std rate	- 1 £	- 51 Rs
Sales rate	- 1\$	- 44 Rs	Sales rate	- 1 £	- 50 Rs
Buying rate	- 1\$	- 42 Rs	Buying rate	- 1 £	- 52 Rs

**10. MEMO VOUCHER**

An advance amount paid Rs 1500 given to sales executive for traveling. The actual expenses for traveling expenses for the sales is Rs 500

**11. CHEQUE PRINTING**

Print a cheque:

Company name on cheque: Wipro India Ltd.: name of the bank Indusind bank.

Width 168, height 76, starting location 116, distance from top 23.

**12. RATIO ANALYSIS**

Enter the following details comment upon the short-term solvency position of the company:

Working capital Rs 20560492

Cash 14500

Bank 18500

Debtors 518260

Creditors 429337

Sales 515252

Purchases 433310

Stock 125982

Net profit ...?

### **13. INTEREST CALCULATIONS**

Cash deposited in Scotia bank Rs 1,00,000

Sold goods to ganesh Rs 25,000

31-12- cash deposited at Scotia bank Rs 50,000

Sold goods to ganesh 50,000

Interest parameters rate 14% per 365 days year

### **14. CALCULATE INTEREST**

Cash deposited in SBI 1,00,000 Rs

1-12 purchased goods from suppliers Rs 20,000

Deposited in SBI Rs.50, 000

Purchased goods from suppliers Rs 40,000

Interest parameters rate 16% per 365 days year

### **15. DISPLAY THE INTEREST CALCULATIONS FOR THE PERIOD 1-4 TO 31-3**

Ram & Co Rs 25,000

Krishna traders Rs 20,000

Interest parameters rate 12% per 365 days year

Interest parameters rate 12% and 16% for sundry creditors per 365 days year

Purchased goods from Krishna for 25,000(credit period 45 days)

Sold goods to Ram for Rs. 50,000(credit period 30 days)

Paid to Krishna the amount plus interest

Received from Ram plus interest

**16. Create stock items, stock groups, sales categories, god owns, units of measure.**

Stock	Category	Group	Go down	Unit of measure	Std cost	Sell Price	Op.Qty	Total Value
Inter Celeron	Processor	Celeron	Mumbai	Nos.	15000	20000	2	30000
Intel Premium III	Processor		Chennai	Nos	20000	25000	3	60000
Tally Silver	Accounting	Tally	Chennai	Nos	20000	22500	5	100000
Tally gold	Accounting	Tally	Chennai	Nos	42000	45000	5	210000
								400000

**17. Using the above exercise create various vouchers including VAT calculation for the following**

Date	Transactions
9/4/2006	Intel Pentium III (3 Nos) @ 25,000 delivered to Vijay & CO, from Madras Go down.
10/4/2006	10 Nos of Intel Celeron @ 15000 per unit received from Jayaram and Co, and sent to Madras Go down.
12/4/2006	2Nos of Intel Premium III received from Vijay & CO, as it was not in a working position.
13/4/2006	2Nos of Intel Celeron returned to Jayaram & Co from Madras Go down.
14/4/2006	Physical Stock verification shows Shortage of 1 No Intel Pentium III.

**18. Create the following Inventory vouchers with data from any cost accounting book.**

Purchase order    b. sales order

c. Rejection out

d.rejection in

e. Stock journal

f. delivery note

g. Receipt note

h. physical stock

In addition to the above mentioned lab exercises work out a problem from any advanced accountancy book with a minimum of 20 transactions and generate the tally reports in full.

### SEMESTER III

#### **SUBJECT TITLE: ELECTIVE - III - INDIAN STOCK MARKETS**

#### **SUBJECT CODE:**

**SUBJECT DESCRIPTION:** It includes the knowledge about stock markets.

**GOAL:** To enable the student to understand the Regulatory authority and functioning of Stock Exchanges in India.

**OBJECTIVE:** To enhance the student's knowledge in the concepts of Indian stock Market and its functioning.

#### **UNIT I**

**Indian Stock Markets:** Evolution and Growth of Stock markets in India - Functions of Stock Exchange - Intermediaries in the secondary market – Secondary Market Mechanism - An overview of Major Stock Exchanges in India - N.S.E., B.S.E., and O.T.C.E.I.

