ANNAMALAI UNIVERSITY

ANNAMALAI NAGAR

FACULTY OF ARTS
DEPARTMENT OF COMMERCE

M.COM
ACCOUNTING INFORMATION SYSTEM

(CHOICE BASED CREDIT SYSTEM)

HAND BOOK

With effect from 2018-2019
M.Com (Accounting Information System)

REGULATIONS

I  ELIGIBILITY FOR ADMISSION

A pass in B.Com or B.Com. (C.A.) or (e – Commerce) or B.B.A. or B.A. Corporate Secretary ship or B.B.M or B.B.M.(C.A) or B. Co-operation or B.A. Co-operation or B.A. Bank Management or M.B.A. Degree examination or any other examination accepted by the Syndicate as equivalent thereto with not less than 40% of marks in the main subject.

II  PROGRAMME

Duration : Two Academic years – Full Time
            July to April

Medium of Instruction : English

An academic year is apportioned into two semesters. The normal semester periods are

ODD Semester   July to November (I and III Semesters)

EVEN Semester  December to April (II and IV Semesters)

The PG programme will have two categories of courses in each semester, namely

i.  CORE:  Core courses are basic courses required for each programme. Each Semester will have four core courses

ii. ELECTIVE:  Each department shall offer one elective in each semester open to all the students of three faculties namely Arts, Education and Indian Languages. Each student will select an elective from a list of electives offered by other departments.

iii. COURSE COMBINATION:  Each course is designed variously under lectures / tutorials / laboratory work / seminar / project work / practical training / report writing / viva voce etc., to meet effective teaching and learning needs and credits are assigned suitably.

COURSE WEIGHT:

Core and Elective courses may carry different weights. A course carrying one credit for lecture will have instruction of one period per week, during the semester. If four hours of lecture is necessary in each week for that course then three credits will be the weightage. Thus normally in each of the course, credits will be assigned on the basis of lectures/ tutorials/ laboratory work and other forms of learning in a 15 weeks schedule.

a)  One credit for each lecture period per week

b)  One credit for each tutorial per week

c)  One credit for three periods of laboratory or practical per week

d)  One credit for three contact hours of project work in a week

e)  One credit for every two periods of seminar

f)  Six credits for project work / dissertation.
III Credits for M.Com. (Accounting Information System) Course for each semester will be as follows:

**M.Com. ACCOUNTING INFORMATION SYSTEM**  
Two Year PG Programme (CBCS) (2018–2019) onwards

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Points</th>
<th>Maximum Marks</th>
<th>Duration Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST SEMESTER</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>CMAF 101</td>
<td>1. Business Environment</td>
<td>5</td>
<td>75</td>
<td>3</td>
</tr>
<tr>
<td>I</td>
<td>CMAF 102</td>
<td>2. Advanced Financial Accounting</td>
<td>5</td>
<td>75</td>
<td>3</td>
</tr>
<tr>
<td>I</td>
<td>CMAF 103</td>
<td>3. Banking and Insurance</td>
<td>5</td>
<td>75</td>
<td>3</td>
</tr>
<tr>
<td>I</td>
<td>CMAF 104</td>
<td>4. Marketing Management</td>
<td>4</td>
<td>75</td>
<td>3</td>
</tr>
<tr>
<td>I</td>
<td>COBE 105</td>
<td>5. Elective Course: Banking Practice</td>
<td>3</td>
<td>75</td>
<td>3</td>
</tr>
</tbody>
</table>

| SECOND SEMESTER |            |                                                   |               |               |                |
| II          | CMAF 201   | 1. Human Resource Management                      | 5             | 75            | 3              |
| II          | CMAF 202   | 2. Financial Management                           | 5             | 75            | 3              |
| II          | CMAF 203   | 3. Business Research Methods                      | 5             | 75            | 3              |
| II          | CMAF 204   | 4. E-Commerce                                     | 4             | 75            | 3              |
| II          | COCE 205   | 5. Elective Course: Office Management              | 3             | 75            | 3              |

| THIRD SEMESTER |            |                                                   |               |               |                |
| III         | CMAF 301   | 1. Accounting for Managerial Decisions             | 5             | 75            | 3              |
| III         | CMAF302    | 2. Income Tax Law & Practice                       | 4             | 75            | 3              |
| III         | CMAF 303   | 3. Advanced Corporate Accounting                    | 5             | 75            | 3              |
| III         | CMAF304    | 4. International Financial Management              | 4             | 75            | 3              |
| III         | CODE 305   | 5. Elective Course: Business Communication and Report Writing | 3 | 75 | 3 |
| III         | SOSC306    | 6. Soft Skills                                     | 3             | 75            | 3              |

