



MANONMANIAM SUNDARANAR UNIVERISTY,  
TIRUNELVELI-12

## SYLLABUS

### UG - COURSES – AFFILIATED COLLEGES

Course Structure for B. Com.  
(Choice Based Credit System)

(with effect from the academic year 2021-2022 onwards )



Semester-V				
Part	Subject Status	Subject Title	Subject Code	Credit
III	CORE - 13	CORPORATE ACCOUNTING	CMCO51	4
III	CORE - 14	COST ACCOUNTING	CMCO52	4
III	CORE - 15	BUSINESS LAW	CMCO53	4
III	CORE - 16	RESEARCH METHODOLOGY	CMCO54	4
III	Major Elective I (Any one)	1. INCOME TAX LAW & PRACTICE 2. HUMAN RESOURCE MANAGEMENT 3. ELEMENTS OF E-COMMERCE	CECO51/ CECO52/ CECO53	4
III	Skill Based III Common	PERSONALITY DEVELOPMENT/EFFECTIVE COMMUNICATION	CCSB51/ CCSB52	2



**Total Marks: 100 Internal Exam: 25 marks + External Exam: 75 marks**

**A. Scheme for internal Assessment:**

Maximum marks for written test: **20 marks**

**3 internal tests**, each of **1 hour** duration shall be conducted every semester.

To the average of the **best two** written examinations must be added the marks scored in. The **assignment** for 5 marks.

The break up for internal assessment shall be:

Written test- 20 marks; Assignment -5 marks Total - 25 marks

**B. Scheme of External Examination**

**3 hrs.** examination at the end of the semester

A – Part : 1 mark question two - from each unit

B – Part : 5 marks question one - from each unit

C – Part : 8 marks question one - from each unit

➤ **Conversion of Marks into Grade Points and Letter Grades**

S.No	Marks	Letter Grade	Grade point (GP)	Performance
1	90-100	O	10	Outstanding
2	80-89	A+	9	Excellent
3	70-79	A	8	Very Good
4	60-69	B+	7	Good
5	50-59	B	6	Above Average
6	40-49	C	5	Pass
7	0-39	RA	-	Reappear
8	0	AA	-	Absent

➤ **Cumulative Grade Point Average (CGPA)**

$$CGPA = \frac{\Sigma (GP \times C)}{\Sigma C}$$

- **GP** = Grade point, **C** = Credit
- CGPA is calculated only for Part-III courses
- CGPA for a semester is awarded on cumulative basis

➤ **Classification**

- First Class with Distinction : CGPA  $\geq$  7.5\*
- First Class : CGPA  $\geq$  6.0
- Second Class : CGPA  $\geq$  5.0 and  $<$  6.0
- Third Class : CGPA  $<$  5.0



# CORPORATE ACCOUNTING

## Objectives:

- To familiarize the students with the principles of Joint Stock Company Accounts.
- To Prepare the Final Accounts according to Companies Act 2013.
- To know how to value the Goodwill and Shares.
- To know how to record the transaction in the books of transferee company as per AS 14

## UNIT I

Issue of shares: Introduction - Accounting Procedures for issue of equity and preference shares at par, at discount and at premium - Calls in arrears – Calls in advance - forfeiture and reissue. Rights issue, Bonus issue and Buyback of shares (Theory only) Redemption of Redeemable Preference Shares.

## UNIT II

Issue of debentures- Accounting procedures for issue of Debentures - Debentures issued as collateral security – Redemption of debentures - Methods – Instalment – Lottery – Sinking fund - Purchase of own debentures - Ex Interest and Cum- interest quotations (Purchase of own debentures as investment –cancellation of own debentures)

## UNIT III

Underwriting of shares and debentures – Marked and unmarked applications - Firm underwriting– Profit and Loss prior to Incorporation – Final accounts of joint Stock Company as per schedule III of companies Act 2013 excluding managerial remuneration.