#### **UNIT II**

**Legal Framework for Stock Exchanges:** The Securities Exchange Board of India Act 1992 – Definition - Powers and Functions of SEBI - SEBI (Stock Brokers and Sub Brokers) Rules and Regulations, 1992 - Stock Exchange regulatory framework under Securities contracts (Regulation) Act, 1956

#### **UNIT III**

**Trading Mechanism at N.S.E.:** Market Types - Order Management - Trade Management - Listing – Meaning, legal provisions, delisting – insider trading - e-IPO's - Internet stock trading

#### **UNIT IV**

**Clearing and Settlement :** Transaction Cycle - Settlement Process - Settlement Agencies - Risks in Settlement - Settlement Cycle - Securities & Funds Settlement - Dematerialisation and Electronic Transfer of Securities.

**Stock Market Indexes:** Concept - types - Brief overview of BSE SENSEX and S&P CNX Nifty.

#### **UNIT V**

**Future Market Operations:** Introduction to Futures (Stock Futures and Index Futures) and Options (Stock options and Index options)

**Foreign Stock Exchanges:** NYSE –NASDAQ – Organisation and functions.

#### **TEXT BOOK**

1. Financial Services and Markets: Dr.S.Gurusamy, Vijay Nicole Imprints (P) Ltd

### **REFERENCE BOOKS**

1. Punithavathy Pandian, *Security Analysis and Portfolio Management*, Vikas Publishing House Pvt. Ltd.
2. V. A. Avadhani, *Investment and Securities Market in India*, Himalaya Publishing House.
3. Prasanna Chandra, *Security Analysis and Portfolio Management*, Tata McGraw-Hill.
4. Sanjeev Agarwal, *A Guide to Indian Capital Market*, Bharat Publishers
5. Ravi Puliani and Mahesh Puliani, *Manual of SEBI*, Bharat Publication
6. Financial Institutions and Markets, L.M.Bhole, Tata McGraw – Hill Publishing Company Limited.

## **SEMESTER IV**

### **SUBJECT TITLE: INTERNATIONAL FINANCIAL MANAGEMENT**

#### **SUBJECT CODE:**

**SUBJECT DESCRIPTION:** To enable the students to acquire knowledge of international Financial system.

**GOALS:** To enable the students to intricacies of International Financial Management.

**OBJECTIVE :** On successful completion of this course, the students should have understood international monetary system, foreign exchange market & international financial decision.

#### **UNIT I**

International Financial Management - An overview - Importance - Nature and Scope - International flow of Funds - Balance of payments - International monetary system- IMF- World Bank – SDR.

#### **UNIT II**

Foreign Exchange market - Feature - Spot and Forward market - Exchange Rate Mechanism - Exchange rate determination in the Spot and Forward markets - Factors Influencing Exchange Rate - Market for currency futures and currency options - Hedging with currency futures and options.

#### **UNIT III**

International Investment decision - Foreign Direct Investment -International Portfolio Investment - meaning - Benefit of International Portfolio Investment - Problem of International Investment.

#### **UNIT IV**

International Financial decisions - Overview of the International Financial Market - channels for International flow of funds - Role and functions of Multilateral Development banks - international banking - functions - credit creation - Control of International Banks.

