

FACULTY OF COMMERCE

Scheme for Bachelor of Commerce Degree

(To be introduced from 2006 admission)

1. Introduction

The B.Com. Degree programme is designed with the objective of equipping the students to cope with the changes and challenges in the industrial and business world.

2. Eligibility for Admission

Candidates for Bachelor of Commerce Degree Programme shall be required to have passed the higher secondary examination of the Directorate of Higher Secondary Examination, Kerala or any other examination equivalent to it recognized by the University of Kerala, with Accountancy as one of the subjects and any two of the following subjects viz, 1) Commerce, 2) Business Studies, 3) Business Communication, 4) Commercial Geography, 5) Insurance and Salesmanship, 6) Economics, 7) Banking, 8) Business Management, 9) Office Management as optional under part-III of the examination or to have passed an equivalent examination with other subjects under Part-III provided they have secured 45% of the aggregate marks. However, the restriction regarding minimum marks shall not be applicable to those who seek registration for the examination by private study. Relaxation of marks as announced by the government from time to time shall be applicable to candidates belonging to eligible communities/classes.

3. Course of Study

The course of study shall comprise the study of the subjects under the following four parts according to a syllabus text books prescribed from time to time.

Part I - English

Part II - Modern Language

Part III - Commerce Subjects

Part IV - Compulsory Subject (Environmental Studies)

Part – I English

The course of study under Part-I English shall extend over a period of two years and comprise the study of certain prescribed text books in English and exercise in English composition and Communicative English. The Examination for Part – I English will be completed by the end of the second year.

Part – II Modern Language

The course of study under part – II Modern Language shall comprise the study of any one of the following languages at the option of the candidate according to a syllabus or text books prescribed from time to time. Hindi, Malayalam, Tamil, French, German, Russian, Spanish, Urdu, Gujarati, Marathi, Bengali, Arabic, Syriac.

The examination for part-II Modern Language will be completed by the end of the first year.

Part III-Commerce Subjects

The course of study under part-III shall extend over three years and comprise the study of thirteen compulsory subjects and any one of the four optional subjects with two papers- Paper-I and Paper-II.

Part IV – Environmental Studies (Compulsory)-Not Included

The course of study under Part-IV compulsory paper shall be offered during the second year of the programme and the end of the second year the candidate shall take the examination for 100 marks (Theory Examination-70 marks, Field work and report-25 marks and attendance e-5 marks). However for candidates appearing under private registration shall have theory examination for 70 marks and field work in the form of report for 30 marks.

This paper is introduced as a separate and additional paper as directed by the Hon. Supreme Court of India, with one academic year as the duration of the course. The classes shall be conducted before and after the actual working time of the college (2hrs. per week).

70 hours shall be allotted for theory and 10 hours for field work.

The Minimum marks for a pass is 40%. However, the marks secured in this paper shall not be considered for calculating class, grade in the subjects of specialization.

The compulsory and optional subjects under Part-III and Part-IV are as given below:

First Year B. Com.**Part-III**

1. Principles of Business Decision
2. Management and Business Communication
3. Entrepreneurship Development
4. Financial Accounting

Second Year B.Com

5. Business Regulatory Framework
6. Business Statistics
7. Principles of Marketing
8. Advanced Financial Accounting
9. Optional Paper-I
 - a) Taxation Law and Accounts-I
 - b) Co-operation-I
 - c) Travel and Tourism-I
 - d) Electronic Data Processing and Computer Application-I

Part-IV

1. Environmental Studies (Compulsory) Not included

Third Year B.Com**Part-III**

10. Banking Law and Practice
11. Auditing
12. Cost Accounting
13. Capital Market
14. Management Accounting
15. Optional Paper-II
 - a) Taxation Law and Accounts-II
 - b) Co-operation-II
 - c) Travel and Tourism-II

d) Electronic Data Processing and Computer Application-II

ALLOCATION OF HOURS FOR EACH PAPER

First year		Hours per week
Part I English Paper-I		
Part II Modern Language		
Part III Commerce Subjects		
1. Principles of Business Decision		4
2. Management and Business Communication		4
3. Entrepreneurship Development		4
4. Financial Accounting		4
Second Year		
Part I English Paper II		
Part III Commerce Subjects		
5. Business Regulatory Frame work		4
6. Business Statistics		4
7. Principles of Marketing		4
8. Advanced Financial Accounting		5
9. Optional subjects Paper-I		5
Part IV Compulsory Paper		
1. Environmental Studies (total 80 hours for the year)		
Third Year		
Paper III Commerce Subjects		
10. Banking Law and Practice		4
11. Auditing		4
12. Cost Accounting		4
13. Capital Market		4
14. Management Accounting		4
15. Optional Paper-II		5

There will be examination at the end as detailed below:

The scheme of examinations shall be as follows:

		Hours	Marks
First Year			
Part-I	English Paper-I	3	100
Part-II	Modern Language	3	100
Part-III	Commerce Subjects		
Paper-1	Principles of Business Decision	3	100
Paper-2	Management and Business Communication	3	100
Paper-3	Entrepreneurship Development	3	100
Paper-4	Financial Accounting	3	100
Second Year			
Part-I	English Paper-II	3	100
Part-III	Commerce Subjects		
Paper-5	Business Regulatory Framework	3	100
Paper-6	Business Statistics	3	100
Paper-7	Principles of Marketing	3	100
Paper-8	Advanced Financial Accounting	3	100
Paper-9	Optional Subject Paper-I (a,b,c)		
	d- Electronic Data processing and Computer Application	3	70
	Practical		20
	Practical Record		10
Part IV	Compulsory Paper		
	Environmental Studies	3	70
	Project Report		25
	Attendance		5
Third Year			
Part III	Commerce Subjects		
Paper-10	Banking Law and Practice	3	100
Paper-11	Auditing	3	100
Paper-12	Cost Accounting	3	100
Paper-13	Capital Marketing	3	100
Paper-14	Management Accounting	3	100

Paper-15 Optional Subjects Paper-II (a, b, c)	3	100
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d-Electronic Data processing and		
Computer Application	3	70
Practical		20
Practical Record		10

NB: For Optional Paper Electronic Data Processing and Computer Application 40% of the total periods shall be allotted for theory and 60% for practical. The practical records shall be prepared, duly certified by the teacher concerned and countersigned by the head of the department shall be produced at the time of practical examination and viva voce.

For Paper-I practicals shall be conducted on the following areas:

DOS commands for searching of files and directories – creation and deletion of directories – changing of directories – file- copy – rename – deleted commands – time – date and prompt commands.

Windows opening an application programme – minimizing, resizing and closing the window – opening a file in various ways (through start menu, my computer) files – copy – rename – delete – restore from Recycle Bin – Wallpaper changing – changing screen saver – opening video and audio files.

Practical in Word processing – Spreadsheet – Database – Presentation

For Paper-II practical shall be on Web Page designing and Accounting Packages.

Pass Minimum

- (a) No candidate shall be declared eligible for the degree of Bachelor of commerce unless he/she has completed the course of studies prescribed and passed the examination in all the subjects under the parts viz., Part-I English, Part-II Modern Language, Part-III Commerce subjects and Part-IV Compulsory Subject on environmental studies.
- (b) A candidate is declared to have passed the examination in Part-I English if he/she obtains not less than 35% of the aggregate marks of the two papers in that part.
- (c) A candidate is declared to have passed the examination in part-II Modern Language if he/she obtains not less than 35% of the paper.
- (d) A candidate is declared to have passed Part-III commerce subjects if he/she obtains not less than 35% of the marks prescribed for each paper.

Classification of Successful Candidates

Successful candidates who obtain not less than 60% of marks in any of the Parts I, II or III shall be placed in first class in that part.

Successful candidates who obtain less than 60% and not less than 50% of marks in any of the Part-I, II or III shall be placed in the second class in that part.

Candidates who pass any subject under Part-III in more than two attempts shall not be classified according to the above provisions.

The marks obtained for Part IV compulsory paper is not considered for grading the student in first class, second class etc. But a pass with a minimum of 40% is compulsory for declaring the students to have passed the whole examination.

Registration for Examination

A candidate for the first year, second year or third year B.Com Degree Examination shall be required to register himself for the whole examination at his first appearance.

A candidate who has not registered for the first year examination shall not be permitted to continue the course of study in the second year.

A candidate who has not registered for the second year examination shall not be permitted to continue the course of study in the third year.

