

KANNUR UNIVERSITY
SYLLABUS
B.Com./B.B.M DEGREE

FIRST YEAR B.COM.
PAPER I-FUNCTIONAL MANAGEMENT

A. Financial Management:

Chapter I: Meaning-Objectives-Scope-Functions - Financial decisions-Basic principles of financial decisions.

Chapter II: Financial plan-meaning-features-importance-steps.

Chapter III: Estimation of financial requirements of a firm-fixed capital-working capital-factors affecting working capital and fixed capital-financial policies regarding fixed capital and working capital.

Chapter IV: Capital structure and determinants-meaning characteristics of
• sound capital structure-Financial leverage - cost of capital-Retained earnings-Dividend policy and its determinants.

B. Personnel Management:

Chapter I: Introduction-characteristics of personnel management-objects-functions-role of personnel manager.

Chapter II: Man Power planning-Recruitment-selection-Interviews-Types of interview-placement-induction-staff training transfer and promotion-benefits-Management development

Chapter III: Job description-Job analysis-job evaluation-methods-Employee compensation-Need for rational wage policy components of pay structure-profit sharing bonus.

Chapter IV: Suspension-Dismissal and retrenchment-definition of the terms-procedural suspension-Ground for dismissal-Retrenchment-Lay off-Retrenchment procedure-Voluntary retirement scheme.

Chapter V: Employee Grievance handling-Grievance-meaning and cases-effects-discovery and processing of grievances-steps in grievance handling.

C. Marketing Management:

Chapter I: Marketing-meaning-Scope-Marketing function-marketing mix- Channels of distribution-Whole saler, Retailer-Direct marketing-E Commerce.

Chapter II: Market segmentation-concept-basis of segmentation-Benefits of segmentation.

Chapter III: Marketing of services-Introduction to concept of services-reasons for growth of service sector- characteristics of services-Elements of marketing mix in service marketing.

Chapter IV: Product Management-What is product-types-product brand-product positioning-life cycles-pricing -determinants-Role of cost in pricing-methods of pricing-pricing strategy over the life cycle-pricing of a new product.

Suggested practical questions for project work

- 1 Estimate capital requirement for starting a computer training centre/Ice cream parlour in your locality. Note down the factors affecting fixed capital and working Capital.
- 2 Meet the proprietor/Finance Manager of an organisation you are familiar with, and ascertain which factors had a bearing on their capital structure and to what extent.
- 3 Visit an organisation and list the employees working there, with their categories. Also ascertain the methods of recruitment, selection.
- 4 Go through some of the advertisements and note down the qualifications, experience etc. needed for different posts. List down the requirements for at least 25 different posts.
- 5 Take your College as example and list down the various grievances of students that lead to strikes in colleges. Also find out the grievance handling procedure in your institution. What alternative method you would suggest for effective grievance handling.
- 6 Identify leading brands in respect of the products mentioned below, the text of Advertisement and segment to which it is targeted. 1) Tyres, 2) Ball Point pen, 3) Tooth paste, 4) T.V., 5) Bread, 6) Electric Fan, 7) Sewing machine, 8) Bicycle, 9) Washing soap, 10) Scooter, 11) Computer, 12) Mobile Phone.
- 7 a) From the marketing environment around you, pick up three products which have used market segmentation as their strategy and three which have used product differentiation. Comment upon the type of segmen-

tation/differentiation practised. b) How effective do you think these segmentation/differentiation practices have been. c) Take any consumer product and describe the step by step procedure that you will follow in segmenting the market for that product. Some of the products could be premium toilet soaps, personal computers, Colour T.V., Soft drinks.

- 8 Take Four Service organisation. eg. District Tourism promotion council, Service Co-operative Banks, Computer training institutes etc. list down their products and find out the ways and means to differentiate it from that of their competitors.

Suggested Books:

I.M. Pandey	- Financial Management
Kulkarni.P.V.	- Financial Management
Khan & Jain	- Financial Management
Kuchal S.C.	- Financial Management
Van Horne and James C	- Fundamental of financial Management.
Chandra.S.	- Grievance procedure
Mohappa	- Industrial Relations
Sukla & Gulshan	- Personnel Management
Davar	- Personnel Management
Chatterjee.K.	- Personnel Administration
Philip Kotlar	- Marketing Management
Rajan Nair	- Marketing Management
Sherlekar	- Marketing Management
Cowell. D	- The Marketing of services.

FIRST YEAR B.COM

PAPER II BUSINESS STATISTICS

Chapter I: Business statistics-introduction-definition and meaning-scope and limitation-statistics in business and commerce.

Chapter II: Statistical investigation-Collection of data-primary and secondary data-census and sample enquiry-methods of sampling -Laws of statistical regularity and law of inertia of large numbers -Classification and tabulation-presentation of data -frequency distribution.

Chapter III: Diagrammatic presentation-Bar diagrams-simple and multiple bar-sub-divided bar and percentage Bar-Pie diagram frequency curve-Ogives-histogram-frequency polygon.

Chapter IV: Measures of central tendency-Mean-Median-Mode-Weighted arithmetic mean-graphic location of Median and mode-Dispersion-Important measures-skewness-Range Q.D-M.D. and S.D. Karl Pearson's co-efficient of skewness-positional measures -quartiles, Deciles and

percentiles.