## UNIT IV

Valuation of goodwill - methods - Simple profit – Super profit – Capitalization method – Valuation of shares – methods – intrinsic value – Yield value – Fair value – Liquidation – Liquidator final statement of account only.

## UNIT V

Amalgamation, Absorption and Reconstruction – alteration of share capital - Internal reconstruction - Amalgamation, Absorption and External Reconstruction of joint stock companies as per Accounting Standard 14

## BOOKS FOR STUDY

1. Advanced accountancy – R.L. Gupta and Radhaswamy
2. Advanced accounting – S.P.Jain and K.L.Narang
3. Advanced accountancy – M.A.Arulanandam and K.S.Raman
4. Advanced accountancy – S.N.Maheshwari and S.K. Maheshwari



# COST ACCOUNTING

## Objectives:

- To keep the student conversant with the ever
- Enlarging frontiers of Cost Accounting Knowledge.

## Unit I

Cost accounting – Definition – Meaning and Scope – Concept and Classification – Costing an aid to Management – Types and Methods of Cost – Elements of Cost– Preparation of Cost Sheet and Tender

## Unit II

Material Control: Levels of material Control – Need for Material Control – Economic Order Quantity – ABC analysis – Perpetual inventory - Stock Levels– Purchase and stores Control: Purchasing of Materials - Procedure and documentation involved in purchasing – Requisition for stores – Stores Control – Methods of valuing material issue.

## Unit III

Labour: System of wage payment – Idle time – Control over idle time – Labour turnover. Overhead – classification of overhead – allocation and apportionment of overhead – Primary and secondary distribution of overhead – absorption of overhead – overhead absorption rate – under or over absorption of overhead.

## Unit IV

Process costing – Features of process costing – process losses, wastage, scrap, normal process loss – abnormal loss, abnormal gain (Excluding inter process profits and equivalent production)

## Unit V

Operating Costing – Transport costing – Contract costing – Reconciliation of Cost and Financial accounts

## Text books:

1. S.P. Jain and K.L. Narang, “Cost Accounting”, Kalyani publications. NewDelhi. Edn. 2011
2. R.S.N. Pillai and V. Bhagavathi, “Cost Accounting”, S chand and companyltd., New Delhi.Edn. 2004.
3. T.S. Reddy and Dr. Y. Hariprasadreddy, “Costl Accounting”, Margampublications,Chennai – 600 017, 7th Revised Edition 2009.

## Outcomes:

1. To explain the elements of cost.
2. To adapt appropriate method for material control.
3. To understand the different types of overheads.
4. To apply the process costing.
5. To debate about the variances of various costing.



## **BUSINESS LAW**

### **Objectives:**

- To highlight the Provisions of Law governing the General Contract and Special Contract.
- To enable the students to understand the Legal Remedies available in the Law to the Business and other People.

### **Unit I Formation of Contract:**

Indian Contract Act - Formation - Nature and Elements of Contract - Classification of Contracts - Contract Vs Agreement

### **Unit II Offer, Acceptance and Consideration:**

Offer - Definition - Forms of Offer - Requirements of a Valid Offer. Acceptance – Meaning - Legal rules as to a Valid Acceptance - Consideration - Definition - Types - Essentials

### **Unit III Other Elements of Valid Contract:**

Capacity of Parties - Definition - Persons Competent to contract - Free consent – Coercion - Undue Influence - Fraud - Misrepresentation – Mistake - Legality of object - Void agreements - Unlawful Agreements

### **Unit IV Performance of Contract:**

Performance of Contracts - Actual Performance - Attempted Performance – Tender - Quasi Contract - Definition and Essentials - Discharge of Contract - Modes of Discharge - Breach of Contract - Remedies available for Breach of Contract

### **Unit V Sale of Goods Act:**

Sale - Contract of Sale - Sale Vs Agreement to Sell - Meaning of Goods - Conditions and Warranty - Caveat Emptor - Exceptions of Caveat Emptor - Buyer and Seller of Goods - Unpaid Seller - Definition - Rights of an Unpaid Seller.