Improvement

A candidate who has appeared for the first year B.Com Degree Examination at the end of the first year of the course shall be allowed to appear again for the examination in Part-I with the second year examination and Part-III subjects along with the second year examination or/and with the third year examination with a view to improving the results of the first year examination.

Note: Examination in Part-II Modern Language shall be completed and the result declared in the first year itself. Candidates who fail in Part-II are allowed to take the supplementary examination in that part.

General

1. A candidate who has appeared for the first year B.Com. Degree Examination will be allowed to appear again for the examination under Part-III of the first year examination together with the second year or with the third year examination for improving the result.
2. When a candidate reappears for a paper/papers of the first year/second year B.Com. Degree Examination the higher marks secured by him will be taken into account for declaring the results.
3. A candidate who fails to secure the required pass minimum in Part-I of the examination at the end of the second year shall be permitted to take subsequent examinations.

4. Optional Paper, Electronic Data Processing and Computer Application under Part-III shall not be offered for candidates appearing under private registration.
5. A candidate who has qualified for the B.Com. Degree of the University shall be permitted to appear for a different optional subject under Part-III of the B.Com. Degree examination provided he has undergone the course of study prescribed for the selected new optional subjects by attending a college for a period of not less than one academic year after qualifying for the Degree or by private registration. Candidates who appear for an additional optional subjects shall be allowed to take both Paper-I and II at the end of the period prescribed.
6. All the papers in the subjects under Part-III and Part-IV shall be handled by the teachers in Commerce.
7. An industrial visit cum tour for not less than five days forms part of the course of study for regular students.

I Year B.Com.

Paper I

PRINCIPLES OF BUSINESS DECISIONS

Course Objectives

1. To familiarize the students with the economic theories underlying the various business decisions.
2. To create a basic awareness about the principles involved in business decisions.
1. **Introduction:** Meaning, definition, characteristics, objectives and scope of Economics and managerial economics – decision making – definition, steps and types – Decision models – Application of the economics theories in business decisions. (10 hrs)
2. **Demand Analysis:** Meaning of demand – Law of demand – Reasons for the law of demand – Exceptions to the law of demand - Law of diminishing marginal Utility - consumer surplus – Indifference curve – Determinants of demand – Type of demand – Extension and contraction of demand – shift in demand – Elasticity of demand – Price elasticity of demand – Income elasticity – Advertising elasticity – Cross elasticity – Measuring demand elasticity – Use of demand elasticity in business decisions. (20hrs.)
3. **Demand Forecasting:** Short-term forecasting and long term forecasting – Purpose – Methods of forecasting – Forecasting demand for new products – Essentials of good forecasting (only theoretical study is required). (10 hrs.)
4. **Theory of Supply:** Meaning of supply – individual and market supply – factors determining supply – Law of supply – market supply – supply schedule and supply curve – causes for the

operation of the law of supply – Assumptions of the law of supply – extension and contraction of supply. (10hrs.)

5. **Production Theory:** Meaning of production – production function – Law of production – Laws of returns to variable proportions – Laws of returns to scale – Economics and diseconomies of scale – Isoquant – optimum input combination – Laws of returns and business decisions. (20hrs.)
6. **Cost Analysis:** Different concepts of costs – Cost-output relations – short run and long run – Long run marginal cost curves – Break-even analysis (theory only) – Cost Control and Cost reduction – Areas of Cost control (only elementary aspects required) (15hrs.)
7. **Pricing Theory and Practices:** Definition of market – Different market situations – Perfect competition – monopoly – Monopolistic competition – Oligopoly – Duopoly – Monopsony – Oligopsony. Theory of price determination – Price determination under perfect competition – Price determination under monopoly – Price discrimination – Price output determination under monopolistic competition – Pricing under oligopoly – Kinked demand curve – Price leadership – Pricing under collusion – Pricing policies – Cost plus pricing – Rate of return pricing – Multi-product pricing – Pricing of a new product. (30hrs.)
8. **Capitalisation:** Meaning of capitalization – Over capitalization – Under capitalization, causes, effects and remedies – water capital. (110hrs.)
9. **Capital Budgeting:** Meaning, need and importance of capital budgeting – Methods – Traditional and modern methods – Payback period, Average Rate of Return, Net Present Value, Internal Rate of Return and profitability Index. (theory and problems) – Limitations of capital budgeting. (25hrs.)
10. **Business Cycles:** Meaning of business cycle – Phases of business cycle – Causes and indicators – Control of business cycles – Business forecasting. (10hrs.)

Recommended Books

1. Managerial Economics	- N.D. Dwivedi
2. Principles of Business Economics	- P.N. Reddy and H.R. Appanniah
3. Business and Managerial Economics	- Mankar and Pillai

Paper II

MANAGEMENT AND BUSINESS COMMUNICATION

Courses Objectives

1. To provide an introduction to the wide range of topics relevant to managerial excellence.
2. To impart knowledge with a view to developing communication skills relevant to various business situations.
1. **Principles of Management**- Features of management – nature and characteristics of management – Principles – functional approach – management vs administration (15hrs.)
2. **Planning**-Objectives – types of plans – forecasting – techniques for forecasting (15hrs.)
3. **Decision Making** – Importance – types of decisions – Process – group decision making (10hrs.)
4. **Authority** – concepts – delegation – line and staff relations – centralization vs decentralization (15hrs.)
5. **Motivation and Leadership** – Importance of motivation – nature of motivation – challenges of motivation – theories of motivation – types of leadership – theories of leadership (15hrs.)
6. **Communication** – Meaning - process – essentials – principles – barriers (10hrs.)
7. **Effective Writing** – meaning – objectives of written communication – essentials – importance – business letters – business reports (30hrs.)
8. **Oral Communication** – importance – essentials – speeches – meetings and conferences – telephone talk – interviews (30hrs.)
9. **Visual and Audio visual Communication** – types of visual communications – importance – audio visual communication – importance – types – recent trends (10hrs.)
10. **Listening and Communication skills** – listening skills communication skills – inter-personal communication - traditional analysis – inter-personal communication (10 hrs.)

Note: 1. Business Letters and Business reports require assignment to students

2. Oral communication needs practical training for individual speech, committee and group discussions.

Recommended Books

1. Principles and Practice of Management	- V.S.P.Rao and P.S. Narayana
2. Principles of management	- G.R. Terry
3. Effective Business Communication	- Asha Caul
4. Business Communication and Customer Relations	- R.K. Madhukan
5. Communication	- C.S. Raydu
6. New International Business English	- Leo Jones, Richard Alexander

Paper III

ENTREPRENEURSHIP DEVELOPMENT

Course Objectives

1. To provide an insight into the basic concepts of entrepreneurship.
2. To familiarize the students with the formalities and procedures for formation of an enterprise.
1. **Entrepreneur** – Meaning, Definition, Characteristics, Qualities, Types and function of an entrepreneur – Distinction between Entrepreneur and Manager – Distinction between Entrepreneur and Intrapreneur – Capitalist Vs. Entrepreneur – Entrepreneur Vs Entrepreneurship. (20hrs.)
2. **Entrepreneurship** – Meaning, definition and Characteristics of Entrepreneurship – Role of Entrepreneurship in Economics Development – Barriers to Entrepreneurship – Factors, Social factors, Cultural , Psychological and personality factors – Entrepreneurial mobility – Entrepreneurship Development Programmers. (20hrs.)
3. **Women Entrepreneurs** – Meaning and Definition – Problems of Women Entrepreneurs – Remedies to solve the problems of women entrepreneurs – Women entrepreneurs in Kerala – Tiny – Sickness – Meaning – Definition – Causes of Sickness – Remedies. (20 hrs.)
4. **Small Scale Industries** – Meaning – Definition – Feature – Role of SSI in Economic Development – procedure for starting SSI Units – Identification of location – Problems of SSI Units – Sickness – Meaning – Definition – Causes of Sickness – Remedies. (20hrs.)
5. **Incentives and Assistance for Industries in Kerala** – Industrial Policy of the State Government – Various incentives offered – Investment Promotion – Simplification of procedures – Green Channel – Single Window system – Infrastructure development – Rehabilitation of Sick Units. (20hrs.)
6. **Institutional Support to Entrepreneurs** – Support rendered by Institution to entrepreneurs – Department of Industries and Commerce – District Industries Centres – KVIB – KFC- KSIDC – KINFRA – SISI, KITCO – Techno Park – Industrial Parks. (20hrs.)
7. **Industrial Finance to Entrepreneurs** – Role of Commercial Banks – IDBI, IFCI, ICICI, SIDBI and NABARD in the development of Small Scale Industries. (15 hrs.)
8. **Tax Benefits to Small Scale Industries** – Tax holiday – Depreciation allowances – Other tax incentives. (10 hrs.)