Chapter V: Correlation-definition-scope in business-scatter diagram-Karl Pearson's Co efficient of Correlation-Rank Correlation(Ungrouped data only)

Chapter VI: Regression Analysis-Measning-Scope in business linear and non linear regression-dependent and independent variables-lines of best fit and principles of least squares-Regression equations of y on x and x on y-Regression and corelation.

Chapter VII: Time series Analysis-Components of time series- Measures of trend-free hand curve method-method of semi-average- method of moving average-method of least squares-scope in business-Interpolation and extra polation(Graphic Method)

Chapter VIII: Index numbers -meaning-importance-problems in constructing index numbers-methods of constructing index numbers-unweighted indices-Weighted indices-computaion of consumer price index-whole sale price index.

Chapter IX: Probability-meaning -scope in business-Basic concepts-frequency approach to probability-classical definition of probability-Axiomatic probability-Addition and multiplication theorm-Permutations and Combinations-meaning of npr and ncr with simple illustrations.

Topics for practical work:

1. Collect data from science, Arts and commerce students seperately regarding incom of parents, Marks in S.S.L.C., plus two religion, Occupation of parents etc. Classify data, Diagramatic representation of data, calculation of central tendency, dispersion and study corelation between income and marks and other related data.
2. Collect whole sale prices of certain consumer goods, gold and plantation crops. On the first of every month for last 12 months- Calculate whole sale price Index and also Time series analysis.

Books Suggested:

S.L. Agarwal	- Fundamentals of Business statistics.
S.C. Gupta	- Business statistics
S.P. Gupta	- Statistical Methods
R.S.N. Pillai	- Statistics theory and practice
M.C. Shukla & S.S. Gulshan	- Statistics
D.N. Elhance	- Fundamentals of statistics.
L.R. Potti	-Text book of statistics.

SECOND YEAR B.COM PAPER III-ADVANCED ACCOUNTING

Chapter I: Double entry up to preparation of trial balance-Adjusting and closing entries-rectification of errors-suspense account-Reserves and provisions-Capital, revenue and deferred revenue.

Chapter II: Final Accounts of sole trader-Manufacturing, trading and profit and loss account with adjustments- balance sheet.

Chapter III: Accounts of non trading concerns-Receipts and payment accounts from Income and Expenditure Account and Vice Versa.

Chapter IV: Consignment, Accounts-Accounts in the books of consignor and consignee-Invoicing goods at higher price-stock valuation-treatment of normal and abnormal loss.

Chapter V: Accounts from incomplete records-Capital comparision and conversion from single entry to double entry.

Chapter VI: Sectional balancing and self balancing-Meaning-objects-difference between self and sectional balancing-transfer and set off.

Chapter VII: Hire purchase and instalment systems-Interest calculations-default and repossession-complete and partial H.P. trading account.

Chapter VIII: Royalty accounts-lease and sub lease.

Chapter IX: Branch Accounts (excluding Foreign branches) Debtors system-stock and debtors system-invoicing goods at higher prices-Independent branches-Incorporation of branch transactions in H.O.Books-Reconcilliation between H.O. and branch accounts.

Chapter X: Departmental Accounts-Accounting procedure-Allocation of expenses-unitary and columnar methods-Interdepartmental transfers-provision for unrealised profits.

Suggested Practical work for projects:

1. Give 50 transactions for preparing subsidiary books, ledger, trial balance and final accounts.
2. Write down Accounting standards from As-1 to As 10
3. Examine role of accounting concepts in the preparation of financial statements.
4. Accounting is closely connected with control Elaborate the statement and discuss the role of accounting feedback in the process of control.

Books:

1. M.C.K. Nambiar -Advanced Accounting
2. M.C. Shukla & T.S. Grewal -Advanced Accounts and solved problems.
3. R.L. Gupta -Advanced Accountancy
4. S.N. Maheswari -Advanced Accounting
5. B.S. Raman -Advanced Accounting
6. S.P. Jain & Narang -Advanced Accountancy

SECOND YEAR B.COM.

PAPER IV COST AND MANAGEMENT ACCOUNTING

Chapter I: Introduction to costing-Objectives-Advantages-Limitation-Limitation of financial accounting -Management accounting and cost accounting-definition and scope of management accounting-Cost classification-Cost centres and cost units-cost sheet.

Chapter II : Elements of cost.

- a) Materials-purchasing procedures-Receiving and inspection storing and valuation of issues(FIFO, LIFO and simple average)-stock levels -EOQ-ABC Analysis-VED Analysis-(Forms and formats excluded)
- b) Labour-Time keeping and time booking-wage system(Time rates, piece and differential piece rates.)-Inventive system of wage payment(Halsey and Rowan plan only)
- c) Over heads-definition-Classification of over head collection of over head-Allocation, Apportionment-Reapportionment. Absorption of factory over heads(labour cost method labour hour rate method and Machine hour rate Method) Treatment of over and under absorption-Treatment and absorption of office over heads and selling and distribution over heads.

Chapter III: Methods of costing-Job costing-Batch costing-Contract costing -Special features(treatment of cost of plant, sub contract and cost plus contract-profit on incomplete contracts.

