

**Objective:**

To comprehend the technical aspects of Enterprise Resource Planning systems, to be able to map business processes using mapping techniques and to understand the steps and describe typical functionality in an ERP system

**UNIT I**

Introduction: Enterprise Resource Planning – Origin – Need for an ERP System - Risks And Benefits – Reason for the growth of ERP Market - Issues to be Consider in Planning Design and implementation of Cross Functional Integrated ERP Systems.

**UNIT II**

ERP Solutions and Functional Modules: Overview of ERP Software Solutions- Small, Medium and Large Enterprise Vendor Solutions, BPR, and Best Business Practices- Business Process Management - Functional Modules- Information system: Components of an information system- Different types of information system

**UNIT III**

ERP Implementation: Planning Evaluation and Selection of ERP Systems - Implementation Life Cycle – ERP Implementation, Methodology and Frame Work- Training – ERP Selection Methods and Criteria – Process - Data Migration - People Organization in implementation Consultants, Vendors and Employees – Pros and Cons of ERP Implementation – Factors for the Success of an ERP Implementation

**CPA 1210**

**CUSTOMER RELATIONSHIP MANAGEMENT**

**3 Hrs / 2 Cr**

**Objective:**

The objective of this course is to make the students to understand the need and importance of maintaining a good relationship with the customer in promoting the business.

**UNIT I**

Introduction -Definitions - Concepts and Context of Relationship Management – Evolution - Transactional Vs Relationship Approach – CRM as a Strategic Marketing Tool – CRM Significance to the Stakeholders

**UNIT II**

Customer Information Database – Customer Profile Analysis - Customer Perception, Expectations Analysis – Customer behavior in Relationship Perspectives; Individual and Group Customers - Customer Life Time Value – Selection of Profitable Customer Segments

**UNIT III**

Elements of CRM – CRM Process – Strategies for Customer Acquisition – Retention and Prevention of Defection – Models of CRM – CRM Road Map for Business Applications

**UNIT IV**

Strategic CRM Planning Process – Implementation Issues – CRM Tools- Analytical CRM – Operational CRM – Call Center Management – Role of CRM Managers

**CPA 15**

**UNIT V**

E- CRM Solutions – Data Warehousing – Data Mining for CRM – An Introduction to CRM Software Packages

**TEXTBOOK**

1. Shainesh G., Jagdish, Sheth N., Customer Relationships Management -Strategic Prespective, Macmillan India , Chennai, 2005.

**CPA 1403**

**BUSINESS COMMUNICATION**

**5 Hrs/ 4 Cr**

**Objective:**

This course provides the students with an elaborate knowledge of office Management, Business Communication and Report writing. It also develops their learning, reading, listening, and writing skills and ability to communicate on their respective fields of business.

**UNIT I**

Essential of Communication: Introduction- Objectives-Communication- Media –Types - Barriers to Communication- Non-verbal Communication-Principles of Effective Communication.

## **UNIT II**

Enquires: Need- Functions and Kinds of a Business Letter -Lay-Out- Enquires and Replies - Orders and their Execution- Credit and Status Enquires-Complaints and Adjustments-Collection Letters- Circular Letters and Sales Letters

## **UNIT III**

Business Correspondence: Bank Correspondence, Insurance correspondence – Fire – Marine – Life Insurance; Import – Export Correspondence- Agency Correspondence.

## **UNIT VI**

Employment Communication: Job Application Letters and Resume, Interview Letter, References, Testimonials, Letters of Appointment, Confirmation, Promotion, Retrenchment and Resignation. Characteristics of a Good Speech; Interview Techniques; Group Discussions and Presentation Skills

## **UNIT V**

Reports: Introduction – Importance – Oral and Written Reports – Functional Areas – Special Features – Types – Short and Long Report – Characteristics of a Good Report; Proposals, Agenda, Minutes. Correspondence with Public Authority: Electronic Media – Internet – Email – Telecom Technology

## **TEXT BOOK**

1. Rajendra Pal and Korlahalli, Essentials of Business Communication , Sultan Chand & Sons, New Delhi, 2016.

## **REFERENCE BOOKS**

1. Rodriquez M.V., Effective Business Communication Concept, Vikas Publishing Company, New Delhi, 2013.
2. Sinha K.K., Business Communication , Galgotia Publishing Co, New Delhi, 2015.
3. R.S.N. Pillai Bagavathi, Business Communication, S Chand, New Delhi, 2011.

**CPA 1404**

**BUSINESS LAW**

**4 Hrs / 4 Cr**

### **Objective:**

To enable the students to understand the fundamentals of law relating to commercial activities.

## **UNIT I**

Indian Contract Act 1872 – Contract – Definition – Obligation and Agreement – Nature of Contract and Classification – Components of Valid contract – Offer and Acceptance – Consideration- Capacity – Free consent – Unlawful Agreements – Quasi Contracts.

**UNIT II**

Different Modes of Discharge of Contract – Remedies for Breach – Principle for Awarding Damages. Contract of Indemnity and Guarantee – Rights of Surety – Discharge of Surety – Pawn or Pledge – Rights of Pawnee – Rights and Liabilities of Finder of Lost Goods.

**UNIT III**

Law of Agency – Kinds of Agency – Export Facto Agency Requirements – Rights and Liabilities of Principals and Agents.

