

1.3 : FINANCIAL ACCOUNTING I

OBJECTIVES

The objective of this course is to acquaint students with the accounting concepts, tools and Techniques influencing business organizations.

Unit 1 : AMALGAMATION OF FIRMS 14 hours

Meaning-Objective-Books of accounts in Vendors-Revaluation Account-Goodwill Account Combined Capital Account New Firm Account Passing of Journal Entries In the books of Amalgamated firm combined journal entries Preparation of Amalgamated Balance Sheet Treatment of assets and liabilities not taken over Treatment of unrecorded assets and liabilities Treatment of contingent liabilities

Unit 2 : SALE OF PARTNERSHIP TO A LIMITED COMPANY 12 hours

Introduction Need for conversion Meaning of Purchase Consideration Mode of Discharge of Purchase Consideration Method of calculation of Purchase Consideration Net Payment method Net Asset Method Passing of Journal Entries and Preparation of Ledger Accounts in the books of Vendor Treatment of certain items Dissolution Expenses Unrecorded Assets and Liabilities Assets and Liabilities not taken over by the Purchasing Company Contingent liabilities non assumption of trade liabilities In the books of Purchasing Company Passing of Incorporation entries Treatment of Security Premium Fresh issue of shares and debentures to meet working capital Preparation of Balance Sheet as per the Companies Act.

Unit 3 : HIRE PURCHASE SYSTEMS 12 hours

Introduction Meaning Hire Purchase Act 1972 Important Definitions Hire Purchase Agreement Hire Purchase Price Cash Price, Hire Purchase Charges, Net Hire Purchase Price Net Cash Price Net Hire Purchase Important Provisions Right of the hirer to purchase with rebate Termination of the agreement Rights of the owner or termination Calculation of interest when both the cash price and the rate of interest are given calculation of interest when both the cash price and the rate of interest are not given calculation of cash price calculation of amount of installment use of annuity value to find cash price Journal entries and Ledger accounts in the books of Hire Purchaser and Hire vendor under Asset Accrual method.

Unit 4 : INSTALMENT PURCHASE METHOD 8 hours

Introduction Meaning Different between Hire Purchase and Installment Purchase system Treatment of Interest Suspense Account Journal entries and Ledger account in the books of both parties.

Unit 5 : ROYALTY ACCOUNTS 14 hours

Introduction Meaning Technical Terms Royalty Landlord Tenant Minimum Rent Short workings Recoupment of Short working under Fixed Period Floating period Recoupment within the Life of a Lease Treatment of Strike and Stoppage of work Accounting Treatment in the books of Lessee (Tenant) when royalty is less than Minimum Rent When royalty is equal to Minimum Rent When the right of recoupment is lost, when Minimum Rent Account Method is followed Preparation of ledger accounts Royalty Account, Landlord Account Short workings Account Minimum Rent Account when Minimum Rent Account followed.

SKILL DEVELOPMENT

Collection and recording of Royalty agreement with regard to any suitable situation.
Collection and recording of Hire Purchase Agreement.
Ascertainment of Cash Price and interest under Hire Purchase System
Calculation of Purchase Consideration under different methods.
Arrangement of Mock situation to finalize a sale of firm.
Drafting of amalgamation conditions in a given situation.

1.4: PRINCIPLES OF MANAGEMENT

OBJECTIVES

To familiarize the students with concepts and principles of Management.

UNIT 1 10 hours

Management : Introduction Meaning, nature and characteristics of Management Scope and functional areas of management Management as a science art or profession Management & Administration Principles of management Social responsibility of management and Ethics.

UNIT 2 8 hours

Planning : Nature, importance and purpose of planning Planning process, Objectives Types of plans (Meaning only) Decision making Importance & steps.

UNIT 3 14 hours

Organizing and Staffing : Nature and purpose of organization, Principles of organization Types of organization Departmentation, Committees Centralization Vs Decentralization of authority and responsibility Span of Control MBO and MBE (Meaning only) Nature and importance of staffing Process of selection and recruitment (in brief).

UNIT 4 14 hours

Directing : Meaning and nature of directing Leadership styles Motivation theories (Maslows, Herzberg, McGregors X & Y theory) Communication meaning and importance, barriers to communication, types of communication coordination, meaning and importance.

UNIT 5 10 hours

Controlling : Meaning and steps in controlling Essentials of a sound control system Methods of establishing control (in brief).