Process costing: features-typical process industries-Normal and abnormal wastage-Inter process profit-Explanation on joint products and Bye-Products.

Chapter IV: Cost control account-Cost ledgers-Control accounts-Journal entries-Reconciliation of cost and financial profit-Integral accounting system-Advantages.

Chapter V: Marginal costing-Fixed and variable cost- break even analysis and cost volume profit analysis-contribution margin -limitations and

advantages of Marginal Costing-Decisions involving alternative choices.

Chapter VI: Standard costing-Definition-procedure for setting standards-Analysis of variance-Material price and usage variance-Labour variance-Rate and efficiency variance-overhead-expenditure, volume, capacity and efficiency, variances-Advantages and limitations of standard costing.

Chapter VII: Budgeting and Budgetary control-types of budget-preparation of functional budget-Installing and administering budget-Flexible budget.

Chapter VIII: Management reporting -Methods of reporting Reports to share holders and management-Management information system essentials.

Practical Work:

1. Calculation of total cost of your institution and cost per student.
2. Calculation of cost per cup of tea served in your College canteen with assumed figures.
3. Prepare a budget of your family for one year. Collecting details of incomes, from various sources expenses on education food, Medicine, entertainments etc.

References:

- S.P. Jain and K.L. Narang : Cost Accounting
A.J. Wheldon : Cost Accounting and Costing Methods
A.K. Bhar : Cost Accounting Methods and problems
S.N. Maheswari : Management Accounting
Swaminathan : Lectures on Costing
Sharma & Shastri K Gupta: Management Accounting
S.P. Iyengar : Cost Accounting principles

SECOND YEAR B.COM

PAPER V, ENTREPRENEURIAL DEVELOPMENT AND BUSINESS DECISIONS

Part A : Entrepreneurial Development

Chapter I: Concepts of Entrepreneurship-Entrepreneur-Meaning and definition-Characteristics-Functions-types of entrepreneurs-Entrepreneurial traits-Role of Entrepreneur in Eco. Development -Factors affecting ent. growth-Entrepreneurial Development programme-objectives and

centents-Institutional support-MDI, NIESBUD, EDIT, STEP-Women entrepreneurship-Need, scope and problems.

Chapter II: Project formulation-meaning of project-phases of project management-Generation of project ideas-screening-project identification - Desk research and techno-Economic survey-elements of project formulation-Technique-Feasibility analysis-Techno-Economic Analysis - project design and Net work analysis-Input analysis-Financial analysis-Social cost benefit analysis-pre investment analysis.

Chapter III: Project report and project appraisal-Meaning of project report-scope-contents of project report proforma of project report-Meaning of project appraisal scope-Feasibility studies-economical-organisational, Managerial, Technical, Financial and Marketing Feasibility-Balancing of various factors.

Chapter IV: Investment Criteria decisions: Methods of profitability Appraisal-pay back period method-return on investment method-discounted cash flow method-internal rate of return technique-Net present value method-benefit cost ratio-risk analysis.

Chapter V: Development of small scale industry-definition of SSI unit-location-ideal location-green channel-Management of SSI-Industrial policy and SSI-Resource mobilisation-Industrial support to SSIs SFCs SIDCO-SIDBI-Commercial banks. (90 hrs)

Part B

Business Decisions

Chapter I : Introduction to Managerial Economics-Definition and objectives of managerial economics-decision making-application of economic theories in decision making.

Chapter II : Demand analysis-Meaning of demand-demand determinants-law of demand-law of diminishing marginal utility-consumers surplus-Elasticity of demand-Measuring Elasticity of demand-use of demand in business decisions.

Chapter III: Demand Forecasting-short-term forecasting-purpose-long term forecasting-methods of forecasting demand-forecasting demands for new products and established products-essentials of good forecasting.

Chapter IV : Cost analysis-Concepts of cost-total, average and marginal costs-fixed and variable cost-short term and long term cost-opportunity cost and out lay cost-incremental and sunk cost-Economic and accounting cost-cost -out put relationships-cost control and cost reduction.

Chapter V: Pricing-theory of pricing-price determination under perfect competition-Monopoly and mono polistic competition-pricing under oligopoly-pricing policies and practices-penetrating pricing-price skimming-follow up pricing-cost plus pricing-pricing of a new product. Equal weightage for marks for part A and Part B

Suggested Practical for Project works:

1. Obtain a project report, study and write down in the record.
2. Prepare a project report for commencing any of the organisation given below. stone crushing unit, ice plant, work shop.
3. What are the major determinants affecting the demand for consumer durables like washing machine. Explain the methods to forecast demand for such an item.
4. Visit an industrial Organisation of your choice and list out the various formalities followed in starting the enterprise. Also indentify the site selection criteria.
5. Contact DIC of your area and collect the details of various concessions available to SSI units.
6. Contact Manager of KSFC of your area and collect details of various loan schemes available to industries and the type of securities.
7. What are opportunity costs. Give suitable examples of such costs from the functional areas of management. Would you accept the view that decision making always involve such costs, though such costs are not always quantifiable and measurable.
8. A number of organisations like IDBI, SFCs, ICICI, SIDBI etc. are float-ing bonds. State and explain the factors that determine the demand for such bonds. Name and define few concepts of demand-elasticity relevant in this case.

