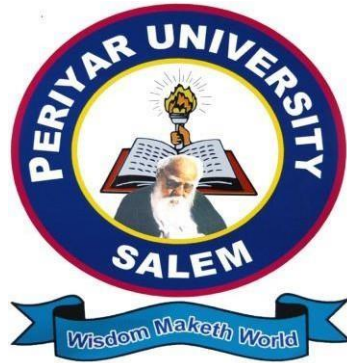


**PERIYAR UNIVERSITY
PERIYAR PALKALAI NAGAR
SALEM – 636 011**



**DEGREE OF MASTER OF COMMERCE
CHOICE BASED CREDIT SYSTEM**

**SYLLABUS FOR
M.COM. (CORPORATE SECRETARYSHIP)**

**(FOR THE STUDENTS ADMITTED FROM THE
ACADEMIC YEAR 2021 – 2022 ONWARDS)**

Department of M.Com (C.S)

Objectives of the Course:

- To make the students to be trained for the completion of the ACS course offered by ICSI
- To enrich students to adapt to an ever changing and dynamic business environment.
- To create highly innovative competent professionals in the field of commerce.
- To impart industry needed skill, problem solving and decision making competencies.

Career Advancement:

Company Secretary, Secretarial officer, Secretary Analyst, Secretarial Auditor, Cost Auditor and Business Manager , Auditor, Cost and Work Accountant, Teacher and Lecturer.

Condition for Admission:

A Candidate who has Passed B.Com (Corporate Secretaryship), B.Com (CS.CA),B.Com. B.Com. (CA), B.Com (Electronic Banking), B.Com (Account and Finance), B.Com (Banking and Insurance), B,Com (International Business),B.Com (PA), B.Com (Cooperation).,B.Com(SMP).,B.Com(FA)B.B.A.,B.B.A(RM)., B.B.A(IB)B.B.A.(CA),and B.B.M. or any Degree With This University Or Any Of The Above Degree of any Other University Accepted by the Syndicate as Equivalent Thereto, Subject to Such Condition as May be Prescribed Therefore Shall be Permitted to Appear and Qualify for the Master of Commerce (Corporate Secretaryship) Degree Examination of this University After a Course of Study of two Academic Years.

Duration of the Course:

The Course for the Degree of Master of Commerce (Corporate Secretaryship) shall Consist of Two Academic Years Divided into Four Semesters.

Equivalence:

The Corporate Secretaryship course is unique in nature which is offering syllabus like Corporate and General laws, Governance and Secretarial practices followed in company form of business, at the same time no other course are having such syllabus. From the above point of view, the Corporate Secretaryship course is an entirely different course and in no way equivalent to other disciplines.

The CBCS System:

The PG programme shall be conducted on Choice Based Credit System (CBCS). It is an instructional package development to suit the needs of students to keep place with the developments in Higher Education and the quality assurance expected in the light of liberalization and globalization in Higher Education. The term 'Credit' refers to the weightage given to a course usually in relation to an instructional hour assigned to it however, in no instance the credits of a course can be greater than the hours allotted to it each course is designed very variously under /tutorial/laboratory or field work/seminar /practical training / assignment /report writing etc., to meet effective teaching and learning needs.

Evaluation:

The performance of a student in each course is evaluated in terms of percentage of marks with a provision for conversion to grade points. Evaluation for each course shall be done by a **Continuous Internal Assessment (CIA)** by the courses teacher concerned as well as by an end semester examination and will be consolidated at the end of the course. The components for Continuous Internal Assessment are:

PG

Test : 10 Marks

Seminar : 5 Marks

Assignment : 5 Marks

Attendance : 5 Marks

Total = 25 Marks

Passing Minimum:

1. Theory **Internal** 25 Marks, **External** 75 Marks.
2. Separate passing Minimum is prescribed for Internal and External.

The Passing Minimum for CIA shall be 50% out of 25 Marks (i.e. 12Marks).

The Passing Minimum for University Examination shall be 50% out of 75 Marks (i.e. 38Marks).

Question Paper Pattern

Time: 3 Hours

Max. Marks: 75

PART-A

(15*1=15 Marks)

Choose the Best Answer

(3, 1 Mark from Each Unit)

PART-B

(2*5=10 Mark)

Answer any Two Questions out of From Five

(Open Choice)

(All Questions Carry Equal Marks)

PART-C

(5*10=50 Marks)

(Answer All Questions)

Either or questions from each unit

SEMESTER	SUBJECT	CREDIT	HOURS	Internal Marks	External Marks	Total Marks
I	Core- I General and Commercial Law	4	6	25	75	100
	Core -II Company Law and Secretarial Practice –I	4	6	25	75	100
	Core- III Financial Market and Services	4	6	25	75	100
	Core -IV Advanced Corporate Accounting	5	6	25	75	100
	Elective –I International Trade	4	6	25	75	100
II	Core -V Advanced Income Tax	5	5	25	75	100
	Core VI Company Law and Secretarial Practice- II	4	4	25	75	100
	Core VII Applied Costing	5	5	25	75	100
	Core- VIII Labour and Industrial Laws	4	4	25	75	100
	Elective- II Corporate Social Responsibility and Governance	4	4	25	75	100
	<u>Add on Course</u> Internship training	2	2			100
	Human Rights	-	2	25	75	100
	Extra Disciplinary Course E.D.C - I: Entrepreneurship Development (or) E.D.C - II: Marketing	4	4	25	75	100

SEMESTER-I

CORE PAPER- I

GENERAL AND COMMERCIAL LAW

Objectives of the Study:

- To impart knowledge regarding the constitutional framework in India.
- To provide an understanding of the civil procedures in law.
- To create an awareness on RTI.
- To provide information to students regarding the document & procedures for acquisition and transfer of an asset.
- To expose the students to have a lucid idea on selling a property & consumer rights.

Outcomes:-

On successful completion of this subject, the students will be able to have a knowledge of some of the general and commercial laws that has a bearing on conduct of corporate affairs.

UNIT- I

Constitution of India

Constitution of India- Nature of Indian Constitution- Fundamentals Rights and Duties – Directive Principles of State Policy – Legislative Powers – Freedom of Trade and Commerce – Constitutional Provision to State Monopoly – Writs.

UNIT- II

Code of Civil Procedure Act, 1908

Civil procedure Code - Elementary Knowledge- Structure of Civil Courts, their Jurisdiction, Basic Understanding of certain Terms – order, Judgment and Decree, Stay of Suits res-Judicata – Suits by Companies, Minors – Basic Understanding of Summary Proceeding – Appeals – Reference – Review and Revision.

UNIT – III

Right to Information Act, 2005

Key Definitions- Public Authorities and their Obligations-Role of Central/State Governments-Central Information Commission-State information Commission.

UNIT – IV

Registration Act, 1908

Registrable Documents – Compulsory and optional Time and Place of Registration – Consequences of Non-Registration – Miscellaneous Provision.

Transfer of Property Act, 1882

Movable and Immovable Property – Properties which cannot be Transferred Provision Relating to Sale – Mortgage – Charge – Lease – Gift and Actionable Claim.