## **CPA 12**

### **UNIT IV**

Indian Partnership Act 1932 – Definition and Tests of Partnership –Implied Authority of Partners – Limitations - Firm's Debts and Private Debts – Priority in Discharge- Rights and Liabilities of Partners – Dissolution of Partnership firm. The Limited Liability Partnership (LLP) Act, 2008 - Definitions – Origin – LLP in India - Salient features of LLP - Difference between LLP and Partnership - LLP Versus Company - LLP agreement - Nature of LLP - Partners and Designated Partners – Partners and Their Relations -Incorporation Document - Incorporation - Registered Office of LLP – Advantages and Disadvantages of LLP.

### **UNIT V:**

Rights and Duties of Common Carriers – Contract of Carriage of Goods by Sea – Bill of Lading and Charter Party- Distinction. Sale of Goods Act 1930 – Definition of Sale – Sale and Agreement to Sell – Rules Regarding Passing of Property in Goods. Condition and Warranties – Actual and Implied – Principle of “Caveat Emptor” and its Limitations - Rights of Unpaid

### **TEXT BOOK**

1. Kapoor N.D., Business Laws, Sultan Chand & Sons, New Delhi, 2013

### **REFERENCE BOOKS**

- Tuteja S.K, Business Law for Managers, Sultan Chand & Sons, New Delhi, 2006.  
Kapoor G.K, Lectures on Business and Corporate Laws, Sultan Chand & Sons, New Delhi, 2005.  
Kuchhal M C, Mercantile Law, Vikas Publishing House Pvt. Ltd, New Delhi, 2004.  
Agarwal, Indian Business Laws, Galgothra Publications, 2006.

## **CPA 1405**

## **BUSINESS ECONOMICS**

**4 Hrs / 4 Cr**

### **Objective:**

To acquire knowledge and understanding of various economic principles and its applications in the **real life of business**

### **UNIT I**

Introduction: Meaning and Definition of Business Economics - Scope and Nature of Economics – Methods of Economic Study – Basic Economic Concepts - Utility, Value, Cost, Price, Scarcity, firm, industry, supply, demand, production, consumption and market - Central Problem of an Economy – Production Possibility Curve – Objectives of Business Firm.

### **UNIT II**

Demand and Supply Analysis: Demand: Meaning – Determinants of Demand – Laws of Demand – Elasticity of Demand : Types and Measurement – Consumer Equilibrium : Marginal Utility Theory – Indifference Curve Analysis – Demand Forecasting : Methods –Criteria for

Good Forecasting Method – Supply: Meaning – Determinants – Law of Supply – Elasticity of Supply –Types - Market Equilibrium - Changes in Demand and Supply.

### **UNIT III**

Production, Cost and Revenue Analysis: Production Analysis: Production Function- Factors of Production – Features – Laws of Production : Law of Variable Proportions – Law of Returns to Scale –Scale of Production - Economies and Diseconomies of Scale – Cost Analysis: Cost Concepts - Types of Costs - Short and Long Run Cost Curves – Relationship Between Average and Marginal Cost Curves and Total, Fixed and Variable Costs. Revenue Analysis: Revenue Concepts - Total Revenue, Average Revenue- Marginal Revenue - Revenue Curves – Relationship between Average and Marginal Revenue - Break-Even Analysis

### **UNIT IV**

Pricing and Market Analysis: Pricing: Definition - Pricing of Products: Meaning - Methods - Factor Pricing - Meaning - Marginal Productivity Theory of Distribution - Modern Theory of Distribution - Market Analysis: Meaning of Market - Classifications - Market Structure: Perfect Competition : Features – Price, Output and Profit Determination in Short and Long Run – Monopoly : Features – Price, Output and Profit Determination in Short and Long Run – Types of Monopoly - Price Discrimination - Dumping – Monopolistic Competition : Features – Product Differentiation - Oligopoly : Features – Types.

### **UNIT V**

Macro Economic Analysis: National Income: Basic Concepts - Methods of Measurement - Problems of National Income Analysis - Business Cycle: Meaning – Features – Phases of Business Cycle – Causes – Measures to Control Business Cycle. Inflation: Meaning - Types - Causes - Control Measures- Economic Reforms: Meaning - LPG Strategy - Reform Initiatives

### **TEXT BOOK**

1. Varshney R.L and Maheswari K.L., Managerial Economics, Sultan Chand & Sons, New Delhi, 2014.

### **REFERENCE BOOKS**

1. Sankaran S., Managerial Economics, Margham Publications, Chennai, 2015.
2. Sankar VG, Business Economics, Macmillan India Ltd, Chennai, 2008
3. Samuelson P. A, Business Economics, Macgraw Hill-Kgakwsia Co. London, 1999
4. Mankar, G. Business Economics, Vikas Publishing House, Mumbai, 2013.
5. Sundaram KPM, Business Economics, Sultan Chand & Sons, New Delhi, 2014.

6. Seth ML, Lakshmi Narain, Principles of Economics, Agarwal Education Publishers, Agra, 2008

**CPA 1406**

**BUSINESS ENVIRONMENT**

**4 Hrs/ 4 Cr**

**Objective:**

To impart basic knowledge of common business and commercial concepts and to inculcate a habit to remain updated about developments in the business and commercial world.

**UNIT I**

Introduction to Business - Nature of Business, Profession and Employment - Objectives of Business - Business and Commercial Knowledge- Economic and Non-Economic Activities.

