

DEPARTMENT OF COMMERCE

SRI SAI BABA NATIONAL DEGREE COLLEGE:: ANANTAPUR

The Department of Commerce was started in the year 1981. During all these 41 significant years of functioning, the Department has grown steadily in tune with the growth-pattern of the industry and job market. It is one of the largest departments of the college with well qualified and experienced faculty eight faculty members facilitating excellent learning ambiance for a huge students strength of 658 including 55% women. At present the department is offering the following general and self-financing UG courses

1. B.Com. (EM & TM)
2. B.Com (Computer Applications)



Department



COMMERCE COMPUTER
LAB

The department has a well-furnished staff room, a departmental library and a Commerce Computer lab with 37 systems, One LCD projector, One Printer and Tally and other Software's. The Commerce lab is used to enhance the Accounting and technical skills of students in Commerce. The department has Nine spacious classrooms for its use. The students come both from rural and urban areas. Majority of the Telugu medium students are from rural areas. The ratio of boys and girls is 45 : 55.

The Department has been maintaining a pass percentage of 75 and above with its committed and relentless efforts.

The following are the salient features of the course.

- Contemporary industry-Relevant Subjects.
- Papers of study with Global exposure.
- Project-work is part of the course.
- Industrial tours.
- Excellent academic ambience reinforced by guest lectures.
- Interactive sessions with eminent professors from Universities and Industry related experts.
- Placements through campus selections.

After careful assessment of market trends and the potentiality for employment, the college has started PG Course, M.Com., (General) in 2012. To give more employment orientation to the courses of General B.Com and B.Com., (Computer Applications), the college started Accounting Executive course (Tally) of 4 months duration in 2009. The course is offered in the afternoon session with more practical orientation in the JKC without affecting the regular classwork. It is a matter of pride to mention that more than 90% of B.Com graduates trained in the course secured jobs in public as well as private concerns including software industry.

The department frames its own syllabi in the Board of Studies (BOS) under the guidance of outside experts including one nominee from business and industry and gets the same ratified in the Academic Council, as the institution is autonomous. For the PG course, the department is guided by the S.K. University, Anantapur, for syllabus, question paper pattern, examinations and results. The curriculum is designed keeping in view the market trends and the changing needs of society.

Faculty Profile



Sri B. Areef Basha, Assistant Professor and Head, has a teaching career of 14 years. He is also a Chair Person of Board of Studies (BOS) of B.Com. and B.B.A. He teaches Fundamental of Accounting, Cost Accounting, Management Accounting, Accounting for Managers, Financial Services papers e.t.c.. He completed his M.Com. in 2006 and Qualified AP – SET in 2013. He has actively participated in various committees setup by the college. He conducted Certificate Course on “Accounting Package (Tally) in the JKC” for the students of this college. He published 2 articles in National Seminars and participated 9 International Webinars, 29 National Webinars, 13 Webinars, 8 Faculty Development Programmes and One National E-Conclave. He is acting as a trainer for the Senior and Junior level Managers of Andhra Pragathi Grameena Bank, Anantapur. He also acting as Councillor for preparatory course in Commerce of Certificate in Business Skill Programme of IGNOU and rendering services to SIRC of ICAI Anantapur Branch as a trainer for ICITSS Information Technology.



Sri P. Dadapeer, Assistant Professor, has 13 years of teaching experience. A bright researcher to the core, he has published 10 articles in National and International journal of repute, appeared and presented papers at seminars/webinars/conferences. He qualified AP – SET conducted by Andhra University in 2019. He is expertized in teaching Finance, Taxation and Marketing papers. He trained students in the areas of finance and management in a learner – centered approach. He is acting as an Assistant Controller of Examination in Student Evaluation Division of the college. He is also serving as a member of Time Table Committee of the college and acted as a member of Sports Committee in 2017- 2021.



Smt. G. Reshma, Assistant Professor, has 11 years of teaching experience. A bright researcher to the core, he has published 3 articles in National and International journal of repute, appeared and presented papers at seminars/workshop/ conferences. She is expertized in teaching Finance, Management and Accounting papers. She trained students in the areas of finance and management in a learner – centered approach. She is acting as a Mentor of Women Empowerment Cell of the college. She acted as a member of Sports Committee in 2013-2015. She is also serving the college and students in the capacity of In-charge, help desk of the college.



Smt. K. Sarada, Assistant Professor, has 10 years of teaching experience. A bright researcher to the core, he has published 5 articles in National journal of repute, appeared and presented papers at seminars/workshop/webinars. She is expertized in teaching Accounting, Banking and Marketing. She trained students in the areas of finance and management in a learner – centered approach. She is acting as a Mentor of Women Empowerment Cell of the college. She is also serving the college and students in the capacity of In-charge, help desk of the college.



Sri M. Murali, Assistant Professor, has 10 years of teaching experience. A bright researcher to the core, he has published 14 articles, appeared and presented papers at seminars/workshop/webinars. He is expertized in teaching Finance and Management papers. He trained students in the areas of finance and management in a learner – centered approach. He is acting as a member of CDC of the college.



Sri B.V.S.N. Mahesh, Assistant Professor, has 10 years of teaching experience. A bright researcher to the core, he has published 4 articles, appeared and presented papers at seminars/workshop/webinars. He is expertized in teaching Finance, Taxation and Management papers. He trained students in the areas of finance and management in a learner – centered approach. He is acting as a member of Eco Club Committee and Yoga Center Committee of the college. He is also serving the college and students in the capacity of In-charge, help desk of the college.



Sri G. Hari Kumar, Assistant Professor, has 8 years of teaching experience. A bright researcher to the core, he has published 10 articles in National and International journal of repute, appeared and presented papers at seminars/webinars/conferences. He qualified UGC – NET conducted by UGC NTA in 2019 and AP – SET conducted by Andhra University in 2019. He is expertized in teaching Finance.

of finance and management in a learner – centered approach. He is also serving the college and students in the capacity of In-charge, help desk of the college.



Smt. K. Bhargavi, Assistant Professor, has 7 years of teaching experience. A bright researcher to the core, he has published 3 articles in National journal of repute, appeared and presented papers at seminars/workshop/webinars. She is expertized in teaching Finance, Taxation and Management. She trained students in the areas of finance and management in a learner – centered approach. She is acting as a Mentor of Women Empowerment Cell of the college. She is also serving the college and students in the capacity of In-charge, help desk of the college.

DEPARTMENTAL ACTIVITIES

National seminar:

The department has been organizing Two national seminar Seminar on Goods and Services Tax, Income Tax and Financial Markets and Services (GSTIFMS - 2018).



MANAGEMENT FEST:

The department has conducted Management fest on 28th January 2020.



