

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

THIRD SEMESTER

CORPORATE ACCOUNTING & AUDITING – I

(Note: Corporate Accounting: 70% Auditing: 30%)

Unit I

Issue of shares and debentures – Various kinds – Forfeiture – Re-issue- Underwriting of shares and debentures.

Unit II

Redemption of preference shares and debenture – Purchase of business – Profits prior to incorporation.

Unit III

Preparation of company final accounts – Company balance sheet preparation – Computation of Managerial Remuneration.

Unit IV

Valuation of goodwill and shares– Holding companies and preparation of consolidated balance sheets (simple problems)

Unit V

Definition of Audit – Difference between auditing and accountancy – Scope of auditing – Objectives of auditing – Materiality in auditing, efficiency audit, Proprietary audit – Techniques of auditing – Standards of auditing – Meaning of internal Check – Nature and scope of internal audit – Financial vs. operational audit – Internal control, nature and scope – Verification of evidence – Detailed checking vs. Sample checking – Internal audit and statutory audit – Interface between internal auditor and statutory auditor – Vouching of cash transactions – Trading transactions – Audit of ledger – Verifications and valuation of assets and liabilities.

Reference Books :

1. Shukla and Grewal – Advanced Accounts, S. Chand
2. T.S. Reddy and A. Murthy – Corporate Accounting, Margam Publishers
3. Jain and Narang – Company Accounts, Kalyani
4. R.L. Gupta – Corporate Accounting, Sultan Chand
5. Chakraborti – Advanced Accountancy

Question Paper Pattern:

Note :

Corporate Accounting & Auditing should have separate subdivisions in all the three sections viz., Section A, B & C

Section A:

8 out of 9 (8*2 =16 Marks) from Corporate Accounting
2 out of 3 (2*2= 4 Marks) from Auditing

Section B:

4 out of 5 (4*8=32 Marks) from Corporate Accounting
1 out of 2 (1*8 = 8 Marks) from Auditing

Section C:

1 out of 2 (1*20= 20 Marks) from Corporate Accounting
1 out of 2 (1*20= 20 Marks) from Auditing

BUSINESS LAWS**Unit I**

Indian Contract Act – Formation – Terms of contract – Forms of contract – Offer and acceptance considerations.

Unit II

Capacity – Flaw in consent, Void agreements – illegal agreements

Unit III

Performance – Tender – Quasi contract – Discharge – Remedies for breach of contract.

Unit IV

Contract of Agency – Types, creation, duties, rights of principal and agent – Termination of agency

Unit V

Sale of Goods Act – Sale and agreement to sell – Formation – Caveat emptor – Implied conditions and warranty – Rights of unpaid seller.

Reference Books:

1. Business Laws – N.D. Kapoor, Sultan Chand and Sons
2. Business Laws – M.R. Sreenivasan, Margam Publications
3. Business Laws – M.V. Dhandapani, Sultan Chand and Sons
4. Mercantile Law – S. Badre Alam and P. Saravanel
5. Business Law – R.S.N. Pillai – S. Chand
6. Mercantile Law – Gogna, S. Chand
7. Business Law – Gogna, S. Chand
8. Business Law – K.N. Ramaswamy
9. Business Law – M.C. Shukla, S. Chand & Co.

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)

BANKING THEORY, LAW AND PRACTICE

Unit I

Origin of banks – Banking Regulation Act, 1949 (Definition of Banking, Licensing, Opening of branches, Functions of Banks, Inspection) – Roll of Banks and Economic Development – Central Banking and Role of RBI and their functions.

Unit II

Commercial Banks – Functions – Accepting Deposits – Lending of Funds, E – Banking – ATM Cards, Debit cards, Personal Identification Number – Online enquiry and update facility – Electronic Fund Transfer – Electronic Clearing System.

Unit III

Opening of an Account – Types of Deposit Account – Types of customers (Individuals, firms, Trusts, and Companies) – Importance of customer relations – Customer grievances and redressal – Ombudsman.

Unit IV

Principles of lending – Types of Borrowings – Precautions to be taken by a banker.

Unit V

Negotiable instruments – Promissory Note – Bills of Exchange, Cheque, Draft – Definitions, Features – Crossing – Endorsement – Material Alteration – Paying Banker – Rights and Duties – Statutory Protection – Dishonour of Cheques – Role of collecting banker. BASEL II NORMS

Reference Books:

1. Banking Law Theory and Practice – Sundaram and Varshney – Sultan Chand Co.
2. Banking and Financial Systems – B. Santhanam (Margham Publishers)
3. Banking Law Theory and Practice – S.N. Maheswari – Kalyani Publications
4. Indian Banking – Parameswaran – S. Chand and Co.
5. Banking Law Theory and Practice – Tanon
6. Banking Law Theory and Practice – Sherlaker & Sherlaker

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)

BUSINESS MANAGEMENT

Unit I

Management: Importance – Definition – Nature and Scope of Management process – Role and Functions of a Manager – Levels of Management – Development of Scientific Management and other Schools of thought and approaches.

Unit II

Planning : Nature – Importance – Forms – Types – Steps in Planning – Objectives – Policies – Procedures and Methods – Natures and Types of Policies – Decision – making – Process of Decision –

making – Types of Decision.

Unit III

Organizing : Types of Organizations – Organization Structure – Span of Control and Committees – Departmentalization – Informal Organization.

Unit IV

Authority – Delegation – Decentralization – Difference between Authority and Power – Responsibility – Recruitment – Sources, Selection, Training – Direction – Nature and Purpose.

Unit V

Co-ordination – Need, Type and Techniques and Requisites for excellent Co-ordination – Controlling – Meaning and Importance – Control Process.

Reference Books :

1. P.C. Tripathi & P.N. Reddy – Principles of Management
2. Wehrich and Koontz – Essentials of Management
3. L.M. Prasad – Principles of Management
4. Dinkar Pagare – Principles of Management
5. C.B. Gupta – Business Management
6. N. Premavathy – Business Management
7. J. Jayasankar – Principles of Management

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)

MANAGEMENT INFORMATION SYSTEM

(Allied Subject)

Unit I

Definition of Management information system-MIS support for planning organizing and controlling-structure of MIS-Information for decision making

Unit II

Concept of system-Characteristic of system-System classifications-Categories of information system strategic information system and competitive advantage

Unit III

Computers and information processing-Classification of computer-Input device-Output device-Storage device-Batch and online Processing-Hardware, Software –Data base Management system

Unit IV

System analysis and design-SDLC-Role of system analysis-Functional information system-Personnel, Production, Material and marketing

Unit V

Decision support system-Definitions-group decisions support system-Business process out sources-definition and functions

Reference:

1. Management Information System Sadagopan
2. Management Information System CSV Murthy

Question Paper Pattern:

Part A: 10 X 2 =20 marks (12 questions)

Part B: 5 X 8 =40 marks (7 questions)

Part C: 2 X 20= 40 marks (4 questions)