UNIT-V

The Sale of Goods Act, 1930

Essentials of a Contract of Sale-Sale Distinguished from Agreement to Sell, Bailment, Contract for Work and Labour and Hire-Purchase- Conditions and Warranties-Transfer of Title by Non-Owners-Doctrine of Caveat Emptor; Performance of the Contract of Sale- Rights of Unpaid Seller.

Consumer Protection Act, 1986

Consumers- Definition of Consumer - Consumerism - Consumer Rights - Consumer Protection - Consumerism in India – Grievance Redressal Machinery.

BOOKS RECOMMENDED

1. N.D. Kapoor – Commercial Law Sultan Chand & Sons.
2. Rajini Abbi & N.D. Kapoor – General Law Sultan Chand& Sons.
3. S.S. Gulshon – General Laws and Procedure.
4. Mandot - General Laws and Procedure.

REFERENCE BOOKS

1. Relevant Bare Acts.
2. ICSI Study Material on General and Commercial Laws.

CORE PAPER- II

COMPANY LAW AND SECRETARIAL PRACTICE – I

Objectives of the Study:

- To provide an in-depth understanding of the procedures under the Companies Act, Rules and Regulations.
- To enlighten the students on the Provisions governing the Company Law and company secretaries act.
- To make the students aware on the recent amendments to Companies Act.
- To enhance knowledge about the company meetings.
- To know the procedures for winding up of company and duties of secretary in all the stages.

Outcomes:-

On successful completion of this subject, the students will be able to understand the procedure for incorporation of a company, analyse the sources of raising capital and gain knowledge relating to role and importance of company secretary as a key managerial personnel.

UNIT- I

An Overview of Joint Stock Company

Meaning and Definition of the Company – Characteristics – Kinds of Companies - Promotion – Incorporation – Commencement of Business [Companies (Amendment) Act 2019] – Company Secretary – Secretarial standards – Practicing company secretary - Qualification – Procedure for Appointment and Dismissal of Secretary – Role of Company Secretary – Powers - Duties and Liabilities of a Company Secretary – Secretarial Duties Connected with Promotion, Incorporation and Commencement of Business.

UNIT-II

MOA, AOA, Prospectus and Share Capital

Memorandum and Articles of Association and Their Alteration –Prospectus [Companies (Amendment) Act 2019] - Registration – Contents of Prospectus – Statement In Lieu of Prospectus, Misstatement and Its Consequences. Share Capital Meaning, Kinds – Allotment of Share and Return of Allotments – Alteration of Share Capital – Electronic filing of forms – Secretarial Duties Regarding with Issue of share capital, AOA and MOA.

UNIT-III

Share Certificate, Members and Dividend Payment

Share Certificate, Duplicate Share Certificate – Transfer and Transmission of Securities - Modes of Obtaining Membership – Register of Members – Rights and Liabilities of Members – Annual Return – Dividend – Rules Regarding Dividend and Its Payments – Dividend Warrant – Payment of Interest out of Capital – Secretarial Duties in Connection with Issue of Share Certificate, Share Warrant and Payment of Dividend.

UNIT-IV

Borrowing Powers of Company

Borrowing powers – Charges – Creation of charges – Modification – cancellation – mortgage – pledge – hypothecation – Effects of Non-Registration – Secretarial Duties regarding Borrowing.

UNIT-V

Corporate Debentures

Debentures – Definition – Kinds – Rules regarding debentures – Debenture Trust Deed – Appointment of Debenture Trustee and Duties of Trustee – Liability of Company to Create Security and Debenture Redemption Reserve – Remedies to Debenture Holders – Secretarial Duties related to Issue of Debenture.

BOOKS RECOMMENDED

1. Company Law – Sangeet kedia.
2. Companies Act – 2013 – Vinod Kothari.
3. Companies Act with Rules – Taxman.

REFERENCE BOOK

1. Dr. V. Balachandran – Company Law and Practice.
2. J. Shanthi – Company Law and Secretarial Practice, (Amendment - 2013).
3. Company secretarial Practice Manual – KR.Chanratre.
4. Company Law – Avatar sing.

CORE PAPER- III

FINANCIAL MARKETS AND SERVICES

Objectives of the Study:

- To introduce students to the world of financial markets & services.
- To enrich students understanding of fundamental concepts & working of financial market instruments & agencies.
- To equip students with adequate knowledge and skills necessary for employment in financial service industry.

Outcomes:-

On successful completion of this subject, the students will be able to demonstrate an awareness of the current structure and regulations of the Indian Financial Services sector.

UNIT-I

Money Market Instrument

Financial Markets – An Overview – Money Market – Call Money Market – Commercial Bill Market – Certificate of Deposit (CD) – Treasury Bill Market – Government or Gilt-edged Securities Market – Importance of Money Market – Characteristics – Problems and Defect.

Capital Market operation

Meaning and Significance of Capital Market – Capital Market Vs Money Market – Market Players – Capital Market Instruments – Capital Market Reforms – Role of Capital Market in Economic Development- SEBI – Meaning- Objective- Powers and functions of SEBI.

UNIT-II

Primary Market operation

Meaning, Significances and Scope – Development in Primary Market – Initial Public Offer – Various Agencies and Institution Involved in Primary Market – Role of Intermediaries – Merchant Bankers, Registrars, Underwriters, Bankers to Issue, Portfolio Managers – Debenture Trustees.

Secondary Market Transaction

Meaning, Significant, Functions and Scope of Secondary Market – Significance of Exchange – Secondary Market Intermediaries – Stock Brokers, Sub-Brokers and Advisors – Electronic Trading in Securities.

UNIT-III

Depositories Act, 1996

Depository System in India - Role and Functions of Depositories - Depository Participants - Admission of Securities - Dematerialization and Re-Materialisation - Depository Process - Inspection and Penalties - Internal Audit and Concurrent Audit of Depository Participants.

Investors Protection In Present Era

Meaning and Significances of Investors Protection – SEBI Guidelines – Rules of Investors Association – Investors protection & education funds and Programmes.

UNIT-IV

Financial Services For Corporate Management

Leasing- Types of Leasing – Advantage and Drawbacks of Leasing – Financial Vs Operating Leasing – Tax Benefits- and Hire Purchase Financing - Functions- Component of HP Contract – Tax Benefits – HP Vs Lease – HP Vs Instalment Sale - Mutual Funds - Type of Mutual Funds.

UNIT-V

Credit Rating and Venture Capital

Credit Rating – Types – Benefits-Venture Capital – Types – Guidelines for Promotion of Venture Capital – Tax Exemption – Legal Regulation for Venture Capital –Reason For Slow Growth - Consumer Finance- Benefits to Banker – Significance.

BOOKS RECOMMENDED

1. Financial services – Dr. S.Gurusamy.
2. Financial services – B.Santhanam.

REFERENCE BOOKS

1. E.Gorden and Dr.K.Nataraja - Emerging Scenario of Financial Markets and services.

CORE PAPER- IV

ADVANCED CORPORATE ACCOUNTING

Objectives of the Study:

- To provide appropriate mastery of the knowledge regarding shares & debentures.
- To enable the students develop efficiency in accounting treatment for amalgamation & liquidation of companies.
- To provide a solid foundation regarding banking company accounts practically.

Outcomes:-

On successful completion of this subject, the students will be able to get an in depth and working knowledge of the principles and procedures of corporate entities in accordance with the statutory requirements.