INDUSTRIAL VISITS:

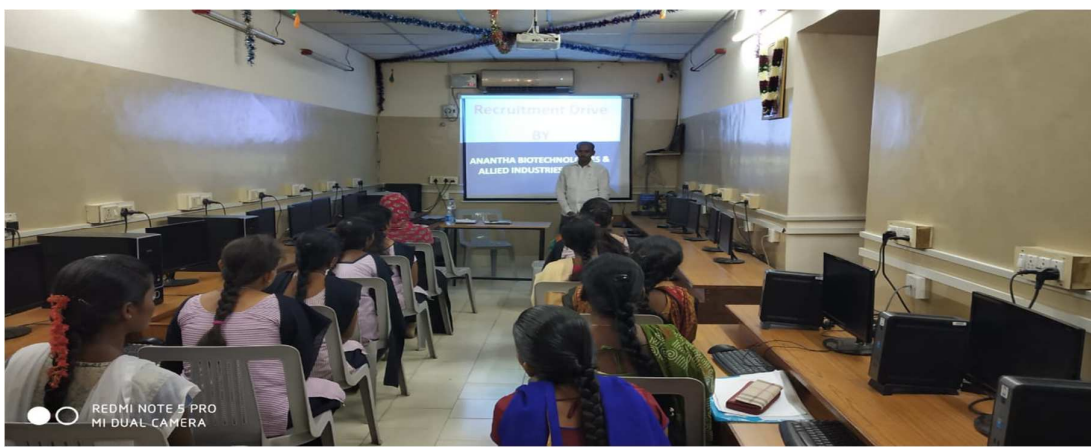
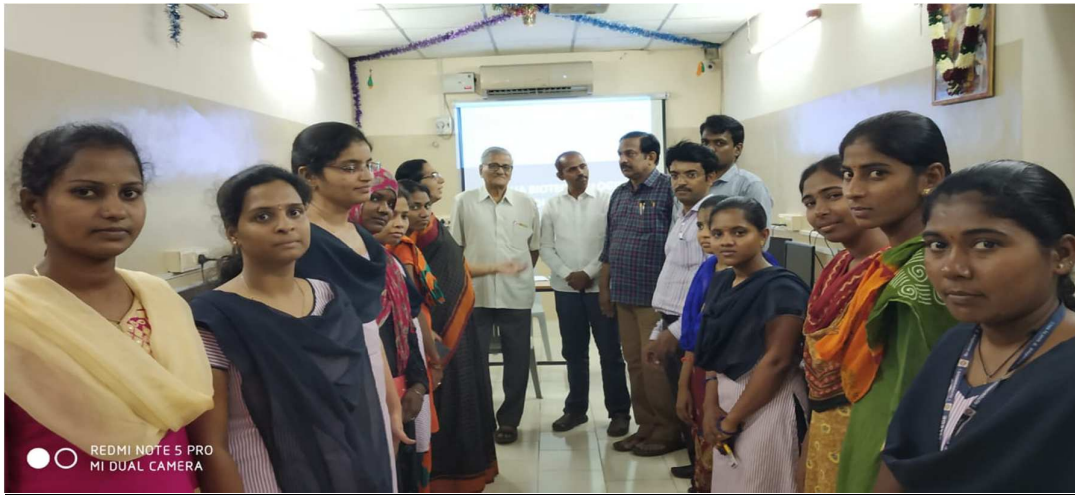
In order to impart the practical experience on the theoretical aspects of the subject, the department has been conducting industrial visits to various industrial centers inside and outside the state for the last few years.





CAMPUS RECRUITMENT Drives:





CASE STUDIES AND GROUP DISCUSSION:

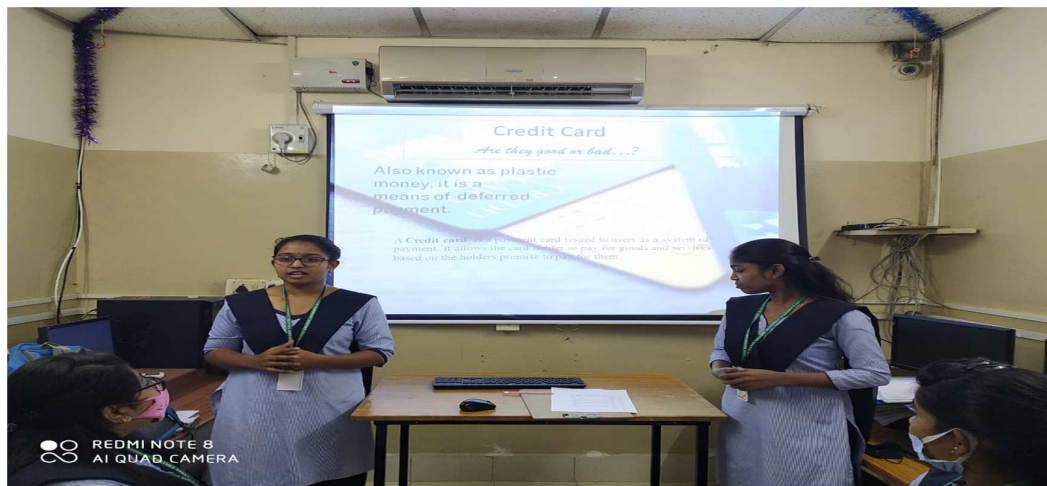
A vibrant interactive group discussion was organized for BBA students in the 3rd and 5th semester about finance and management related case studies and to give them a better understanding and a broader vision towards career options



GUEST LECTURERS



CLASS ROOM SEMINARS & PPT:



ACADEMIC CURRICULUM
Course Structure and Syllabus

SEMESTER – I

Sl. No.	Course	Name of the Subject	Total Marks	Mid Sem. Exam	Sem. End Exam	Teaching Hours	Credits
1	First Language	English	100	25	75	4	3
2	Second Language	Telugu/Hindi/Sanskrit	100	25	75	4	3
3	Life skills	Human values and professional ethics	50	20	30	2	2
4	Skill Development Course	Insurance promotion	50	20	30	2	2
5	1A	Fundamentals of Accounting (Gen & CA)	100	25	75	6	4
6	1B	Business Organization and Management (Gen & CA)	100	25	75	6	4
7	1C	Business environment (Gen) / information technology (CA)	100	25	75	6	4
Total			600	165	435	30	22

SEMESTER – II

Sl. No.	Course	Name of the Subject	Total Marks	Mid Sem. Exam	Sem. End Exam	Teaching Hours	Credits
1	First Language	English	100	25	75	4	3
2	Second Language	Telugu/Hindi/Sanskrit	100	25	75	4	3
3	Life skills	Personality development	50	20	30	2	2
4	Skill Development Course	Online Business	50	20	30	2	2
5	2A	Financial Accounting (Gen & CA)	100	25	75	6	4
6	2B	Business Economics (Gen & CA)	100	25	75	6	4
7	2C	Banking theory and practice (Gen) / E-Commerce and Web designing (CA)	100	25	75	6	4
Total			600	165	435	30	22

SEMESTER – III

Sl. No.	Course	Name of the Subject	Total Marks	Mid Sem. Exam	Sem. End Exam	Teaching Hours	Credits
1	First Language	English	100	25	75	4	3
2	Second Language	Telugu/Hindi/Sanskrit	100	25	75	4	3
3	Life skills	Personality Enhancement	50	20	30	2	2
4	Skill Development Course	Agricultural Marketing	50	20	30	2	2
		Advertising	50	20	30	2	2
5	3A	Advanced Accounting	100	25	75	6	4
6	3B	Business Statistics	100	25	75	6	4
7	3C	Principles of Marketing (Gen) / MDBMS (Modern Database Management System) (CA)	100	25	75	6	4
Total			650	185	465	32	24

SEMESTER – IV

Sl. No.	Course	Name of the Subject	Total Marks	Mid Sem. Exam	Sem. End Exam	Teaching Hours	Credits
1	4A	Corporate Accounting (Gen & CA)	100	25	75	5	4
2	4B	Cost and Management Accounting (Gen & CA)	100	25	75	5	4
3	4C	Income Tax (Gen & CA)	100	25	75	5	4
4	4D	Business Laws (Gen & CA)	100	25	75	5	4
5	4E	Auditing (Gen & CA)	100	25	75	5	4
6	4F	Goods and Service Tax (Gen)/ E-Commerce and Web Designing (CA)	100	25	75	5	4
Total			650	185	465	30	24

PROGRAMME: THREE-YEAR B Com
(General and Computer Applications)

Course Code:

Domain Subject: Commerce

Semester-wise Syllabus under CBCS

(w.e.f. 2020-21 Admitted Batch)

I Year B Com (Gen & CA)–Semester – I
Course1A: Fundamentals of Accounting

Learning Outcomes:

At the end of the course, the student will able to

- Identify transactions and events that need to be recorded in the books of accounts.
- Equip with the knowledge of accounting process and preparation of final accounts of sole trader.
- Develop the skill of recording financial transactions and preparation of reports in accordance with GAAP.
- Analyze the difference between cash book and pass book in terms of balance and make reconciliation.
- Critically examine the balance sheets of a sole trader for different accounting periods.
- Design new accounting formulas & principles for business organisations.