SKILL DEVELOPMENT

Different types of Organization Charts (structure)
Chart of Staffing
Graphic representation of Maslows Theory
Chart of Media of Communication
Chart on Sources of recruitment
Draft control chart for different industry / business groups.

1.5: COMPANY LAW AND SECRETARIAL PRACTICE

OBJECTIVES

To enable the students to get familiarized with the existing Company Law and Secretarial Procedure.

UNIT 1 8 hours

Company : Legislative back drop of Companies Act Meaning and definition, Kinds of Companies Limited and unlimited, private and public, government companies, statutory companies.

UNIT 2 8 hours

Secretary : Meaning and definition, position and appointment, rights, duties, liabilities, qualifications, removal.

UNIT 3 10 hours

Formation of Companies : Promotion, incorporation, capital, subscription, commencement of Business.

UNIT 4 12 hours

Documents of Companies:

Memorandum of Association definition, clauses, provisions and procedures for alteration.
Articles of Association definition, contents, provisions and procedures for alteration, distinction between Memorandum and Articles of Association.
Prospectus Contents Statements in Lieu of Prospectus.

UNIT 5 12 hours

Management of Companies : Appointment, Qualification, Rights, Responsibilities and liabilities of Directors, Managing Director.

UNIT 6 10 hours

Meetings : Statutory, Annual, Extra ordinary and Board Meetings, Resolutions Types.

SKILL DEVELOPMENT

Drafting of Memorandum of Association, Drafting Articles of Association
Drafting Notice of Company Meetings Annual, Special and Extra ordinary, Board.
Drafting Resolutions different types.
Chart showing Company organization
Chart showing different types of Companies.

1.6: BUSINESS ECONOMICS

OBJECTIVES

The objective of this paper is to make the student to understand how the business organizations work by applying economic principles in their business management.

UNIT 1 10 hours

Business Economics : Meaning definition characteristics distinction between business economics and economics scope of business economics uses/objectives of business economics- role and responsibilities of business economist.

UNIT 2 20 hours

Consumer Behaviour : Consumer sovereignty limitations.

Approaches to the study of consumer behaviour cardinal approach the law of equi-marginal utility, ordinal approach indifference curve analysis properties consumer surplus meaning analysis limitations.

UNIT 3 14 hours

Theory of Demand and Analysis : Demand determinants law of demand- characteristics exceptions elasticity of demand price elasticity types determining factors change in demand and elasticity of demand business applications of price elasticity concept of income and cross elasticity of demand, Price elasticity of demand measurement by total outlay method.

UNIT 4 6 hours

Demand Forecasting : methods : a) survey of buyers intention b) collective opinion c) trend projection d) economic indicator. Demand forecasting methods for a new product.

UNIT 5 10 hours

Law of supply meaning determinants of supply and its influence on cost of production. Production Function : Equilibrium through Isoquants and Isocosts managerial uses of production function law of variable proportions economic of large scale of production diseconomies of large scale production.

SKILL DEVELOPMENT

Draft the diagrammatic representation of each aspect of the chapter in a book under different chapters.

Select and discuss the case studies that will have impact on business decision making in each chapter.

A Survey report on the demand forecasting for a product.

Student to choose a product and apply price elasticity in real situation.

Detail charts on Consumer Surplus.

2.3: FINANCIAL ACCOUNTING - II

OBJECTIVES

The objective of this course is to provide a brief idea about the framework of certain allied aspects of accounting treatment.

Unit 1 : INSURANCE CLAIMS 10 hours

Introduction need Loss of Stock Policy Preparation of statement of Cost of Goods sold Preparation of Statement to ascertain value of stock on the date of Fire Treatment of Salvages Valuation of stocks prior to date of fire calculation of GP Ratio when GP Ratio is not given Treatment of Average Clause Treatment of Abnormal items.

Unit 2 : CONVERSION OF SINGLE ENTRY TO DOUBLE ENTRY 10 hours

Introduction Need for conversion Preparation of Statement of Affairs Cash Book Total Debtors Account Total Creditors Account Bills Receivable Account Bills Payable Account Trading and Profit and Loss Account Balance Sheet.