UNIT-I

Company Shares, Debenture and Company Prior and Post Incorporation Profit

Issue of Shares – Forfeiture of Shares - Reissue of Shares – Redemption of shares - Issue of Debentures – Redemption of Debenture - Profit Prior and Post Incorporation.

UNIT-II

Nature of Amalgamation, Absorption and Reconstruction of Share Capital

Accounting Treatment for Amalgamation & Absorption - Internal and External Reconstruction of Companies – Alteration of Share Capital – Accounting Standards 14.

UNIT-III

Corporate Winding Up

Liquidation of Companies – Accounting Treatment – Statement of Deficiency Accounts – Liquidators' Final Statement of Accounts.

UNIT-IV

Holding Company Accounts

Accounts for Holding Company (Including Intercompany Holdings) – Accounting standards 21.

UNIT-V

Banking Company Accounts

Accounts of Banking companies (new format) – Profit and loss account – Balance sheet.

Note: The Proportion between Problem Oriented and Theory Oriented Question in the University Examination Shall Be 80% and 20% Respectively.

BOOKS RECOMMENDED

1. M.C.Shukla and T.S.Grewal –Advanced Accounts, S.Chand and Co.Ltd.
2. R.L.Gupta and Radhaswamy – Corporate Accounting, S.Chand and Co.Ltd.
3. S.N.Maheswari – Corporate Accounting, Sultan & Sons.
4. Jain S.P. and Narang K.L- Advanced Accountancy, Kalyani Publishers.
5. T.S.Reddy and A.Murthy – Corporate Accounting.

ELECTIVE – I

INTERNATIONAL TRADE

Objectives of the Study:

- To acquaint students on the international trading environment.
- To gain an understanding on the multinational enterprises.
- To learn the various aspects of international Trade management.
- To enable the students to gain an understanding on the recent developments in international trade.

Outcomes:-

On successful completion of this subject, the students will be able to get an awareness with the international trade concepts and procedures.

UNIT-I

International Trade Documentation and Procedures

Meaning of International Trade – Significance of International Trade - Categories of Foreign Trade- Differences Between Home Trade and Foreign Trade - Advantages and disadvantages of International Trade - Restrictions in International Trade - Reasons for Restrictions - Barriers - Ways of Encouraging International Trade - Documents in Foreign Trade - Agents - Terms of Sale in International Trade/Price Quotations in Foreign Trade.

UNIT-II

Industrial Policy and Foreign Investment Capital

Industrial Policy and Foreign investment – Kinds of Collaboration and Joint Ventures – Negotiating Foreign Collaboration / Joint Ventures – Drafting of Agreement – Restrictive Clauses in the Foreign Collaboration Joint Venture Agreements – Indian Joint Ventures Abroad.

UNIT-III

Globalization of Business in Present Scenarios

Globalization of Trade and Commerce – World Trade Organization – UNACTED Trade Block and Customs Union European Union – Intra – African trade – Preferential Trade Area (PTA) – European Free Trade Association (EFTA) – Central American Common Market (CACM) – South Asian Free Trade Association (SAFTA).

UNIT-IV

Foreign Trade Management

Indian Foreign Trade – Recent Trends in Indian Foreign Trade – Institutional infrastructure of Export Promotions in India – Export Assistance – Export Finance – Free Trade Zones – Export by Air, Post and Sea – Small Scale Industries and Export – Role of ECGC.

UNIT-V

Export Management

Export Regulation Procedure of Exports of Goods Quality Control and Pre-Shipment Inspection – Excise Clearance- Customs Clearance Procedure for Executing an Export Order Marine Insurance Export Payment and Letters of Credit- Agreement on Agriculture Textiles and Clothing Trade related to Investment Measures -Rules and Procedures Governing Settlement of Disputes. Impact of Pandemic on International Trade.

BOOKS RECOMMENDED

1. Dr. V. Balu – International Trade Venkateswara Publications, Chennai- 4.
2. M. L Verma – International Trade Vikas Publishing House (P) Ltd., New Delhi.

REFERENCE BOOKS

1. M.B. Rai & Manjula Guru- WTO and International Trade Vikas Publishing House (P) Ltd., New Delhi.
2. T. K. Velayudham- Foreign Trade – Theory and Practice A. H. Wheeler & Co. Ltd. New Delhi.

SEMESTER- II

CORE PAPER- V

ADVANCED INCOME TAX

Objectives of the Study:

- To enable the students to know the provisions of the Income tax laws.
- To understand the concept of Income tax.
- To describe how to arrive taxable salary, House property, Capital Gain and Business/Profession
The primary purpose of taxation is to raise revenue to meet huge public expenditure.

Outcomes:-

On successful completion of this subject, the students will be able to understand the computation of income under various heads and filing procedures under Income Tax Act.

UNIT- I

Overview of Income Tax and Basic Concepts

Income Tax Act, 1961

Definition – Basic concept & Basis of Charge - Scope of Total income - Residential Status of an Assessee – Exempted income U/S 10 – Agricultural income.

UNIT- II

Income From Salary and House Property

Computation of Income under Various Heads : Salaries – House Property.

UNIT- III

Income from Business, Profession, Capital Gain and Income from Other Sources

Profits and Gain of Business or Profession – Capital Gains – Income From other Sources – Income of other Persons included in Assessee Total Income – Set off and Carry Forward of Loss -Aggregation of Total Income.

UNIT- IV

Assessment of Individual and Companies

Arrival of Total Income, Deduction under Chapter VI-A – Computation of Total Income: Assessment of Individuals and Companies.

UNIT- V

Income Tax Authorities and Filing

Appointments of Income Tax authorities – TDS – Advance payment of tax – Procedure for assessment – Filing of return.

Note: The Proportion between Problem Oriented and Theory Oriented Question in the University Examination Shall Be 80% and 20% Respectively.

BOOKS RECOMMENDED

1. Vinod K.Singhania – Students Guide to Income Tax, Taxman Publication.
2. Dinagar Pagare - Income Tax Law and practice.
3. Bhagavathi Prasad - Direct Tax Law and Practice, Wiley Eastern Publications.
4. ICSI Study Materials in Tax Law.
5. V.P.Gaur and D.B.Narang – Income Tax Law and Practice.

CORE PAPER- VI

COMPANY LAW AND SECRETARIAL PRACTICE – II

Objectives of the Study:

- To provide an in-depth understanding of the procedures under the Companies Act, Rules and Regulations.
- To enlighten the students on the Provisions governing the Company Law and company secretaries act.
- To make the students aware of the recent amendments to Companies Act.
- To enhance knowledge about the company meetings.
- To know the procedures for winding up of company and duties of secretary in all the stages.

Outcomes:-

On successful completion of this subject, the students will be able to understand the procedure for incorporation of a company, analyse the sources of raising capital and gain knowledge relating to role and importance of company secretary as a key managerial personnel.

UNIT- I

Company Management

Definition – Types of Directors – Number of Directorships –DIN, Procedure for Applying and Deactivation of DIN Appointment and Reappointment of Directors – Qualification and Disqualification of a Director – Vacation of office, Removal and Resignation – Key Managerial Personnel (KMP) – Powers, Duties and Liabilities of Directors – Managing Director, Manager, whole Time Directors – Managerial Remuneration.