9. **Project Report** – Meaning – Significance – Contents of a Project Report – Types of Reports – Agencies involved in the preparation of projects. Reports – Specimen form of a project report. (10 hrs.)
10. **Business and Society** – Changing concepts – social responsibilities of business – responsibilities to employees, consumers and community. (10 hrs.)

Recommended Books

1. S.S. Khanka	- Entrepreneurship Development
2. C.B. Gupta and N.P. Srinivasan	- Entrepreneurship Development
3. Vasanth Desai	- Entrepreneurship Development
4. Nadarajan and Gordan	- Entrepreneurship Development

Paper IV

FINANCIAL ACCOUNTING

Course Objectives

1. To make the students have a thorough knowledge of the accounting concepts, principles and standards.
2. To make the students understand the principles and practice of accounting of various types of businesses other than partnership and companies.
1. **Introduction to Accounting**- Growth of Accounting Knowledge – Development of Accounting Principles – Concepts and Conventions – Accounting Standards: Procedure for setting Accounting Standards – Objectives of setting Accounting Standards – Brief study of various Accounting Standards (Basis concepts only). (10 hrs.)
2. **Final Accounts of Sole Trader:** Manufacturing, Trading and Profit and Loss Accounts – Balance Sheet, Closing and Adjusting entries – Adjustments of outstanding and unexpired incomes and expenses – Depreciation – Bad debts and Provision for Bad debts – Bad debts recovered – Discount and provision for discount on debtors and creditors – Commission on profits – interest on capital drawings – goods taken for personal use and office use – goods distributed as free samples – Goods destroyed by fire – goods sent on sale or return basis – Adjusted purchase – transfer to Reserve fund. (30 hrs.)
3. **Rectification of Errors:** Introduction – Classification of Errors – Errors which Affect the Agreement of Trial Balance – Errors not Disclosed by Trial Balance – Steps to Locate Errors – Rectification of Errors – Rectification Before the Preparation of Trial Balance – Suspense Account – Rectification After the Preparation of Trial Balance but Before the Preparation of Final Accounts. (15 hrs.)

4. **Control Accounts** : Sectional and Self Balancing Ledgers: Introduction – The Tree Ledgers – Sectional Ledgers – Total Debtors Account – Total Creditors Account – Self Balancing Ledgers – Scheme of Entries- Transfer from One Ledger to Another Ledger – Contra Balances in Ledgers – Distinction between Self balancing and sectional Balancing System – Advantages and Disadvantages of Sectional and Self-balancing Ledgers.(15 hrs.)
5. **Consignments:** Meaning – difference between consignment and sale – pro-forma Invoice – Account sales – Calculation of commission – Accounting in the books of consignor and consignee – cost price and invoice price method – Normal and Abnormal loss of stock – loss of goods in transit – valuation and treatment of unsold stock. (15 hrs.)
6. **Joint Ventures:** Meaning – features – difference between joint venture and partnership – joint venture and consignment – Accounting treatment when one of the ventures is appointed to manage the venture – when separate set of books are not maintained for recording joint venture transactions – when separate set of books are kept for the Joint Venture – when memorandum method is followed. (15hrs.)
7. **Branch Accounting:** Objectives of Branch Accounting-types of branches-Accounting for branches not keeping full system of accounting-Debtors system and stock and Debtors systems. Independent branches-Ascertainment of trading results of independent branches- Adjustment for depreciation of fixed assets, Expenses met by Head Office for the branch and Reconciliation of transit items Incorporation of Branch Trial Balance in the Head Office Books. (20 hrs.)
8. **Accounts from incomplete Records:** Meaning-features-defects-Ascertaining profit or loss by capital comparison and conversion methods-calculation of missing items such as purchases, sales, debtors, creditors, Bill receivables, Bills payable, cash and Bank Balances opening and closing stock-preparation of Trading profit and loss Account and Balance Sheet. (15 hrs.)
9. **Accounts of Non-profit Organisations:** Preparation of Receipts and Payments Accounts, Preparation of Income and Expenditure Accounts and Balance Sheet of Arts and Sports Clubs, Educational Institutions and Professionals. (15 hrs.)
10. **Depreciation Accounting:** Meaning – Causes – Objects – different methods of providing depreciation – Fixed and Reducing installments with adjustments on addition, disposal and changing one method to other – Annuity Method – depreciation Fund Method – Insurance Policy Method – Revaluation Method – Depletion Unit Method – Sum of the year's digits method. (10 hrs.)

Recommended Books

1. The Higher Science of Accountancy – Dr. A.N. Agarwal
2. Advanced Accountancy – R.L. Gupta & M. Radhaswamy
3. Advanced Accounting - Dr. S.M. Shukla
4. Advanced Accountancy – S.P. Jain and K.L. Narang

II Year B.Com.

Paper V

BUSINESS REGULATORY FRAMEWORK

Course Objectives

1. To provide a basic idea about the salient features of contracts.
2. To provide a brief idea about the framework of Indian business laws.
1. **Law of Contracts:** the Indian Contract Act, 1872- Definition of Contract – Essentials of a valid contract – Classification of Contracts – offer and Acceptance – Consideration – Capacity to Contract – Free Consent – Legality of Object – Void Agreements – Contingent Contracts – Quasi-Contracts – Performance of Contract – Discharge of Contract – Remedies for breach of Contract. (40 hrs.)
2. **Special Contracts** – Indemnity and Guarantee. Bailment and Pledge – Contract of Agency. (15 hrs.)
3. **Sale of Goods Act, 1930:** Formation of contract of Sale – Contract of sale and agreement to sell – hire purchase agreement – Goods their classification – Transfer of property in goods – Conditions and Warranties – Performance of Contract of Sale – Rights of an unpaid seller – Remedies for breach of contract of Sale – Auction sales. (15hrs.)
4. **Negotiable Instruments Act, 1881:** Definition of negotiable instruments – Types of negotiable instruments –Parties to a negotiable instrument – Promissory Note – bill of exchange and Cheque – Negotiation – Dishonour and Discharge of negotiable instruments. (20 hrs.)
5. **The Consumer Protection Act, 1986:** Definition – salient features – Grievance Redressal Machinery. (10 hrs.)
6. **Pollution Control Act:** Air, Water and Sound pollution – Pollution Control measures. (5 hrs.)
7. **Insurance** – Meaning – Definition – Functions and nature of insurance – principles of Insurance – uses of Insurance – uses to individuals – uses to business – uses to society. (10 hrs.)
8. **Life Insurance:** Definition of Life Insurance Contract – Fundamental principle of Life Insurance – procedure for taking life policy – types of policies – policy conditions – procedure for settlement of claim – nomination and assignment, annuity. (20 hrs.)

9. **General Insurance: Marine and Fire** – Definitions – Procedure of taking policies – Fundamental principle of marine and fire insurance – warranties in marine insurance – types of marine and fire insurance policies. (15 hrs.)
10. **Insurance Regulatory and Development Authority Act (IRDA), 1999** – Powers and Functions of IRDA. Insurance Ombudsman – New legislations in insurance sector. (10 hrs.)

Recommended Books

1. Indian Contract Act, Sale of Goods Act and Partnership Act Desai T.T.
2. The Principles of Mercantile Law; Eastern Book Co. Singh Avtar
3. Business Law. Kuchal M.C.
4. Business Law. Kapoor N.D.
5. Business Law; Chandha P.R.
6. Insurance – Principles and Practice; M.N. Mishra
7. Insurance – Principles Practice and Registration; M.K. Ghosh and A.N. Agarwal
8. Insurance – Principles and Practice; R.S. Sharma
9. Bare Acts

Paper VI

BUSINESS STATISTICS

Course Objectives

1. To familiarize the students with quantitative techniques applicable for business.
2. To apply the statistical techniques for quantification of data in business.
1. **Introduction** – Meaning and uses of Statistics in Business. (5 hrs.)
2. Collection and presentation of primary and secondary data – methods of collection – sample and census – classification and tabulation – frequency distributions – continuous and discrete – line graphs – pie charts – bar charts – histograms – frequency polygons – ogives – Lorenz curves. (15 hrs.)
3. **Describing Data** – measures of central tendency – arithmetic mean – median – mode geometric mean – harmonic mean – empirical relationship between averages – choice of a suitable average. (15 hrs.)
4. **Measures of Variability** – variability – range – mean deviation – standard deviation – variance – computation of variance and standard deviation – coefficient of variation and its interpretation. (20 hrs.)