Syllabus:

Unit-I – Introduction

Need for Accounting – Definition – Objectives, – Accounting Concepts and Conventions – GAAP - Accounting Cycle - Classification of Accounts and its Rules – BookKeeping and Accounting - Double Entry Book-Keeping - Journalizing - Posting to Ledgers, Balancing of Ledger Accounts (including Problems).

Unit-II: Subsidiary Books:

Types of Subsidiary Books - Cash Book, **Two Column Cash Book**, Three-column Cash Book- Petty Cash Book (including Problems).

Unit-III: Trial Balance and Rectification of Errors:

Preparation of Trial balance - Errors – Meaning – Types of Errors – Rectification of Errors – Suspense Account (including Problems)

Unit-IV: Bank Reconciliation Statement:

Need for Bank Reconciliation - Reasons for Difference between Cash Book and Pass Book Balances- Preparation of Bank Reconciliation Statement - Problems on both Favourable and Unfavourable Balance (including Problems).

Unit -V: Final Accounts:

Preparation of Final Accounts: Trading account – Profit and Loss account – Balance Sheet – Final Accounts with Adjustments (including Problems).

References:

1. Ranganatham G and Venkataramanaiah, Fundamentals of Accounting, S Chand Publications
2. T.S.Reddy& A. Murthy, Financial Accounting, Margham Publications
3. S N Maheswari and SK Maheswari, Financial Accounting, Vikas Publications
4. R L Gupta & V K Gupta, Principles and Practice of Accounting, Sultan Chand & Sons
5. S.P. Jain & K.L Narang, Accountancy-I, Kalyani Publishers
6. Tulasian, Accountancy -I, Tata McGraw Hill Co.
7. V.K.Goyal, Financial Accounting, Excel Books
8. K. Arunjothi, Fundamentals of Accounting; Maruthi Publications
9. Prof EChandraiah : Financial Accounting Seven Hills International Publishers

Suggested Co-Curricular Activities:

- ◆ Bridge Course for Non-commerce Students
- ◆ Practice of Terminology of Accounting
- ◆ Quiz, Word Scramble
- ◆ Co-operative learning
- ◆ Seminar
- ◆ Co-operative learning
- ◆ Problem Solving Exercises
- ◆ Matching, Mismatch
- ◆ Creation of Trial Balance
- ◆ Visit a firm (Individual and Group)
- ◆ Survey on sole proprietorship and prepare final accounts of concern
- ◆ Group Discussions on problems relating to topics covered in syllabus
- ◆ Examinations (Scheduled and surprise tests)
- ◆ Any similar activities with imaginative thinking beyond the prescribed syllabus

PROGRAMME: THREE-YEAR B COM
(General and Computer Applications)

Course Code:

Domain Subject: Commerce

Semester-wise Syllabus under CBCS

(w.e.f. 2020-21 Admitted Batch)

I Year B Com (Gen & CA) – Semester – I
Course 1B: Business Organization and Management

Learning Outcomes:

At the end of the course, the student will be able to

- Understand different forms of business organizations.
- Comprehend the nature of Joint Stock Company and formalities to promote a Company.
- Describe the Social Responsibility of Business towards the society.
- Critically examine the various organizations of the business firms and judge the best among them.
- Design and plan to register a business firm. Prepare different documents to register a company at his own.
- Articulate new models of business organizations.

Syllabus:

Unit-I –Introduction Concepts of Business, Trade, Industry and Commerce:

Business – Meaning, Definition, Features and Functions of Business - Trade Classification – Aids to Trade – Industry Classification and Commerce - Factors Influencing the Choice of Suitable form of Organisation

Unit –II– Forms of Business Organizations: Features, Merits and Demerits of Sole Proprietor Ship and Partnership Business - Features Merits and Demits of Joint Stock Companies - Public Sector Enterprises (PSEs) - Multinational Corporations (MNCs)- Differences between Private Limited Public Limited Company, HUF – **Features, Advantages and Disadvantages, Cooperative Societies - Features, Advantages and Disadvantages**

Unit-III -Company Incorporation: Preparation of Important Documents for Incorporation of Company - Certificate of Incorporation and Certificate of Commencement of Business - Contents of Memorandum and Articles of

Association - Contents of Prospectus

Unit-IV- Management: Meaning Characteristics - Fayol's 14 Principles of Management - Administration Vs Management - Levels of Management

Unit-V-Functions of Management: Different Functions of Management - Meaning – Definition – Characteristics Merits and Demits of Planning - Principles of Organisation – Line and staff of Organisation, **Staffing – Process, Directing – Principles, Controlling - Techniques**

Reference Books:

1. Industrial Organization and Management, C.B. Gupta, Sultan Chand.
2. Business Organization - C.D. Balaji and G. Prasad, Margham Publications, Chennai.
3. Business Organization - R.K. Sharma and Shashi K Gupta, Kalyani Publications.
4. Business Organization & Management: Sharma Shashi K. Gupta, Kalyani Publishers
5. Business Organization & Management: C.R. Basu, Tata McGraw Hill
6. Business Organization & Management: M.C. Shukla S. Chand,
7. Business Organisation and Management, Dr. Neeru Vasishth, Tax Mann Publications.

Suggested Co-Curricular Activities:

- ✧ Book Reading
- ✧ Student Seminars, Debates
- ✧ Quiz Programmes
- ✧ Assignments
- ✧ Co-operative learning
- ✧ Individual / Group Field Studies
- ✧ Group Discussions on problems relating to topics covered by syllabus
- ✧ Collecting prospectus of different companies through media
- ✧ Collection of news reports and maintaining a record of paper-cuttings relating to topics covered in syllabus
- ✧ Talk on current affairs about business, industry etc.
- ✧ Simple project work on development of Certificate of Incorporation, Prospectus and Certificate of commencement of business
 - ✧ Biography of well-known management thinkers and managers of gigantic companies
- ✧ Examinations (Scheduled and surprise tests)

PROGRAMME: THREE-YEAR B COM
(General and Computer Applications)

Course Code:

Domain Subject: Commerce

Semester-wise Syllabus under CBCS

(w.e.f. 2020-21 Admitted Batch)

I Year B Com (Gen & CA) – Semester – I

Course 1C: Business Environment

Learning Outcomes:

At the end of the course, the student will able to;

- Understand the concept of business environment.
- Define Internal and External elements affecting business environment.
- Explain the economic trends and its effect on Government policies.
- Critically examine the recent developments in economic and business policies of the Government.
- Evaluate and judge the best business policies in Indian business environment.
- Develop the new ideas for creating good business environment.

SYLLABUS:

Unit-I: Overview of Business Environment: Business Environment – Meaning – Characteristics – Scope -Macro and Micro Dimensions of Business Environment - Environmental Analysis.