UNIT- II

Company Meetings

General Meeting of Shareholders – Secretarial Standards 2 – Annual General Meeting – Extra ordinary General Meeting and Class Meeting – Board Meeting – Secretarial standards 1 – E-Meeting - Requisites of a Valid Meeting – Notice – Agenda – Quorum – Chairman – Minutes - Proxies – Voting – Poll – Resolutions – Secretarial Duties Relating to Company Meetings.

UNIT- III

Accounts and Audit

Books of Accounts - Statutory Books -Financial Statements - Statutory Books and Registers Prescribed under various provisions of the Company Law– Maintenance, Annual Return – Nature and Significance- Contents- and Certification by Practising Company Secretary.

Auditing

Auditors – Appointment, Resignation and Removal- Qualification and Disqualification- Rights, Duties and Liabilities - Audit and Auditor’s Report -Cost Audit and Special Audit.

UNIT -IV

Majority Rule and Minority Rights

Principles of Majority Rule – Rule in Foss Vs Hare Bottle case – Exceptions to the Rule – Prohibition of Minority Investors and Creditors.

Prevention of Oppression and Mismanagement

Investigation

Meaning – Investigation of the Company's Affairs and its ownership – Seizure of Books and Documents – Powers of Inspector – Inspector’s Report.

Prevention of Oppressions and Mismanagement – Rule in Foss Vs Hare Bottle case – Court Relief – Powers of NCLT – Powers of Central Government.

UNIT -V

Winding up

Meaning – Modes of Winding up – Consequences of Winding up Order – Appointment of Liquidator -Powers of Liquidator – Statement of Affairs – Secretarial Duties Regarding Winding up.

BOOKS RECOMMENDED

1. Company Law – Sangeet Kedia.
2. Companies Act – 2013 – Vinod Kothari.
3. Companies Act with Rules – Taxman.

REFERENCE BOOK

1. Dr. V. Balachandran – Company Law and Practice.
2. J. Shanthi – Company Law and Secretarial Practice, (Amendment - 2013).
3. Company Secretarial Practice Manual – KR.Chanratre.
4. Company Law – Avatar Sing.

CORE PAPER –VII

APPLIED COSTING

Objectives of the Study:

- To familiarize the students with the various cost concepts, and elements of cost.
- To enable the students to prepare cost sheets.
- To apply different methods and techniques of cost control.
- To gain knowledge of different methods of payment of wages and incentives.
- To acquaint the students with the application of Marginal costing for Business decision making.

Outcomes:-

On successful completion of this subject, the students will be able to demonstrate an in depth knowledge in cost ascertainment, methods of costing and cost control.

UNIT-I

Overview of Cost accounting

Introduction: Costing - Cost Accounting – Meaning and Definition – Financial Accounting Vs Cost accounting – Relationship of cost accounting with management accounting - Nature and significance of Cost Accounting – Implementation of costing system – Practical difficulties in implementation – Essentials of good costing system - Elements of cost – Cost concepts and preparation of cost sheet – Methods of Costing -job order Costing.

UNIT-II

Labour Costing:

Labour – types of labour cost – Methods of time keeping – Idle time - overtime – labour turnover - Preparation of Pay Roll – Wage payment and incentive system – Overhead – meaning and classification of overheads – Departmentalization of Overheads – Allocation - Apportionment – Re-apportionment- Absorption of Overhead cost – Difference between cost allocation and apportionment and Reapportionment – treatment of over and under absorbed overheads.

UNIT-III

Process Costing:

Process costing – Comparison between joint costing and process costing – costing procedure under process costing- Process Losses – Inter process profit – Equivalent production – methods of computing equivalent units- Evaluation of equivalent production– Joint product and by products costing – accounting for joint products & byproducts.

UNIT-IV

Job, Batch and Contract costing:

Job, Batch and Contract costing: features – objectives – job costing procedures – batch costing – determination of EBQ – contract costing – characteristics features of contract and contract costing – distinction between job and contract costing – system of contract costing – recording of cost of a contract.

UNIT-V

Cost Management

Cost Management: Cost management – cost reduction and cost control – Responsibility Accounting – Responsibility Centre – Accounting for Price level changes – Methods of Accounting for price level changes – Activity Based Costing – Target costing.

Note: The Proportion between Problem Oriented and Theory Oriented Question in the University Examination Shall Be 80% and 20% Respectively.

REFERENCE BOOK

1. S.P.Iyenger – Cost Accounting, Sulthan Chand & Sons.
2. S.N.Maheswari – Principles of Cost Accounting, Sulthan Chand & Sons.
3. S.P.Jain & Narang K.L – Cost Accounting, Kalyani Publishers.
4. N.K.Prasad – Cost Accounting.

CORE PAPER- VIII

LABOUR AND INDUSTRIAL LAWS

Objectives of the Study:

- To enlighten the students on the Provisions governing Industrial Law.
- To make the students aware on the recent amendments to Industrial Law.
- To enhance knowledge about the Factories Act, Workmen compensation Act, and Industrial Dispute Act.
- To know the procedures for registration of a Trade Union and Payment of Wages under the Acts.

Outcomes:-

On successful completion of this subject, the students will be able to know the judicial setup of labour laws and industrial relation framework.

UNIT- I

Factories Act, 1948

Objects – Definitions – occupational safety, Health & working conditions code 202, Welfare measures – Occupier – Certifying Surgeon Working Hours – Employment of Child, Young Person, and Women – Annual Leave with Wages.

UNIT- II

Industrial Dispute Act, 1947

Objects – Definitions – Procedure Industrial relation code 2020 – Settlement of Industrial Disputes – Voluntary Reference of Dispute to Arbitration – Award and Settlement- Strikes and Lockouts – Layoff and Retrenchment – Transfer and Closing Down of Undertakings – Unfair Labour Practice.

UNIT- III

Employees State Insurance Act, 1948

Objects – Definitions – ESI Corporation, Functions – Contribution and Recovery – Benefits Penalties for False Claims.

UNIT-IV

Employees Provident Fund and Miscellaneous Provision Act, 1952

Objects – Definitions – Provident Fund Schemes – Contribution and Recovery – Offences and Penalties.

Payment of Wages Act, 1936

Objects – Definitions – Rules of Payment of Wages – Maintenance of Registers and Records.

Payment of Bonus Act, 1965

Important Definitions – Eligibility for Bonus and Payment of Bonus – Deductions from Bonus – Computation of Available Surplus –Set-on and Set-off – Allocable Surplus – Miscellaneous Provisions.

UNIT-V

Trade Union Act, 1926

Object – Definitions – Registration of Trade union – Rights and Privileges of a Registered Trade Union – Duties and Liabilities – Dissolution.

Workmen's Compensation Act, 1923

Definition – Rules Regarding Compensation – Distribution of Compensation – Notice and Claim.

REFERENCE BOOK

1. Kapoor N.D. – Hand Book on Industrial Law, Sulthan Chand & Sons
2. Shukla M.C. – Mercantile Law, S.Chand & Co.Ltd.
- 3.P.L .Malik – Labour and Industrial Law.
4. S.N.Mishra – Labour and Industrial Law.