Suggested books:

C.B. Gupta and N.P. Srinivasan	-Entrapreneural Development
P. Saranavel	- -----do-----
Vasant Desai	-Dyanamics of Ad & Management
Francis Cherunilam	-Industrial Economics
Singh and Mahadevan	-Project Evaluation and Management.
Dean Joel	-Managerial Economics.
M.L. Seth	-Principles of Economics
R.L. Varshney & K.L. Maheswari	-Managerial Economics
Dr. P.C. Thomas	-Principles of Business decisions.
K.P.M. Sundaran and E.N. Sundaram	-Business Economics.

**SECOND YEAR B.COM.
PAPER VI-BUSINESS LAWS**

Unit I:

1. Law of contracts: contracts, definitions-Essentials of a valid contract-kinds of contract-valid contract-void and voidable contract-illegal contracts-unenforceable contract-express and implied contracts-quasi contracts-executed and executory contract-wagering and contingent contracts. Offer and acceptance-revocation-communication-consideration-Doctrine of privity of contract-capacity to contract consent-coercion-undue influence-misrepresentation-fraud-mistake-performance-discharge of contract breach of contract-remedies for breach of contract.
2. Indemnity and guarantee: Rights and liabilities of surety-discharge of surety.
3. Bailment and pledge: Duties of bailor and bailee-bailee's lien-pledge and Mortgage.
4. Agency: Contract of agency-mercantile agents-extent of agent's authority-delegation of authority-personal liability of agent-liability of principle and agent to third parties-termination of agency.
5. Sale of goods Act: Contract of sale and agreement to sell - conditions and warranties-transfer of property title to goods-rights and duties of seller and buyer-rights of unpaid seller.

Unit II:

1. Company Administration: Company-definition-characteristics-promotion-Memorandum-Articles prospectus - Membership in a company-definition of a member-modes of acquiring and terminating membership rights and liabilities of members.
2. Management of a company-Directors-appointment-rights duties and liabilities of directors-vacation and removal of directors.
3. Company meetings: Kinds of company meetings-Requisites of a valid meeting-proper authority-Notice-quorum-Chairman-proxy voting-Resolutions-minutes-winding up of joint stock companies-meaning - modes of winding up - Liquidators.
4. Consumer protection Act: Definitions-Consumer-Protection Councils-Central and state consumer Protection Councils-objects-consumer disputes redressal agencies-composition of the district forum-Jurisdiction of the district forum-procedure for filing complaints-composition, jurisdiction and powers of the National commission-procedure applicable to state and national commission-Appeal-dismissal of frivolous or vexatious complaints penalties.

Books Recommended:

N.D. Kapoor	Elements of Mercantile law
D.P. Jain	Mercantile law
M.C. Shukla	A manual of mercantile law
Aloysius cardozo and Engine Joseph	Commercial law
Dr. H.K. Saharay and N.K. Sha	Business and Economic laws
M. Krishnan Nair	The law of contracts
R.K. Gupta and V.S. Gupta	Indian Company law
M.P. Tandon	Text book of company law
M.C. Kuchal	Secretarial practice
Asliok K Bagrial	Secretarial practice
Bare Acts issued officially with Amendments	Company law.

Indian Companies Act with Amendments

Consumer protection Act

Suggested Practical Work for project:

1. You have brought a T.V. which has 3 years warranty with in one month of purchase T.V. become bad. How will you file a complaint under consumer protection Act.
2. Obtain a copy of prospectus and application form of a company issuing shares. Write the steps for purchasing shares from primary markets.
3. Contact a dealer of consumer durables in your locality. Find out warranties offered on different products. How it differs from guarantee.

THIRD YEAR B.COM.

PAPER VIII-CORPORATE ACCOUNTING

Chapter I: Company Accounts-Issue of shares and debentures-forfeiture and reissue of shares-underwriting-Redemption of shares and debentures-Private placement.

Chapter II : Final accounts of Companies-manufacturing, trading and profit and loss account-profit and loss appropriation account-balance sheet-payment of dividends-Bonus share.

Chapter III : Acquisition of business by companies-purchase considerations-methods-profits prior to incorporation.

Chapter IV: Final accounts of Banking Companies-profit and loss account with schedules-Rebate on bills discounted-classification of assets as per RBI guidelines and income recognition and asset classification norms.

Chapter V: Analysis and interpretation of financial statements

- a) Nature and importance of financial statements-Limitations-meaning of analysis and interpretations-types of analysis-techniques-comparative financial statements, common size statements, trend percentages.
- b) Ratio analysis-Nature-Types of ratios-liquidity ratios-current ratio, acid test ratio-absolute liquidity ratio- Leverage ratios-debt-equity ratio, coverage ratios-activity or turn over ratios-inventory turnover, debtor turn-over and collection period, working capital, turn over, fixed assets turn-over, creditors turnover and average payment period, profitability ratios, profitability in relation to sales-G/P ratio, operating profit ratio, operating ratio, Net profit ratio, return on investment(ROI), Return on assets return on capital employed, return on share holders equity-Market test ratio: Earnings per share, dividend per share, dividend yield ratio, price earning ratio, overall profitability ratio-dupont chart-preparation of final accounts from ratios-significance and limitations of ratio-analysis.