**UNIT II**

Business Environment - Micro and Macro Environment, Elements of Micro Environment – Consumers/Customers, Competitors, Organization, Market, Suppliers, Intermediaries, Elements of Macro Environment – Demographic, Economic, Political-Legal, Socio Cultural, Technological and Global Environment.

**UNIT III**

Business Organizations - Top Indian and Global Companies - Government Policies for Business Growth - Policies Creating Conducive Business Environment – Start-ups- E-Commerce. Liberalization, Privatization, Foreign Direct Investment.

**CPA 13**

**UNIT IV**

Organizations Facilitating Business - Indian Regulatory Bodies – SEBI, RBI, IRDA, CCI, FMC, CBDT, CBEC Indian Development Banks – IFCI, IDBI, SIDBI, EXIM Bank, NABARD - Global Organizations and World Trade Bodies – IMF, ADB, WTO, OECD, SAARC, ASEAN, OPEC.

**UNIT V**

Accounting Bodies – IFAC, IASB, IESB, CAPA, SAFA, and AOSSG - Common Business and Commercial Terminologies - Finance, Marketing and other Business terms - Stock Market Terminology

**TEXT BOOK**

1. Francis Cherunilam, Business Environment, Himalaya Publishing House Pvt Ltd, Chennai. 2017

**CPA 1501**

**FINANCIAL ACCOUNTING – I**

**5 Hrs / 5 Cr**

**Objective:**

The objective of this course is to acquaint the students with Accounting Concepts, Tools and Techniques used in business organizations.

**UNIT I**

Financial Accounting – Double Entry System – Definition – Accounting Principles, Concepts and Conventions – Rules – Accounting Equation – Advantages of Double Entry System- Bank Reconciliation Statement - Preparation of Final Accounts- Trading, Profit and Loss Account and Balance Sheet – Adjustments.

**UNIT II**

Bills of Exchange and Promissory Notes- Features-Types of Bills-Trade Bills-Accommodation Bills-Accounting for Bills of Exchange-Retiring Bills Under Rebate-Dishonor of Bills- Renewal of Bills and Insolvency of Drawee- Sale of Goods on Approval or Return Basis-Methods

**UNIT III**

Depreciation: Meaning – Causes –Methods, Computation and Accounting Treatment of Depreciation- Change in Depreciation Methods

**UNIT IV**

Accounting for Non-Profit Organization- Receipts and Payments Account- Income and Expenditure account- Preparation of Income and Expenditure and Balance Sheet- Receipts and Payments Account and Balance sheet – Preparation of Opening and Closing Balance Sheet.

**UNIT V**

Inventories- Basis of Inventory Valuation and Record keeping- Rectification of Errors – Effects- Types- Suspense Account

**TEXT BOOK**

Shukla M. C., Grewal T.S. Gupta S.C., Advanced Accounts (Volume - 1), S.Chand Publications, New Delhi, 2014.

**REFERENCE BOOKS**

Gupta R.L., Radhaswamy M., Advanced Accountancy, Volume I, Sultan & Sons Publications, New Delhi, 2015

Reddy T.S. &Murthy A., Advanced Accountancy – Volume I, Margham Publications, Chennai, 2014.

Jain & Narang, Financial Accounting, Kalyani Publishers, Punjab, 2012.

**CPA 1502****FINANCIAL ACCOUNTING –II****5 Hrs / 5 Cr****Objective:**

To impart fundamental knowledge of accounting and introduce the accounting procedure applicable to various forms of organizations



## **UNIT I**

Single Entry System - Concept of Single Entry System-Computation of Profit Under Statement of Affairs Method- Conversion of Single Entry System Into Double Entry System of Accounting.

**UNIT II**

Consignment Accounts- Features – Distinction between Sale and Consignment –Account Sales- Recurring and Non - Recurring Expenses-Accounting Treatment of Consignment Transaction.

**UNIT III**

Joint ventures- Features-Joint Venture Vs Partnership-When Separate Books are Kept-When Separate Books are not Kept- Memorandum Joint Venture.

**UNIT IV**

Partnership Accounts- Deed-Profit and Loss Appropriation Accounts- Final Accounts of Partnership Firms – Basic Concepts of Admission- Calculation of Ratios-Adjustments on Reserves- Goodwill- Accumulated Profit- Problems

**UNIT V**

Retirement and Death of a Partner Including Treatment of Goodwill- Profit Sharing Ratio- Memorandum of Revaluation Account- Joint Life Policy- Accounting Treatment.

**TEXT BOOK**

3. Shukla M. C., Grewal T.S., Gupta S.C., Advanced Accounts (Volume - 1) S.Chand Publications, New Delhi, 2014.

**REFERENCE BOOKS**

- Gupta R.L., Radhaswamy M., Advanced Accountancy, Volume I, Sultan & Sons Publications, New Delhi 2015
- Reddy T.S. & Murthy A., Advanced Accountancy – Volume I, Margham Publications, Chennai, 2014.
- Jain & Narang, Financial Accounting, Kalyani Publishers, Punjab, 2012.

CPA 2405

**INCOME TAX LAW AND PRACTICES - I 5 Hr / 5 Cr****Course Objective:**

To impart the knowledge about Income Tax Law and Practices in India.

**Course Outcomes:**

At the end of the Course, Students Will be Able to

- i. Classify the provisions of Income Tax Act, 1961
- ii. Ascertain the Taxable income from salary
- iii. **Determine the Income from House Property**
- iv. Diagnose the concept of Profits and Gains, Business/Profession and its computations
- v. Ascertain the Income from Other Sources.