ELECTIVE-II

CORPORATE SOCIAL RESPONSIBILITY AND GOVERNANCE

Objectives of the Study:

- To provide insights into CSR from the perspective of business, government and civil society.
- To enable the students to identify the drivers of Corporate Governance.
- To enable the students imbibe ethical issues in Corporate Governance & to adhere to the ethical codes.

Outcomes:-

On successful completion of this subject, the students will be able to practice appropriate business responses and management approaches for dealing with social, political environmental, technological and global issues.

UNIT – I

Corporate Social Responsibility – Introduction meaning and definitions – Importance – Essentials – Principles – Barriers to Social Responsibility – Constitutions of CSR committee – applicability and contents of CSR policy – Board’s responsibility – Global Recognition for CSR – ISO 14000 – SA8000 – AA1000 – Codes formulated by Global Compact – UNDP – Global Reporting Initiative.

UNIT – II

CSR Reporting : Trend in Developing Countries – Timing and Mode of Release of CSR Reports – CSR Policy of Multi-Product, Multi-Location and Indian MNC’s – Constitutions of Corporate Social Responsibility – Dimensions of CSR – Benefits of CSR to the Company- Auditing

UNIT – III

Corporate Governance – concept – objectives – features – principles – code of governance- theories- reasons for increasing interest in governance – Corporate Governance in India – Governance Forums – Institute of Company Secretaries of India (ICSI) –National Foundation for Corporate Governance (NFCG) –Organisation for Economic Co-operation and Development (OECD)- Corporate Secretaries International Association (CSIA)

UNIT – IV

Various Committees – Role of shareholders and Institutional Investors in corporate governance Board of directors- composition – independent and women director –obligations of directors and senior management Audit committee – Nomination and remuneration committee – Stakeholder relationship committee – Risk management committee

UNIT – V

Annual reports – contents – related party disclosure- management discussion and analysis – disclosure of accounting treatment – corporate governance report – minimum information placed before board of directors – Compliance Officer and his Obligations –compliance certificate by chief executive officer and chief financial officer- grievance redressal mechanism.

BOOKS RECOMMENDED

1. Dr.M.Devarajan - Corporate Governance- Narain Publications, Chennai
2. Bhuneshwarmishra - New listing obligations & Disclosure Requirements
Taxmann's
3. ICSI Study Material - Corporate Governance .

REFERENCE BOOK

1. Corporate Social Responsibility in India – Sanjay K.Agarwal ,Sage Publication Ltd – UK 2008.
2. William B.Werther and David Chandler, Strategic Corporate Social Responsibility, Sage Publication in 2001.
3. Blow field, Michal and Alan Murray, Corporate Responsibility, Oxford University Press, New Delhi.
4. Mallin Christine .A, Corporate Governance (Indian Edition) Oxford University Press, New Delhi.
5. Tandon .Vb, Vashishi .Ak,Kesho Prasad, Arya .PP, Corporate Governance ,Deep and Deep Publication ,New Delhi. 1st Edition

Add on Course

INTERNSHIP TRAINING

- The students are expected to have a practical training in any business unit or undertaking to enable them to acquaint himself / herself with the procedure, practice and working of companies.
- Each student should undergo industrial training for a minimum period of two weeks during the first semester vacation.
- He / She shall undergo the above training in the institutions like banks, insurance companies, mutual funds, private and public limited companies, industries and financial institutions covering the aspects of Secretarial Practices, Company Law and Practices, Auditing, Income tax filing and Accounting procedures.
- Students may make their own arrangements in fixing the companies for candidates should submit a report in not less than 25 type written pages.
- Candidates should submit the attendance certificate from the institution for having attended the training for 2 weeks.
- The training report shall be prepared by the students under the supervision of the faculty of the department.
- The industrial training report must contain the following:
 - ◆ Cover page.
 - ◆ Copy of training certificate.
 - ◆ Profile of the business unit.
 - ◆ Report about the work undertaken by them during the training period.
 - ◆ Findings and Conclusions.
- Practical Viva Voce examination will be conducted with internal & external examiners at the end of the second semester and the credits will be awarded.

Offered by M.COM (CS) To OTHER P.G CANDIDATES

Extra Disciplinary Course Paper I

ENTREPRENEURSHIP DEVELOPMENT

Objectives of the Study:

- To enable the students to understand the concept of Entrepreneurship and to learn the professional behavior of Entrepreneurship.
- To identify significant changes and trends which create new business opportunities.
- To analyse the environment for potential business opportunities.
- To provide conceptual exposure on converting ideas in to an entrepreneurial firm.

Outcomes:-

On successful completion of this subject, the students will be able to understand the nature & functions of entrepreneur, the successful application of innovations, business ideas and their financial assistance that enable best use of entrepreneurial opportunities.

UNIT- I

Entrepreneurial Management

Concept of Entrepreneur and Entrepreneurship – Major Entrepreneurial Competencies – Qualities of Successful Entrepreneur – Types of Entrepreneur – Knowledge and Skills Required for an Entrepreneur.

UNIT- II

Entrepreneurial Environment

Entrepreneurial Environment – Economic and Non-Economic Factors – Entrepreneurial Motivation – Need for EDP.

UNIT- III

Preparation of Project Report

Sources of Business / Product ideas – Market Research – Pre-feasibility study - Criteria for Selection of a project – Project Report Preparation and Evaluation Criteria.

UNIT- IV

Arrangement of Institutional Finance

Institutional Finance – Term Lending Institutions – Commercial Banks – State Finance Corporations – Small Industries Development Bank of India (SIDBI) – Small Industries Service Institute (SISI) – District Industries Centre (DIC) – SIDCO – SIPCOT and ITCOT – Microfinance and Self Help Groups.

UNIT- V

Small Scale Industries and Industrial Sickness

Launching and Development of Small Business – Institutional Support to Small Business – Growth Strategies – Product Launching – Monitoring and Evaluation of Small Business – Business Start-ups in India - Industrial Sickness – Causes and Consequences – Preventing Sickness – Support for young entrepreneur.

REFERENCE BOOK

1. Entrepreneurial Development - S.S.Khanka, S.Chand and Company.
2. Projects, Planning, Analysis, Selection Implication & Review – Prasanna Chandra, Tata McGraw Publications.
3. Hand Book for Entrepreneur – P.C.Jai, Oxford University Press.
4. Entrepreneurship – Hirsch, Tata McGraw Hill.
5. Entrepreneurship Development – Gupta and Srinivasan.

E.D.C PAPER -II

MARKETING

Objectives of the Study:

- To highlight the various marketing functions and to impart necessary skills which help the students to choose a career in the field of marketing.
- To get awareness about the online marketing strategies, types of pricing and promotion strategies.
- To make the students to gain knowledge about channels of distributions and marketing research.

Outcomes:-

On successful completion of this subject, the students will be able to identify and priorities appropriate marketing strategies.

UNIT- I

Concept of Marketing

Meaning – Types of Market – Role of Marketing Manager – functions of marketing.

UNIT- II

Functions of Marketing

Marketing Mix – New product Development – online marketing – strategies, types, advantages – role of social media in marketing.

UNIT- III

Pricing Strategies

Types of Pricing – Promotion – Advertising – Personal selling.

UNIT -IV

Channels of Distribution

Definitions, types, functions, merits and demerits.

UNIT -V

Marketing Information and Marketing Research

Marketing Information system and Research – Methods of Data Collection.