5. **Skewness and Kurtosis** – Introduction – skewness – measures of skewness – Karl Pearson's and Bowleys co-efficient of skewness – test of skewness – Kurtosis. (10 hrs.)
6. **Correlation – types** – methods of computation – scatter diagrams – correlation graph – coefficient of correlation – Karl Pearson's method – Spearman's method – concurrent deviation method – coefficient of determination – interpretation of 'r' – probable error. (20 hrs.)
7. **Regression Analysis** – simple and multiple – dependent and independent variables – regression line – methods of computation – free hand curve – methods of least squares. (15 hrs.)
8. **Time series** – Components – measures of trend – method of free hand curve – method of semi-average – method of moving average – method of least squares. (15 hrs.)
9. **Index Numbers** – uses – problems in construction in index numbers – kinds of index numbers – methods – simple aggregative – simple average of relatives – weighted aggregative – weighted average of relatives – fixed base and chain base index numbers – consumer price index numbers – methods of construction – precautions. (20 hrs.)
10. **Probability Concepts** – approaches to assigning probability – rules of probability – addition rule – multiplication rule – Bayes' rule – random variable and expected value – probability distributions – binomial distribution – poission distribution – normal distribution. (25 hrs.)

Recommended Books

1. Statistics: Theory, Methods and Application-D.C. Sanchetti and V.K. Kapoor
2. Statistics Methods : Dr. S.P. Gupta
3. Statistics : Theory and Practice – Dr. B.N. Gupta
4. Fundamentals of Statistics – S.C. Gupta

Paper VII

PRINCIPLES OF MARKETING

Course Objectives

1. To acquaint the students with the policies and procedures of marketing.
2. To make the students aware of the modern methods and techniques of marketing.
1. **Marketing** –meaning – definition and basic concepts – market and marketing – selling and marketing – importance of marketing – marketing mix. (15 hrs.)
2. **Functions of Marketing** – Buying and selling – creation of demand through identification needs – physical supply – transportation – warehousing – merits and limitations of each function – standarisation of products and services. (20 hrs.)

3. **Product Planning** – product – product line – product mix – meaning and concepts – product planning and development – product innovation strategies – creating a product line – expansion or contraction of a product line – identification of a product mix strategy – product life cycle – stages in the product life cycle – product diversification. (25 hrs.)
4. **Branding and Packaging** – brand name – relevance and application – brand and trade mark – brand equity – patents and IPR Issues – Types of brands – packaging – primary and secondary – relevance and principles – labeling. (15 hrs.)
5. **Pricing** – Pricing objectives, factors influencing pricing and pricing process – pricing policies and strategies – cost based – demand based – competition based – pricing in line – odd pricing – psychological pricing – penetration pricing – pricing for services. (15 hrs.)
6. **Product Promotion** – the promotion mix – advertising – personal selling – publicity and public relations – the advertising mix – advertisement copy – media – message and mission – sales promotion at the dealer level and consumer level. (15 hrs.)
7. **Sales Forecasting** – meaning and importance – various methods of forecasting – sales force management (10 hrs.)
8. **Distribution Management** – channels of distribution – relevance of short vs long channels – functions of wholesaler and retailer – direct marketing. (15 hrs.)
9. **Marketing Information System** – Meaning – definition and need for Marketing Information System – Components of modern marketing information systems – marketing research – elements of marketing research – objectives and importance of marketing research – marketing research and market research –marketing intelligence systems. (20 hrs.)
10. **Marketing of Products and Services** – distinction between products and services – distinction between marketing of industrial products and consumer products – marketing of FMCG – Retail marketing – E marketing. (10 hrs.)

Recommended Books

1. Marketing Management and Sales Promotion – Acharya and Goberker
2. Marketing Management – Ramaswamy and Namakumari
3. Principles of Marketing in India – Mamoria and Joshy
4. Principles of Marketing – Philip Kotler
5. Marketing Management – Philip Kotler
6. Fundamentals of Marketing – William J. Stanton
7. Marketing Management – Rajan Nair

Paper VIII

ADVANCED FINANCIAL ACCOUNTING

Course Objectives

1. To equip the students with the accounting methods in respect of reconstitution of partnership and dissolution.
2. To expose the students on the procedures for issues of shares and debentures and preparation of company accounts.
1. **Partnership:** Introduction – Accounting for admission of a partner – Accounting for retirement and death of a partner. (20 hrs.)
2. **Dissolution of Partnership Firm:** Preparation of Realisation Accounts and Capital Accounts – Insolvency of a Partner – Application of Garner Vs Murray decision – Insolvency of all partners. (20 hrs)
3. **Company Accounts-I:** Shares – Kinds of Shares – Issues of shares at par, premium and discount – fee pricing – pro-rata allotment – calls in advance – calls in arrears – Forfeiture and reissue of forfeited shares – Rights issue – Employee Stock Option Plan (ESOP) – Bonus shares – underwriting – Buying Back of Shares – redemption of preference Shares. (20 hrs.)
4. **Company Accounts-II:** Debentures: Distinction between debenture and share – difference between debenture and debenture stock – issue of debentures for cash and for consideration other than cash – Provision for redemption of debentures – Sinking fund method and Insurance Policy Method.(15 hrs.)
5. **Final Accounts of Companies:** Trading and Profit and Loss Account – Balance Sheet – Profit or Loss to Incorporation. (15 hrs.)
6. **Amalgamation, Absorption and Reconstruction:** Meaning – difference – Calculation of Purchase Consideration – Lump-sum Payment – Net- worth Basis – Net Payment Method – on the basis of value of Shares (except inter-company holdings) – Entries in the books of both purchasing and Vendor company – Revised Balance Sheet after amalgamation – Absorption and External reconstruction. (30 hrs.)
7. **Internal Reconstruction** – Reorganisation of Capital – Consolidation and sub-division of share capital – Preparation of amended Balance Sheet. (10 hrs.)
8. **Accounts of Banking Companies** – Books required – Preparation of Final Accounts under statutory form. (20 hrs.)
9. **Accounts of Insurance Companies** – Life and General Insurance – Preparation of Final Accounts – Determination of Profit in Life Insurance Business. (20 hrs.)

10. **Hire-purchase and Instalment purchase system:** Meaning-difference between the two-Accounting entries in the books of the purchaser and Vendor-Default in payment-complete and partial repossession. Instalment system-Entries in the books of purchaser and seller. (10 hrs.)

Recommended Books

1. The Higher Science of Accountancy	- Dr. A.N. Agarwal
2. Advanced Accountancy	- R.L. Gupta & M. Radhaswamy
3. Advanced Accountancy	- S.P. Jain and K.L. Narang
4. Advanced Accountancy	- M.C. Shukla and T.S. Grewal

Paper IX – A

TAXATION LAW AND ACCOUNTS – I

Course Objectives

1. To equip the students with the concepts and procedures of Income Tax Assessment.
2. To familiarize the students with the application of the provisions of Income Tax in the Books of Accounts.
1. **Income Tax Act 1961** – Importance and scope – Basic concepts (10 hrs.)
2. **Residential Status and Incidence of Tax** – assesses – assessment year – previous year – HUF – partnership firm – other associations of persons – company – other persons – scope of total income. (20 hrs.)
3. **Incomes exempt from income tax.** (5 hrs.)
4. **Income from salary** – chargeability – perquisites – Tax free perquisites – Taxable perquisites – perquisites taxable in the case of specified employees – valuation of perquisites including fringe benefits – profits in lieu of salary – allowances – deductions under salary. (35 hrs.)
5. **Income from House property** – Basis of charge – Deemed owners of House property – exemption – Annual Value – determination of annual value – deductions – computation of income from house property. (20 hrs.)
6. **Profits and gains of business or profession**-rules deduction expressly allowed – Expenditure on advertisement. Holiday homes and travelling expenses – general Deductions – expenses expressly disallowed – expenses or payment not deductible in certain circumstances – Deemed profit valuation of stock-profits and gains of insurance business – Maintenance of accounts – compulsory audit of accounts. (40 hrs.)