Chapter VI: Fund flow and cash flow statements meaning uses-preparations.

Suggested practical work for project:

- δ Collect an annual report of a Bank and a Limited company and write down the annual report in the record.
- δ Calculate different ratios from the above financial statements.
- δ Contact a share broker and collect application forms and prospectus of a company. Study and write details in the record book.

Suggested Books:

Advanced Accounting	-M.C.K. Nambiar
Management Accounting	-Anthony R.N.
Advanced Accounts	-Shukla and Grewal
Advanced Accounts	-Jain and Narang
Management Accounting	-S.P. Gupta
Principles of Accounting	-R.L. Gupta
Management Accounting	-S.M. Maheswari
Management Accounting	-I.M. Pandey
Advanced Accounting	-B.S. Raman.

PAPER IX

BANKING AND FINANCIAL SERVICES

Chapter I : Indian Banking system-RBI, Commercial Banks, Regional Rural Banks, Co-Operative Banks, Lead Bank Scheme, Exim Bank.

Chapter II : Central Banking: RBI organisation and function-credit control measures-role of RBI in Industrial and rural finance.

Chapter III: Commercial Banks: Functions and services-credit creation-clearing houses-systems of Banking-Modern trends in commercial banking-ATM, Credit cards, community services banking.

Chapter IV: Banking practices: Banker and customer-Meaning and definition-General and special relationship opening and operation of accounts-General precautions-types of accounts.

Chapter V: Negotiable Instruments: Law relating to promissory notes, Bills of exchange and cheques-Requisites of cheques-crossing of cheques-endorsements-parties to negotiable instruments-Holder and holder-in due-course.

Chapter VI: Paying Banker: Payment of customer's cheques-precaution-payment in due course-recovery of money paid by mistake-refusal of payment of cheques.

Chapter VII: Collecting Banker: Statutory protection-Basies of negligence-duties of collecting banker.

Chapter VIII: Loans and advances: Forms of securities-Guarantees-Loan-pledge-Hypothecation and mortgage.

Chapter IX: Capital Market in India: Primary market and secondary markets-stock exchange functions-membership-management-OCT exchanges and their operations-on line trading-dematerialisation of shares-functions and powers of SEBI.

Chapter X: Financial Services: Merchant banking-factoring-venture capital-mutual funds GDR, ADR.

Chapter XI: Institutional financing-SFCs, IDBI, ICICI, UTI-ADE, IMF, world bank.

Chapter XII: Financial derivatives: Forwards-Futures-options-swaps-difference between forwards and futures-Characteristics of derivatives-(Only a basic study is expected.)

Suggested Practical for Project:

- 8 Contact a bank and collect information on various types of deposits and loans with interest. Write in the record.
- 8 Contact a share dealer of your place and collect prospectus of any company and note down procedures for purchase, sale and dematting of shares.
- 8 Visit a bank branch and collect various forms like pay in slip, withdrawal slip, pay in slip for demand drafts - application for starting an account in the bank, also write letter to a bank about the loss of cheques-Note down these in record book.

Suggested Books:

Goodan & Natarajan	Banking theory and practice. Financial institution and markets.
K.C. Sekhar	Banking theory and practice
Keith Redhead	Financial Derivatives
Swaminathan	Financial Derivatives
S.K. Misra & V.K. Puri	Economic environment of business
Dr. V.A. Avadhani	Indian Capital Market
Joginder singh	Working of security market in India.

THIRD YEAR B.COM.

PAPER X COMPUTER APPLICATIONS

1. Introduction to computers:

Definition-Features-necessity-Generation-Problem of computerisation-Basic structure-Computer peripherals-Type of computers-Memory-Primary & Secondary data Representation-ECDIC-ASCII-Bits-Bytes.

2. Computer languages:

Machine languages-Merits and demerits- Assembly language - merit and demerits - high level languages(An over view) Compilers - interpreters - assemblers - loaders - linkers.

3. Operating system concepts:

Introduction - functions of operating system in a computer concept of Multiprogramming - types of operating system - batch on line - real time - time sharing - concept of Graphical user interface (GUI) MS.DOS,

Windows and Unix (An over view)

4. Computer Net Works:

Introduction to Internet - LAN - WAN - Main services offered world wide web - E-Mail

5. Business applications of Computers:

Introduction, Nature of Computer application - cost and budgetary control, pay roll and personnel records - inventory control - budgeting and reporting information - Management information system - system view of business - Data flow diagram - concept of information system - process of MIS.

II UNIT

6. Programming concept:-

Introduction to programming, programme definition - characteristics of a good programme - stages in programme development - concept of Algorithm - concept of flow charts symbols used in programme flow charts.

7. M.S. OFFICE 1998/2000.

- (a) Introduction to windows 1998/2000 - structure - creating folders - copy - delete - windows explorer - Introduction to control panels.
- (b) M.S. Word - parts of M.S. Word - Window concept - Menus - File - Edit - View - Insert - Tools - Tables - Mail merge.
- (c) M.S. Excel - Spread sheet - operators - Arithmetic - Relational Functions - Graphs - Macros.