Unit 3 : BRANCH ACCOUNTS 20 hours

Introduction Inland Branches Types Dependant Preparation of Branch Accounts in Head Office Books Treatment of Cost Price Invoice Price Debtors Account Creditors Account treatment of Petty cash prepaid insurance creation of stock reserve independent branches preparation of Head Office Account in Branch Books Branch Account in Head Office Books Memorandum Trading and Profit and Loss Account in Head Office books Incorporation of Trial Balance of branch in Head Office Books Adjustment entries goods-in-transit cash-in-transit depreciation of Branch Assets services rendered by Branch to Head Office and vice versa Receipts and payments by Branch on behalf of Head Office and vice versa Reconciliation of Branch and Head office Current Accounts.

Unit 4 : DEPARTMENTAL ACCOUNTING 12 hours

Introduction Allocation of expenses Calculation of Departmental Purchases Inter Departmental transfers at cost price selling price Preparation of Balance Sheet.

Unit 5 : ACCOUNTING STANDARDS 08 hours

Introduction Formation of Accounting Standards Board Scope and functions of Accounting Standards Board Problems based on various accounting standards.

SKILL DEVELOPMENT

Preparation of a claim statement with imaginary figures to submit to insurance Company.
Preparation of a Balance Sheet under vertical format of a Proprietorship Concern.
Collection of transaction relating to any branch
Collection of final accounts of departmental organizations
List out the Departmental Stores that you have visited
Mock display of sole trader and discussion of their transactions
Collecting of details regarding the fire claim settlement of a particular case and recording the important points.

2.5: BUSINESS STATISTICS

OBJECTIVES

To enable students to grasp the fundamentals of Statistics for interpreting business data.

UNIT 1 4 hours

Background and Basic concepts : Introduction Definition of Statistics Function Scope Limitations.

UNIT 2 20 hours

Measures of Central Tendency : Introduction Types of averages Arithmetic Mean (Simple and Weighted) Median Mode.

UNIT 3 12 hours

Measure of Dispersion : Range Quartile Deviation Mean Deviation Standard Deviation and Coefficient of Variation.

UNIT 4 12 hours

Correlation and Regression Analysis : Meaning Types Probable error Karl Pearsons & Rank Correlation (Excluding bivariate and Multi correlation).

UNIT 5 12 hours

Index Numbers : Classification Construction of Index Numbers Methods of constructing Index Numbers Simple Aggregative Method Simple Average of Price Relative Method Weighted index method Fisher ideal method including Time and Factor Revertibility tests Consumer Price Index.

SKILL DEVELOPMENT

Preparation of Model Questionnaire

Collection of Data and computation of various averages

Analysis of data by computing standard deviation and coefficient of variation.

Comparing and correlating data

Construction of Index Numbers from the collected data

Presentation of data in graphs and diagrams

2.6: BUSINESS ECONOMICS - II

OBJECTIVES

The objectives of this paper is to give exposure to current problem of the Indian Economy and how these problems affect the working of business organizations and how the International organization helps and economy to overcome these problems.

UNIT 1 20 hours

Market Structure:

Perfect competition features price and output determination influence of time element on price and output.

Monopoly features price and output determination price discrimination price output determination

under discriminating monopoly.

Monopolistic competition features price and output determination in short run and in industry

Features of duopoly and oligopoly

UNIT 2 5 hours

Pricing Policy general considerations objectives factors involved in pricing policy.

UNIT 3 7 hours

Business Cycles phases of business cycle effects of business cycle measures to control the business cycle.

UNIT 4 8 hours

Balance of Trade and Balance of Payments components of balance of payments disequilibrium in the balance of payments methods of correction of disequilibrium Indias balance of payments crisis of 1990s.

UNIT 5 15 hours

Foreign Trade and Economic Development Foreign aid in economic development : types, role of foreign trade, factors determining the amount of foreign aid for economic development.

Private foreign investment and multinational corporations types, merits and demerits.

UNIT 6 5 hours

Exim policy 2002 07; highlights; critical evaluation of Exim policy.

SKILL DEVELOPMENT

Prepare charts for 1st Unit

Chart out the factor influencing pricing policy

Present a diagram showing business cycles

Present the Balance of Payment chart of India for the latest year

Collect and present in tabular form foreign aid to India during at least last 5 years

3.2: BUSINESS COMMUNICATION - I

OBJECTIVES

The object of this subject is to cultivate effective communication skills oral as well as written in the students.