**UNIT I**

Income Tax Act 1961: Introduction – Definition – Income – Assessment – Assessment Year – Previous Year – Person – Assesses – Residential Status – Deemed Income – Capital and Revenue – Exempted Income under Section 10

**UNIT II**

Income from Salary : Meaning- Allowances – Perquisite – Permissible Deductions – Treatment of Provident Fund – Retirement Benefits – Deductions – Computation of Taxable income and tax liability.

**UNIT III**

Income from House Property: Basis of Charges – Meaning – Computations of House Property Income – computation of taxable income and tax liability.

**UNIT IV**

Profits and Gains from Business / Profession : Introduction – Meaning – Basis of Charge – Basic Principles for arriving at Business Income – Depreciation and other Deductions- Computation of Taxable income and tax liability.

**CPA 14****UNIT V**

Capital Gains : Introduction – Meaning – Basis of Charge - Transfer of Capital Asset – Expenditure of Transfer – Cost of Acquisition – Cost of Improvement – Income from Other Sources – and its computations

**TEXT BOOK**

1. Gaur V.P & Narang D.B, Income Tax Law & Practice, Educational Publishers, New Delhi, Relevant Assessment Year Edition

**Course Objective**

To equip the students to gain a deeper knowledge about the deductions, provisions and assessment procedures of Income tax.

**Course Outcomes**

At the end of the Course, Students Will be Able to

- i. Substitute the Deductions under Section 80 C to 80 U
- ii. Calculate the Total Income and Tax Liability of Individual
- iii. Classify the various Procedures of Assessment of Income
- iv. Classify the Powers and Duties of Income Tax Authorities
- v. Associate the Assessment Procedures of Partnership Firms and Joint Stock Companies

**UNIT I**

Deductions from Gross Total Income – Deductions under Section 80 C to 80 U- Clubbing of Income – Set off and Carry Forward of losses

**UNIT II**

Assessment of Individual: Computation of Total Income and Tax Liability of Individual – Clubbing of Income – Set off and Carry Forward of losses

**UNIT III**

Return of Income : Submission of Return of Income – Return of Loss – Belated Return – Revised Return – Procedure for Assessment- Self Assessment – Reassessment – Best Judgement Assessment - Ex-party Assessment – Rectifications of Mistakes – Reopening of Assessment

**UNIT IV**

Deductions and Collections of Tax at Source : Deduction at Source and Advance Payment – Tax Refunds – Income Payable to deduct or pay tax –Income Tax Authorities-Powers- Duties- Tax Credit Certificate – Tax Clearance Certificate- Income tax authorities

## **UNIT V**

Assessment of Firms: Under Section 184 and 185 – Associations of Persons and Joint Stock Companies – Calculation of Tax.

### **TEXT BOOK**

1. Gaur V.P & Narang D.B, Income Tax Law & Practice, Educational Publishers, New Delhi, Relevant Assessment Year Edition

### **REFERENCE BOOKS:**

1. Vinod K Singhania Students Guide to Income Tax , Taxman's, New Delhi 2018, Relevant Assessment Year Edition
2. Bhagavathi Prasad, Income Tax Law & Practice , Sultan Chand & Sons, New Delhi, Relevant Assessment Year Edition
3. Lal B.B, Income Tax Law and Practice , S Chand, New Delhi, Relevant Assessment Year Edition

**Course Objective**

To impart knowledge of the practical and procedural aspects of the Companies Act.

**Course Outcomes**

At the end of the Course, Students Will be Able to

- i. Explain the various provisions and perspectives of Companies Act, 2013
- ii. Substitutive the procedures related to the formation of a company
- iii. Classify the Forms, Clauses and Contents of Memorandum and Articles of Association
- iv. **Examine the Types, Nature, Classes and Alteration of Share Capital.**
- v. Predict the Effects of Issue of Share Warrants.

**UNIT I**

Company: Meaning– Definitions - Characteristics - Body Corporate. Incorporation: Meaning - Advantages and Disadvantages - Companies Act 2013- History of company Law in India - Administration of Company Law.

**UNIT II**

Formation of a Company: Promotion Stage - Incorporation and Registration - Provisional Contracts - Rising of Capital - Commencement of Business

**UNIT III**

Memorandum of Association: Meaning – Definition - Important Forms and Its Clauses - Alteration of Memorandum - Doctrine of Ultra-Vires. Articles of Association: Meaning - Definition - Obligations to Register Articles - Form of Articles - Contents of Articles - Alteration of Articles - Distinction between Memorandum and Articles.

**UNIT IV**

Prospectus : Introduction – Meaning – Definition - Objects– Nature – Requirement – Red Herring Prospectus – Advertisement of Prospectus – Mis-statement in Prospectus – Statement in lieu of prospectus



## **UNIT V**

Share Capital: Meaning – Types – Nature – Classes – Alteration – Reduction. Share Certificate: Meaning - Definition – Contents – Time Limit for Issue – Issue of Duplicate Share Certificate – Share Warrant : Contents – Effects of Issue of Share Warrant

## **TEXT BOOK**

1. Kapoor N.D, Company Law, Sultan Chand & Sons, New Delhi, 2017

## **REFERENCE BOOKS**

1. Avtar Singh, Company Law, Eastern Book Company, Lucknow, 2016
2. Jain D.K, Company Law, Bharat Law House Pvt. Ltd, New Delhi, 2017
3. Suryanarayanan R, Company Law, Commercial Law Publishers, New Delhi, 2017
4. Saharay H.K, Company Law, Universal Law Publishing Co, New Delhi , 2015



**Course Objective**

To develop an understanding of the Company's Regulations and to provide knowledge about the various provisions of the company law in India.