BOOKS RECOMMENDED

1. R.S.N Pillai & Bhagavathi - Marketing
2. Rajan Nair –Marketing.

BOOKS FOR REFERENCE

1. Philip Kotler - Planning and Analysis of Marketing Manager.
2. William. J. Stanton - Marketing Management.

SEMESTER – III

CORE PAPER – IX

GOODS AND SERVICE TAXES

Objectives of the Study:

- To make the students understand the basic concepts involved in GST.
- To enable the students understand the procedure for payment and refund of GST.
- To create employability among students by understanding the overall concepts of GST.
- To create awareness about the various customs laws.
- To know the procedures involved in levy and collection of GST.

Outcomes:-

On successful completion of this subject, the students will be able to exhibit professional competence in the practical compliance of GST.

UNIT-I

Levy and Collection of GST

Meaning and Benefits of GST- Salient Features of Dual GST- Taxes Subsumed under CGST Act 2017- GST Council Administration- Proper Officers- Supply of Goods or Services or Both under CGST/SGST.

UNIT- II

Levy and Collection of CGST/SGST

Levy and Collection of CGST/SGST- Composition Scheme – Exemptions- Time and Valuation of Taxable Supply- Input Tax- Input Service Distributor- Registration under GST Migration - Tax Invoice, Credit and Debit Notes- Accounts and Record Keeping.

UNIT-III

Inward and Outward Supplies under CGST

Inward and Outward supplies under CGST- Filing of Returns- Payment Processes- Refund Assessment Procedures-Audit of Tax Payers- Inspection, Search and Seizure- Demand and Recovery Liability to Pay Tax- Advance Ruling- Offences, Penalties, Appeal and Revision- Anti- Profiteering –Transitional provisions- Treatment of Unavailed CENVAT.

UNIT-IV

Integrated GST Act 2017

Special Features- Administration - Levy and Collection of IGST-Supply of Goods under Interstate Trade or Commerce – Exemptions- Apportionment of Tax-Application - Provisions of CGST-Union Territory GST Act 2017- Salient Features- Levy and Collection of UTGST- Exemptions - Advance Ruling- Application of Provisions of CGST- GST (Compensation to States) Act 2017-Salient Features- Levy and Collection of Cess Compensation.

UNIT-V

Customs Law, 1962

Meaning - Objectives-Scope- Types of Customs Duty-Levy and Collection of Customs Duty –Valuation of Goods under the Customs Act- Duty Draw Back- Warehousing - Confiscation of Goods-Imposition of Penalties- Search, Seizure and Arrest- Offences and Prosecution - Provisions - Adjudication- Appeal and Revision- Principles and Applicability with Reference to Indirect Taxes.

REFERENCES

1. GST Self Learning, G Sekar, B Saravana Prasath, M Saravana Prabhu, TR Srinivasan & R S Balaji.
2. T.S.Reddy & Y,Hariprasad Reddy, Business Taxation(Indirect Taxes), Margam Publications
3. GST-A practical approach by Vashishtha Chaudhary, Ashu Dalmia, Girdharwal July 2017, Taxmann.
4. GST Law &Practice by Dr.V.Balachandran & Sultan Chand & Sons, New Delhi July 2017.

Notes: The Papers Consists of Theory only.

CORE PAPER- X

CORPORATE AND ECONOMIC LEGISLATIONS

ObjectiveS of the study:

- To enable students to gain practical knowledge in the registration and licensing of industrial undertakings and MSME's.
- To make the students understand the salient features and their abatement principles of industrial pollutions.
- To disseminate knowledge on the current trends in patents, copy rights and trade marks.

Outcomes:-

On successful completion of this subject, the students will be able to have legal awareness of different legislations relating to industries, MSME's, Pollution and Intellectual Property rights.

UNIT-I

Industries (Development and Regulation) Act, 1951

Objects and Definition - Central Advisory Council and Development Council - Regulation of Scheduled Industries - Registration and Licensing of Industrial Undertaking, Investigation and Takeover of Management of Industrial Undertaking by Central Government - Effect of Central Government's order - Management/Control of Undertaking owned by Companies - Liquidation Power to Provide Relief Measures Power to Exempt in Special Cases.

UNIT-II

Micro, Small and Medium scale Enterprises Act, 2006

Definitions- Establishment of Board- Removal of Member from Board- Functions of Board- Powers and functions of Member-Secretary of Board- Classification Of Enterprises - Measures for Promotion and Development-Credit Facilities-Procurement Preference Policy-Funds- Grants by Central Government- Administration and Utilisation of Fund -Appointment of Officers and other Employees- Penalty for Contravention -Jurisdiction of courts- Power to Make Rules by State Government- Power to Remove Difficulties.

UNIT-III

Industrial Pollution Acts:

Water Pollution Act, 1974

Objectives and Definition - Salient Features of the water (Prevention and Control) Act -
Functions, Powers of Central and State Board – prevention and Control of Water Pollution.

Air Pollution Act, 1981

Objectives and Definition - Salient Features of the Air (Prevention and Control of Pollution)
Law-

Functions, Powers of Central and State Board – Prevention and Control of Air Pollution –
Fund, Accounts and Audit.

Environmental Protection Act, 1986

Objectives of the Act – Powers of the Central Government – Prevention and Control of
Abatement of Environmental Pollution.

UNIT-IV

The Competition Law and Intellectual Property Rights

Definition- Anti -Competitive Agreements- Prohibition of Abuse of Competitive Position-
Combinations - Competition Commission of India - Benches of the Commission - Procedure
for Inquiry on Complaints- Investigation of Combination- Power to Grant Interim Relief-
Compensation.

Patents Act, 1970

Objects of Patents - Registration of Patents - Secrecy Directions - Powers of Controller of
Patents - Surrender and Revocation of Patent - Infringement of Patents and Remedies –
Patent Agents, International Arrangements.

Copy Right Act, 1957

Objects of the Act - Important Definitions - Copy Right office and Copyright Board - Works
where Copyright Subsists - Ownership of Copyright and Rights of the owner - Licensing and
Registration of Copyrights - International Copyrights - Infringement of Copyright - Civil
Remedies.

UNIT-V

Trade Mark Act, 1999

Objects of Trade Mark law - Registration of Trademarks - Licensing and Assignment of Trade Mark - Rectification and Removal of Marks from the Register - Passing off and Infringement of Mark - Certification of Trade Marks. Other forms of IP: design-geographical indication (GI)-layout design protection.

Current Contour

India's New National IP policy, 2016 – Steps taken by Govt. of India to promote IPR – Govt. Schemes in IPR – Career Opportunities in IP.

BOOKS RECOMMENDED

1. Gulshan S.S and Kapoor G.K – Economic and other Legislation, Sulthan Chand and Sons.
2. Taxman Publication – Corporate Laws.
3. ICSI Study Material on Economic Laws.

CORE PAPER- XI

RESEARCH METHODOLOGY

Objectives of the Study:

1. To provide basic knowledge about the concept, tools and techniques of business research.
2. To help develop the skills of students to be able to apply research techniques for business decision making.
3. To teach the preparation of questionnaire and Interview Schedule and formulate & Test the Hypothesis.
4. To help adopt appropriate statistical tools for drawing Inference.
5. To teach students to write a Research Report.

