

FINANCIAL ACCOUNTING
SUBJECT CODE: CO 1502

SEMESTER: I SEM
CATEGORY : MC

CREDITS: 6
HRS/WEEK: 6

Objectives:

- To familiarize the basic concepts of accounting and its features
- To understand the procedures involved in accounting process and its applications
- To identify the various approaches in modern accounting practices

Course Units:

Unit I: Final Accounting and Depreciation:

Advanced problems in Final accounts of a sole trader-Depreciation accounting – Straight line and Diminishing balance methods – Change in the method of depreciation.

Unit II: Single Entry and Self Balancing Ledgers:

Single Entry – Meaning – Salient features – Conversion Method – Self Balancing ledgers.

Unit III: Branch Accounts and Departmental Accounting:

Branch Accounts – Dependent Branches – Stock and Debtors System – Departmental Accounts – Interdepartmental transfer at profit.

Unit IV: Hire Purchase Accounting:

Hire Purchase Accounting - Treatment of Partial and complete Repossession - Debtors System - Stock & Debtors System – Installment Accounting.

Unit V: Recent Trends in Accounting:

Introduction to IFRS-GAAP-Human Resource Accounting and Inflation Accounting-Social Responsibility Accounting and Environmental Accounting.

Recommended Text books:

Reddy & Murthy, Financial Accounting, Margham Publications, Chennai

Gabriel John & Marcus A, **Financial Accounting**, Tata McGraw Hill Publishing Company Ltd.,
2011

Reference books:

Gupta R. L. & Gupta V. K., Financial Accounting, Sultan Chand Publications, New Delhi

Jain & Narang, **Financial Accounting**, Kalyani Publishers, Patiala

Tulsian P.C., **Financial Accounting**, Tata McGraw Hill Publishing Company Ltd., New Delhi

Chinnasamy Ganesan, **Quick Reference on International Financial Reporting Standards with Model Q & A**, CCH-Wolters Kluwer Business, 2011

BUSINESS ENVIRONMENT & ETHICS
SUBJECT CODE: CO 1503

SEMESTER: I **CREDITS** : 3
CATEGORY: MC **NO. OF HOURS/ WEEK** : 3

Objectives

1. To provide an overview of Business Environment in India
2. To help, analyse, and appreciate the importance of key environmental factors
3. To understand the elements of global business environment and its implication

Unit 1: Business Environment- An overview

Nature & Scope of business – Business Environment – Types – Micro & Macro Environment – Environmental Analysis & Strategic Management Process – Importance & Limitations – Approaches to Environmental Analysis

Unit 2: Economic Environment

Features and Functions of Economic System – Types of Economic System – Merits, Demerits & Comparison – Brief history of planning in India – 11th and 12th five year Plans in India - Economic Parameters – Description of Indices: corruption perception index, micro economic competitiveness index, technology index.

Unit 3: Political Environment

Constitutional Environment – Features – Fundamental Rights & Duties - Functions & Economic Roles of the State – Consumer Protection Act - Environment Protection Act – Competition Act

Unit 4: Social & Cultural Environment

Demographic Environment – Culture & Business – Impact of foreign culture on business - Business & Society –Business Ethics- Social Responsibilities of business towards different groups

Unit 5: Global Environment

Globalisation – Meaning & Rationale for Globalisation – Role of WTO & GATT – Trading blocks in Globalisation – Impact of Globalisation on India

COURSE TEXTS

C.B.Gupta, Business Environment, Sultan & Chand Publications, New Delhi

COURSE REFERENCES

Dr.Francis Cherunilam, Business Environment, Himalaya Publishing House, Mumbai

Sankaran, Business Environment, Margham Publications, Chennai

GENERAL ECONOMICS
SUBJECT CODE: EC 1101

SEMESTER: I SEM
CATEGORY: AR

CREDITS: 4
HRS/WEEK: 6

Objectives:

- To have a grasp of the General Principles of Economics.
- To prepare students to Apply the various theories and principles of Economics in Business and Commercial Environments.

Course Units:

Unit I:

Nature and Scope of Economics- Concept of demand and supply, elasticity concepts- Agents of production- Competitive market structure and determination of prices-Pricing under monopoly.

Unit II: Macroeconomics:

National income concepts - Determination of national income and employment-Determinants of consumption, saving and investment.

Unit III: Money and Banking:

Concepts of Money-Commercial banks and credit creation-Central bank and credit control.

Unit IV:

Money supply and price level-Measures of money supply; Velocity of money-Determination of the price level-Inflation and deflation - Causes and remedies.

Unit V: Public Finance:

Budgets - Types of budget deficit-Direct and Indirect Taxes-Development and Non-development expenditure.

Recommended Text books:

Sankaran

Jhingan M.L., Money Banking international Trade and Public Finance, Ed.8, 2004
Veranda Publishers, New Delhi.

Ruddar Datt and Sundaram KPM, 2005, Indian Economy, S. Chand and Company
Private Ltd., New Delhi.