| FOURTH SEMESTER |            |                                                   |               |               |                |
| IV          | CMAF 401   | 1. Advanced Cost Accounting                        | 5             | 75            | 3              |
| IV          | CMAF 402   | 2. Corporate Tax Planning and Management           | 5             | 75            | 3              |
| IV          | CMAF 403   | 3. Security Analysis and Portfolio Management       | 5             | 75            | 3              |
| IV          | CMAF 404   | 4. Project and Viva-voce                           | 4             | 75            | 3              |
| IV          | CCEE 405   | 5. Elective Course: Principles of Insurance         | 3             | 75            | 3              |

**Grand Total** 90 1575

The question paper is divided into **Three sections**.  
**Section A** is to carry **10 marks**, **Section B – 35 marks** and **Section C – 30 marks**.  
**Section A** will contain **10 questions**, each carrying **1 mark**.  
**Section B** will contain **5 questions** with internal choice, each carrying **7 marks**.  
**Section C** will contain **3 questions** with open choice, each carrying **10 marks**.

IV SYLLABUS

Syllabus of courses shall be as determined by the university from time to time and there shall be five units in each course.
V EVALUATION

Evaluation will be done on a continuous basis and will be consolidated three times during the course work. First evaluation will be in the 6th week, second in the 11th week and the End Semester examination in the 17th week. Evaluation may be by objective type questions, quiz, short answer, essays, seminar or assignment or a combination of these. The first two are internal tests and 5 sessional marks are awarded for each of the tests, making a total of 25%. The end semester examination will be held by the university for 75% of marks. The written examination will be of essay type only.

A. INTERNAL ASSESSMENT

BREAK-UP MARKS FOR INTERNAL ASSESSMENT EVALUATION

<table>
<thead>
<tr>
<th>Test Type</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tests (2×5)</td>
<td>10 Marks</td>
</tr>
<tr>
<td>Assignment</td>
<td>5 Marks</td>
</tr>
<tr>
<td>Seminar/ Case study/ Role play</td>
<td>5 Marks</td>
</tr>
<tr>
<td>Attendance</td>
<td>5 Marks</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>25 Marks</strong></td>
</tr>
</tbody>
</table>

B. GRIEVANCE PROCEDURE:

For attending to grievances of the students over internal assessment, in every department there will be a committee consisting of three members (HOD and two senior teachers from the department).

C. TERM END EVALUATION

PASSING MINIMUM:

A candidate will have to secure a minimum of 50% of marks in the external assessment with an aggregate of 50% of the total for passing each course.

Internal : 25 marks

External : 75 marks- Maximum 75 marks; Minimum 50% (i.e. 38 marks)

Aggregate for passing 50% (i.e. 50 marks)

Internal evaluation will be done by the concerned teacher teaching the subject and the university written examination will be evaluated by eligible examiners, both internal and external examiners (double valuation).

VI. CALCULATION OF OVERALL GRADE POINT AVERAGE:

The results of the evaluation shall be provided on a grading system. Over all grade point average shall be calculated only if a student acquires a minimum of 81 credits and shall be calculated as follows
The grade points obtained by the candidate (sum of internal and external marks) in a course are multiplied by the credit assigned to the course. Such weighted points for all the courses are added and divided by the total credits acquired (minimum 81 credits).

**GRADING:**

A ten point rating scale is used for the evaluation of the performance of the student and is provided a letter grade for each course and overall grade for the Master’s Programme. The letter grade assigned is given below.