Outcomes:-

On successful completion of this subject, the students will be able to understand different aspects of pursuing research effectively by facing the challenges in solving research problems.

UNIT- I

Introduction to Research

Meaning and Definition of Social Research – Objectives of Research –Types of Research - Research process – Criteria of Good Research – Maintaining Objectivity in Research – Problems Encountered by Researchers - Research Ethics.

UNIT- II

Problem Formulation

Problem Formulation – Identifying Research Problem – Sources of Research Problem – Techniques Involved in Defining a Research Problem – Research Design: Meaning and Importance; Types of Research Designs – Exploratory – Descriptive – Case Study Design.

UNIT- III

Data Collection Methods

Collection of Data - Primary and Secondary Data – Tools For Data Collection– Questionnaire – Personal Interview – Interview Schedule – Observation, Pilot Study and Pre-Testing.

UNIT- IV

Analysis and Interpretation of Data

Analysis and Interpretation of Data – Hypothesis – Characteristics of A Good Hypothesis – Formulation and Testing Of Hypothesis – Methods of Testing Hypothesis – T -Test – F- Test, Chi Square Test - ANOVA - Correlation - Regression - Analysis of data using SPSS.

UNIT-V

Report Writing Techniques

Research Report – Types of Reports - Steps in Drafting a Research Report – Oral Presentation - Content of Research Report.

This paper Consists of 100% Theory only.

BOOKS RECOMMENDED

1. Kothari .C. R. and Gaurav Garc - Research Methodology – Wiley Eastern Ltd. New, Delhi.
2. AmarChand .D - Research Methods in Commerce – Emerald Publishers, Chennai.
3. Thanulingum. N –Research Methodology- Himalaya Publishing House Pvt Ltd.
4. Krishnaswamy and Obul Reddy – Research Methodology and Statistics.

CORE -XII

MANAGEMENT ACCOUNTING

Objectives of the Study:

- To enable the students to know the importance of management accounting and its implication in business.
- To develop the skills for preparation, analysis and interpretation of financial statements.
- To teach the mechanics of preparation of cash flow and funds flow statements.
- To enable the students to take decisions using management accounting tools.
- To understand capital budgeting methods.

Outcomes:-

On successful completion of this subject, the students will be able to apply management accounting techniques and tools in facilitating business decision making.

UNIT- I

Management Accounting an - overview

Management Accounting – Definition – Scope - Objectives – Advantages and Disadvantages of Management accounting - Distinction between Financial and Management Accounting.

UNIT -II

Analysis of Financial Statements

Comparative Statements – Common Size Statements – Trend Analysis and Ratio Analysis.

UNIT- III

Fund Flow and Cash Flow Staments

Statements of changes showing Financial position – I (Fund Flow Statement) – Statement of changes showing in Financial position – II (Cash Flow Statements).

UNIT -IV

Marginal Cost Statements

Marginal costing – Cost Volume Profit Analysis – Break Even Analysis – Limitations – Decision Making and its analysis.

UNIT- V

Preparation of Budgets

Budgets and Budgetary Control – Objectives – Advantages – Limitations – Different Types of Budgets-Flexible Budget.

Standard costing and Variance Analysis

Standard costing and Variance Analysis – Meaning – advantages and disadvantages – material variance – labour variance – sales variance.

Note: The Proportion between Problem Oriented and Theory Oriented Question in the University Examination Shall Be 80% and 20% Respectively.

BOOKS RECOMMENDED

1. Maheswari S.N – Management Accounting Sulthan Chand and Sons.
2. Man Mohan and Goyal – Management Accounting.
3. RSN. Pillai and Bhavathi. V – Management Accounting.

REFERENCE BOOKS

I.M.Pandey – Management Accounting, Vikas Publication.

ELECTIVE- III

TALLY WITH GOODS AND SERVICE TAX

(PRACTICAL ONLY)

Objectives of Tally With GST

- To enable the students to know the Tally with GST
- To familiarise the Structure of GST.
- To familiarise the students with the background and the terminologies of GST in India.

Outcomes:-

On successful completion of this subject, the students will be able to exhibit professional competence in the practical compliance of GST.

LAB PRACTICAL

1. Calculation of GST (IGST, CGST & SGST).
- 2- Table of GST Adjustment with Journal Voucher Entries.
- 3- How to Activate GST for your Company in Tally.ERP9.
- 4- To map your UoM to UQC in the stock item.
- 5- Creating a Sales Ledger: GST-Sales.
- 6- Creating a Purchase Ledger: GST-Purchase @ 18% in Tally.ERP9.
- 7- Creating a Inter-State Purchase Ledger: Inter-State Purchase @ 18% in Tally.ERP9.
- 8- Creating a Inter-State Sales Ledger: GST-Inter-State Sales (Outside State Sale) in Tally.ERP9.
- 9- How to Restarting Voucher Numbering for GST Transactions in TallyERP9.
- 10- How to Creating GST Ledgers - CGST-SGST-IGST in Tally.ERP9.
- 11- Creating Party Ledgers such as Suppliers, Customers and so on for GST in Tally.ERP9.
- 12- Recording Local Purchase under GST in Tally.ERP9.
- 13- Recording Inter-State Purchase (Outside State) under GST in Tally.ERP9.
- 14- Recording Local GST Sales (within State) in Tally.ERP9.
- 15- Recording IGST-Inter-State Sales (Outside Sale) in Tally.ERP9.
- 16- Ledgers for any Indirect Expenses like... Discount on Sale, Packing Charges etc. can be created and to be included in GST Sale Invoice under Tally.ERP9.

SEMESTER- IV

CORE PAPER- XIII

SECRETARIAL AND MANAGEMENT AUDIT

Objectives of the Study:

- To enable the students to acquire thorough understanding of secretarial audit and corporate compliance management.
- To provide better understanding of the search/status reports and due diligence of various business transactions.
- To provide technical knowledge relating to issue of securities.

Outcomes:-

On successful completion of this subject, the students will be able to acquire thorough knowledge of secretarial audit procedures and corporate compliance management.

UNIT- I

Secretarial Audit and Standards

Concept- Scope and Advantages – Secretarial Standards Issued by ICSI - Compliances of Secretarial Standards for Good Governance Secretarial Audit – Need, Objectives and Scope – Periodicity and Format of Secretarial Audit Report – Benefits of Secretarial Audit – Professional Responsibilities and Penalties – Check list for Secretarial Audit.

UNIT- II

Compliance Management

Compliance Management - Concept and Significance – Establishment of Compliance Management System – Absolute, Apparent and Adequate Compliance.

Compliance Certificate

Concept and need- appraisals of secretarial compliances- specimen of compliance certificate.

UNIT- III

Search/Status Reports

Preparation of Search and Status Reports Relating to Registrar of Companies, and Records relating to Banks and Financial Institutions (lenders) – Scope and Importance – Verification

of Documents Relating to Charge – Requirements of Various Financial Institutions and other Corporate Lenders.

UNIT-IV

Due Diligence Report

Due Diligence - Introduction, Nature, Need and its Significance – Objectives, Scope and Types of Due Diligence – Process of Due Diligence – Concept of Data Room in Due Diligence – Due Diligence Vs Audit.