Reference books:

Lipsey, Richard, G., 1998, Introduction to Positive Economics, English Language
Society and Weidenfeld and Nicolson, London.

Samuelson, Paul Antony and Nordhaus William D, 1998, Economics, Ed. 6, New
Delhi: Tata McGraw Hill Publishing Company Ltd., New Delhi.

Stonier Alfred W and Hague Douglas C, 2000, A Text Book of Economic Theory,
Longman, London.

Websites for Reference:

www.rbi.org.in; www.bankreport.rbi.org.in; www.cpolicy.rbi.org.in; <http://mospi.nic.in>;
www.bulletin.rbi.org.in; www.indiastat.com.

BUSINESS PROCESS & MANAGEMENT

Subject Code: CO 2107

SEMESTER: II

CREDITS : 4

CATEGORY: AR to Department of Statistics

NO. OF HOURS / WEEK : 6

Course Objectives

- To understand the basics of management concepts and its various dimensions to support the business process
- To identify the functional areas of human resource management and its importance in the overall organizational development
- To familiarize the various aspects involved in business processes, and its integration with ERP modules, and control devices

Unit 1 – Management in the context of Enterprise Resource Planning (ERP)

Concepts of Material Management, Sales and Marketing Management, Quality Management, Asset Management, Financial Management, Resources Management, Time Management and Change Management - Functional currencies of business units / groups

Unit 2 –Human Resources Management (HRM)

Types of organizations at different levels – Peoples Management (managing employees, applicants, contingent/contractors and beneficiaries) – Maintaining records – Definitions of job, position, grade, grade rates and pay roll elements – Competencies, career program and Talent management

Unit 3 – Enterprise Resource Planning (ERP) suite

Trading Community Architecture (TCA) Suppliers, customers, employees, items/goods and services – ERP sub-ledgers, purchases, payables, receivables, inventory and assets

Unit 4 – ERP integration

Integrating ERP to the general ledger (finance) – General ledger concepts – types of journals – budgeting organizations – budgeting control – Financial statements

Unit 5 – Control aspects in ERP

Cash control – Mass allocation - Foreign exchange reconciliation, translation and consolidation – Inventory control – ABC analysis, serial control, LOT control, revision control – levels of inventory controls

Recommended Books:

1. Maheswari S.N, and Gupta C.B, **Business Management**, Sultan Chand & Sons, New Delhi, 2010
2. Varma Naresh, **Business Process Management**, Global India Publications Pvt Ltd. New Delhi, 2010
3. **Oracle Financial Statements Study Material**, Oracle Corporation

BUSINESS MANAGEMENT

SUBJECT CODE: CO 2502

SEMESTER: II SEM

CREDITS: 6

CATEGORY: MC

HRS/WEEK: 6

Objectives:

- To enable the students to understand and appreciate the contribution made by management thinkers.
- To familiarize students with the principles, functions and techniques used to effectively manage business enterprises.
- To provide opportunities to apply the general functions of management in day-to-day managerial practice.

Course Units:

Unit I: Introduction to Management:

Definition & Meaning of management – Functions of Management – Managerial skills – levels of management – roles of manager, Management as a Science or Art – Approaches to Management – Contribution to management by F.W.Taylor, Henry Fayol, Elton Mayo and Peter F. Drucker, C. K. Prahalad.

Unit II: Planning:

Planning – importance – Process of planning – types of planning – planning methods (Objectives- policies- Procedures – Strategies & Programmes) – Obstacles to effective planning. Decision making - Steps – Types – Decision Tree.

Unit III: Organising:

Organization - Importance – Principles of Organizing. Delegation & Decentralization – Departmentation– Span of Management. Organizational structure – line & staff and functional – organizational charts and manual –making organizing effective. – Staffing – recruitment – selection – Training, promotion and appraisal.

Unit IV: Directing:

Function of directing - Motivation – Theories of motivation (Maslow, Herzberg and Vroom's theories) Motivation techniques. Communication – Function – Process – Barriers to effective communication. Leadership – Definition –Theories and approach to leadership- styles of leadership – Types.

Unit V: Co-ordination and Control:

Nature – Problems of effective coordination. Control – Nature – Basic control process – control techniques (traditional and non- traditional)-Use of Computers in managing information.

Recommended Text books:

Gupta C. B, Business Management, Sultan Chand & Sons, New Delhi, 2011.

Reference books:

Koontz, O'Donnell, Weirich, Essentials of Management, Tata McGraw Hill Publishing Company Ltd., New Delhi 5th Edition (1998).

Pagare Dinkar, Principles of Management, Sultan Chand & Sons, New Delhi, 2003.

Sherlekar & Sherlekar, Principles of Business Management, Himalaya Publishing House, New Delhi, 2000

BUSINESS LAW – I
SUBJECT CODE: CO 2503

SEMESTER: II SEM

CREDITS: 3

CATEGORY OF THE COURSE: MC

HRS/WEEK: 3

Objectives:

- To help the students to learn the elements of general contract
- To understand the various contracts in business or profession

UNIT-I: NATURE OF CONTRACT

Object of Law of Contract-The Indian Contract Act, 1872-meaning and definition of contract-essential elements of a valid contract-Classification of contracts.