#### **UNIT V**

International Financial Market - Short-term and medium-term instruments - Management of short-term funds - Management of Receivables and Inventory – Factors behind the debt crisis

#### **TEXT BOOK**

1. International Financial Management, V.Sharan, Prentice-Hall of India Private Ltd.

#### **BOOKS FOR REFERENCE:**

1. International Financial Management , A.K.Seth, Galgotia Publishing Company.

2. International Financial Management, Madura.T, Thomson DelmarLearning,2005,7<sup>th</sup> Edition,



3. International Financial Management, P.G.Apte, Tata McGraw-Hill Publishing Company Ltd.
4. International Financial Management R.L.Varshney and S.Bhashyam, Sultan Chand & Sons.

## **SEMESTER IV**

### **SUBJECT TITLE: MANAGEMENT ACCOUNTING**

#### **SUBJECT CODE:**

**SUBJECT DESCRIPTION :** This course aims to develop an understanding of the conceptual framework of Management Accounting

**GOALS:** To acquaint the students, the Management Accounting Techniques that facilitates managerial decision - making.

**OBJECTIVE :** After the successful completion of the course the student should have a through knowledge on the Management Accounting Techniques in business decision-making

#### **CONTENTS:**

##### **UNIT I**

Management Accounting: Meaning - Nature - Scope - Functions - Objectives - Importance - Limitations - Distinction between Financial Accounting and Management Accounting - Relationship between cost and management Accounting - Tools and Techniques of Management Accounting -Financial statement Analysis and Interpretation.

##### **UNIT II**

Ratio Analysis - Meaning - Advantages- Limitations - Classification - Profitability - Turnover Ratios - Long-term Financial position - Working Capital Management - Meaning of Working capital - Importance, Determinants and Computation of Working capital - Forecast of working capital requirements.

##### **UNIT III**

Funds Flow statement - Meaning and concept of Funds and Flow of Funds - Importance or uses of Funds Flow statements - Limitations - Schedule of changes in working capital -Preparation of Funds Flow statement - Cash Flow statement - Comparison between Funds Flow statement and Cash Flow statement - uses of Cash Flow statement - Limitations - Preparation of Cash Flow Statement.

##### **UNIT IV**

Marginal Costing - Definition of Marginal cost and Marginal Costing - Salient features - Advantages- Limitations - Break-Even Analysis - Cost-volume-profit Analysis - Application of Marginal costing for Business Decision making.

## **UNIT V**

Budgeting and Budgetary control - Meaning- Definition - Objectives of Budgetary control - Essentials of Budgetary control - Advantages - Limitations - Classification and Types of Budgets - Sales, Production, Cost of Production, Purchase and Flexible Budgets - Cash Budget - Standard costing and variance Analysis (Material and Labour only) - Advantages and Limitations of standard costing.

**Note:** Question paper shall cover 40% Theory and 60% problems.

### **TEXT BOOK**

1 Management Accounting , R.K.Sharma & Shashi k.Gupta, Kalyani Publishers .

### **BOOKS FOR REFERENCE:**

1. Management Accounting , S.N.Maheswari, Sultan Chand & Sons,2007.
2. Accounting for Decision Making and control : Jerold . I. Zimmermann, McGraw-Hill, 2010
3. Management Accounting Theory Problems & Solutions , Dr.R.Ramachandran & Srinivasan, Sri Ram Publications 2010
4. Management Accounting - Manmohan Goyal, Shakithabhavan Publication, Agra
5. Management Accounting - T.S.Reddy & Y Hari Prasad Reddy, Margham Publications
6. Management Accounting - Khan & Jain, Tata McGraw-Hill

## **SEMESTER IV**

### **SUBJECT TITLE: INDIRECT TAXES**

#### **SUBJECT CODE:**

**SUBJECT DESCRIPTION:** This subject aims to provide knowledge on the Indirect Tax.

**GOALS:** To familiarize the students with the major indirect tax enactments and provisions affecting a business.

**OBJECTIVE :** To familiarize the students with the recent amendments in the various Indirect tax provisions.

#### **UNIT I**

Central Excise Act 1944: Meaning - Definitions – types of excise duty – collection/ payment of excise duty: Based on removal of goods, under TRE challan, under protest and through personal ledger account – clearance of goods: physical control, compounded levy scheme and self assessment procedure (SAP) – classification and valuation of excisable goods – registration procedure – powers of central excise officers – penalties and punishments

#### **UNIT II**

Customs Act 1962: objectives of customs duties – similarities and differences between excise duty and customs duty – types of customs duty – valuation of goods – customs valuation rules 1988 – clearance of goods - warehousing – Baggage rules – Powers of Customs Officers – Penalties and Offences.