Unit – II: Economic Environment and Economic policies

Economic Environment – Nature of the Economy – Structure of Economy – Economic Policies & Planning the Economic Condition – NITI Ayog – National Development Council – Five Year Plans. Economic Reforms and New Economic Policy – New Industrial Policy – Competition Law – Fiscal Policy – Objectives and Limitations – Monetary Policy and RBI

UNIT – III: Political and Legal Environment of Business

Elements of Political Environment; Government and Business; Legal Environment and Business: Competition Act, FEMA, Licensing Policy; Consumerism and Consumer Protection Act - Demonetisation, GST and their Impact

UNIT – IV: Socio-Cultural and Technological Environment of Business

Elements of Socio-cultural environment; Elements of Technological environment; social audit; Research and Development; Patent Laws; Technology Transfer

Unit–V: Global Environment :Globalization – Meaning – Role of WTO – WTO Functions - IBRD–
Trade Blocks, BRICS, SAARC, ASEAN in Globalisation, **Multinational Corporations (MNCs);**
Non-Resident Indians (NRIs) and Indian Corporate Sector

Suggested Readings:

1. K. Aswathappa : Essentials of Business Environment, Himalaya Publishing House
2. Francis Cherunilam : Business Environment,Himalaya Publishing House
3. Dr S Sankaran: : Business Environment, MarghamPublications
4. S.K. Mishra and V.K. Puri : Economic Environment of Business, HPH
5. Rosy Joshi and Sangam Kapoor : Business Environment, Kalyanai Publications
6. A C Fernando: Business Environment, Pearson
7. Dr V Murali Krishna, Business Environment, Spectrum Publications
8. Namitha Gopal, Business Environment, McGraw Hill

Suggested Co-Curricular Activities:

- ◆ Seminar on overview of business environment
- ◆ Debate on micro v/s macro dimensions of business environment
- ◆ Co-operative learning
- ◆ Seminar on Monetary policies of RBI
- ◆ Debate on social, political and legal environment
- ◆ Group Discussions on Global environment and its impact on business
- ◆ To learn about NITI Ayog and National Development Council
- ◆ Seminars on Economic policies like New Industrial policy, Fiscal policy etc.
- ◆ Reports on WTO,BRICS, SAARC etc.
- ◆ Examinations (Scheduled and surprise tests) on all units

PROGRAMME: THREE-YEAR B COM
(General and Computer Applications)

Course Code:

Domain Subject: Commerce

Semester-wise Syllabus under CBCS
(w.e.f. 2020-21 Admitted Batch)

I Year B Com (Gen & CA)– Semester – II

Course 2A: Financial Accounting

Learning Outcomes:

At the end of the course the student will able to;

- Understand the concept of consignment and learn the accounting treatment of the various aspects of consignment.
- Analyze the accounting process and preparation of accounts in consignment and joint venture.
- Distinguish Joint Venture and Partnership and to learn the methods of maintaining records under Joint Venture.
- Determine the useful life and value of the depreciable assets and maintenance of Reserves in business entities.
- Design an accounting system for different models of businesses at his own using the principles of existing accounting system.

Syllabus

Unit-I: Depreciation: Meaning and Causes of Depreciation - Methods of Depreciation:

Straight Line – Written Down Value –Annuity, **Sum of years Method** and Depletion Method (including Problems).

Unit-II: Provisions and Reserves: Meaning – Provision vs. Reserve – Preparation of Bad

Debts Account – Provision for Bad and Doubtful Debts – Provision for Discount on Debtors – Provision for Discount on Creditors – Provision for Repairs and Renewals Reserve A/c (including Problems).

Unit-III: Bills of Exchange: Meaning of Bill – Features of Bill – Parties in the Bill – Discounting of Bill –**Dishonour of bills** & Renewal of Bill – Entries in the Books of Drawer and Drawee (including Problems) - **Accommodation of bills (Theory only).**

Unit-IV: Consignment Accounts: Consignment - Features - Proforma Invoice - Account Sales – Del-credere Commission - Accounting Treatment in the Books of Consigner and Consignee -

Valuation of Closing Stock - Normal and Abnormal Losses (including Problems).

Unit-V: Joint Venture Accounts: Joint Venture - Features - Difference between Joint- Venture and Consignment – Accounting Procedure – Methods of Keeping Records–One Vendor Keeps the Accounts and Separate Set off Books Methods (including Problems).

Reference Books:

1. Ranganatham G and Venkataramanaiah, **Financial Accounting-II**, S Chand Publications, New Delhi.
2. T. S. Reddy and A. Murthy - **Financial Accounting**, Margham Publications.
3. R.L. Gupta & V.K. Gupta, **Principles and Practice of Accounting**, Sultan Chand.
4. SN Maheswari and SK Maheswari – **Financial Accounting**, Vikas Publications.
5. S.P. Jain & K.L Narang, **Accountancy-I**, Kalyani Publishers.
6. Tulsan, **Accountancy-I**, Tata McGraw Hill Co.
7. V.K. Goyal, **Financial Accounting**, Excel Books
8. T.S. Grewal, **Introduction to Accountancy**, Sultan Chand & Co.
9. Haneef and Mukherjee, **Accountancy-I**, Tata McGraw Hill.
10. Arulanandam and Ramana, **Advanced Accountancy**, Himalaya Publishers.
11. S.N.Maheshwari&V.L.Maheswari, **Advanced Accountancy-I**, Vikas Publishers.
12. Prof E Chandraiah, **Financial Accounting**, Seven Hills International Publishers.

Suggested Co-Curricular Activities:

- ★ Quiz Programs
- ★ Problem Solving Exercises
- ★ Co-operative learning
- ★ Seminar
- ★ Group Discussions on problems relating to topics covered by syllabus
- ★ Reports on Proforma invoice and account sales
- ★ Visit a consignment and joint venture firms (Individual and Group)
- ★ Collection of proforma of bills and promissory notes
- ★ Examinations (Scheduled and surprise tests)
- ★ Any similar activities with imaginative thinking beyond the prescribed syllabus

PROGRAMME: THREE-YEAR B COM
(General and Computer Applications)

Course Code:

Domain Subject: Commerce

Semester-wise Syllabus under CBCS

(w.e.f. 2020-21 Admitted Batch)

I Year B Com (Gen)– Semester – II

Course 2C: Banking Theory and Practice

Syllabus:

Unit-I: Introduction:

Meaning & Definition of Bank – Functions of Commercial Banks and Central Bank – Credit Creation with Examples - Kinds of Banks – Central Banking Vs. Commercial Banking.

Unit-II: Banking Systems and Developments

Unit Banking and Branch Banking – **Advantages and Disadvantages** - Investment Banking – **Group Banking, Chain Banking, Correspondent Banking, Mixed Banking, Deposit Banking** - Indigenous Banking - Cooperative Banks, Regional Rural Banks, SIDBI, NABARD - EXIM bank – **National Housing Bank (NHB) - Foreign Banks**

Unit-III: Innovations in Banking:

E-banking – On-line and Off-shore Banking, Internet Banking - Anywhere Banking - ATMs – RTGS- NEFT – **Inter Bank Mobile Payment Systems (IMPS)**

M-Commerce – Advantages and Disadvantages - Types of M-Commerce – Recent Developments in M-Commerce

Unit-IV: Banker and Customer:

Meaning and Definition of Banker and Customer – Types of Customers – General Relationship and Special Relationship between Banker and Customer – Bankers lien - KYC Norms.

Unit-V: Collecting Banker and Paying Banker:

Concepts - Duties & Responsibilities of Collecting Banker – Holder for Value – Holder in Due Course – Statutory Protection to Collecting Banker - Responsibilities of Paying Banker - Payment Gateways.

Books for Reference:

1. Banking Theory: Law & Practice : K P M Sundram and V L Varsheney, Sultan Chand & Sons.
2. Banking Theory, Law and Practice : B. Santhanam; Margam Publications.
3. Banking Theory and Practice, Seven Hills International Publishers, Hyderabad.
4. Banking and Financial Systems: Aryasri, Tata McGraw-Hill Education India.
5. Introduction to Banking : Vijaya Raghavan, Excel books.
6. Indian Financial System : M. Y. Khan, McGraw Hill Education.
7. Banking Theory and Practice, Jagroop Singh, Kalyani Publishers.