8. Tally:

Company information - select - Accounts Information - Ledger Accounts Groups - Cost centres - Voucher entry balance sheet - Ratio Analysis-cash and funds flow.

Theory examinations will be for 50 marks and practical for 30 marks. Practical will be taking a printout under M.S. Word.

Creating and inserting figures under M.S. Excel and preparing a financial statement using Tally.

Suggested practical for Project:

- 1. Drawing flow chart for student admission in the college - calculation of income - tax.

2. Suppose the following offices are fully computerised. Find out the benefits and information likely to be available.

- a) Your college (b) Village office (c) Bank (d) Your co-operative stores (e) Bus station.

3. Go through various advertisements and note down the description of computers, price, special advantage, manufacture, types of printers etc., and write down in the record.

Suggested Books:

V.K. Jain	-	Computer fundamentals
V. Rajaram	-	Fundamentals of Computer
V. Parameswaran	-	Computer Application in Business.
B. Kumaran & Krishnan	-	Computer Application in Business.
R.K. Taxali	-	P.C. Software made simple
Techmedia	-	MS Internet explorer.

THIRD YEAR B.COM

PAPER XI - AUDITING

Chapter I :- Auditing - Origin and meaning - Definition - Objects - Advantages and Importance - Qualities and qualification of a professional auditor.

Chapter II :- Classification and conduct of Audit - Statutory audit - private audit - Government audit - Internal audit - Interim audit.

Chapter III :- Planning the audit - Arrangement with the client - Audit memorandum - Audit programme - Audit note book - Audit working papers - Division of work between senior and junior clerk.

Chapter IV :- Internal check - Meaning and definition - objects internal audit and internal check - operational auditing Test checking - Routine checking.

Chapter V :- Vouching - Meaning and objects - procedure - essential of a valid vouchers - vouching a cash transaction - Trading transactions - vouching of personal and impersonal ledgers.

Chapter VI :- Verification and valuation of assets and liabilities - Meaning of difference between verification and valuation - General principles regarding valuation of assets - Methods of verification and valuation of items - cash loans - Investments - stock intrade - Book debts - plant and machinery - freehold and lease hold properties - Goodwill - Capital - Trade creditors - contingent liabilities.

Chapter VII :- Audit of Limited Companies - appointment of company auditors - Qualifications - Disqualifications - Rights - Duties - Liabilities - Removal of auditors - Rotation - Remuneration - Lien - Status - Audit procedure - Preliminaries before audit - Audit of share capital, issue, transfer, transmission, forfeiture - Reissue and of debentures - Audit for purpose of statutory reprot profits, Divisible profits - Dividends, Reserve and provisions, issue of bonus shares - profit or loss prior to incorporation - Managerial remuneration - Auditor's report - Contents - General consideration for drafting the report - Types of reports - Rendering of report.

Chapter VIII :- Liability of auditors - Nature of liability - Civil and criminal - Liability under statute - Liability to third parties - Liability of joint auditors.

Chapter IX :- Audit of Banking Comapnies - special points regarding audit of Bank Accounts - Audit of bank branches - Auditors special liability.

Chapter X :- Cost Audit - Definition - Difference between financial audit and cost audit - Appointment,

Qualification, Rights, and powers of cost auditors - types of cost audit programme - Report.

Chapter XI :- Investigation - Meaning - Difference between Investigation and audit - procedure in investigation of different classes - Investigation on behalf on an intending purchaser of business, an incoming partner, on behalf of management where fraud is suspected - Investigation report.

Chapter XII :- Different specialised audits - Executors accounts - Charitable trusts, schools and colleges, Theatres, Hotels clubs, Hospitals.

Chapter XIII :- Audit of Co-operative societies

Chapter XIV :- Concept of management and operational audit - propriety audit - performance audit - EDP audit.

Suggested practical for project:

1. Collect Annual reports of companies and study the audit report and enter in the Record.
2. Contact an auditor of Co-operative societies and discuss with him the steps he has taken in the audit and enter in the record.
3. Obtain a copy of the audit report of your college Co-operative stores and record in the record book.
4. You are appointed as auditor of a club in your area. How will you complete the audit ? write down the procedure in your record book.

Suggested Books:

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|--|---|------------------|
| 1. Practical Auditing | - | B.N. Tandon |
| 2. Auditing | - | Dr. T.R. Sharma |
| 3. Auditing principles, practice & problems- | | Jagadish Prakash |
| 4. Co-operative Auditing | - | B. Dattam |

SECOND YEAR B.Com

PAPER VII - CO-OPERATION I

Unit I Definition of Co-operation :- fundamental principles - Difference - between co-operative Institutions and other form of organisations - Co-operative principles by ICA.

Unit II Concept, Evolution and philosophy of co-operation :- Co-operative movement in U.K. - Robert Owen - Rochdale Pioneers, Germany Raiffeisen and Schulze movements, Denmark, Japan, Collective farms in Russia, Co-operative farming, In Israel, Marketing Co-operative in U.S.A. Industrial Co-operatives in U.S.A. Industrial Co-operative in China.