7. **Capital Gains** – Basis of charge – conversion of capital asset into stock in trade – Transfer by a partner – Transfer by firm – capital Assets – kinds of capital assets – year of chargeability – capital gains exempt from tax-computation of capital gains, computation of tax.(20 hrs.)
8. **Income from other sources** – General chargeability, Specific chargeability – Deemed profit, Deductions- disallowed expenses – systems of accounting, methods of accounting – kinds of securities – bond washing transactions. (10 hrs.)
9. **Clubbing of Income and deemed incomes** – set off of loss from one head against income from other head – Loss from Business or Profession – Loss on speculation business – Loss on horse race-short term and long term capital loss. (10 hrs.)
10. **Deduction and computation of Total Income** – Assessment of individuals. (10 hrs.)

Recommended Books

1. Income Tax Law and Practice – Dr. H.C. Mehrotra and Dr. S.P. Goyal
2. Direct Taxes Law and Practice – Vinod K. Singhania
3. Income Tax Law and Practice - V.P. Gour and D.B. Narang
4. Direct Taxes - B.B. Lal
5. Law and Practice of Income Tax in India – Bhagavathi Prasad

Paper IX – B

CO-OPERATION – I

Course Objectives

1. To includes the principles and practice of co-operation among the students.
2. To acquits the students with the procedure for forming and operating co-operative organizations.
1. **Co-operation** – introduction – meaning – definition – importance – features – principles of co-operation Roachdale – ICA – Karve Committee. (15 hrs.)
2. **Origin and Development of Co-operation** – in England, Germany, Denmark, China, Japan, Russia and USA (Brief Study) – in India – in Kerala – Different types of co-operatives in Kerala. (25 hrs.)
3. **Co-operative banking** – primary agricultural credit Societies – Service co-operative banks – Farmer service co-operative banks-constitution, objectives and functions-Crop loan system – problems – overdues – District Co-operative Banks – State Co-operative Banks – Objectives, functions and working – problems – procedures of sanctioning short term loans and medium term loans under three tire structure – Primary Agricultural and Rural Development Banks – State Agricultural and Rural Development Banks – constituion, objectives, functions and workings – problems – procedure of sanctioning long terms loans under two tier credit structure. (30 hrs.)
4. **Urban Co-operative banks** – constitution, objectives, working (5 hrs.)
5. **Marketing and Processing Co-operatives** – constitution and working of primary agricultural marketing and processing societies – Housing – co-operatives – constitution and working – Industrial co-operatives – constitution and working of weavers co-operatives, coir, dairy, fishermen, scheduled caste and scheduled tribe societies. (30 hrs.)
6. **National Federation of State Co-operatives Banks** – National Federation of Co-operative Agricultural and Rural Development Banks – National Co-operative Bank – NAFED – NAFICS – National Federation of Fisheries Co-operatives – National Co-operative Housing Federation – NCDC – National Dairy Development Board. (25 hrs.)
7. **NABARD** – constitution and working – NABARD and Rural Credit (10 hrs.)
8. **Co-operative Education and Training Structure** – NCUI, NCCT, VAMICOM and Kerala State Co-operative Union Co-operative education and training among members, prospective members, office bearers, Board and employees. (15hrs.)

9. **Administrative set up of Co-operative Department in Kerala** – Government department – State co-operative union – Circle Co-operative Union-administration and audit. (10 hrs.)
10. **Co-operative Management** – need and importance of professional management in co-operatives. (15 hrs.)

Recommended Books

1. Theory, History and Practice of Co-operation: R.B. Bedi
2. Co-operation in India: Mathur B.S.
3. Fundamentals of Co-operation : Krishnamurti
4. Co-operation-Principles, Problems and Practice:Hajela T.N.
5. Recent Trends in Co-operative Movement in India: Tyagi R.B.
6. Base Act

Paper IX – C

TRAVEL AND TOURISM – I

Course Objectives

1. To equip the students with the principles and practice of Tourism.
2. To equip the students for the management of Hotel Industries.
1. **Tourism**- Meaning, definition, nature, scope-Types of tourism - Historical evolution of tourism - Importance and components of travel and tourism - Concepts of tourism - Purpose of tourism. (15 hrs.)
2. **Tourism and travel product** - Travel motivation - Classification of travellers-tourism and travel market - Segments of travel industry - Travel related Services - International travel requirements. (15 hrs.)
3. **Historical development of travel** - Early pleasure travelers - Grand tour concept of ancient holiday - Travel Motivators-basic rail, road, air travel - travel formalities and procedures - Visa, Passport, health certificate. (15 hrs.)
4. **History of travel agency business** -Travel agency business in India - Role of TAAI- Requirements of travel agency business - Approval procedures - Financial standing and linkages in travel agency business - Role of IATA and approval procedures. (20 hrs.)
5. **Tour operators and tour operations** - Types of operators - Rules of recognition of tour operators - Role of tour operators - Tour wholesalers - Package tour - Role of IATO-Car Rentals - Car Rates-Car Identification - Rate types - Car Reservations and Rental agreements - Foreign Car Rentals Car Rental Reservation and procedures-Cruises - Cruise categories, volume cruises, premium cruises, luxury cruises, speciality cruises cruise accomodation - cruise facilities-cruise costs-cruise reservation procedures. (30 hrs.)
6. **Packaging a Holiday**- Planning the product -Market research -Types of packages -Negotiations and contracting- Air seats, accommodation and ground arrangements. Administrative phase- Designing the package with detailed itinerary -costing -brochure printing -Marketing phase- Brochure- distribution, advertising, promotional methods - Departure phase - Reservation, Holiday documentation, overseas ground -handling - duties of a tour escort. Travel guide record - keeping - crisis management - Financial planning and control. (25 hrs.)
7. **Tourism in Kerala** -The state as the destination- Kerala's products - USP and Tourism policy- pilgrim tourism - farm tourism - eco tourism and Health tourism- tourism vision document. (15 hrs.)
8. **International Tourism** -Organisations- WTO and its functions (5 hrs.)

9. **Conference Management** - Guidelines to conference planning -Accommodation -Venue decoration & equipment -publicity and promotion- registration. Transportation -Pre and Post conference tours- entertainment. (20 hrs.)
10. **Itinerary**-Meaning and definition - Itinerary preparation-types of itinerary -Reference tool for itinerary preparation.(20 hrs.)

Recommended Books

1. Travel Agent Tourism - Morrison
2. Travel Agency and Tour Operation Concepts and Principles - Negi
3. Principles and Procedures of Tour Management - Curran

Paper IX – D
ELECTRONIC DATA PROCESSING AND
COMPUTER APPLICATIONS – I

Course Objectives

1. To give a general idea about hardware, software and operating systems.
2. To familiarize the office automation packages.

1. Information and Data - Definitions and differences - Electronic Data Processing - Advantages over Manual Data Processing - Data Processing Cycle-Computer-Generation - Types - Digital - Analog-Hybrid-Main frame, Super, Micro Computers - Anatomy of a Computer - Input Output Devices - CPU - Primary Memory and Secondary Memory - Registers - Microprocessor - Secondary Storage Devices. (10 hrs.)

2. Data Storage - Concept of File -Organisation of Files- Logical and Physical Organisation - Sequential. Random Indexed and Indexed Sequential. (10 hrs.)

3. Software-Types of Software - Languages - Low Level Language - High Level Language - Very High Level Language - Programming Languages - Interpreters and Compilers - Object Oriented Languages. (10 hrs.)

4. Logical Representation of Information in Computer- Boolean Algebra -Truth Table -OR Gate - And Gate- NOT Gate- Number Systems -Decimal -Binary -Octal -Hexadecimal- Conversion from one number system to another (Conversion from Decimal to Binary and Vice versa, Decimal to Octal and Vice versa)-ASCII-EBCDIC. (20 hrs.)

5. Operating Systems - Functions of Operating Systems - DOS-Windows-DOS Commands - Elements of a Window - Windows Operations - File manipulations - LINUX. (25 hrs.)

6. Word Processing - Microsoft Word - Creating document - Lay out of Text - Alignment - Hyphenating - Lay out of page - Adjusting Space between lines- Numbering pages - Heading and Footers - Searching for the right word with the Thesaurus - Finding and replacement - Copying and moving text - Constructing Templates - Inserting Text box - Positioning text box on the page-Creating Table - Inserting pictures - Mail merging -Printing a document. (25 hrs.)