Weightage:

Unit –I

Short Questions (5 marks) – 1 (Theory-1)
Essay Questions (10 marks) – 2 (Theory -2)

Unit –II

Short Questions (5 marks) – 2 (Theory - 2)
Essay Questions (10 marks) – 2 (Theory - 2)

Unit –III

Short Questions (5 marks) – 2 (Theory - 2)
Essay Questions (10 marks) – 2 (Theory - 2)

Unit –IV

Short Questions (5 marks) – 2 (Theory - 2)
Essay Questions (10 marks) – 2 (Theory- 2)

Unit-V

Short Questions (5 marks) – 1 (Theory - 1)
Essay Questions (10 marks) – 2 (Theory - 2)

PROGRAMME: THREE-YEAR B COM

(General and Computer Applications)

Course Code:

Domain Subject: Commerce

Semester-wise Syllabus under

CBCS

(w.e.f. 2020-21 Admitted batch)

II Year B Com (Gen &CA)– Semester – III

Course 3A:Advanced Accounting

Learning Outcomes:

At the end of the course, the student will be able to;

- Understand the concept of Non-profit organisations and their accounting process
- Comprehend the concept of single-entry system and preparation of statement of affairs
- Familiarize with the legal formalities at the time of dissolution of a firm
- Prepare financial statements for partnership firm on dissolution of a firm.
- Employ critical thinking skills to understand the difference between the dissolution of the firm and dissolution of partnership

Syllabus

Unit-I: Accounting for Non Profit Organisations: Non Profit entities- Meaning - Features of Non-Profit Entities –Provisions as per Sec 8 - Accounting Process- Preparation of Accounting Records - Receipts and Payments Account- Income and Expenditure Account - Preparation of Balance Sheet (including problems).

Unit-II: Single Entry System: Features – Differences between Single Entry and Double Entry – Disadvantages of Single Entry- Ascertainment of Profit and Preparation of Statement of Affairs (including Problems).

Unit-III: Hire Purchase System: Features –Difference between Hire Purchase and Installment Purchase Systems - Accounting Treatment in the Books of Hire Purchaser and Hire Vendor - Default and Repossession (including Problems).

Unit-IV: Partnership Accounts-I: Meaning – Partnership Deed - Fixed and

Fluctuating Capitals-Accounting Treatment of Goodwill - Admission and Retirement of a Partner(including problems).

Unit-V: Partnership Accounts-II: Dissolution of a Partnership Firm – Application of Garner v/s Murray Rule in India – Insolvency of one or more Partners (including problems).

Reference Books Book:

1. T S Reddy and A Murthy , Advanced Accountancy by Margham Publications.
2. SN Maheswari& SK Maheswari, Financial Accounting by Vikas Publications.
3. R.L. Gupta & V.K. Gupta, Principles and Practice of Accounting by Sultan Chand & Sons.
4. R.L.Gupta & Radhaswamy, Advanced Accountancy by Sultan Chand & Sons..
5. S.N.Maheshwari & V.L.Maheswari, Advanced Accountancy (Vol-II) by Vikas publishers.
6. Dr. G. Yogeshwaran, Julia Allen, Advanced Accountancy by PBP Publications.
7. Tulasian, Accountancy–III by Tata McGraw Hill Co.
8. S.P. Jain & K.L Narang, Accountancy–III by Kalyani Publishers.
9. D. G. Sharma, Advanced Accounting (IPCC) by Tax Mann Publications.
10. Prof B Amarnadh, Advanced Accounting by Seven Hills International Publishers.
11. M Shrinivas& K Sreelatha Reddy, Advanced Accountancy by Himalaya Publishers.

Suggested Co-Curricular Activities:

- Quiz Programs
- Problem Solving exercises
- Co-operative learning
- Seminar
- Visit a single-entry firm, collect data and Creation of Trial Balance of the firm
- Visit Non-profit organization and collect financial statements
- Critical analysis of rate of interest on hire purchase schemes
- Visit a partnership firm and collect partnership deed

PROGRAMME: THREE-YEAR B COM

(General and Computer Applications)

Course Code:

Domain Subject: Commerce

Semester-wise Syllabus under

CBCS (w.e.f. 2020-21

Admitted Batch)

II Year B Com (Gen & CA)– Semester – III

Course 3B: Business Statistics

Learning Outcomes:

At the end of the course, the student will able to;

- Understand the importance of Statistics in real life
- Formulate complete, concise, and correct mathematical proofs.
- Frame problems using multiple mathematical and statistical tools, measuring relationships by using standard techniques.
- Build and assess data-based models.
- Learn and apply the statistical tools in today life.
- Create quantitative models to solve real world problems in appropriate contexts.

Syllabus:

Unit 1: Introduction to Business Statistics: Definition – Importance, Characteristics and Limitations of Statistics -Classification and Tabulation – Frequency Distribution Table -Diagrams and Graphic Presentation of Data (including problems)

Unit 2: Measures of Central Tendency: Types of Averages – Qualities of Good Average - Mean, Median, Mode, and Median based Averages-Geometric Mean – Harmonic Mean – qualities of good average (including problems)

Unit 3: Measures of Dispersion: Meaning and Properties of Dispersion – Absolute and Relative Measures - Types of Dispersion-Range - Quartile Deviation (Semi – Inter Quartile Range) -Mean Deviation - Standard Deviation - Coefficient of Variation. (including problems)

Unit 4: Skewness and Kurtosis: Measures of Skewness: Absolute and Relative

Measures- Co-efficient of Skewness: Karl Pearson's, Bowley's and Kelly's - Kurtosis: Meso kurtosis, Platy kurtosis and Leptokurtosis (including problems)

Unit 5: Measures of Relation: Meaning and use of Correlation – Types of Correlation - Karlpearson's Correlation Coefficient - Probable Error- Spearman's Rank Correlation – Regression Analysis (including problems)

Suggested Readings:

1. Reddy C.R., Business Statistics, by Deep Publications.
2. Gupta S.P. Statistical Methods by Sultan Chand & Sons.
3. Kapoor V.K, Statistics-Problems and Solutions by Sultan Chand & Sons.
4. Elhance. D.N , Fundamentals of Statistics
5. Dr.P.R.Vittal, Business Statistics by Margham Publications
6. LS Agarwal, Business Statistics, by Kalyani Publications.
7. Dr V Murali Krishna, Statistics by Seven Hills International Publishers.
8. Gupta S.C., Fundamentals of Statistics by Sultan Chand & Sons.
9. Sancheti, D.C. & Kapoor V.K., Statistics-Theory, Methods and Applications
10. J.K. Sharma, Business Statistics by Vikas Publishers.
11. Bharat Jhunjhunwala, Business Statistics by S Chand Publishers.
12. S.L.Aggarwal, S.L.Bhardwaj and K.Raghuveer, Business Statistics by Kalyani Publishers.

Suggested Co-Curricular Activities

- ♦ Student Seminars, Quiz
- ♦ Problem Solving Exercises
- ♦ Observe Live Population Clocks – India and world
- ♦ Collection of statistical data of village/town, District, State, Nation
- ♦ Participate in Crop Cutting Experiments at villages
- ♦ Percentiles in CET exams
- ♦ Practice Statistical Functions in MS Excel
- ♦ Draw diagrams and Graphs in MS Excel
- ♦ Use statistical tools in real life like class/college results, local production etc
- ♦ Prepare a model questionnaire and schedule
- ♦ Application of averages in everyday life
- ♦ Examinations (Scheduled and surprise tests)

PROGRAMME: THREE-YEAR B COM

(General and Computer Applications)

Course Code:

Domain Subject: Commerce

Semester-wise Syllabus under

CBCS (w.e.f. 2020-21

Admitted Batch)

II Year B Com (Gen)– Semester – III

Course 3C: Principles of Marketing

Learning Outcomes:

At the end of the course, the student will able to;

- Develop an idea about marketing and marketing environment.
- Understand the consumer behaviour and market segmentation process.
- Comprehend the product life cycle and product line decisions.
- Know the process of packaging and labeling to attract the customers.
- Formulate new marketing strategies for a specific new product.
- Develop new product line and sales promotion techniques for a given product.
- Design and develop new advertisements to given products.