UNIT-II: OFFER, ACCEPTANCE AND CONSIDERATION

Offer-meaning-definition-rules relating to offer-tenders-cross and counter offer.

Acceptance-meaning and definition, who can accept?-legal rules as to acceptance-communication offer and acceptance-revocation of acceptance-revocation of offer and acceptance.

Consideration-meaning-definition-legal rules relating to consideration-stranger to contract and consideration-contracts without consideration.

UNIT-III: CAPACITY TO CONTRACT, FREE CONSENT AND LEGALITY OF OBJECT
Minors-rules relating to agreements with minors-persons disqualified by law to enter into valid contract-persons of unsound mind.

Free consent- Meaning and definition of consent and free consent-coercion-Essentials of Coercion-fraud-Essentials of fraud-Misrepresentation- essentials of misrepresentation-Difference between fraud and misrepresentation-undue influence Difference between undue influence and fraud,-essentials of undue influence-mistake-types of mistakes .

Legality of object-When is consideration or object unlawful and illegal agreements opposed to public policy.

UNIT-IV: QUASI AND CONTINGENT CONTRACTS

Quasi contracts-Meaning and Definition, Types of Quasi Contracts.

Contingent contracts-Meaning and Definition – Rules regarding Contingent Contracts.

UNIT-V: PERFORMANCE OF CONTRACTS

Meaning and definition-offer to perform-contracts which need not be performed-Devolution of joint rights and liabilities-persons allowed to demand for the performance-time and place of performance-performance of reciprocal promises-time as the essence of contract-appropriation of payments-assignment of contracts.

Text Book:

1. KAPOOR N.D, Elements of Mercantile Law, Sultan Chand & Sons, New Delhi-2010
2. BALACHANDRAN V, & THOTHARDI, Business Law, Tata McGraw Hill Publishing Company Ltd., 2010

Reference Books:

1. Shukla M. C, Mercantile Law, Vikas Publishing House, New Delhi-2010.
2. Shukla M.C, Mercantile Law, Sultan Chand & Sons, New Delhi-2009.

BUSINESS STATISTICS

SUBJECT CODE: ST 2104

SEMESTER: II SEM

CREDITS: 4

CATEGORY OF THE COURSE: AR

HRS/WEEK: 6

Objectives:

1. To introduce basic concepts of Statistics.
2. To provide Statistical techniques for business data analysis.

Course Units:

Unit I: Introduction to Statistics:

Origin and development of statistics - Definition of statistics- importance and Scope of Statistics - Limitations of statistics - Misuse of statistics. Presentation of Data Diagrammatic representation of data - Bar diagrams - Pie diagrams - histogram- Frequency Polygon and frequency curve - Pictogram and Cartogram.

Unit II: Measures of Central Tendency:

Simple averages - mean, median, mode - Geometric mean and Harmonic mean - Weighted-Arithmetic mean, Combined mean and standard deviation. Skewness - Karl Pearson and Bowley's Coefficient of Skewness- Moments-Kurtosis.

Unit III: Curve fitting:

Fitting a straight line and second degree parabola - Correlation Scatter diagram - Limits of correlation coefficient - Spearman's Rank correlation coefficient-Simple problems. Regression - Properties of Regression coefficients and regression lines.

Unit IV: Times Series:

Components of Time series - Additive and multiplicative models -Measurement of Trend- Graphical Method - Semi average method - Moving Average Method, least square method- Measurement of seasonal variation - Method of simple average method - Ratio trend method- Ratio to Moving average method- Method of link relatives.

Unit V: Index Numbers:

Construction of index numbers - Unweighted index numbers-Weighted index numbers - Laspeyr's method - Paasche's method - Dorbish and Bowley method - Marshall-Edge worth method- Fishers method - Kelly's method - quality index numbers- Chain Index numbers- Base shifting- Splicing and deflating the index numbers- consumers Price index numbers.

Unit VI: Elements of Operations Research:

Linear Programming - Solving of LPP by Graphic method - simplex method of Big M Method - Transportation problem - Assignment problem.

Books for Study and Reference:

- Vittal PR (1993), Business Statistics, Margham Publications, Chennai.
Gupta S.P (1980), Statistical Methods, Sultan Chand and Sons Publishers, New Delhi.
Yule and Kendall (1993), Introduction to Theory of Statistics, Universal Book Stall, New Delhi.
Croxtton and Cowden (1956), Applied General Statistics, Sir Isaac Pitman and Sons. Ltd., London.
Gupta, S.C. and Kapoor, V.K (1980), Sultan Chand and Sons Publishers, New Delhi.
Gupta, S.C. and Kapoor, V. K (1976), Sultan Chand and Sons Publishers, New Delhi.

Taha, HA. (1997), Operations Research, Macmillan publishing Co., New Delhi.
Swarup Kanti, Gupta, RK and Mohan (1996), Sultan Chand and Sons (P) Ltd., New Delhi.