UNIT 1 4 hours

Business Letters essentials and types

UNIT 2 12 hours

Accounts:-

Letters to customers regarding dues follow up.

Letters to banks regarding overdrafts, cash, credit and account current

Letter to insurance and payment, renewal of insurance of policy, claims and settlement.

Letters to public authorities like P.F. Commissioner, P & T etc, regarding payment of P.F. contributions, installation of new connections and payment of telephone bills, payment of sales tax, tax deducted at source.

UNTI 3 7 hours

Purchase; Request for quotations, tenders, samples and drawing, complaints and follow up.

UNIT 4 7 hours

Sales; Drafting of sales letters, circular letters, status enquiries.

SKILL DEVELOPMENT

A minimum of 5 exercises to be recorded on the above chapters.

3.7: INDIAN CONSTITUTION

UNIT 1

Framing of the Indian Constitution: Role of the Constituent Assembly.

Philosophy of the Constitution : Objectives, resolution, preamble, fundamental Rights and Duties.

Human rights and Environmental protection.

UNIT 2

Special Rights created in the Constitution of Dalits, Backward classes, Women and Children and religious and linguistic minorities.

Directive Principles of State policy : The need to balance fundamental rights with directive principles.

UNIT 3

Union Executive : President, Prime Minister and Council of Ministers; powers and functions, coalition Government, problems in their working.

Union Legislature : Lok Sabha and Rajya Sabha, powers and functions. Recent trends in their functioning.

UNIT 4

State Government : Governor, Chief Minister and Council of ministers, Legislature

Centre State relations: Political, financial, administrative: Recent Trends.

UNIT 5

Judiciary Supreme Court, Judicial Review, Writs, Public interest litigations, Enforcing rights through writs.

Emergency provisions (Article 356)

4.2: BUSINESS COMMUNICATION - II

OBJECTIVES

The object of this subject is to cultivate effective communication skills oral as well as written among the students.

UNIT 1 8 hours

Personnel: Letters, calling candidates for written test, drafting interview letters, offer or appointment, provisional appointment orders, final order of appointment, employee disciplinary matters, show cause notices, charge sheets, letters of dismissal and discharge.

UNIT 2 8 hours

Secretarial: Correspondence with shareholders and debenture holders relating to dividend and interest, transfer and transmission.

UNIT 3 5 hours

Inter Departmental Communication: Internal memos, office circulars, officer orders, office notes.

Communication with regional / branch offices.

UNIT 4 2 hours

Modern Communication Devices: Internet, teleconferencing, Mobile Phones, Computers, Laptops, Close circuit TVs, Word Processing, Teleprinter, Desktop publishing, Telewriting, Electronic Mail Duplicator, photocopying, Printing, Storage devices.

UNIT 5 7 hours

Miscellaneous : Drafting telegraphic message, correspondence with agents and transport companies, public notices and invitations, representations to trade associations and chambers of Commerce.

SKILL DEVELOPMENT

A minimum of 5 exercises are to be recorded on the above chapters.

4.4: FINANCIAL MANAGEMENT

OBJECTIVES

To give insight into financial decision making and composition of different securities in the total capital structure.

UNIT 1 10 hours

Financial Management finance function aims of finance function financial management goals of financial management financial decisions financial planning objectives and principles of sound financial planning long term and short term financial plan factors affecting financial plan.

UNIT 2 10 hours

Financial Decisions Capital structure factors influencing capital structure EBIT EBT EPS analysis leverage problems

UNIT 3 20 hours

Investment Decisions capital budgeting significance techniques of evaluation of investment proposals payback method return on investment method, net present value method (simple problems only)

UNIT 4 5 hours

Dividend Decisions dividend policy determinants of dividend policy types of dividend policy forms of dividend.

UNIT 6 15 hours

Working Capital Management meaning importance of adequate working capital excess or inadequate working capital determinants of working capital requirement cash management, receivable management and inventory management sources of working capital.

SKILL DEVELOPMENT

Identify the decision areas in which a financial manager has a role to play.

Prepare a Capital Budget for your new Business.

Evaluate the NPV of an investment made in any one of the capital projects with imaginary figures for 5 years.

Prepare an aging schedule of debtors with imaginary figures

Capital structure analysis of companies in different industries

Study of dividend policy practices of certain companies in India.

4.5: LAW & PRACTICE OF BANKING

OBJECTIVES

To familiarize the students to understand the law and practice of banking .