7. Electronic Spreadsheet - Meaning and use - Microsoft Excel - Work book - Work sheet - Cell - Cell Address - Entering data into cells - Types of Cell Data - Values - Selecting Ranges - Copying and moving worksheet ranges - Using the Fill Series Command - Using Auto fill - Entering formulas - Copying formulas - Relational references. (25 hrs.)

8. Spread Sheet - Using Functions - Auto sum - Average - Round - If-Creating Charts - Bar chart - Column Chart-Line Chart - Pie Chart - Cylinder, cone, and pyramid Charts - Updating Charts - Adding titles, legend and gridlines. Printing of Work Sheet - Printing Chart - Working with Macros - Creating Macros. (15 hr)

9. Database Management - Meaning and advantages - Microsoft Access - Creating Database Table - Create fields - Types of fields- Moving, Copying, Deleting and Renaming fields -Choosing the primary key- Indexing a table field - Entering data - Finding specific record - Replacing data - Filtering - Sorting records -Creating Query-Generating reports - Generating Mailing Labels. (25 hrs.)

10. Presentation Software - Microsoft Powerpoint - Creating a presentation - Using Templates - Inserting new Slides- Deleting Slides - Copying Slides - Rearranging Slides - Animating Slides - Animating different part of a Slide - Timing a presentation - Printing Handouts of Slides - Printing Transparencies. (15 hrs.)

Recommended Books

1. Mastering Microsoft Excel 2002-Gini Courier and Annette Marquis
2. Office 2000 the Complete Reference - Stephen L. Nelson

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Paper X

BANKING LAW AND PRACTICE

Course Objectives

1. To acquaint the students with new trends in Banking.
2. To enable them to gain an indepth knowledge about Banking.
1. **Origin of Banking** – Classification of banks – co-operative banks – Commercial banks – Public sector banks – Private sector banks – Foreign banks – New Generation banks – Commercial banking structure in India. (10 hrs.)
2. **Systems of Banking** – Unit banking and branch banking – Group banking and Chain banking – Deposit banking and Mixed banking – Any time banking and any where banking. (10 hrs.)
3. **Banks** – Functions – Banker as Borrower – Type of Deposit Accounts – Opening and Closing of Accounts – Bank pass book – Cheques – Drawing of a cheque – Material Alteration – Crossing – Endorsement – Dishonour of a cheque – Banker customer relationship – General and special relationship – special types of customers – credit creation function. (30 hrs.)
4. **Banking Instruments** – Cheque, draft, traveller's cheque – E-signature – Debit and Credit card, ATM. (10 hrs.)
5. **Deployment of Funds** – Loans and Advances – Principles of sound lending – project appraisal – mode of securing advances – Lien – Pledge – Mortgage – Assignment – Hypothecation. (20 hrs.)
6. **The Changing Scene of Indian Banking** – Social control of banks – Nationalisation of banks – Social banking – Lead bank scheme – priority sector lending – service area approach – Micro credit – banking sector reforms – classification of assets – NPA's – prudential norms – income classification – securitization – capital adequacy norms – universal banking – banking ombudsman scheme. (25 hrs.)
7. **Modern Banking** – Hi Tech banking – offshore banking – core banking – New financial services – Insurance – Mutual funds – Merchant banking – banking ombudsman scheme. (15 hrs.)
8. **Central Banking** – Functions – Note issue, banker's bank, banker to government, credit control – Methods of credit control – RBI as a Central bank. (20 hrs.)
9. **Indian Money Market** – Features – Instruments of the Money Market – Participation of banks in the money market. (10 hrs.)
10. **Foreign Exchange Management** – Banks and foreign Exchange Management Act, 1999. (10 hrs.)

Recommended Books

1. Banking Law and Practice – S.N. Maheswari
2. Banking Theory and Practice –K.C. Shekhar and lekshmi Sekhar
3. Banking Law and Practice in India – M.L. Tanner
4. Elements of Mercantile Law – M.D. Kapoor
5. Electronic Banking and Information Technology in Banks – T.D. Malhotra

Paper XI

AUDITING

Course Objectives

1. To make the students aware of various aspects of auditing.
2. To enable the students to understand the duties and responsibilities of auditors.
1. **Introduction** – Origin, Meaning and Definition of Auditing – Objects of Auditing – Distinction between Book – keeping, Accounting and Auditing – Advantages of Auditing – Qualities of an Auditor – Classification of Audit – Preparation before Audit – Procedure of Audit. (20 hrs.)
2. **Internal Check and Control** – Internal Check – Internal Control – Meaning and Definition – Difference between Internal Audit and Internal Control – Objects of Internal Check – procedure of internal check – duties of an Auditor in connection with internal check as regards cash transactions, purchases, sales, wages and stores. (20 hrs.)
3. **Vouching** – Meaning – Importance of Vouching – Duties of an Auditor – Requirements of a voucher – vouching of cash book, trading transactions and ledgers.(10 hrs.)
4. **Verification and valuation of Assets and Liabilities** – verification – Meaning and Definition – Difference between Vouching and verification – Duties of an auditor – Valuation – Meaning – Duties of an Auditor as regards valuation of Assets – Verification and valuation of different assets and liabilities. (20 hrs.)
5. **Liabilities of an Auditor** – Contractual liabilities – liability for negligence – liability for misfeasance- criminal liabilities – liabilities towards third parties – legal cases regarding civil and criminal liabilities. (15 hrs.)
6. **Investigation** – Meaning and Definition of Investigation – Distinction between Investigation and Auditing – Types of Investigation – on behalf of purchaser to ascertain earning capacity – on behalf of Incoming partner – on behalf of a proposed purchaser of shares – on behalf of lender –

to ascertaining suspected fraud – Investigation under the companies Act. Report of the Investigator. (20 hrs.)

7. **Management Audit** – Meaning, Definition, Need and Importance of Management Audit – Management Auditor – Qualification, functions – Process of Management Audit – Management Audit Report – Cost audit. (15 hrs.)
8. **Audit of Joint Stock Companies** – Appointment, Qualifications and Disqualifications of Company Auditor – Removal, Rights, duties and powers of an Auditor – preliminaries before beginning Auditing – Audit of share capital and transfer of shares – Duties of an Auditor – Audit of statutory Report – auditor's Report – Specimen form. (25 hrs.)
9. **Special Audit** – Audit of accounts of sole trader and partnership firms – Audit of charitable institutions – Audit of educational institutions – Audit of hospitals – Audit of co-operative societies – Audit of banks. (10 hrs.)
10. **Audit of government departments and offices** – Comptroller and Auditor General of India – procedures – duties of Government Auditor – Recent trends in government Audit – social audit – environmental audit- performance audit. (10 hrs.)

Recommended Books

1. Auditing – Dr. T.R. Sharma
2. Practical Auditing – B.N. Tandon
3. Auditing – B.S. Raman
4. Principles and Practice – Jagadeesh Prakash
5. Practical Auditing – R.G. Saxena, Saravanavel and Murali

Paper XII

COST ACCOUNTING

Course Objectives

1. To create an understanding among the students on the elements of cost and cost concepts.
2. To make the students gain an overall knowledge on the application of costing methods and techniques.
1. **Introduction** – Cost – origin and development of cost accounting – cost accounting – cost concept – cost centre – cost unit – profit centre – scope of cost accounting – financial accounting and cost accounting – cost accounting and management accounting – function of cost accounting – techniques and methods of costing – advantages of cost accounting – installation of costing

system – Analysis and classification of cost – elements of cost – material – labour – expenses – preparation of cost sheet. (25 hrs.)