**Course Outcomes**

At the end of the Course, Students Will be Able to

- i. Explain about the ways of acquiring Membership in a Company
- ii. Classify the Provision regarding Issue and Forfeiture of Shares
- iii. Examine the various kinds and Essentials of Meetings and Resolutions
- iv. Classify the ways to Manage the Company
- v. Ascertain the various modes of Winding Up of a Company

**UNIT I**

Membership and Register of Members: Meaning – Definition– Types – Ways of Acquiring Membership – Termination or Cessation of Membership – Rights and Liabilities of Members.

**UNIT II**

Issue of Shares: Meaning –Valuation of Issue of Shares: Par – Premium -Discount. Types of Issues: Public Offer – Private Placement – Rights and Bonus Issues. Introduction to Share Allotment: Meaning - Definition – Provision regarding Allotment. Share Calls: Meaning – Definition - Forfeiture of Shares – Surrender of Shares – Difference between Forfeiture and Surrender of Shares.

**UNIT III**

Company Meetings: Meaning - Definition - Features – Kinds – Essentials of a Valid Meeting – Agenda - Minutes. Resolution: Meaning - Types – Distinction between Ordinary and Special Resolution

#### **UNIT IV**

Management of Company: Meaning – Definition – Essential Requirements. Board of Directors: Meaning – Appointment – Removal – Powers and Rights – Duties – Disabilities and Liabilities – Prevention of Oppression and Mismanagement.

#### **UNIT V**

Winding up of Company : Introduction – Modes – Provisions Applicable – Consequences of Winding Up – Effects of Winding Up on Antecedent and Other Transactions – Winding Up of Insolvent Companies – Winding Up of Unregistered Companies – Offences Antecedent to or in course of Winding Up – Offences – Defunct Companies.

#### **TEXT BOOK**

1. Kapoor N.D, Company Law, Sultan Chand & Sons, New Delhi, 2017

#### **REFERENCE BOOKS**

1. Dr. Avtar Singh, Company Law, Eastern Book Company, 34, Lalbagh, Lucknow, 2016
2. Jain D.K, Company Law, Bharat Law House Pvt. Ltd, New Delhi , 2017
3. Suryanarayanan R, Company Law, Commercial Law Publishers, New Delhi , 2017
4. Saharay H.K, Company Law, Universal Law Publishing Co, New Delhi , 2015

CPA 2409

AUDITING AND ASSURANCE - I

5 Hr / 4 Cr

**Course Objective**

To understand the concept of auditing and gain working knowledge of generally accepted auditing procedures.

**Course Outcomes**

At the end of the Course, Students Will be Able to

- i. Describe the Implications regarding Detection of Errors and Frauds
- ii. Prepare the Audit Programme and Internal Control
- iii. Differentiate the Vouching of Cash and Trading Transactions
- iv. Distinguish Verification and Valuation of Assets and Liabilities.
- v. Explain the Liabilities of an Auditor.

**UNIT I**

Audit: Basic Principles – Definition – Objects. Auditing: Meaning- Definition – Objectives - Differences between Auditing and Investigation – Advantages – Qualities of an Auditor – Implications regarding detection of errors and frauds-Types of Audit

**UNIT II**

Preparation before Audit: Audit Programme – Audit Files – Working Papers – Procedure for Audit – Internal Control: Meaning - Definition – Process – Procedures. Internal Check: Meaning – Definition – Objects – Process – Procedures – Significance. Auditor's duty as regards Internal Check.

**UNIT III**

Vouching: Meaning – Definition – Importance – Duties of an Auditor – Vouching of Cash Transactions – Vouching of Trading Transactions. Liabilities of An auditor: Negligence – Misfeasance – Criminal liability – Civil Liability- Liability to Third Party – Legal Position

**UNIT IV**

Verification and Valuation of Assets and Liabilities: General Principles – Verification and Valuation of Fixed Assets – Investments – Inventories – Freehold and lease hold properties – Loans – Bills receivable – Sundry Debtors – Plant and Machinery – Patents – Verification of liabilities – Duties of an auditor – Audit report.

## **UNIT V**

Audit Review: Meaning – Definition – Principles – Objectives – Process and Procedures – Types – Review Planning- Performing Review – Raising and Responding to Review Notes – Evidence of Review - Audit Review Report

## **TEXT BOOK**

1. Tandon B.N, Auditing, S Chand & Co Publishers, New Delhi, 2007.



**Course Objective**

To make the students to understand the Concepts, Methods and Applications of Cost Accounting.

**Course Outcomes**

At the end of the Course, Students will be able to

- i. Define the Various Concepts of Cost and its Elements
- ii. Apply the Different Techniques in Inventory Control
- iii. Examine Various Methods of Wage Payments
- iv. Ascertain Overhead Costing in Service Departments for Apportionment and Allocation
- v. **Design Reconciliation of Cost and Financial Statements**

**UNIT I**

Cost Accounting: Introduction – Meaning of Cost - Costing - Cost Accounting – Comparison Between Financial and Cost Accounts – Application – Designing and Installing a Cost Accounting System – Cost Concepts and Classification of Costs – Cost Unit – Cost Center – Elements of Cost – Preparation of Cost Sheet.