CHAPTER 1 6 hours

Banker and Customer : General and special relationship.

CHAPTER 2 12 hours

Paying Banker: Nature of banking business, negotiable Instruments and their characteristics, payment of cheques and protection to the paying banker dishonors of cheques grounds payment

of cheque and other instruments mandatory function of the banker.

CHAPTER 3 12 hours

Collecting-Banker: Collection of cheques and other instruments protection to the collecting banks under the negotiable instruments Act endorsements on cheques. Bills of exchange different types of endorsements forged endorsements. Holder of value holder/payment in due course.

CHAPTER 4 15 hours

Types of Customers and Account holders: Procedure and practice in opening and conducting the accounts of customers particularly individuals including minors joint account holders. Partnership firms joint stock companies with limited liability-executors and trustees-clubs and associations Joint Hindu Family etc., Step to be taken on death, lunacy, bankruptcy, winding up or in cases of garnishee orders non-resident accounts accounts of Govt. Departments, payment of pension, certificate of deposit.

CHAPTER 5 5 hours

Services to Customers : Remittance of funds by demand drafts, mail transfers, telegraph/telex, transfers-safety lockers, safe custody of articles standing instructions credit cards.

CHAPTER 6 10 hours

Principles of Bank Lending: Different kinds of borrowing, facilities granted by banks such as Loans, cash credit, overdraft, bills purchased, bills discounted, letters of credit, Types of securities, NPA.

SKILL DEVELOPMENT

Collect and Paste (Xerox) of A/c opening form for SB A/c and Current A/c

Collect and paste pay in slip for SB A/c and Current A/c.

Draw specimen of Demand Draft

Draw different types of endorsement of cheques

Past specimen of Travelers Cheque/Gift cheques/Credit cheques.

List customer services offered by atleast 2 banks of your choice.

4.6: COST ACCOUNTING

OBJECTIVES

To familiarize students with the various concepts and element of cost. To create cost consciousness among the students.

UNIT 1 : COST ACCOUNTING 15 hours

Introduction Meaning of Cost, costing and Cost Accounting Comparison between Financial Accounts and Cost Accounts Application of Cost Accounting Designing and installing a Cost Accounting system Cost concepts and Classification of Costs Cost Unit Cost Center Elements of Cost Preparation of cost sheet Tenders and Quotations Problems.

UNIT 2 : MATERIAL COSTING 10 hours

Classification of materials Material Control Purchasing procedure store keeping techniques of Inventory control Setting of stock levels EOQ Methods of pricing materials issues LIFO FIFO Weighted Average Method Simple Average Method Problems.

UNIT 3 : LABOUR COSTING 10 hours

Control of labour cost Labour Turn Turnover Causes and effects of labour turnover Meaning of Time and Motion study, Merit Rating, Job Analysis, Time keeping and Time booking Idle time, causes and treatment Overtime Methods of Wage Payment, Time rate and Piece Rate Incentive Schemes Halsey Premium Plan Rowan Bonus Plan Taylors and Merricks differential piece rate systems Problems.

UNIT 4 : OVERHEAD COSTING 15 hours

Definition Classification of overheads Procedure for accounting and control of overheads Allocation of overheads Apportionment of overheads Apportionment of Service department costs to production departments Repeated Distribution method Simultaneous equation method absorption of OHs Method of Absorption Percentage of direct material cost Direct Labour Cost Prime Cost, Direct Labour hour rate and Machine Hour Rate Problem.

UNIT5:RECONCILIATION OF COST AND FINANCIAL ACCOUNTS 10 hours

Need for reconciliation Reasons for difference in profits Problems on preparation of Reconciliation statements including Memorandum Reconciliation account.

SKILL DEVELOPMENT

Classification of costs incurred in the making of a product.
Identification of elements of cost in services sector.
Cost estimation for the making of a proposed product.
Documentation relating to materials handling in a company.
Collection and Classification of overheads in an organization.
Developing a case for reconciliation.

5.2: INCOME TAXES - I

OBJECTIVES

The objective of the syllabus under this paper is to expose the students to the various provision of Income Tax Act relating to computation of Income individual assesses only.

UNIT 1 6 hours

Brief History of Income Tax, Legal Frame work, Cannons of Taxation Finance Bill Scheme of Income Tax.