2. **Material Cost Control** – purchase of materials – organization of purchase department – purchase procedures – centralized Vs decentralized buying – stores organization and control – store keeper – functions and duties – Bin card – issue of material – stores ledger. Management of material – importance – objectives – basic principles – ABC analysis – ved analysis – EOQ – materials requirement planning – JIT. (20 hrs.)
3. **Labour Cost Control** – recruitment and placement – time keeping and time booking – job evaluation – job enrichment – merit rating – labour turnover – labour productivity –casual workers and out-workers – methods of remuneration – time rate-piece rate – methods of bonus payment – premium bonus scheme – group bonus – fringe benefits – idle time – treatment of idle time cost – overtime – treatment of overtime cost. (15 hrs)
4. **Overhead** – Definition – classification of overhead – Allocation – apportionment – absorption – basis of apportionment of factory overhead – reapportionment overhead. (20 hrs.)
5. **Unit and Output Costing** – Statement of cost and profit – production accounts – preparation of estimates, tender and quotations. (10 hrs.)
6. **Reconciliation of Cost and Financial Accounts** – Causes for difference in results – reconciliation statement and memorandum reconciliation accounts. (10 hrs.)
7. **Job and Contract Costing:** Meaning of contract costing determination of profit or loss on contract – Incomplete contracts – work certified – work in progress account and balance sheet – cost plus contract. Job costing – meaning – procedure – Batch costing – meaning – procedure-accounting. (15 hrs.)
8. **Process Costing: Characteristics of process costing** – distinction between job costing and process costing – preparation of process accounts – wastage and its treatment – abnormal loss – abnormal gain – process having opening and closing stock. Joint-products and by products – apportionment of joint cost – Equivalent production units-steps involved for calculation of equivalent production. (25 hrs.)
9. **Operating or Service Costing** – Transport costing – standing charges – operating and running cost – maintenance charges – log sheet – power house costing – canteen costing – hospital costing.(10 hrs.)
10. **Techniques of Costing** – Marginal costing – standard costing – budgeting (concepts only). (10 hrs)

Recommended Books

1. Cost Accounting	: M.L. Agarwal
2. Treat book of Cost Accounting	: M.N. Arora
3. Cost Accounting	: Jan and Narang
4. Theory and Techniques of Cost Accounting	: Lal Negam and Sharma

Paper – XIII

CAPITAL MARKET

Course Objectives

1. To create an awareness among the students about financial market and capital market.
2. To make the students know the capital market operations in the Indian context.
1. **Financial System** – Indian financial system – financial market – structure and composition – money market and capital market – institutions and players. (20 hrs.)
2. **Stock Exchange in India** – BSE, NSE and regional exchanges, recognition of stock exchanges – members in the stock exchange. (20 hrs.)
3. **Capital market** – primary and secondary market – the IPO market – processes and operations – book building with price band. (20 hrs.)
4. **Secondary Market** – listing of securities – trading procedures – dematerialization – depository – DPs under NSDL – volatility in the market. (15 hrs.)
5. **Class of Investors** – investors in the primary market – nature and purpose of investment – institutional investors – retail investors and high networth investors – investors in the secondary market – nature and purpose of investment – institutional investors and retail investors – FIIs, online trading. (20hrs.)
6. **Derivatives** – forward contracts – futures – option and swaps. (10 hrs.)
7. **SEBI** – Securities Exchange Board of India Act 1992 – SEBI – role and functions, protection to investors and problems. (10 hrs.)
8. **Stock Market Indices** – BSE sensitive index and broad based index Nifty – causes for fluctuation and stability. (15 hrs.)
9. **Securities traded in the Capital Market** – Shares, debentures, bonds, government securities (15 hrs.)

10. **Government Policies** – taxation – economic growth. (15 hrs.)

Recommended Books

1. Working of security market in India	- Joginder singh
2. Emerging trend in capital market in India	- S. Saroja
3. Investment Management	- Preethi Singh
4. Capital Market in India for Planned growth	- R.C. Mehta
5. Essentials of Investment	- C. Ronald Spreeher

Paper XIV

MANAGEMENT ACCOUNTING

Course Objectives

1. To equip the students with the concepts of management accounting and its importance as an aid to management.
2. To make the students understand the different methods of reporting to top management for decision making.
1. **Introduction** – meaning – definition – nature and scope – objectives – advantages – limitations – distinction between Management Accounting and Financial Accounting – distinction between Management Accounting and Cost Accounting – inter relationships with other disciplines – role of management accountant. (8 hrs.)
2. **Accounting as an Information System** – Nature and purpose of accounting as an information system – uses of accounting information – Accounting information for stake holders such as government, management, banker, investor, employee etc. (7 hrs.)
3. **Financial Statements Analysis** – Meaning, definition and nature of financial statements – Characteristics of financial statements – Importance and limitations of financial statements – Trend analysis – Comparative statements – Common size statements – Inter firm and intra firm comparison. (20 hrs.)
4. **Accounting Ratios:** Meaning – uses and significance of Ratio Analysis – Different Accounting ratio – income ratio – balance sheet ratios – combined ratios – interpretation of financial statement – Limitations of accounting ratios. (20 hrs.)
5. **Fund-flow statements** – Objectives – Uses – Preparation of Fund flow Statement. (20 hrs.)
6. **Cash-flow Statements** – Uses and significance – Preparation of Cash flow Statements. (20 hrs.)

7. **Marginal Costing for Managerial Decisions** – Breakeven point – Break even chart – Cost-volume Profit Analysis – Managerial Applications of Marginal costing. (25 hrs.)
8. **Budgetary Control and Standard Costing** – Meaning – Objectives of Budgetary Control – Budgeting and Budgetary control – objectives – Functional Budgets – Master Budget – Fixed and Flexible Budget – Performance budgeting – Zero base budgeting – Standard Costing – Definition – Procedure for setting standards – Comparison between standard costing and budgetary control – Advantages and limitations of standard costing – Variance analysis. (20 hrs.)
9. **Human Resource Accounting and Responsibility Accounting** – HRA – concepts – importance – methods – responsibility accounting – principles – objectives – benefits – (10 hrs.)
10. **Mechanised Accounting** – Need – Advantages – Various types of Data Processing – Manual and Mechanised Data Processing – Meaning of Computerised Accounting – Limitations of manual system of book keeping – Advantages of Computerised Accounting – Features of Computerised Accounting – Accounting package (Tally) – Introduction to Tally – Grouping of Accounts – Account Groups – creation and alteration. (10 hrs.)

Recommended Books

1. Management Accounting – Sharma & Shashi K. Gupta
2. Financial Management and Management Accounting – S.N. Maheswari
3. Management Accounting – Manmohan and Goyal
4. Management Accounting – Khan and Jaim

Paper XV – A

TAXATION LAW AND ACCOUNTS – II

Course Objectives

1. To equip the students with the concepts and procedures of Income Tax Assessment.
2. To familiarise the students with the application of the provisions of Income Tax in the Books of Accounts.
1. **Assessment of Income** – Assessment of firms and associations – assessment of companies (40 hrs.)
2. **Income Tax Authorities** – Powers and responsibilities. (10 hrs.)
3. **Payment of Tax** – Advance payment of tax collection and recovery of tax-penalty when tax is in default tax clearance certificate – refund of tax collected. (10 hrs.)
4. **Assessment Procedures** – Return of income – Revised return of Income – compulsory return – Forms of Return of Income – permanent Account Number – Types of Assessment – Issue of notice where income has escaped Assessment. (10 hrs.)
5. **Appeal and Revisions** – Procedure in appeal – Approval to appellate tribunal – procedure of appellate tribunal settlement of cases and advance rulings – settlement commission. (10 hrs.)
6. **Survey** – Concepts – Information regarding expenditure – collection of information – search and seizure – imposition of tax – retention of books (10 hrs.)
7. **Penalties** – concealed income- offences and prosecutions (10 hrs.)
8. **Tax Planning and Management** – Concept and procedures. (20 hrs.)
9. **Wealth tax** – Assessment – Individual – Hindu undivided family – Company – valuation date – Net wealth- Assets belonging to others but included in the net wealth of an individual – Assets exempt from wealth tax – computation of net wealth voluntary return. (35 hrs.)
10. **Commercial Tax** – VAT – Concepts, Meaning – definitions – Registration – procedures of registration – returns – accounts – VAT in Kerala. (25 hrs.)