<table>
<thead>
<tr>
<th>MARKS</th>
<th>GRADE POINT</th>
<th>LETTER GRADE</th>
<th>CLASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>91+</td>
<td>10</td>
<td>S</td>
<td>Exemplary</td>
</tr>
<tr>
<td>85-89</td>
<td>9.0</td>
<td>D++</td>
<td>Distinction</td>
</tr>
<tr>
<td>80-84</td>
<td>8.5</td>
<td>D+</td>
<td>Distinction</td>
</tr>
<tr>
<td>75-79</td>
<td>8.0</td>
<td>D</td>
<td>Distinction</td>
</tr>
<tr>
<td>70-74</td>
<td>7.5</td>
<td>A++</td>
<td>First Class</td>
</tr>
<tr>
<td>65-69</td>
<td>7.0</td>
<td>A+</td>
<td>First Class</td>
</tr>
<tr>
<td>60-64</td>
<td>6.5</td>
<td>A</td>
<td>First Class</td>
</tr>
<tr>
<td>55-59</td>
<td>6.0</td>
<td>B</td>
<td>Second Class</td>
</tr>
<tr>
<td>50-54</td>
<td>5.5</td>
<td>C</td>
<td>Second Class</td>
</tr>
<tr>
<td>49 or LESS</td>
<td>-----</td>
<td>F</td>
<td>Fail</td>
</tr>
</tbody>
</table>

**VII. MINIMUM AND MAXIMUM NUMBER OF CREDITS A STUDENT MAY REGISTER IN A SEMESTER**

A student should register for a minimum of 20 credits and the maximum may be 24 credits per semester.

**VIII. ATTENDANCE:**

Those who have earned a minimum of 75% attendance can appear for the University Examinations.

Those with less than 75% of attendance will not be permitted for the university examination. They shall repeat the course.

**IX. MINIMUM AND MAXIMUM PERIOD FOR COMPLETION OF THE COURSE:**

For 2 years programme the minimum is 4 semesters and the maximum is 8 semesters, for completing the courses.
X. WITHDRAWAL FROM THE COURSE BY THE STUDENT:

A student is allowed to withdraw from an elective course within 2 weeks from the date of commencement of the semester.

XI. MONITORING COMMITTEE:

The Grievance Committee will act as the Monitoring Committee in the department, which will be responsible for the successful operation of the CBCS.

XII. Project Report

The final year students should submit their project based on their visit and report collected from reputed institutions/Banks/Co-operative institutions during the third semester holidays. The project will be submitted at the end of 4th semester and viva-voce examination will be held during the month of May. The marks allocations are

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>75</td>
</tr>
<tr>
<td>Viva-voce Examination</td>
<td>25</td>
</tr>
</tbody>
</table>

**Total 100 Marks**

**==**
M. Com. DEGREE EXAMINATION
M.Com. ACCOUNTING INFORMATION SYSTEM
(SEMESTER FIRST/THIRD)

Model Question Paper

Nov., 2018                                                                              Time: 3 Hours

Maximum: 75 Marks

SECTION – A (10 x 1 = 10)
Answer ALL questions

1. 6.  
2. 7.  
3. 8.  
4. 9.  
5. 10.  

SECTION – B (5 x 7 = 35)
Answer ALL questions

6. a) OR  
   b)  
7. a) OR  
   b)  
8. a) OR  
   b)  
9. a) OR  
   b)  
10. a) OR  
    b)  

SECTION – C (3 x 10 = 30)
Answer any THREE questions

11.  
12.  
13.  
14.  
15.  

*****
M. Com. DEGREE EXAMINATION
M.Com. ACCOUNTING INFORMATION SYSTEM
(SEMESTER SECOND/FOURTH)

Model Question Paper

May, 2019                                                                        Time: 3 Hours

Maximum: 75 Marks

SECTION – A(10 x 1 = 10)
Answer ALL questions

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 

SECTION – B(5 x 7 = 35)
Answer ALL questions

6. a) OR
   b) 
7. a) OR
   b) 
8. a) OR
   b) 
9. a) OR
   b) 
10. a) OR
    b) 

SECTION – C(3 x 10 = 30)
Answer any THREE questions

11. 
12. 
13. 
14. 
15. 

*****
I Semester: Course 1
CMFA 101 BUSINESS ENVIRONMENTS

Objective:
To enable the students to acquaint knowledge of business environment as it is applicable to business and economic situation.  

(Total Lecture Hours: 80)

Unit I: Introduction to Business and its Environment (15 hours)

Unit II: Economic Environment: (18 hours)

Unit III: Global Environment (15 hours)
- Privatisation – Nature and Objectives – Privatisation routes - Arguments against Privatisation – Disinvestment in India.