Unit III Institutional arrangements for credit :- Commercial banks - R.R.Bs and Co-operatives - Sources of funds - shares, debentures and own funds - Refinancing facilities - Organic link between various institutions like RBI and NABARD.

Unit IV Credit Co-operatives :-

(a) Agricultural credit Co-operatives :-

Types of credit - short term, medium term and long term. Constitution, objectives and working of Primary Credit societies - Central Co-operative Banks and State Cooperative Bank - primary Agricultural & Rural Development Banks - Kerala State Agricultural and Development Bank - Development - related credit documents to be furnished by the applicants for loans.

(b) Non-Agricultural Credit Societies :-

Constitution - objects and working of Co-operative Urban banks - Employees Credit Societies.

Unit V:-Non-Credit Co-operatives :-

Role of non-credit co-operatives

(a) Co-operative Marketing and processing Societies :-

Agricultural marketing system - Channels between producer and consumer - organisational structure of co-operative marketing societies - Constitution objectives and working of primary co-operative Marketing societies - State level marketing federation - National level marketing fed (NAFED) - NCDC-

(b) Consumer Co-operatives :-

Origin and growth of Consumer movement in India - Organisational structure of consumer Co-operatives - Construction, objectives and working of primary consumer stores - District wholesale stores - State level consumer federation - National level consumer federation (NCCF) - Departmental store - Supermarkets.

d) Industrial Co-operatives :-

Role in the promotion and development of small scale, cottage and village Industries.

Handloom Co-operatives - Constitution, working and objectives of Primary Weavers Co-operatives Kerala State Handloom Weavers Apex Co-op. society(HANTEX)

Cair Co-operatives - Constitution objectives and working of Primary Cair Societies - Kerala State Co-operative - Cair Marketing Federation (COIRFI)

e)Fishermen Co-operatives :-

Fish produce credit & Marketing Societies - MATSYAFED - scope and functions.

f) Housing Co-operatives :-

Types of housing Co-operatives - Kerala State Co-operative Housing Federation - HUDCO.

g) SC/ST Co-operatives :-

Primary societies - Apex Federation

h) Co-operative farming Societies :-

i) Miscellaneous Societies :-

Co-operative hospitals - Dinesh Beedi Works Co-operative Society - Sahitya Pravarthaka Co-operative Society - School and College Co-operative Societies - Co-operative printing press - RAIDCO-CAMPCO - IFFCO - KRIBHCO

Unit VI

Co-operative Education & Training - Need for Co-op. Education - Organisational structure of Co-operative - education - Role of circle - Co-op. Union State co-op. union and National Co-op. Union of India (NCUI) and NCCT.

Unit VII

International Co-op. Alliance (ICA) :-

Functions and role in co-op. education and training - Role in ILO and Food and Agricultural Organisation (FAO) in the development of Co-operatives - Significance of Co-operative flag - Co-operative Week.

Suggested Practical work for project:

1. Contact a co-operative organisation of your choice and obtain a copy of bye - law - write down the bye law in your record.
2. Contact Chairman/Secretary of the Circle Co-operative Union and list down the formation of their election, Voters, term of office, functions, Raising of funds etc.
3. Collect details from your college Co-operative stores about their membership, Objectives, Election of Managing Committees - President of your Co-op. stores, directors of your stores - obtain a balance sheet and write down in the record.
4. What are the steps necessary for the formation of a Co-operative organisation. List down various steps for forming a Co-operative organisation in your area, with a model bye-law.

Suggested Books:

1. Kulkarni :Theory and Practice of Co-operation in India
2. T.S. Balan :Co-operation Principles and Practice
3. Dr Mathur M.S. :Co-operation in India
4. J. Banerjee :Co-operative Movement in India
5. Pillai F.R. :Kerala Co-operative Societies Act and rules.

Kerala state Co-operative Societies Act and Rules 1969 and 2000.

THIRD YEAR B.COM

PAPER XII - CO-OPERATION II

1. Origin and development of Co-operative movement in India - distinc-

tive features of Co-op. Act 1904, 1912 and 1919 Acts. (Only an overview)

2. Kerala State co-operative societies Act and rules 1969 and Act 2000.
Promotion and Registration of co-operatives - Need conditions and effect of Registration, procedure for Registration - By-Laws - Importance - Amendment of Bye-Laws - Change of name, liability, power of Registrar to direct amendment - Re-organisation of Societies - Amalgamation - Division and merger - provisions and procedure - Membership - Types - Eligibility of Membership - Right - Liabilities - Withdrawal and Termination.
3. Management of Co-operatives :- General Body - Annual and Special meetings - Procedures and recording of minutes - Managing Committees - Elections - Procedures - Nomination - Constitutional Power - Role and procedures - Supervision and Inspection - Enquiry, Audit - Privileges of Co-operatives Appointment of Administrative Committee - Administrator.
4. Minutes book - recording for different meetings - Fixing of Agenda - Duties of Secretary - Election of President - Powers of President - Appointment of Employees - Fixing Salary - Disciplinary Actions.
5. Writing and maintenance of day book for different transactions - Suspense assets - suspense Liabilities - Preparation of R & D (Problems are expected), balance sheet, - Statutory Reserves - Division of Profit.
6. Finance of co-operatives :- State Aid share Capital - Government participation in share Capital - Advances - Subsidies - Utilisation of Reserves - Investments.
7. Settlement of disputes - Arbitration - proceedings - Awards - Liquidation.
8. Civil procedure Code :- Section 60 - Procedure of Issue and service of summons, Inforcement of attendance of witnesses discovery and proof of facts by affidavits.
9. Indian evidence act : Indian Penal Code - Section dealing with embezzlement, misappropriation, criminal breach of trust, forgery, manipulation of records etc.
10. Kerala agricultural development bank act, 1984
Salient features of transfer of property act...
Indian Limitation Act, Registration Act,
Chitty Act,