Recommended Books

1. Income Tax Law and Practice – Dr. H.C. Mehrotra and Dr. S.P. Goyal
2. Direct Taxes Law and Practice – Vinod K. Singhania
3. Income Tax law and Practice - V.P. Gour and D.B. Narang
4. Direct Taxes – B.B. Lal

5. Law and Practice of Income Tax in India - Bhagavathi Prasad

Paper XV – B

CO-OPERATION – II

Course Objectives

1. To inculcate the principles and practice of co-operation among the students.
2. To acquaint the students with the procedures for forming and operating co-operative organizations.
1. **Evolution of Co-operative legislation in India** – Co-operative Societies Act of 1904, subsequent legislation – Co-operation as a state subject. (10 hrs.)
2. **Co-operative Society Act of Kerala (Act 21 of 1969-salient features)** – Registration of co-operatives – need, conditions and effect of registration – procedure for registration – preparation of registration proposal – Bylaws – its importance – amendment of byelaws – meaning provisions and procedure change of name, liability- power of the Registrar of co-operative societies to direct amendment – preparation of amendment proposal- Re-organisation of the societies – amalgamation, division and merger – provisions and procedures – preparation of proposal – Membership – types – eligibility and admission, rights and liabilities – restrictions and withdrawal and termination. (20 hrs.)
3. **Management of Co-operatives** – Management – power of general body – constitution convening of annual and special general meetings – provisions and procedures – Managing committee – elected, nominated and co-opted members – constitution and powers – Elections – rules provisions and procedures – Supervision and Inspection – enquiry – audit and surcharge – provisions and procedures – Privileges of co-operatives – charge and set off, register of members as *prima facie* evidence. Exemption from fees, duties and taxes – deduction of duties of co-operatives – Supervision – its basis – procedure of appointment of administration. (20 hrs.)
4. **Financing of co-operatives** – State aid to co-operatives – contribution to share capital at various levels – advances, guarantees and subsidies – Statutory and other services – their creation, utilization and investment – restriction – Annual accounts in prescribed forms (15 hrs.)
5. **Settlement of Disputes** – Settlement of disputes – arbitration and awards – provisions and procedures – Execution and enforcement of awards – provisions and procedures – Appeals reviews and revising – meaning and distinction decisions – against which the appeals are made – authority of appeals, co-operative tribunal – constitution and powers – Offenses and penalties – provisions – procedures. (20 hrs.)

6. **Stamp Act** – Provisions relating to co-operative societies – Indian Penal Code – Relevant sections regarding misappropriation of funds and falsification of accounts records – Civil procedure code regarding – Decree order, jurisdiction, sub-judices, resjudicata, suit in general-Essentials of suit, institutions of suit-representatives – suit – plaint, summons, writ injunction, appeal, written statement costs, revision and review. (30 hrs.)
7. **Liquidation** – Liquidation basis, appointment and power of liquidators – settlement of claims – liquidation order. (5 hrs.)
8. **Books and Registrar** – to be maintained by co-operative societies as contemplated in the co-operative Act Rules. (20 hrs.)
9. **Co-operative Accounting** – Receipts and disbursement statement – Preparation of Profit and Loss Account and balance sheet of different types of societies.(25 hrs.)
10. **Recent trends in Co-operation legislations** – Brahma Prakash Committee – Model co-operative Bill – Andhra Prakash Mutually Aided – Co-operative Societies Bill 1995 – Importance features and provision. (15 hrs.)

Recommended Books

1. Law for the Co-operatives - Bedi R.D.
2. Law and Management of Co-operatives - Trivedi B.B.
3. Kerala Co-Operatives Societies Act and Rules – Pillai F.R. (ed)
4. Co-operative Democracy in Action – O.R. Krishnaswamy
5. A model of co-operative Societies Law – Weerman
6. Bare Acts

Paper XV – C

TRAVEL AND TOURISM

Course Objectives

1. To equip the students with the principles and practice of Tourism.
2. To equip the students for the management of Hotel Industries.

1. **Introduction** - Definition of Hotels - Evolution of Hotels- scope- hotel industry in India - Classification of Hotel -Major hotel chains in India. (10 hrs.)
2. **Law relating to Hotels and F and B Business.** (10 hrs.)
3. **Organisation and Management of a Hotel** - Standardisation-organisational structure - functions of different departments - front office - house keeping - night auditing - food and beverages - use of Hubbart's formulae. (20 hrs.)
4. **The Guest and the hotel**- Accommodation - Refusal of permission, F and B, safety of guest responsibility of guest property. Hotel feasibility reports -preparation of feasibility reports- procedure- agencies and organisations associated with hotel approval and recognition- role of tourism finance corporation and other agencies in financing hotel - hotel planning for 21st century. (20 hrs.).
5. **Marketing**- Profile of hotel customers -Hotel market segmentation - Marketing strategies- Emerging challenges of hotel industry and trends-Pricing strategies for Hotel and Travel products. (10 hrs.)
6. **Restaurant**-Definition-Types of restaurant - Basic etiquette for restaurant staffs - departments of a restaurant -kitchen-Bar - House keeping- Accounts - Front Office Stores - Organisational structures of a restaurant - Types of menu. (20 hrs.)
7. **Staff and Equipment**- Grooming of waiter and waitress- Service equipment -preparation for service - safety, sanitation and hygiene. (20 hrs.)
8. **Food Service** - Types of service - English-French-Silver-American - Cafeteria etc. - Types of Breakfast- Continental- English etc. -identification of right menu for customers -The cober-beverage service - Method of taking orders - Planning food facilities for a hotel. (40 hrs.)
9. **Managing Finance**- Preparing cheques and receiving payment -Cash payment- Credit card payment - particulars in a cheque etc. (20 hrs.)
10. **International Hotel Regulations** - reservation of rooms - booking terms and durations - liability of visitors belonging and settling accounts. (10 hrs.)

Recommended Books

Hotel and Management and Operations - Gray Andiligouri
Hotel Front Office training manual- Andrews
Hotel Assistant Management-Arthur and Gladwell
Hotel for Tourism Development-Negi
Hotel Marketing-S.M. Jha
Hotel and Tourism Laws-- Negi

Paper XV – D

ELECTRONIC DATA PROCESSING AND COMPUTER APPLICATIONS-II

Course Objectives

1. To give a general idea about hardware, software and operating systems.
2. To familiarise the office automation packages.

1. **Information Society**- meaning and characteristics-Theft of information -Cyber Space- Cyber Laws- Contract Act under Cyber Law. (10 hrs.)
2. **E-Commerce Models**- B2B- B2C-C2C-B2G-C2G-Virtual market places - Resource management - extended value chains - customer relationship management - Electronic Payment System. (10 hrs.)
3. **Privacy and Security of data** -Firewall-E-Cash -Data Protection- Digital Signature. (10 hrs.)
4. **Electronic Banking**- Electronic Clearing Service (ECS) - Cheque Truncation - Electronic Funds Transfer - Information Technology Act, 2000-Features and Objective - IT Act and Banking. (10 hrs.)
5. **Cyber Crimes** -Evil effects -remedial measures. (10 hrs.)
6. **Internet**-History and importance ISP-World wide web-Basic network architecture - Brief history of the web - Web System architecture - Web Browser - Web Server - Application Server-url-Hyper text transfer protocol (Http). (15 hrs.)
7. **Web Page Design and Production** - Steps in web site design and production - Hyper Text Markup Language(HTML)-Basic Structure of an HTML Document -HTML Tags and attributes of tags - Basic text formatting tags and their attributes - tags and attributes of Horizontal rule: Lists - Links - Anchor tag -Tag and attributes for Images-Tag and attributes for Tables. (40 hrs.)
8. **Tag and attributes of Frames** -Tag and attributes for Form -Text box -Password text box - Check box - Radio button - Submit button - File input field-Text area - Select menu. (20 hrs.)
9. **Accounting Package**- Common Features- Advantages of Computerised Accounting - Tally - features.- versions - Tally Screen – Title, Work area, Calculation area and button panel- creation of company - F11 features -F12 features -Grouping- Concept of Account Groups- Primary group and secondary groups - default groups - classification of accounts on the basis of capital and revenue items - classificaion on the basis of balance sheet items and profit and loss account items - creation of account groups - display, alter and deletion of groups- creation of ledger accounts- display, alter and deletion of ledger accounts-vouching voucher creation- types of vouchers voucher entry. (35 hrs.)
10. **Display of Trial Balance** -Trading and Profit and Loss Account and balance sheet- preparation of bank reconciliation statement -fund flow statement -ratio analysis- budget preparation - cost centers - creating cost centers-account with inventories - inventory vouchers. (20 hrs.)

Recommended Books

1. E-Commerce: Fundamentals and Applications-Henry Chan, Raymond lee, Tharan Dillon and Elizabeth Chang
2. Cyber Laws and E-Commerce -Benoy Sasi
3. Cyber and E-Commerce Laws - Parag Diwan and Shammi Kapoor