### **Text Books**

1. N.D. Kapoor, Elements of Mercantile Law, Sultan Chand & Sons.
2. S.M.Sundaram, Business Law / Commercial and Industrial Law, SreeMeenakshi Publication, Karaikudi.

### **Outcomes:**

1. To differentiate the Contracts and Agreements.
2. To validate offer, acceptance and consideration.
3. To identify the frauds misrepresentations unlawful agreements.
4. To know the procedures for entering into the various types of contracts.
5. To analyse the contract of sale.



## **RESEARCH METHODOLOGY**

### **Objectives**

- To understand the basic concepts of research and its methodologies.
- To organize and conduct research in a more appropriate manner.

### **Unit I:**

Introduction to Research – Types of Research – Significance of Research – Research methods vs. Methodology – Research – Research process – Criteria of Good Research

### **Unit II:**

Research Design– Meaning of Research design – need for research design – features of a good design – different research designs.

### **Unit III:**

Design of sample surveys– sample design – sample survey Vs census survey – Types of sampling designs – Non probability sampling – probability sampling – Complex random sampling design.

### **Unit IV:**

Data Collection and preparation– Collection of Primary Data – Methods of Collecting Primary Data - Guidelines for Constructing Questionnaire / Schedule- Difference between Questionnaire and schedule - Collection of secondary data – Data Preparation process.

### **Unit V:**

Interpretation and report writing – Meaning of interpretation – techniques of interpretation – precautions in interpretation – significance of report writing – different steps in writing report – layout of the research report – mechanics of writing a research report – precautions for writing research report.

### **Text / Reference Books**

1. C.R. Kothari, GauRavGarg, “Research Methodology methods and techniques”, New International Publishers.
2. P. Ravilochanan, “Research Methodology”, Margham Publications.
3. P. Saravanavel, “Research Methodology”, Kidap Publications.

### **Outcomes:**

1. To know the criteria for good research.
2. To recognise the various research designs.
3. To analyse the different types of sampling designs.
4. To know about the various elements of data collection.
5. To differentiate the questionnaire and schedule.
6. To identify the mechanics of research report writing.



# INCOME TAX LAW & PRACTICE

## Objectives:

- To understand the basic concepts of income tax
- To enable the students to know the provisions of the income tax law.

## Unit I

Basic concepts – Definition – Previous year – Assessment year – Person – Assessee – Income – Total Income – Casual income – Capital and Revenue – Residential status and incidence of tax incomes exempt under Section – 10

## Unit II

Salary – Basis of charge – Different forms of salary – allowances – gratuity – pension – perquisites and their valuation – deduction from salary – computation of taxable salary .

## Unit III

House property – basis of charge – determination of GAV and NAV – income from let –out property – deductions – computation of House property income

## Unit IV

Profits and gains of business and profession – basis of charge – methods of accounting – deductions – allowable expenses and disallowable expenses – computation of taxable income - Income from Capital Gains – Income from other sources

## Unit V

Income of other persons included in assesses total income – Aggregation of income; Set – off or carry forward and set off of losses – Deductions from gross total income – Computation of total income and tax payable; Rebates and relief's – Provisions concerning advance tax and tax deducted at source – Provisions for filing of return of income.

## Text Books:

1. Dr.VinodK. Singhanian, Taxmen's Direct Taxed Law & Practice, Taxman Publications, New Delhi.
2. Dr. A. Murthy, Income Tax Law and Practice - Vijay Nichole Publications, Chennai.
3. Dr. T.S. Reddy & Dr.Hariprasad, Income tax law and practice, Margam publications, Chennai.

## Outcomes:

1. To know the residential status and tax exemptions.
2. To compute the taxable salary.
3. To calculate house property income.
4. To identify the income from other sources
5. To understand the provisions for filing the return of income



# HUMAN RESOURCE MANAGEMENT

## Objectives

- To study about the importance of human resource.
- To study the techniques of performance appraisal of employees.
- To know the methods to redress the grievances of employees.