**UNIT II**

Material Costing: Meaning – Classification – Material Control – Purchasing Procedure – Store Keeping – Techniques of Inventory Control – Setting of Stock Levels – Economic Order Quantity – Methods of Pricing Issues – FIFO – LIFO – Simple Average Method.-Weighted Average Method

**UNIT III**

Labour Costing: Control of Labour – Labour 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 – Taylor's and Merrick's Differential Piece Rate Systems.

#### **UNIT IV**

Overhead Costing: Definition – Classification – Procedure for Accounting and Control – Allocation – Apportionment – Apportionment of Service Department Costs to Production Departments – Repeated Distribution Method – Simultaneous Equation Method – Absorption of Overheads – Methods of Absorption – Percentage of Direct Material Cost – Direct Labour Cost – Prime Cost, Direct Labour Hour Rate and Machine Hour Rate.

#### **UNIT V**

Reconciliation of Cost and Financial Accounts: Need for Reconciliation – Reasons for Difference in Profits – Problems on Preparation of Reconciliation Statements Including Memorandum Reconciliation Account.

#### **TEXT BOOK**

1. Jain S.P & Narang K.L, Elements of Cost Accounting, Kalyani Publishers, Chennai, 2008.

#### **REFERENCE BOOKS**

1. Jain S.P & Narang. K.L, Advanced Cost Accounting, Kalyani Publishers, Chennai, 2016.
2. Rathinam P.V, Costing Advisor, Kitab Mahal, New Delhi, 2004

**Course Objective**

To inculcate the Students to Understand the Costing Techniques and its Application in business.

**Course Outcomes**

At the end of the Course, Students Will be Able to

- i. Explain the Advantages and Disadvantages of Job Costing.
- ii. Compute the value and profits of Contracts.
- iii. Substitute the Service Costing Techniques for various Services Sector
- iv. Compute of Normal and Abnormal Losses in Process Costing
- v. Assess the Methods of Apportionment of Joint Cost

**UNIT I**

Job Costing: Introduction – Meaning – Objectives – Procedures – Advantages - Disadvantages – Contract Costing: Types – Recording of Value and Profits on Contracts – Uncompleted Contract – Cost Plus Contract – Escalation Clause – Practical Problems

**UNIT II**

Service Costing: Meaning – Types – Transport – Canteen – Power House – Hospital– Hotel– Practical Problems

**UNIT III**

Process Costing: Meaning – Features – Applications – Elements of Production Cost – Process Losses – Normal and Abnormal Losses – Inter Process Profits – Practical Problems

**UNIT IV**

Marginal Costing: Introduction – Meaning – Advantages - Disadvantages – Marginal Cost Vs Marginal Costing – Cost Volume Analysis - Break Even Analysis – Profit Volume Ratio – Margin of Safety – Angle of Incidence –Application of Marginal Costing for Managerial Decision.

## **UNIT V**

Standard Costing: Meaning – Standard Cost Vs Standard Costing and Budgeting – Advantages – Limitations – Variance analysis – Computation of Material, Labour and Overhead variance.

### **TEXT BOOK**

1. Jain S.P & Narang K.L, Elements of Cost Accounting, Kalyani Publishers, Chennai, 2008.

### **REFERENCE BOOKS**

1. Rathinam P.V, Costing Advisor, Kitab Mahal, New Delhi, 2004
2. Jain S.P & Narang K.L Advanced Cost Accounting, Kalyani Publishers, Chennai, 2016.



**Course Objective**

To Equip the Students to Acquire Skill in Preparing Company Accounts, Valuation of Goodwill and Shares.

**Course Outcomes**

At the end of the Course, Students will be Able to

- i. Classify Different Methods of Issue of Shares and Debentures
- ii. Prepare the Statement Showing Profit or Loss Prior to Incorporation
- iii. Ascertain the Value of Goodwill and Shares.
- iv. Demonstrate Amalgamation, Absorption and Reconstruction of Joint Stock Companies
- v. Conclude Liquidator's Final Statement of Account.

**UNIT I**

Issue of Shares: Accounting Procedure for Issue of Equity and Preference Shares at Par and Premium – Calls in Advance – Calls in Arrears – Forfeiture and Reissue – Rights Issue – Bonus issue – Redemption of Preference Shares- Underwriting.

**UNIT II**

Issue of Debentures: Debentures as Collateral Security – Special Entry on Issue of Debenture – Redemption of Debentures – Methods – Installment – Sinking fund – Purchase of Own Debentures – Ex-interest and Cum-Interest – Purchase of Own Debenture as Investment – Cancellation of Own Debentures .

**UNIT III**

Final Accounts: Preparation of Profit and Loss Account- Balance Sheet – Managerial Remuneration. Profit or Loss Prior to Incorporation. Valuation of Goodwill: Methods – Simple Profit – Super Profit – Valuation of Shares: Methods – Intrinsic Value – Yield - Earning Capacity Valuation

#### **UNIT IV**

Amalgamation, Absorption and Internal Reconstruction: Meaning – Need – Types – Calculation of Purchase Consideration – Computations.

#### **UNIT V**

Liquidation: Meaning - Procedures – Statement of Affairs – Deficiency Accounts – Preparation of Liquidator's Final Statement of Account.