Unit IV: Political and Cultural Environment: (16 hours)

Unit V: Technological Environment and Digital India (16 hours)

Text Books:
1. Acharya&Govekar 2015 Business Policy and Administration, Himalaya Publishing House,Mumbai

Reference Books:
5. Ghosh,P.K 2015 Business Policy-Strategic Planning and Management Sultan Chand &Sons, New Delhi

Suggested MOOC Courses:
- International Business Environment and Global Strategy (edX), Created by: Indian Institute of Management, Bangalore, Delivered by: EdX.
- Economics of Money and Banking, Created by: Columbia University, Delivered by: Coursera, Taught by: Perry G Mehring.
I Semester: Course 2  
CMAF102 ADVANCED FINANCIAL ACCOUNTING

Objective:  
After studying this paper, students can understand the concepts relating to financial accounting and solve the financial accounting problems as per the accounting principles.  
(Total Lecture hours:80)

Unit I: Partnership accounts  
Partnership accounts - Division of profits – past adjustments and guarantee – 
Admission, Retirement and Death of a Partner – Accounting Standard 10 Intangible assets and Goodwill - Accounting Treatment.

Unit II: Dissolution and Sale of Partnership  

Unit III: Hire purchase and Installment system  
Hire purchase system – Default in payment of Installment- Partly and Complete Repossession of Stock – Accounting Procedures - Hire purchase trading A/c – Stock and Debtors System – Installment system

Unit IV: Branch and Departmental Accounts  

Unit V: Recent accounting  
Note: Question Paper shall cover 20% Theory and 80% Problems.

Text Books:

Reference Books:

SUGGESTED MOOC COURSES:
1. Financial Accounting: Advanced Topics (Coursera), Created by: University of Illinois at Urbana-Champaign, Delivered by: Coursera, Taught by: Oktay Urcan.  
I Semester: Course 3  
CMAF 103 BANKING AND INSURANCE  
(Total Lecture Hours 80)

Objective:

To impart the knowledge about the banking and Insurance which are more related to the commerce subjects.

Unit I: Banking Functionary Services  
(16 hours)
Commercial Banks - Functions – services – mechanism of Credit creation; merchant banking – virtual banking – Central banking – Functions – Credit controlling mechanism.

Unit II: Commercial banks role on Economic development  
(17 hours)
Industrial and priority sectors lending – policies term lending, industrial priority sector lending. Rehabilitation of small sick units, guidelines for priority sector lending commercial bank role in SME - micro credit.

Unit III: Instruments in Banking  
(16 hours)
Negotiable Instruments-Features-Types of Cheques-Draft-Promissory notes-Other type of Banking Institutions.
Debit card and Credit card-Smart card-Endorsements-Types

Unit IV: Insurance and Function  
(15 hours)
Definition - Importance, Introduction – General Principles of insurance contract - Life insurance Vs other forms of insurance – various plans and claim settlement – recent development in life insurance.

Unit V: General Insurance Policies  
(16 hours)
Features of marine insurance, types of marine policies, marine clauses – marine losses, Features of fire insurance, insurable interest – types of fire insurance policies.

Text Books:

Reference Books:

SUGGESTED MOOC COURSES:
2. Economics of Money and Banking, Created by: Columbia University, Delivered by: Coursera, Taught by: Perry G Mehrling.
Objective: (Total Lecture hours: 80)

To provide the knowledge of different aspects of marketing and its management aspects.

Unit I: Introduction to Marketing (18 hours)

Unit II: Consumer Behaviour (16 hours)

Unit III: Market Segmentation (14 hours)

Unit IV: Product Development (18 hours)

Unit V: New Age Marketing (14 hours)

Text Books:

Reference Books:
Elective
COBE 105: BANKING PRACTICE

Objective
To make the students gain expert knowledge in Banking Practice.
(Total Lecture Hours: 60)

Unit I: Banker and Customer (13 Hours)
Definition – Legal - General relationship and specific relationship – Rights and Duties of Banker and Customer.

Unit II: Banker as an agent (13 Hours)
Collecting Vs. Paying banker – Payment in due course – Holder in due course.

Unit III: Banking Operations (12 Hours)
Negotiable Instruments Cheques Vs. Draft – Characters of Crossing – Types – Legal requirements.

Unit IV: Subsidiary Services (13 Hours)

Unit V: Deployment of funds (9 Hours)
Cash reserve ratio and Statutory liquidity ratio – loan – different types – Cash Credit – Limitations.