## Unit I Introduction to Human Resource Management

HRM Concept and Functions, Role, Status and competencies of HR Manager – HR Policies - Evolution of HRM - HRM vs HRD - Evolution of HRM – Emerging Challenges of Human Resource Management - Workforce diversity; Empowerment - Human Resource Information System.

## Unit II Acquisition of Human Resource

Human Resource Planning- Quantitative and Qualitative Dimensions – job analysis – job description and job specification - Recruitment And Selection – meaning – process of requirement – sources and techniques of Recruitment – Meaning and Process of Selection – Selection Tests And Interviews – placement, induction, socialization and Retention.

## Unit III Training and Development

Concept and Importance -Training and development methods –Identifying Training and Development Needs - Designing Training Programmes – Role Specific and Competency Based Training - Evaluating Training Effectiveness - Training Process Outsourcing – Management Development – Career Development.

## Unit IV Performance Appraisal

Nature, objectives and importance - Modern Methods and techniques of performance appraisal - potential appraisal and employee counselling – job changes - transfers and promotions -Problems in Performance Appraisal – Essentials of Effective Appraisal System – Job Evaluation – Concepts, Process and Objectives – Advantages and Limitations – Methods.

## Unit V Compensation and Maintenance

Compensation - Concept and policies- wage and Salary administration - Methods of wage payments and incentive plans - Fringe benefits – Performance linked compensation – Employee health, welfare and safety social security - Employer-Employee relations- grievance handling and redressal – Grievance handling and redressal.

## Text Books:

1. K. Aswathappa : Human Resource Management Text and Cases: Tata McGraw Hill, NewDelhi.
2. George W Bohlander and Scott A Snell: Principles of Human resource Management: Cengage Learning, New Delhi.
3. P.G.Aqinas: Human Resource Management Principles and Practice: Vikas





Publishing House Pvt. Ltd., New Delhi

**Outcomes:**

1. To know the system of human resource information.
2. To learn the process of selection of human resource.
3. To differentiate the management development and career development.
4. To understand the performance appraisal.
5. To identify the grievance handling and redressal.

## **ELEMENTS OF E-COMMERCE**

**Objectives:**

- To enable the students to gain basic knowledge of Electronic-Commerce in the area of Business and Financing decisions

**Unit I: Basics of e-Commerce**

Commerce Framework -Traditional vs. Electronic Business Applications - The Anatomy of E-Commerce Applications

**Unit II: Architectural View**

Network Infrastructure for E-Commerce Components of the I-way-Global Information Distribution Networks – Public Policy Issues Shaping the I-way - The Internet as a Network Infrastructure - The Business of the Internet Commercialization

**Unit III: Security**

Network Security and Firewalls – Client Server Network Security – Firewalls and Network Security – Data and Message Security – Encrypted Documents and Electronic -Mail.

**Unit IV: Application**

Electronic Commerce and World-Wide-Web, Consumer Oriented E-Commerce, Electronic Payment Systems, Electronic Data Interchange (EDI), EDI Applications in Business, EDI and E-Commerce – EDI Implementation.

**Unit V: Multimedia in e-Commerce**

Multimedia and Digital video- key multimedia concepts, Digital Video and Electronic Commerce- Desktop Video processing –Desktop Video conferencing

**Text Books:**

1. Kalakota, R and Winston, AB 2002 Frontiers of Electronic Commerce, Addison Westey
2. David Kosiur, 2002 Uunderstanding Electronic Commerce, Microsoft Press,
3. Saily Chan & John Wiley 2000 Electronic Commerce Management, Tata McGraw Hill, New Delhi.



**Outcomes:**

1. To gain knowledge of e-commerce applications.
2. To know the functions of internet.
3. To identify the network security data and message security.
4. To understand the applications of EDP.
5. To differentiate the multimedia and digital video.