Depository Receipts Due Diligence

Introduction- Broad Regulatory Framework- Parties, Approvals, -Documentation and Process -Issue of ADRs, GDRs, IDRs and FCCBs.

UNIT-V

Issue of Securities

Introduction and Regulatory Framework -Pre and Post Issue Due Diligence - IPO/FPO -Due Diligence - Preferential Issues of Listed and Unlisted Companies -Employee Stock Option, Bonus Issue, Rights Issue, Debt Issues - Issue of Securities by SMEs - Role of Company Secretary in Issue of Securities.

BOOKS RECOMMENDED

1. Taxman- SEBI Manual.
2. Mamta Bhargava -Compliances and Procedures under SEBI Law, Shreeji Publishers, 8/294, Sunder Vihar, New Delhi – 110087.
3. ICSI-Handbook on Mergers Amalgamations and takeovers.
4. Bare Acts.
5. SEBI (Listing obligations and Disclosure Requirements) Regulations, 2015.
6. Reference on Secretarial Audit (ICSI Publication).

CORE PAPER -XIV

FINANCIAL MANAGEMENT

Objectives of the Study:

- To understand the theoretical framework of financial management in business corporations.
- To make an in depth analysis of various sources of finance.
- To impart knowledge of managing assets of the company.
- To acquaint the students with cost of capital.
- To enable the students to understand the capital structure and dividend theories.

Outcomes:-

On successful completion of this subject, the students will be able to understand the finance functions and provide guidance in the management of finance in organizations.

UNIT- I

Management of Corporate Finance

Scope of Financial Management – Nature, Significance and Objectives of Financial Management – Risk, Return and Value of the Firm – Functions of Financial Executive in an Organization – Financial Management, its Recent Developments.

UNIT- II

Capital budgeting:

Capital budgeting : definitions- importance – methods - Payback period – Accounting Rate of Return – Net Present Value – Internal Rate of Return – Profitability Index.

UNIT- III

Working Capital Management and Control

Working Capital – Meaning – Types – Determinants – Assessment of Working Capital Requirements – Operating Cycle Concept and Application of Quantitative of Working Capital – Inventory and Financing of Working Capital.

UNIT- IV

Cost of Capital

Meaning – Importance- Computation of Specific Costs – Cost of Various Sources of Capital – Cost of Equity – Cost of Retained Earning – Cost of Debentures – Cost of Preference Shares – Computation of Weighted Average Cost of Capital – Significance of Cost Capital in Business Decision Making-Leverages.

UNIT- V

Capital Structure and Corporate Dividend Policy

Meaning and Significance of Capital Structure – Capital Structure vis-a-vis Financial Structure – Capital Structure Planning and Designing Optimal Capital Structure – Determinations of Capital Structure and Dividend Policy – Corporate Dividend Practice in India.

Note: The papers consist of 70% Theory & 30% Problem.

BOOKS RECOMMENDED

1. Maheswari S.N. - Financial Management.
2. Pandey I.M. - Financial Management.
3. Kuchhal - Financial Management.

REFERENCE BOOKS

1. James C Van Hore - Financial Management & Policy.
2. Khan and Jain - Financial Management.
3. Srivastava J.C - Financial Management & Policy.

ELECTIVE PAPER - IV
CORPORATE RESTRUCTURING

Objectives of the Study:

- To provide an insight regarding the corporate restructuring.
- To acquire inherent knowledge regarding the legal, procedural and practical aspects of valuation and insolvency.
- To deepen the knowledge of students regarding corporate takeover and mergers.

Outcomes:-

On successful completion of this subject, the students will be able to gain knowledge relating to various restructuring procedures at national and international level.

UNIT-I

Introduction

Meaning of Corporate Restructuring - Need, Scope and Modes of Restructuring - Mergers, Acquisitions, Takeovers, Disinvestments and Strategic Alliances, Demerger.

Mergers and Amalgamation

Introduction - Legal, Procedural, Economic, Accounting, Taxation and Financial Aspects of Mergers and Amalgamations including Stamp Duty and Allied Matters – Amalgamation of Banking Companies and Government Companies.

UNIT-II

Take over

Meaning and Concept -Types of Takeovers- Legal Aspects – SEBI Takeover Regulations - Disclosure and Open Offer Requirements - Bail Out Takeovers and Takeover of Sick Units.

Corporate Demerger and Reverse Merger

Concept of Demerger- Modes of Demerger - Demerger and Voluntary Winding Up - Legal and Procedural Aspects- Tax Aspects and Reliefs - Reverse Mergers.

UNIT-III

Financial Restructuring

Reduction of Capital - Reorganization of Share Capital - Buy-Back of Shares – Concept and Necessity -Procedure for Buy-Back of Shares by Listed and Unlisted Companies.

UNIT-IV

Valuation

Meaning- Objectives & Scope of Valuation - Principles of Valuation - Preliminary Work relating to Valuation - Valuation Standards and Valuation Analysis.

Merger – Acquisition and Demerger- Slump Sale - Liquidation and Corporate Insolvency - Internal and External Restructuring - Valuation of Intangibles - Valuation of Securities.

UNIT-V

Insolvency

Concept of Insolvency- Historical Developments - History of Bankruptcy Laws in USA, UK and India - Sick Companies and their Revival with Special Reference to the Law and Procedure relating to Sick Companies.

BOOKS RECOMMENDED

1. Dr. K R Chandratre - Corporate Restructuring.
2. S Ramanujam - Merger (Ta McGraw Hill publication).
3. Dr. J C Verma - Corporate Merger and Takeovers (Bharath Publishing).
4. L M Sharma - Amalgamations, Mergers, Takeovers, Acquisition (Company Law Journal) Nerma JC, Corporate Mergers, Amalgamations and Takeovers.
5. ICSI Publication - Hand Book on Merger and Amalgamations.
6. ICSI Study Material - Corporate Restructuring Law and Practice.

M.Com (CORPORATE SECRETARYSHIP)

SEMESTER- IV

PROJECT REPORT AND VIVA VOCE

Each student shall be required to undergo an institutional training and prepare a project report in a business or Industrial Organization and suggest possible solution for the problems of current interest in the area of corporate management. The report should demonstrate the capability of the student for some creative potential and original approach to solve the practical problems in today's business or industry. The report should include field studies, surveys, interpretation, planning and design of an improved and integrated management system, presented in a comprehensive manner with recommendations for solutions based on scientifically worked out data. The training report shall contain not less than 90 Pages.

The Duration of the Training shall be a Minimum of 45 Days in the IV Semester.

Project Report: 150 Marks

Viva voce: 50 Marks

Total: 200 Marks

PERIYAR UNIVERSITY, SALEM

QUESTION PAPER PATTERN

M.COM(C.S)

Time: 3 Hours

Max. Marks:75

PART – A (15*1=15)

Answer All Questions.

PART – B (2*5=10)

Answer Any Two Questions.

(All Question carry equal Marks)

PART – C 5*10=50

Answer All Questions.

(All Question carry equal Marks)

Instruction for Question Paper Setter

UNIT	1 MARK Chose the Correct Answer	5 MARK (Open Choice)	10MARK (Multiple Choice)
I	3	1	2
II	3	1	2
III	3	1	2
IV	3	1	2
V	3	1	2

Total Mark = 75