#### **TEXT BOOK**

1. Jain S.P & Narang K.L, Advanced Accountancy, Kalyani Publishers, Chennai, 2018.

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#### **REFERENCE BOOKS**

1. Gupta R.L and Radhaswamy M, Advanced Accountancy, Sultan Chand & Sons, New Delhi, 2016.
2. Reddy T.S and Murthy, Advanced Accountancy, Kalyani Publishers, Chennai, 2018.
3. Shukla M.C and Grewal T.S, Advanced Accountancy, Sultan Chand, New Delhi, 2015.

**Course Objective**

To make the students to get an Insight and Practical Exposure on various concepts in Corporate Accounting.

**Course Outcomes**

At the end of the Course, Students Will be Able to

- i. Infer the Consolidated Balance Sheet of Holding Company
- ii. Prepare the Banking Company Accounts
- iii. Examine the Profit or Loss of Insurance Company
- iv. Compare the Different Approaches and Objectives of Inflation Accounting
- v. Explain the Important Provisions and Aspects of Accounting Standards.

**UNIT I**

Holding Company: Meaning - Definition – Subsidiary Company – Legal Requirements – Cost of Control - Pre-acquisition Reserve and Profit – Post Acquisition Profits – Minority Interest – Treatment of Fictitious Assets – Goodwill - Unrealized Profits – Contingent Liabilities – Revaluation of Assets and Liabilities – Preparation of Consolidated Balance Sheet.

**UNIT II**

Banking Company Accounts: Definition – Classification of Assets – Provisioning on Bills Discounted - Preparation of Profit and Loss Account and Balance Sheet.

**UNIT III**

Insurance Company: Meaning – Definition – Types – Accounts of Life Insurance Business – Revenue Account and Balance Sheet – Determination of Net Liability – Ascertainment of Profit or Loss – Accounts of General Insurance Business – Accounting Treatment – Revenue Account – Profit and Loss Account and Balance Sheet.

**UNIT IV**

Inflation Accounting: Meaning – Limitations of Historic Accounting – Methods of Accounting for Price Level Changes – Current Purchasing Power Accounting – Current Cost Accounting.

Human Resource Accounting: Meaning – Approaches – Objectives – Assumptions – Methods – Human Resource Value Accounting – Advantages and Objectives to Human Resource Accounting.

#### **UNIT V**

Accounting Standards: Introduction –Financial Reporting Practice – Accounting for Price Level Changes. Social Responsibility Accounting: Meaning – Definition – Need – Objective – Form of Accounting - Social Responsibility Accounting in India – Social Audit.

#### **TEXT BOOK**

1. Jain S.P & Narang K.L Advanced Accountancy, Kalyani Publishers, Chennai, 2018.

#### **REFERENCE BOOKS**

1. Gupta R.L & Radhaswamy M, Advanced Accountancy, Sultan Chand & Sons, New Delhi, 2016.
2. Reddy T.S & Murthy, Advanced Accountancy, Kalyani Publishers, Chennai, 2018.
3. Shukla M.C & Grewal T.S, Advanced Accountancy, Sultan Chand, New Delhi, 2015.

CPA 3201

CORPORATE GOVERNANCE

3 Hr / 3 Cr

**Course Objective**

To make the students to understand the Fundamental Theories and Practices of Corporate Governance.

**Course Outcomes**

At the end of the Course, Students Will be Able to

- i. Explain the Theoretical Aspects of Corporate Governance
- ii. Classify the Ownership Structure and Firm Performance
- iii. Outline the Roles, Duties and Responsibilities of Board of Directors
- iv. Classify the Various Methods of Controlling the Shareholders
- v. **Analyze the International Corporate Governance**

**UNIT I**

Introduction of Corporate Governance: Meaning - Definition - Role and Purpose of the Corporation - Agency Theory and Separation of Ownership and Control.

**UNIT II**

Shareholders and Shareholder Activism: Ownership Structure and Firm Performance- Market for Corporate Control- Hedge Fund Activism- Role of Institutional Investors.

**UNIT III**

Board of Directors and Management: Director and Board Structure - Roles - Duties - Responsibilities - Independent Directors.

**UNIT IV**

Controlling Shareholders: Opportunism by the Controlling Shareholder-Dual-Class Stock-Corporate Pyramid Cross - Holdings – Family - Owned Firms and Governance.

**UNIT V**

International Corporate Governance: Cross - Country Comparison – Firm-Level - Cross-Border Investment of Foreign Investors - Investor Protection and Home Bias.



**Course Objective**

To acquire knowledge on the principles and provisions relating to Customs Duty and Goods and Service Tax in India

**Course Outcomes**

At the end of the Course, Students Will be Able to

- i. Explain the New Goods and Services Tax Policy in India
- ii. Outline about the Customs Duty and its Procedures
- iii. **Identify the Benefits of Implementing Goods and Services Tax**
- iv. Communicate the Procedures involved in Registration of GST and its Exemptions
- v. Assess the Payment and Procedure for Filling of GST

**UNIT I**

Tax System: Canons of Taxation - Indian Tax System – Indirect Tax Review and New Goods and Services Tax Policy.

**UNIT II**

Customs Duty : Basic Concepts – Types – Valuation – Customs Procedure, Import and Export Procedure – Powers of income tax/ assessing officer – Levy and Exemption – Penalties and Offences – Export Promotion Scheme - Export Oriented Units – Special Economic Zone – Duty Drawback.