Weights and measures Act.,

Food Adulteration Act.,

Shops and Establishment Act.,

Suggested practical work for project :

1. What is the term of Managing Committee of a Co-operative organisation. How election is conducted? What are the resolutions for election.
2. Collect notices of annual General body meeting of a Co-operative Organisation and note down Agenda. Contact a secretary of a Society and record how resolutions are recorded in the minutes book of Managing Committee and General body meeting.
3. What are the steps you take for registering a credit society in your college.
4. Give 20 transactions and see how day book is prepared, also ledger accounts and Receipts & Disbursement Account.
5. Obtain bye-law of any Co-operative organisation in your locality, write the details in the record book.
6. Collect Balance sheet of a Co-operative Organisation and enter the details in the record Bok.

Books recommended for co-operation 1 and 2:

- J. Eanarjee : Co-operative Movement in India
T.S. Balan : Co-operative Principles and Practice.
Dr. B.S. Mathur : Co-operation in India.
R.D. Bedi : Theory, history and practice of Co-operation.
Pillai F.R. : Kerala Co-operative Societies Act & rules.
Kulkarni : Theory and Practice of Co-operation.
Calvert : Law and Practice of Co-operation.

Kerala state co-operative societies act and Rules. 1969 & 2000.

INCOME TAX LAW AND PRACTICE - PAPER VII

1. Introduction - Meaning - Nature - Importance - Historical Review - Income tax Act 1961, as amended to date - The finance Act - The Income tax Rules 1962.
2. Definitions - Basic concepts - Agricultural income - previous year - Assessment year - capital and Revenue - Tax Liability - Resident - Not

ordinary resident - Non resident.

3. Incomes exempted from Tax (Sec. 10) or tax free incomes .

4. Heads of Income :-

a) Salary - Chargeability - prerequisites - allowances - deductions - practical problems.

b) Income from house property - Chargeability - annual value - deductions - practical problems.

c) Profits and gains of business :- Business - profession vacation chargeability - computation of income - deductions - disallowed expenses - practical problems depreciation - Development rebate - development - allowances - conditions for allowance - Types - importance - Practical problems.

d) Capital gain - chargeability - Transfer - computation - deduction - costs of acquisition - improvement exemption and relief.

e) Income from other sources - chargeability - deductions - amount not deductible.

5. Computation of total income :- Deductions from Gross total income.

Clubbing of income

set off and carry forward of losses.

6. Income tax Rebates and Relief - Double taxation Relief.

Suggested practical for project :

1. Give details of salaries and related particulars of various teachers to student for calculating Income Tax.
2. Collect specimen of (F) 16 and Income Tax return forms and write in the Record.
3. Study various concessions given in the Union for 2001-2002 for the Income Tax. Also write various penalties suggested.
4. Give details to the students regarding arrears of salary from 1986 and ask them to calculate rebate available U/S 89.

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PAPER XII - INCOME TAX LAW AND PRACTICE - PAPER II

Chapter I - Classes of Assessee and assessments

- a) Assessment of Individuals.

- b) Hindu undivided families
- c) Assessment of partnership firms - Assessed to Tax as such - assessed to tax as association of firms.
- d) Assessment of Co-operative Societies.
- e) Assessment of Companies.
- f) Charitable or religious trusts and institutions.

Chapter II- Income tax authorities - CBDT - Commissioners of Income - Tax - Additional Commissioner - Joint Commissioner - Deputy, Assistant Commissioner - Income Tax Officers - Inspectors of Income Tax etc.

Chapter III- Assessment procedures - Return of income - General notice - Special notice - Self assessment - provisional assessment - one - six scheme assessment on the basis of evidence - Best judgement assessment - Assessment of escaped income - procedure for re-opening assessment - Rectification of mistakes - Notice of demand - Appearance by authorised representative - PAN.

Chapter IV -Deduction of tax at source - objects - provisions.

Chapter V -Collection of tax at source - objects - provisions.

Chapter VI -Advance payment of tax or pay as you earn scheme, Meaning, Objectives and Computation. Recovery of tax - Tax clearance certificate - Refund of tax - Tax Credit Certificate.

Chapter VII - Penalties and prosecutions.

Chapter VIII - Appeals and Revisions.

Suggested practical for project :

1. Collect various advertisements of Income Tax departments regarding advance payment of Tax.
2. What is one - six scheme name the towns covered under the scheme in Kerala.
3. Study the Union Budget of the preceeding year and write down various provisions relating to Income Tax.