## **PERSONALITY DEVELOPMENT**

### **UNIT I: INTRODUCTION**

Concept of personality - Dimensions of personality – Significance & Stages of personality development - Elements of Success

### **UNIT II POSITIVE ATTITUDE & SELF-MOTIVATION**

Attitude - Concept - Significance - Factors affecting attitudes - Positive attitude – Advantages – Negative attitude- Disadvantages - Ways to develop positive attitude - Differences between personalities having positive and negative attitude. Concept of motivation - Significance – Internal and external motives - Importance of self-motivation-Factors leading to de-motivation

### **UNIT III SELF DEVELOPMENT SKILLS**

Emotional Adjustment - Self-Awareness – Self-esteem - Self-Confidence - Stress Coping Ability – Time Management

### **UNIT IV SOCIAL SKILLS DEVELOPMENT**

Assertiveness - Interpersonal Relationship – Problem Solving - Decision Making - Conflict Resolution

### **UNIT V SERVICE ORIENTATION & EMPLOYABILITY QUOTIENT**

Social Concern - Value System and Culture; Resume building- Developing Group Discussion Skills – Facing the Mock Interview Sessions

**Text Books:**

1. Hurlock, E.B (2006). Personality Development, 28th Reprint. New Delhi: Tata McGraw Hill.
2. Bhatia, R. C. (2010). Personality Development, Ane Books Pvt. Ltd., Chennai.
3. Aurther, J. (2006). Personality Development. Lotus Press, New Delhi.

**Reference Books:**

1. Andrews, Sudhir. How to Succeed at Interviews. 21st (rep.) New Delhi. Tata McGraw-Hill 1988.
2. Stephen P. Robbins and Timothy A. Judge (2014), Organizational Behavior 16th



Edition: Prentice Hall.

3. Hindle, Tim. Reducing Stress. Essential Manager series. Dk Publishing, 2003
4. Mile, D.J Power of positive thinking. Delhi. Rohan Book Company, (2004).
5. Pravesh Kumar. All about Self- Motivation. New Delhi. Goodwill Publishing House.2005.
6. Seven Habits Of Highly Effective People – Stephen Covey
7. You Can Win – Shiv Khera



# EFFECTIVE COMMUNICATION

## Objectives:

- To impart effective communication skills to enrich students' personality development and self confidence
- To enhance the students' employability skills
- The courses will help to bridge the gap between the skill requirements of the employer or industry and the competency of the students

## Teaching Methodology:

Lectures, Practical classes, Video, Public speaking, Group Discussion and Case Studies

## Unit – I Introduction

Introduction to Communication, Flow of Communication, Elements of Communication and their characteristics - Models of Communication - Barriers to Communication, How to overcome barriers of communication.

## Unit – II Understanding Human Communication

Types of Communication transactions, Culture and communication- Signs, symbols and codes in communication, Tools of communication (Oral, written, one way, two way, verbal and nonverbal, vertical and horizontal and lateral) Business communication-Body language.

## Unit – III Effective Communication

Concept, nature and relevance to communication process: - Empathy - Persuasion - Perception - Listening - Learning and Audio-Visual Aids- concept and classification

## Unit – IV Language and Communication

Listening skills– Etiquette (Personal, social, telephone, email and global), Types of Listening, Barriers to Effective Listening & Traits of a Good Listener, Language for Communication: Language and Communication; General Principles of Writing; Improving Writing Skills, Essentials of good style, Expressions and words to be avoided

## Unit – V Employment Communication

Soft Skills: Empathy - Intrapersonal skills - Interpersonal skills - Problem solving – Reflective thinking - Critical thinking - Negotiation skills, Employment Communication – Resume:Contents of Good Resume; Job Interview- Job Interview Techniques- Manners and etiquettes to be maintained during an interview; and Presentation skills.



**References:**

- SOFT SKILLS, 2015, Career Development Centre, Green Pearl Publications.
- Barker, L. (1990). "Communication", New Jersey: Prentice Hall, Inc; 171.
- Devito, J. (1998) Human Communication. New York: Harper & Row.
- Patri and Patri (2002); Essentials of Communication. Greenspan Publications