#### **UNIT III**

Central Sales Tax Act 1956: meaning – objectives – features – sale or purchase in the course of interstate trade - sale or purchase in the course of export or import – procedure for registration – restriction on levy of tax on declared goods – exemptions from central sales tax - Levy and Collection of tax – offences and penalties.

#### **UNIT IV**

Value Added Tax (VAT) – Meaning – outline of VAT system – features - Scope – Objectives – Importance – Assessment.

#### **UNIT V**

Service Tax – meaning – Nature & Scope – Taxable services – Procedure for Registration – Assessment – Appeals – Offences & Penalties.

**TEXT BOOK**

1. Business Taxation, Dinakar Pagare, Sultan Chand & Sons

**BOOKS FOR REFERENCE:**

1. Taxman, Vinod K Singhana, Taxman Publication, 2008.
2. Indirect Taxation, P.Radhakrishnan, Kalyani Publishers - 2009

## **SEMESTER IV**

### **SUBJECT TITLE: PROJECT WORK**

The project work shall be assigned to each student at the beginning of the III semester. It should be only company based for a period of six weeks. The project shall not exceed 125 types written pages and two copies should be submitted to the Controller of Examinations before 30<sup>th</sup> April in the fourth semester.

The project report shall be valued by two examiners – one valuation by supervisor / guide and another valuation by external examiner and VIVA VOCE examination to be conducted. The examiners shall be requested to send the mark list within 15 days from the date of receipt of project report. Results are to be published along with other papers.

## SEMESTER IV

### SUBJECT TITLE: ELECTIVE IV - DERIVATIVES

#### SUBJECT CODE:

**SUBJECT DESCRIPTION:** It includes the different derivative instruments and valuations models.

**GOALS:** To impart knowledge on the types of derivative instruments, suitability and valuation models.

**OBJECTIVES:** To enable the students to know the nature of the various Derivative instruments.

#### UNIT I

**Options:** Introduction – Types – Valuation and pricing – Factors determining option price – Characteristics - Appreciation factor - Binomial model - Black – Scholes model - Option greek: Gamma -Vega and Rho - Hedging option portfolios in practice

#### UNIT II

**Futures:** Markets – Contracts – Trading – Margin – Clearing house and clearing margins: Future Vs option : Synthetic - Future Vs forward market - Strategies for future market.

#### UNIT III

**Swaps:** The teenage years - Swaps - The laundry list - The basic swap structure - Fixed rate currency swap - Currency coupon swap - Risk specific to users - Methods to reduce swap risk – International Bank Capital rules and swaps - Swaptions - Equity caps and floors.

#### UNIT IV

##### Convertible Securities and Warrants

Convertible debentures: Objectives – Valuation of convertible debentures – Convertible preference shares

#### Unit V

**Warrants:** Considerations for shares issued through warrants - Gearing effects - Valuating warrants - Lapse of warrants - Warrants attached to debenture - Similarities between options and warrants.

#### TEXT BOOK

1. Options Futures and Other Derivatives, John C. Hull

#### REFERENCE BOOKS

1. Investment Management, V.K. Bhalla, S Chand Publisher

2. The Financial and Analysis of Capital – A.J. Merrett, Allen Ykes projects
3. Financial Management – P.V. Kulkarni & B.G. Sathya Prasad, Tata McGraw Hill 2006
4. Financial Management – M.Y. Khan & P.K. Jain, TATA McGraw-Hill
5. Multinational Financial Management – Alan Shapiro, John Wiley and Sons