Text Books:
1. Gorden Nataraj, 2016 Banking Himalaya Publication, New Delhi
2. Tannan, ML 2001 Banking Law & Practice in India, Indian Law House, New Delhi

Reference Books:
1. Radhaswami, M&Basudevan 2000 A Text Book of Banking, S.Chand&Co., New Delhi

SUGGESTED MOOC COURSES:
1. Economics of Money and Banking, Created by: Columbia University, Delivered by: Coursera, Taught by: Perry G Mehring.
Objective:
The objective of the course is to familiarize the students about the different aspects of human resources in the organization.

Unit I: Introduction to Human Resource (17 hours)

Unit II: HR Planning & Job Analysis (15 hours)

Unit III: Human Resource Development (16 Hours)

Unit IV: Performance appraisal & Compensation Management (18 hours)

Unit V: Motivation (14 hours)

Text Books:

Reference Books:
II Semester: Course 2
CMAF 202 FINANCIAL MANAGEMENT

(Total Lecture hours: 80)

Objective:
After studying this paper, students can understand the concepts relating to financial management and various theories relating to financial management.

Unit I: Financial Management an Introduction (16 Hours)

Unit II: Cost of Capital and Capital Budgeting (17 Hours)

Unit III: Financial Leverage & Capital Structure Theories (18 Hours)

Unit IV: Dividend Policy (15 Hours)

Unit V: Working Capital (14 Hours)

Note: Question Paper shall cover 80% theory and 20% Problem in Capital Budgeting

Text Books:

Reference Books:

SUGGESTED MOOC COURSES:
2. Corporate Finance Essentials (Coursera), Created by: IESE Business School, Delivered by: Coursera, Taught by: Javier Estrada.
II Semester: Course 3
CMAF 203 BUSINESS RESEARCH METHODS

Objective:
To help students to acquire foundational understanding of how to conduct business research

(Total Lecture hours: 80)

Unit I: Introduction to Research (15 hours)
Meaning of Research - Objectives of Research - Types of Research - Significance of Research - Research Process - Problem identification - Formulating the problem statement - Purpose of Review of Literature - Search Procedure and Sources of Literature - Identification of research gap - Formulation of objectives - Research Question - Investigation Question - Hypothesis - Qualities of a good Hypothesis - Null and Alternative Hypothesis.

Unit II: Research and Sample Design (15 hours)

Unit III: Collection and Processing of Data (16 hours)
Measurement in Research - Meaning, types and techniques of Scaling - Meaning and classification of data - Sources of Data - Collection of Primary data - (Observation - Interview - Questionnaires - Schedules) - Collection of Secondary Data - Data Processing Operations - Editing, coding, classifying and tabulation of data.

Unit IV: Analysis of Data (20 hours)
Application of Statistics in Research - Descriptive analysis - Inferential analysis - Concept of Independent & Dependent variables - Testing of Hypotheses (Parametric and Nonparametric test) - Types of Errors - Multivariate Analysis.

Unit V: Interpretation and Report writing (14 hours)

Text Books:

Reference Books:

SUGGESTED MOOC COURSES:
2. Mastering Data Analysis in Excel, Created by: Duke University, Delivered by: Coursera, Taught by Daniel Egger and Jana Schach Borg.
II Semester: Course 4

CMAF 204 E-COMMERCE

Objective:

This subject seeks to develop in the students’ knowledge of Electronic-Commerce and Web Designing for the application in the area of Business and Financing decisions.

(Total lecture hours: 80)

Unit I: Basics (16 hours)


Unit II: Architectural View (16 hours)


Unit III: Security Levels (17 hours)


Unit IV: Application (17 hours)


Unit V: Advanced Concepts (14 hours)


Text Books :
2. David Kosiur, 2002 Understanding Electronic Commerce, Microsoft Press,

Reference Books :
Objective
To make the students gain expert knowledge of Office Management.

(Total Lecture Hours: 60)

Unit I: Modern Office

Unit II: Office Accommodation

Unit III: Office Environment

Unit IV: Records Management

Unit V: Office Communications
Importance – Process – Medium – Channels – Barriers.