Definition Assessee, Person, Assessment year, previous year, income, Gross Total Income, Total

Income, Agricultural Income (Including integration of Agricultural Income with Non-Agricultural Income). 6 hours

Revenue and Capital (a) Receipts (b) Expenditure (c) Loss 2 hours

Residential Status and Incidence of Tax 8 hours

Exempted Income U/S 10 (Restricted to individual Assesses) : fully exempted and partly exempted incomes including problems on House Rent Allowance, Leave Encashment, Commutation of Pension, Death-cum-Retirement benefits, Gratuity, compensation received on termination of the service.

6 hours

UNIT 2 20 hours

Income from Salary Features of Salary Income Basic Salary Allowance, Perquisites section 89(1) Tax Rebate U/s 88 Problems.

UNIT 3 12 hours

Income from House Property Introduction Annual value under different situations deductions problems.

SKILL DEVELOPMENT

Form No. 49A (PAN) and 49B.

Filing of Income Tax Returns.

List of enclosures to be made along with IT returns (with reference to salary & H.P.)

Preparation of Form 16.

Computation of Income Tax and the Slab Rates.

Computation of Gratuity

Chart on perquisites

List of enclosures to be made along with IT returns (with reference to salary and house property income)

5.3: ENTREPRENEURSHIP DEVELOPMENT PROGRAM

UNIT 1 6 hours

Entrepreneurship: What is it? Introduction to Entrepreneur, Entrepreneurship and Enterprise Importance and relevance of the entrepreneur Factor influencing entrepreneurship Pros and Cons of being an entrepreneur Women entrepreneurs, problem and promotion Types of Entrepreneurs Characteristics of a successful entrepreneur Competency requirement for entrepreneurs Awareness of self competency and its development.

UNIT 2 6 hours

Small Scale Industries Small scale industries/Tiny industries/Ancillary industries/Cottage industries definition, meaning, product range, capital investment, ownership patterns Importance and role played by SSI in the development of the Indian economy Problems faced by SSIs and the step taken to solve the problems Policies governing SSIs.

UNIT 3 12 hours

Starting a Small Industry To understand what constitutes a business opportunity, scanning the environment for opportunities, evaluation of alternatives and selection based on personal competencies An overview of the steps involved in starting a business venture location, clearances and permits required, formalities, licensing and registration procedures Assessment of the market for the proposed project To understand the importance of financial, technical and social feasibility of the project.

UNIT 4 10 hours

Preparing the Business Plan (BP)-What is a BP? Why is it important? Who prepares it?

Typical BP format Financial aspects of the BP

Marketing aspects of the BP

Human Resource aspects of the BP

Technical aspects of the BP

Social aspects of the BP

Preparation of BP Common pitfalls to be avoided in preparation of a BP

UNIT 5 10 hours

Implementation of the project Financial assistance through SFCs, SIDBI, Commercial Banks, KSIDC, KSSIC, IFCI Non financial assistance from DIC, SISI, EDI, SIDO, AWAKE, TCO, TECKSOK, KVIC Financial incentives for SSIs and Tax Concessions Assistance for obtaining raw material, machinery, land and building and technical assistance Industrial estates role and types.

UNIT 6 6 hours

Sickness in SSIs Meaning and definition of a sick industry Causes of industrial sickness, Preventive and remedial measures for sick industries.

SKILL DEVELOPMENT

Preparation of a Project report to start a SSI Unit.

Preparing a letter to the concerned authority seeking license to the SS Unit, You propose to start.

Format of a business plan

A Report on the survey of SSI units in the region where college is located.

Chart showing tax concessions to SSI both direct and indirect.

Success stories of Entrepreneurs in the region.

6.1: BUSINESS LAW

OBJECTIVES

To familiarize the student with Business Laws and its interpretations.

UNIT 1 4 hours

Introduction Meaning and Scope of business law Sources of Indian business law.

UNIT 2 30 hours

Indian Contract Act of 1872 Definition types of contract essentials offer, acceptance, consideration capacity of parties free consent (meaning only) legality of object and consideration various modes of discharge of a contract remedies for breach of contract.

UNIT 3 5 hours

Intellectual Property Legislations Meaning and scope of intellectual properties Paten Act of 1970 and amendment as per WTO agreements: Background objects definition Inventions Patentee true and first inventor procedure for grant of process and product patents, WTO rules as to patents (in brief), rights to patentee infringement remedies.