Syllabus:

Unit-I: Introduction to Marketing: Meaning – Definitions – Concept – Importance – Functions – Wants and Demand – Marketing Concepts – Marketing Mix – 4 P's of Marketing – Marketing Environment.

Unit-II: Consumer Behaviour and Market Segmentation: Buying Decision Process – Stages – Buying Behaviour – Market Segmentation –Bases of Segmentation – Need for Segmentation – Selecting Segments – Advantages of Segmentation.

Unit-III: Product Management: Features of Product – Product Classification – Levels of Product – Product Life Cycle – New Products – Developmental Process – Product Mix and Product Line Decisions – Design, Branding, Packaging and Labeling.

Unit-IV: Pricing Decision & Objectives: Factors Influencing Price – Determination of Price - Pricing Strategies: Skimming and Penetration Pricing.

Unit-V: Promotion and Distribution: Promotion Mix - Advertising - Sales promotion - Publicity – Public Relations - Personal Selling and Direct Marketing - Distribution Channels – Levels of Distribution - Online Marketing

Reference Books:

1. Philip Kotler, Marketing Management, Prentice Hall of India.
2. Philip Kotler & Gary Armstrong, Principles of Marketing, Pearson Prentice Hall.
3. Stanton J. William & Charles Futrel, Fundamentals of Marketing, McGraw Hill.
4. V.S. Ramaswamy S. NamaKumari, Marketing Management – Planning, McMillan.
5. The Consumer Protection Act 1986 and Consumer Protection Act 2019.
6. Dhruv Grewal and Michael Levy, Marketing, McGraw Hill Education.
7. Dr L Natarajan, Financial Markets, Margham Publications.
8. Dr M Venkataramanaiah, Marketing, Seven Hill International Publishers.
9. C N Sonanki, Marketing, Kalyani Publications.

Suggested Co-Curricular Activities:

- Quiz programs
- Seminars
- Practice of Terminology of Marketing
- Guest lectures on various topics by marketing agents,
- Observing consumer behaviour on field trips to local markets
- Visit a manufacturing industry/firm for product manufacturing process
- Showing Graphs on Pricing decisions
- Analyse the advertisements
- Product demonstration by the student
- Conducting the survey on middle man in marketing process
- Making a advertisement
- Examinations (Scheduled and surprise tests)

PROGRAMME: THREE-YEAR B COM

(General and Computer Applications)

Course Code:

Domain Subject: Commerce

Semester-wise Syllabus under

CBCS (w.e.f. 2020-21

Admitted Batch)

II Year B Com (Gen & CA)– Semester – IV

Course 4A:Corporate Accounting

Learning Outcomes:

At the end of the course, the student will able to;

- ☐ Understand the Accounting treatment of Share Capital and aware of process of book building.
- ☐ Demonstrate the procedure for issue of bonus shares and buyback of shares.
- ☐ Comprehend the important provisions of Companies Act, 2013 and prepare final accounts of a company with Adjustments.
- ☐ Participate in the preparation of consolidated accounts for a corporate group.
- ☐ Understand the analysis of complex issues, formulation of well-reasoned arguments and reaching better conclusions.
- ☐ Communicate accounting policy choices with reference to relevant laws and accounting standards.

SYLLABUS:

Unit-I:

Accounting for Share Capital: Types of Capital - Kinds of Shares – Types of Preference Shares – Issue of Shares at Par, Discount and Premium – Calls in arrears & Call in advance – Under subscription & over subscription - Forfeiture and Reissue of Shares (including problems).

Unit-II:

Issue and Redemption of Debentures and Issue of Bonus Shares:

Definition – Classification of Debentures – Debentures Vs. Shares - Accounting Treatment for Debentures Issues and Repayable at Par, Discount and Premium - Sinking Fund - Issue of Bonus Shares - Buyback of

Shares - (including problems).

Unit-III:

Valuation of Goodwill: Need and Methods - Average Profit Method, Super Profits Method – Capitalization Method and Annuity Method (Including problems).

Unit –IV:

Valuation of Shares: Need for Valuation - Methods of Valuation - Net Assets Method, Yield Basis Method, Fair Value Method (including problems).

UNIT – V:

Company Final Accounts: Provisions of the Companies Act, 2013 - Preparation of Final Accounts – Adjustments Relating to Preparation of Final Accounts – Profit and Loss Account and Balance Sheet – (including problems with simple adjustments).

Reference Books:

1. Corporate Accounting – T.S Reddy and Murthy, Margham Publications, Chennai.
2. Advanced Accounts: M C Shukla, T S Grewal and S C Gupta, S Chand Publications
3. Corporate Accounting – Haneef & Mukherji, Tata McGraw Hill Publications.
4. Corporate Accounting – RL Gupta & Radha Swami, Sultan Chand & sons
5. Corporate Accounting – P.C. Tulsian, S.Chand Publishers
6. Advanced Accountancy: Jain and Narang,,Kalyani Publishers
7. Advanced Accountancy: R.L. Gupta and M.Radhaswamy, S Chand.
8. Advanced Accountancy :Chakraborty, Vikas Publishers
9. Corporate Accounting: S.N. Maheswari, S.K. Maheswari, Vikas Publishing House.
10. Advanced Accounts: M.C. Shukla, T.S. Grewal, S.C. Gupta, S. Chand & Company
11. Corporate Accounting: Umamaheswara Rao, Kalyani Publishers
12. Corporate Accounting: Dr ChandaSrinivas, SevenHills International Publishers,
13. Advanced Accountancy: Arulanandam& Raman, Himalaya Publishing House.

Suggested Co-Curricular Activities:

- Assignments
- Problem Solving Exercises
- Collect and fill the share application form of a limited Company
- Collect Prospectus of a company and identify its salient features
- Collect annual report of a Company and List out its assets and Liabilities.
- Collect the annual reports of company and calculate the value of goodwill under different methods
- Power point presentations on types of shares and share capital
- Group Discussions on problems relating to topics covered by syllabus

PROGRAMME: THREE-YEAR B COM

(General and Computer Applications)

Course Code:

Domain Subject: Commerce

Semester-wise Syllabus under

CBCS (w.e.f. 2020-21

Admitted Batch)

II Year B Com (Gen & CA)– Semester – IV

Course 4B:Cost and Management Accounting

Learning Outcomes:

At the end of the course, the student will able to;

- ☐ Understand various costing methods and management techniques.
- ☐ Apply Cost and Management accounting methods for both manufacturing and service industry.
- ☐ Prepare cost sheet, quotations, and tenders to organization for different works.
- ☐ Analyze cost-volume-profit techniques to determine optimal managerial decisions.
- ☐ Compare and contrast the financial statements of firms and interpret the results.
- ☐ Prepare analysis of various special decisions, using relevant management techniques.