**UNIT III**

Goods and Services Tax (GST): Meaning– Salient Features– Constitutional Amendments - Subsuming of Taxes – Benefits of Implementing GST (Dual Model) – Structure - Central – State – Integrated – Union Territory.

**UNIT IV**

Supply of goods and Services: Meaning–Principal– Composite supply – Mixed supply – Outward. Registration under GST: Procedure for Registration – Compulsory Registration – Deemed Registration – Exemption from GST Registration.

## **CPA 34**

### **UNIT V**

Procedure under GST: CGST and SGST –IGST. Procedures for Filing of Returns under GST:  
Payment procedure under GST (Subject to Revision) - Input Tax Credit - Outcomes of GST

### **TEXT BOOK**

1. Gurukripa, GST Self Learning, Gurukripa Publications. Chennai, 2017

**CPA 3603****MANAGEMENT ACCOUNTING****6 Hr / 6 Cr****Course Objective**

To provide an insight into Accounting Procedures and its Applications in Complex Business Management

**Course Outcomes**

At the end of the Course, Students Will be Able to

- i. Explain the Role of Management Accountant
- ii. Analyse and Interpret the Financial Statements
- iii. Evaluate Cash Flow and Fund Flow Statements
- iv. Associate the Advantages, Disadvantages and Applications of Marginal Costing
- v. Compile the Different Types of Budgets and its Applications

**UNIT I**

Management Accounting: Introduction – Scope - Objective - Management Accounting Vs Financial Accounting – Management Accounting Vs Cost Accounting – Limitations – Role of Management Accountant.

**UNIT II**

Analysis and Interpretation of Financial Statements: Common Size Statements – Comparative Statements – Trend Analysis.

**UNIT III**

Ratio Analysis : Meaning – Classifications – Coverage Ratio, Turnover Ratios, Financial Ratios – Advantages – Limitations – Performance, Profitability, Turnover Ratios, Preparation of Balance Sheet Using Ratios.

**UNIT IV**

Cash Flow and Fund Flow Statements: – Importance – Difference Between Cash and Fund Flow - Steps in Preparation – Managerial Uses. Changes in Working Capital - Preparation of Funds from Operations – Fund Flow Statement – Cash Flow Statement



**CPA 36****UNIT V**

Budgets: Meaning – Types – Sales Budget - Production Budget- Cash Budget-Master Budget – Flexible Budget – ZBB – Budgetary Control: Advantages – Limitation – Essentials of Successful Budgetary Control.

**TEXT BOOK**

1. Maheswari S.N, Management Accounting, Kalyani Publications, New Delhi, 2008.

CPA 3605

ENTERPRISE INFORMATION SYSTEMS

6 Hr/6 Cr

**Course Objective**

To develop an understanding of Technology Enabled Information Systems and its impact on Enterprise-Wide Processes, Risks and Controls.

**Course Outcomes**

At the end of the Course, Students Will be Able to

- i. Examine the Customers Expectation about the Enterprise Information System Packages
- ii. **Predict the Infrastructure for Enterprise Information System Deployment**
- iii. Communicate about the Components of Automated Information Systems and its Applications
- iv. Substitute E-Commerce and M-Commerce and asses its related Risks and Controls
- v. Classify the Core Modules of Banking and its Regulatory and Compliance Requirements

**UNIT I**

Information Systems : Concepts – Definition - Environment and Infrastructure Assessment for an Information System - Enterprise Information Systems (EIS): Introduction - Concept - Features - Purpose - Types – Benefits – Difference between EIS and Conventional Packages - Customers Expectation of EIS Packages

**UNIT II**

Different Classes of EIS : Material Requirements Planning - Supply Chain Management - Customer Relationship Management - Top Vendors Comparison- Market Analysis- Assessing Infrastructure for EIS Deployment - Integration Issues.- Applicable Regulatory and Compliance Requirements

**UNIT III**

Automated Information Systems: Components - Application Systems- Database - Network and Operating System with Related Risks and Controls - Mapping of Organization Structure with Segregation of Duties in Information Systems.

#### **UNIT IV**

E-Commerce and M-Commerce: Components - Architecture - Business Process Flow with its related Risks and Controls - Regulatory and Compliance Requirements - Emerging Technologies with its Related Risks and Controls

#### **UNIT V**

Core Banking Solutions: Meaning - Components - Architecture - Related Risks - Controls - Core Modules of Banking and Business Process Flow - Applicable Regulatory and Compliance Requirements.

#### **TEXT BOOK**

1. Nirupama Sekar .G.G Sekar, B Saravana Prasath, Students Guide for Enterprise Information Systems and Strategic Management, CCH Wolters Kluwer Padhuka Books Publications, 2nd Edition , 2018

#### **UNIT IV**

ERP Market: Introduction - Systems, Applications and Products in Data Processing (SAPAG)- Baan Company - Oracle Corporation - People Soft - JD Edwards World Solutions Company - System Software Associates, Inc. (SSA); QAD; A Comparative Assessment and Selection of ERP Packages and Modules.

#### **UNIT V**

Future Directions in ERP: New Markets - New Channels - Faster Implementation Methodologies - Business Modules and BAPIs - Convergence on Windows NT; - Application Platform - New Business Segments; More Features - Web Enabling - Market Snapshot.

#### **TEXT BOOK**

1. Vinod Kumar Grag and N.K. Venkitakrishnan, ERP- Concepts and Practice Prentice Hall of India, 2006.