

Ramakrishna Mission Vivekananda College (Autonomous)
Evening College, Chennai – 600 004
B.Com. (General), Syllabus (effective from the Batch 2008-11)

FIFTH SEMESTER

COST ACCOUNTING

Unit I

Nature and scope of Cost Accounting. Cost analysis, concepts and Classifications. Installation of costing systems, cost centers and profit centers. Cost sheets, tenders and quotations. Reconciliation of cost and financial accounts

Unit II

Material purchase control, Level, aspects, need and essentials of material control. Stores control – Stores Department. EOQ, Stores records, ABC analysis, VED analysis. Material costing – Issue of materials – FIFO, LIFO, HIFO, SAM, WAM, Market price, Base stock method and Standard price method.

Unit III

Labour cost – Computation and control. Time keeping, Methods of wage payment – Time rate and Piece rate system. Payroll procedure. Idle time and over time. Labour turnover. Overheads – Classification, Allocation, Apportionment and Absorption. Accounting and control of overheads – Manufacturing, Administration, selling and Distribution. (Primary and Secondary Distribution). Machine Hour Rate.

UNIT IV

Process cost-equivalent production – joint product and by product

UNIT V

Contract costing and operation costing

Reference Books :

1. Jain S.P. and Narang K.L. – Cost Accounting.
2. Khanna B.S., Pandey I.M., Ahuja G.K., and Arora M.N. – Practical Costing.
3. Reddy and Murthy – Cost Accounting.
4. N.K. Prasad and V.K. Prasad – Cost Accounting.
5. Saxena and Vashist – Cost Accounting.
6. Hansen/Mowen – Cost management Accounting and Control.

Question Paper Pattern

Section A: 10 out of 12 (10 X 2 = 20 Marks) 5 Theory Questions & 7 problems

Section B: 5 out of 7 (5 X 8 = 40 Marks) 1 Theory Question & 6 problems

Section C: 2 out of 4 (2 X 20 = 40 Marks) No Theory Question

FINANCIAL SERVICES

Unit I

Meaning and importance of financial services – Types of financial services – Financial services and economic environment – Players in Financial Services Sector

Unit II

Merchant Banking – Functions – Issue management – Managing of new issues – Underwriting – Capital market – Stock Exchange – Role of SEBI

Unit III

Leasing and Hire purchase – Concepts and features – Types of lease Accounts

Unit IV

Factoring – Functions of Factor – Consumer finance – Venture capital – Credit Rating

Unit V

Mutual Funds – concept- types of mutual funds- Securitization- meaning-concept and procedure- securitization India- Demat of shares and securities.

Reference Books :

1. Financial Services – M.Y. Khan
2. Financial Services – B. Santhanam
3. Law of Insurance – Dr. M.N. Mishra
4. Indian Financial System – H.R. Machiraju
5. A Review of current Banking Theory and Practice – S.K. Basu

Question Paper Pattern

Section A: 10 out of 12 (10 X 2 = 20 Marks)

Section B: 5 out of 7 (5 X 8 = 40 Marks)

Section C: 2 out of 4 (2 x 20 = 40 marks)

HUMAN RESOURCE MANAGEMENT

Unit I

Human Resource Management : Concept, Scope, role and importance-organization of personnel department and its functions.

Unit II

Manpower Planning - recruitment and selection - development of personnel - Induction and training, promotions and transfers career planning.

Unit III

Compensation : Job evaluation - Compensation - Employee welfare and benefits.

Unit IV

Performance Appraisal : Meaning and purpose - methods of performance appraisal - limitations.

Unit V

Work environment : Fatigue, monotony and boredom, accidents and safety - discipline and its enforcement, grievance and their redressal.

Reference Books :

1. C.B. Gupta - Human Resource Management
2. V.S.P. Rao - Human Resource Management
3. Ashwathappa - Human resource management

Question Paper Pattern

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Section B: 5 out of 7 (5 X 8 = 40 Marks)

Section C: 2 out of 4 (2 x 20 = 40 marks)

MARKETING

Unit I

Introduction to Marketing – Meaning – Definition and Functions of Marketing – Marketing Orientation – Role and Importance of Marketing – Classification of Markets

Unit II

Marketing Environment – Micro and Macro Environment (Factors affecting internal environment and external environments)

Unit III

Market Segmentation – Concept – Benefits – Basis and Levels. Introduction to Consumer Behaviour – Need for study – Consumer buying decision process – Buying motives.

Unit IV

Marketing Mix: Product – Meaning – Introduction to Stages of New Product Development – Types – Introduction to PLC – Product Mix – Price – Pricing Policies and Methods. Place – Channels of Distribution (Levels) – Channel Member – Promotion – Communication Mix – Basics of Advertising, Sales promotion and personal selling.

Unit V

Recent Trends in Marketing, Tele-marketing, M-Business, Relationship Marketing, Retail Marketing, Concept Marketing, Virtual Marketing and E- Business.

Reference Books:

1. Marketing Management by Rajan Saxena
2. Marketing by William J. Stanton
3. Principles of Marketing by Philip Kotler
4. Marketing Management by Still and Cundiff
5. Marketing Management by Dr. K. Nirmala Prasad and Sherlaker

6. Marketing by J.C. Gandhi
7. Principles of Marketing by Ramasamy Namakumari
8. Marketing – J. Jayasankar
9. Marketing Management by Dr. C.B. Gupta and Dr. N. Rajan Nair

Question Paper Pattern

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Section B: 5 out of 7 (5 X 8 = 40 Marks)

Section C: 2 out of 4 (2 x 20 = 40 marks)

INCOME TAX LAW & PRACTICE –I

[Elective Subject (application oriented)]

Unit I

Meaning of income – Canons of taxation and the income tax act – Important definitions under the income tax act – scope of total income – residential status – Incomes exempt from tax sec 10

Unit II

Heads of Income – Salaries – Allowances – Perquisites and their Valuations – Deductions from salary – Other related provisions – Gratuity – Pension – Commutation of pension – Provident fund – Rebate.

Unit III

Income from house property – Definition of annual value – Deductions from annual value – Computation under different circumstances.

Unit IV

Clubbing of income – Transfer of income without the transfer of asset – Circumstances under which the individual is assessable in respect of remuneration of spouse – Assess ability of income from assets transferred to spouse, sons wife, another persons for the benefit of spouse – Assess ability in respect of income of minor child – Set off – Carry forward and set off.

Unit V

Permissible deductions from gross total income – sec 80 CC to 80 O.

Reference Books :

1. Income Tax Law and accounts – H.C. Mehrotra
2. Income Tax law and practice – Bhagavathi Prasad
3. Outline of Income Tax – Rupram Gupta
4. Income Tax Law and Accounts – Vinod K. Singhanian
5. Income Tax Law and Practice – Gaur and Narang

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Section C: 2 out of 4 (2 X 20 = 40 Marks) No Theory Question