UNIT 4 4 hours

The Environmental Protection Act of 1986: Background definition of

1) Environment 2) Environmental pollutant 3) Environment pollution

4) Hazardous substances and 5) Occupier Power of central Government in relation of environment and prevention of environment pollution.

UNIT 5 4 hours

Consumer Protection Act (COPRA) 1986: Background definition of

Consumer

Consumer Dispute

Complaint

Deficiency

Service Consumer Protection Council

Consumer Protection Council consumer redressal agencies District Forum, State Commission and National Commission.

UNIT 6 4 hours

Foreign Exchange Management Act 1999 : Objectives, Scope and salient features offences under the act.

UNIT 7 5 hours

Cyber Laws 1999 : Objectives, definitions and salient features, provisions pertaining to piracy and related offences and penalties.

UNIT 8 4 hours

Competition Law 2003 : Meaning and scope, salient features, offences and penalties under the Act.

SKILL DEVELOPMENT:

Draft a rent agreement incorporating all the essential features of a valid agreement.

Draft and agreement to repay a loan borrowed from a bank on installment basis.

Case laws involving points of law of contracts

Draft a complaint against unfair trade practice adopted by a businessman, to the consumer forum.

List out the latest cases of both High Court and Supreme Court on Environmental issues with both facts and judgments (Atleast 2 cases)

6.2: INCOME TAXES - II

OBJECTIVES

The objective of the syllabus under this paper expose the students to the various provisions relating to Income Tax.

UNIT 1 15 hours

Profits and Gains from Business and Profession Problems on business relating to sole trader only and Problems on profession relating to Chartered Accountant, Advocate and Doctor.

UNIT 2 10 hours

Capital Gains Theory and Problems including exemptions U/S 54.

UNIT 3 5 hours

Income From other sources including problems.

UNIT 4 8 hours

Deduction from Gross Total Income (GTI) (Provisions relating to individuals only)

UNIT 5 2 hours

Carry forwards and set off of losses (Theory only)

UNIT 6 12 hours

Computation of total Income and Tax liability including tax rebate.

UNIT 7 8 hours

Income Tax Authorities : A brief discussion on

Income Tax Officer and Powers and Functions.

Central Board of Direct Taxes, Powers and Functions.

Commissioner of Income Tax, Power and Functions.

Types of Assessment and Rectifications of Mistakes.

Recovery of Tax and Refunds.

SKILL DEVELOPMENT

Chart Capital gains index numbers.
Table of rates of Tax deducted at source
Filing of IT returns of individuals
List of Enclosures for IT returns.

6.3: MANAGEMENT ACCOUNTING

OBJECTIVES

To enable the students to understand the importance of the subject through analysis and interpretation of financial statements, calculation of ratios and their analysis. Preparation of funds flow and cash flow statement with a view to prepare management reports for decision making.

UNIT 1 : INTRODUCTION 5 hours

Meaning objectives nature and scope of management accounting role of management accountant-relationship between financial accounting, cost accounting and management accounting.

UNIT 2 : FINANCIAL STATEMENT ANALYSIS 10 hours

Meaning types meaning and concept of financial analysis types of financial analysis methods of financial analysis problems on comparative statements common size statements trend analysis.

UNIT 3 : RATIO ANALYSIS 15 hours

Meaning importance utility of ratios classification of ratios calculation of interpretation of ratios preparation of income statement and Balance Sheet with ratios.

UNIT 4 : FUNDS FLOW AND CASH FLOW ANALYSIS 23 hours

Meaning concept of fund and funds flow statement uses and significance of funds flow statement procedure for preparing FFS schedule of changes in working capital statement of sources and application of funds Cash Flow analysis meaning and concept comparison between Funds Flow and Cash Flow statements uses and significance of CFS-preparation of Cash Flow statement as per Accounting Standards.

UNIT 5 : MANAGEMENT REPORTING 7 hours

Methods of reporting requirements of a good report kinds of reports principles of good reporting system drafting of reports under different situations.

SKILL DEVELOPMENT

Collection of financial statements of any one organization for two years
Calculation of ratios based on the above financial statement : Profitability ratios Gross Profit ratio, Net Profit ratio, ROCE, Current Ratio, Liquid Ratio.
Preparation of Funds flow / cash flow statements with imaginary figure as per Accounting Standards.
Draft an imaginary Management Report.