SYLLABUS:

UNIT-I: Introduction to Cost and Management Accounting:

Cost Accounting: Definition – Features – Objectives – Functions – Scope – Advantages and Limitations – Limitations of Financial Accounting - Management Accounting: Features – Objectives – Functions – Cost Accounting Vs. Management Accounting. Elements of Cost - Preparation of Cost Sheet - (including problems)

UNIT-II: Material and Labour Cost:

Techniques of Inventory Control – Valuation of Material Issues: FIFO - LIFO - Simple and Weighted Average Methods

Labour: Direct and Indirect Labour Cost – Methods of Payment of Wages- Incentive Schemes -Time Rate Method, Piece Rate Method, Halsey Plan, Rowan Plan and Taylor Methods only(including problems)

UNIT-III: Job Costing and Batch Costing:

Definition and Features of Job Costing – Economic Batch Quantity (EBQ) – Preparation of Job Cost Sheet – Problems on Job Cost Sheet and Batch Costing(including problems)

UNIT-IV: Financial Statement Analysis and Interpretation:

Financial Statements – Features – Need – Meaning - Objectives and Process of Financial Statement Analysis- Comparative Analysis – Common Size Analysis and Trend Analysis – Limitations of Financial Statement Analysis. (including problems)

UNIT-V: Marginal Costing:

Meaning and Features of Marginal Costing – Advantages and Limitations - Contribution –Profit Volume Ratio- Break Even Point – Margin of Safety – Estimation of Profit and Estimation of Sales(including problems)

Reference Books:

1. S.P. Jain and K.L. Narang – Advanced Cost Accounting, Kalyani Publishers.
2. M.N. Arora – A test book of Cost Accounting, Vikas Publishing House Pvt. Ltd.
3. S.P. Iyengar – Cost Accounting, Sultan Chand & Sons.
4. Nigam & Sharma – Cost Accounting Principles and Applications, S.Chand& Sons.
5. S.N. Maheswari– Principles of Management Accounting, Sultan Chand & Sons.
6. I.M.Pandey – Management Accounting, Vikas Publishing House Pvt. Ltd.
7. Sharma & Shashi Gupta – Management Accounting, Kalyani Publishers.
8. Murthy & Guruswamy – Management Accounting, Tata McGraw Hill, New Delhi.
9. S.P. Gupta – Management Accounting, S. Chand Publishing, New Delhi.
10. Umamaheswara Rao and Ranganath, Cost Accounting, Kalyani Publishers.
11. Dr V Murali Krishna – Cost Accounting, Seven Hills International Publishers.

Suggested Co-Curricular Activities:

- ♦ Debate on methods of payments of wages
- ♦ Seminars
- ♦ Problem Solving Exercises
- ♦ Seminar on need and importance of financial statement analysis

- ◆ Graphs showing the breakeven point analysis
- ◆ Identification of elements of cost in services sector by Visiting any service firm
- ◆ Cost estimation for the making of a proposed product
- ◆ Listing of industries located in your area and methods of costing adopted by them
- ◆ Collection of financial statements of any two organization for two years and prepare a common Size Statements
- ◆ Collection of cost sheet and pro-forma of quotation
- ◆ Examinations (Scheduled and surprise tests)

PROGRAMME: THREE-YEAR B COM

(General and Computer Applications)

Course Code:

Domain Subject: Commerce

Semester-wise Syllabus under

CBCS (w.e.f. 2020-21

Admitted Batch)

II Year B Com (Gen& CA)– Semester – IV

Course 4C:Income Tax

Learning Outcomes:

At the end of the course, the student will able to;

- Acquire the knowledge of the tax evasion, tax avoidance and tax planning.
- Understand the provisions and compute income tax for various sources.
- Grasp amendments made from time to time in Finance Act.
- Compute total income and define tax complicacies and structure.
- Prepare and File IT returns of individual at his own.

Syllabus:

Unit-I: Introduction to Income Tax: Income Tax Act-1961 - Basic Concepts:

Income, Person, Assessee - Assessment Year, Previous Year, Rates of Tax, Agricultural Income, Residential Status of Individual -Incidence of Tax – Incomes Exempt from Tax (theory only).

Unit-II: Income from Salaries: Basis of Charge, Tax Treatment of Different Types of Salaries Allowances, Perquisites, Profits in Lieu of Salary, Deductions from Salary Income, Computation of Salary Income (including problems).

Unit-III: Income from House Property and Profits and Gains from Business: Annual Value, Let-out/Self Occupied/Deemed to be Let-out house -Deductions from Annual Value - Computation of Income from House Property

Definition of Business and Profession – Procedure for Computation of Income from Business

– Revenue and Capital Nature of Incomes and Expenses – Allowable Expenses – Expenses Expressly Disallowed – Computation (including

problems).

Unit-IV: Income from Capital Gains - Income from Other Sources:

Meaning of Capital Asset – Types – Procedure for Computation of Long-term and Short-term Capital Gains/Losses

Meaning of Other Sources - General Incomes – Specific Incomes – Computation (including problems).

Unit-V: Computation of Total Income of an Individual: Deductions under Section 80 - Computation of Total Income (Simple problems).

Reference Books:

1. Dr. Vinod; K. Singhania; Direct Taxes – Law and Practice, Taxman Publications
2. T. S. Reddy and Dr. Y. Hari Prasad Reddy - Taxation , by Margham Publications
3. Premraj and Sreedhar, Income Tax, Hamsrala Publications
4. B.B. Lal - Direct Taxes; Konark Publications
5. Dr. Mehrotra and Dr. Goyal -Direct Taxes, Law and Practice, Sahitya Bhavan Publication.
6. Balachandran&Thothadri- Taxation Law and Practice, PHI Learning.
7. V.P. Gaur and D.B. Narang - Income Tax, Kalyani Publications
8. Dr Y Kiranmayi - Taxation, Jai Bharath Publishers
9. Income Tax, Seven Lecture Series, Himalaya Publications

Suggested Co-Curricular Activities:

- Seminar on different topics of Income tax
- Quiz programs
- Problem Solving Exercises
- Debate on Tax Evasion and Avoidance
- Practice of provisions of Taxation
- Visit a Tax firm
- Talk on Finance Bill at the time of Union Budget
- Guest lecture by Chartered Accountant
- Presentation of tax rates
- Practice of filing IT Returns online
- Group Discussions on problems relating to topics covered by syllabus
- Examinations (Scheduled and surprise tests)

PROGRAMME: THREE-YEAR B COM

(General and Computer Applications)

Course Code:

Domain Subject: Commerce

Semester-wise Syllabus under

CBCS (w.e.f. 2020-21

Admitted Batch)

II Year B Com (Gen & CA)– Semester – IV

Course 4D:Business Laws

Learning Outcomes:

At the end of the course, the student will able to;

- ☐ Understand the legal environment of business and laws of business.
- ☐ Highlight the security aspects in the present cyber-crime scenario.
- ☐ Apply basic legal knowledge to business transactions.
- ☐ Understand the various provisions of Company Law.
- ☐ Engage critical thinking to predict outcomes and recommend appropriate action on issues relating to business associations and legal issues.
- ☐ Integrate concept of business law with foreign trade.

Syllabus:

Unit-I: Contract:

Meaning and Definition of Contract - Essential Elements of Valid Contract –
Types of Contracts -Valid, Void and Voidable Contracts - Indian Contract
Act, 1872

Unit-II: Offer, Acceptance and Consideration:

Definition of Valid Offer – Types of Offer - Acceptance and Consideration -
Essential Elements of a Valid Offer, Acceptance and Consideration –
Exceptions to No Consideration No Contract

Unit-III: Capacity of the Parties and Contingent Contract:

Capacities of Parties - Rules Regarding Contracts with Minors - Rules Relating to
Contingent Contracts - Different Modes of Discharge of Contracts - Rules Relating to
Remedies to Breach of Contract – Indemnity and Guarantee Contracts.

Unit-IV: Sale of Goods Act 1930 and Consumer Protection Act 2019:

Contract of Sale - Sale and Agreement to Sell - Implied Conditions and Warranties - Rights of Unpaid Vendor- Definition of Consumer - Salient Features of Consumer Protection Act 2019 – Rights of Consumer- Person - Goods - Service - Consumer Dispute - Consumer Protection Councils - Consumer Dispute Redressal Mechanism (District, State and National Forums)

Unit-V: Cyber Law:

Definition - Overview and Need for Cyber Law - Contract Procedures – Cyber Safety - Digital Signature – Safety Mechanism.

Reference Books:

1. J. Jaysankar, Business Laws, Margham Publication. Chennai.
2. ND Kapoor, Business Laws, S Chand Publications.
3. Balachandram V, Business law, Tata McGraw Hill.
4. Tulsian, Business Law, Tata McGraw Hill.
5. Pillai Bhagavathi, Business Law, SChand Publications.
6. Business Law, Seven Hills Publishers, Hyderabad.
7. K C Garg, Business Law, Kalyani Publishers.

Suggested Co-Curricular Activities

- ♦ Seminar on Basics of Indian Contract Act, 1872
- ♦ Quiz programs
- ♦ Co-operative learning
- ♦ Seminar on Cyber Law
- ♦ Group Discussions
- ♦ Debate on Offer, Agreement, and Contract
- ♦ Creation of Contract by abiding rules of Indian Contract Act, 1872
- ♦ Making a sale by abiding rules of Sale of Goods Act, 1930
- ♦ Guest lecture by a Lawyer/Police officer
- ♦ Celebrating consumers day by creating awareness among the students
- ♦ Examinations (Scheduled and surprise tests)
- ♦ Any similar activities with imaginative thinking beyond the prescribed syllabus

PROGRAMME: THREE-YEAR B COM

(General and Computer Applications)

Course Code:

Domain Subject: Commerce

Semester-wise Syllabus under

CBCS (w.e.f. 2020-21

Admitted Batch)

II Year B Com (Gen& CA)– Semester – IV

Course 4E: Auditing

Learning Outcomes:

At the end of the course, the student will be able to;

- ☐ Understanding the meaning and necessity of audit in modern era
- ☐ Comprehend the role of auditor in avoiding the corporate frauds
- ☐ Identify the steps involved in performing audit process
- ☐ Determine the appropriate audit report for a given audit situation
- ☐ Apply auditing practices to different types of business entities
- ☐ Plan an audit by considering concepts of evidence, risk and materiality

SYLLABUS:

Unit-I: Introduction to Auditing: Meaning – Objectives – Importance of Auditing – Characteristics - Book Keeping vs Auditing - Accounting vs Auditing – Role of Auditor in Checking Corporate Frauds.

Unit-II: Types of Audit: Based on Ownership, Time and Objective - Independent, Financial, Internal, Cost, Tax, Government, Secretarial Audits

Unit-III: Planning of Audit: Steps to be taken at the commencement of a New Audit – Audit Programme - Audit Note Book– Audit Working Papers - Audit Evidence - Internal Check, Internal Audit and Internal Control - Differences between Internal Check, Internal control and internal audit

Unit-IV: Vouching, Verification, Valuation and Investigation: Definition and Importance of Vouching – Objectives of Vouching -Vouching of Cash and Trading Transactions – Verification and Valuation of assets and liabilities – Investigation - Auditing vs. Investigation

Unit-V: Company Audit and Auditors Report: Auditor's Qualifications – Appointment Reappointment and Removal of Company Auditor – Rights, Duties, Liabilities and Disqualifications - Audit Report: Types and Contents –Preparation - Relevant Provisions of Companies Act, 2013.

Reference Books:

1. S.Vengadamani, “Practical Auditing”, Margham Publications, Chennai.
2. Ghatalia, “Principles of Auditing”, Allied Publishers Pvt. Ltd., New Delhi.
3. Pradeesh Kumar, BaldevSachdeva&Jagwant Singh,
“Auditing Theory and Practice,Kalyani Publications
4. N.D. Kapoor, “Auditing”, S Chand, New Delhi.
5. R.G. Saxena, “Principles and Practice of Auditing”, Himalaya
Publishing House New Delhi
6. JagadeshPrakesh, “Principles and Practices of Auditing”, Kalyani Publications
7. Kamal Gupta and Ashok Gupta, “Fundamentals of Auditing”, Tata McGraw Hill
8. B.N. Tondan, “Practical Auditing”, S.Chand, New Delhi.
9. K J Vijaya Lakshmi & A S Roopa, Auditing, Seven Hills International
Publishers, Hyderabad

Suggested Co-Curricular Activities:

- Seminars
- Visit the audit firms
- Visit an audit firm, write about the procedure followed by them in
Auditing the books of accounts of a firm.
- Guest lecture by an auditor
- Collect the information about types of audit conducted in any one
Organization
- Collection of audit reports
- Group Discussions
- Draft an audit program.

PROGRAMME: THREE-YEAR B COM

(General and Computer Applications)

Course Code:

Domain Subject: Commerce

Semester-wise Syllabus under

CBCS (w.e.f. 2020-21

Admitted Batch)

II Year B Com (Gen)– Semester – IV

Course 4F:Goods and Service Taxes

Learning Outcomes:

At the end of the course, the student will able to;

- Understand the basic principles underlying the Indirect Taxation Statutes.
- Examine the method of tax credit. Input and Output Tax credit and Cross Utilisation of Input Tax Credit.
- Identify and analyze the procedural aspects under different applicable statutes related to GST.
- Compute the assessable value of transactions related to goods and services for levy and determination of duty liability.
- Develop various GST Returns and reports for business transactions in Tally.

Syllabus:

Unit I: Introduction to Goods and Services Taxes: Introduction – Concept – Meaning - Overview of GST - Concepts – Importance of GST –Taxes Subsumed under GST – Justification for Introduction of GST – Components of GST- GST Council- Advantages of GST-GST Registration - GST Identification Number – Constitutional Amendment.

Unit II: GST Principles - Vijay Kelkar Sha Committee Recommendations - Comprehensive Structure of GST Model in India: Single, Dual GST – GST Rates - Taxes Exempted from GST- Taxes and Duties outside the purview of GST- Taxation of Services

Unit-III: Tax Invoice- Bill of Supply-Transactions Covered under GST- Composition Scheme- Reverse Charge Mechanism- Composite Supply - Mixed Supply.

Unit-IV: Time of Supply of Goods & Services: Value of Supply - Input Tax Credit – Output tax liability - Distribution of Credit -Matching of Input Tax Credit - Availability of Credit in Special Circumstances- Cross utilization of ITC between the Central GST and the State GST.

Unit-V:GST Returns: Regular Monthly Filing Returns-Composition Quarterly Filing Returns-GSTR-1, GSTR-2, GSTR 2A, GSTR-3, GSTR 3B -Annual Returns GSTR-9, GSTR 9A, GSTR 9B& GSTR 9C - Records to be Maintained under GST – E-Way Bill

Reference Books:

1. T. S. Reddy and Dr. Y. Hari Prasad Reddy, Business Taxation (Goods and Services Taxes), Margham Publications.
2. Taxmann's Basics of GST.
3. Taxmann's GST: A practical Approach.
4. Theory & Practice of GST, Srivathsala, Himalaya Publishing House.
5. Goods and Services Tax in India - Notifications on different dates.
6. GST Bill 2012.
7. Background Material on Model GST Law, Sahitya Bhawan Publications.
8. The Central Goods and Services Tax Act, 2017, No. 12 of 2017 Published by Authority,
9. Ministry of Law and Justice, New Delhi, the 12th April, 2017.
10. Dr. Ravi M.N, Theory & Practice of GST by BPB Publications.

Suggested Co-Curricular Activities

- Seminars
- Show the flow chart of GST Suvidha Provider (GST).
- Practice of Terminology of Goods and Service Tax
- Prepare chart showing rates of GST
- Follow GST Council meeting updates regularly
- Creation of GST Vouchers and Tax invoices
- Visit a Tax firm (Individual and Group)
- Guest lecture by GST official
- Prepare Tax invoice under the GST Act.
- Practice on how to file a Returns
- Debate on Single GS, Dual GST
- Group Discussions on Goods and Services outside the Purview of GST