Text Books
1. Nair, RK, Banerjee, AK & Agarwal, VK 2015 Office Management, Pragati Prakasam, Meerut
2. Pillai R.S.N and Bagavathi 2015 Office Management, S.Chand and Sons, New Delhi

Reference Books
1. Ragunathan N.S 2016 Office Management Margham Publications, Chennai

SUGGESTED MOOC COURSES:
1. Understanding Modern Business & Organisation (Future Learn), Created by: University of Strathclyde, Delivered by: Future Learn.
2. Foundation of Business Strategy, Created by: University of Virginia via Coursera, Taught by: Michael J. Lenox.
III Semester: Course 1
CMAF 301 ACCOUNTING FOR MANAGERIAL DECISIONS

Objective
The objective of the paper is to acquaint students with accounting concepts, tools and techniques for managerial decisions. (Total Lecture Hours : 80)

Unit I: Introduction to Management Accounting
Management Accounting as an area of accounting; Objectives, nature, functions and scope of financial accounting, cost accounting and management accounting. Management accounting and Managerial decisions; Management accountant’s role and responsibilities.

Unit II: Analysis and Interpretation Financial Statements
Meaning and objectives-Devices used in analyzing financial statements – Comparative-Common size - Trend-Ratio Analysis-Nature-Significance-Limitations- Interpretation of Ratios-Classification-Liquidity-Solvency-Profitability-Turn over –Financial position ratios.

Unit III: Funds Flow / Cash flow Statements and Budgetary Control
Meaning and uses of Funds flow and cash flow statements-Construction of Funds flow and cash flow statements- Budgeting- Types of Budgets-Budgetary control

Unit IV: Marginal costing and Break Even Analysis
Concept of Marginal cost-Cost volume profit analysis-Break Even analysis- Assumptions and practical applications of break-even analysis-Decisions regarding sales mix, make or buy decisions and discontinuation of a product line etc.

Unit V: Standard costing and Variance analysis
Standard costing as a control technique-Setting of standards and their revision- Variance analysis-Meaning and Importance-Kinds of variance and their uses- Material-Labour-overhead and Sales variances

Text Books:
3. A.Murthy and S.Gurusamy 2018 Management Accounting, Vijay Nicole Imprints Private Limited, Chennai

Reference Books:

SUGGESTED MOOC COURSES:
2. Accounting for Decision Making (Coursera), Created by: University of Michigan, Delivered by: Coursera, Taught by: Greg Miller.
III Semester: Course 2  
CMAF 302 INCOME TAX LAW AND PRACTICE

Objective:
To create the capacity of the stakeholder to manage various tax issues for their practical Life  
*(Total Lecture Hours : 80)*

Unit I: Concept of Income  
(15 Hours) 
Meaning and features of income - Important definitions under the Income Tax Act – 

Unit II: Computation of Salary and House property Income  
(18 Hours) 
Heads of income - Salaries income – Allowances – Perquisites – Gratuity – Pension – 
Profits-in-lieu of salary - Provident funds - Income from House property – Definition of annual value - Deductions from annual value - Computation of income house property under different circumstances.

Unit III: Computation of Income from Business and Profession,  
(17 Hours) 
Capital gain and other sources  
Computation of income from business or profession - Provisions relating to depreciation – Computation of capital gains - Computation of income from other sources.

Unit IV: Clubbing of Income and Set off & Carry forward losses  
(15 Hours) 
Clubbing of income – Set off and Carry forward of losses - Permissible deductions from gross total income – Sec. 80s.

Unit V: Assessment of Total Income  
(15 Hours) 
Assessment of total Income of Individuals - Hindu Undivided Family and Partnership Firms - Filing of Return - Advance payment of Tax - Deduction of Tax at source

Note: Question Paper shall cover 50% Theory and 50% Problems.

Text Books:

Reference Books:
4. Ramesh Sharma 2018 Income tax Pleading, Practice, Bharath Publications, New Delhi  
5. Hariharan N 2018 Income tax Law and Practice, Vijay Nicole Imprints Ltd, Chennai

SUGGESTED MOOC COURSES:
1. Taxation of Business Entities I: Corporations, Created by: University of Illinois at Urbana-Champaign, Taught by: Michael P Donohoe, PhD, CPA.  
2. Rethinking International Tax Law, Created by: Leiden University via Coursera, Taught by: Sjoerd Douma, Frank Engelen, Kees Raad and Stefano Simontacchi.
III Semester: Course 3  
CMAF 303 ADVANCED CORPORATE ACCOUNTING

Objective
To train the students to grasp the principles of specialized branches of accounting and preparing them to solve the advanced problems, particularly in the forms prescribed.

Total lecture hours: 80

Unit I: Accounting for Mergers and Reconstruction (17 hours)
Accounting treatments for Amalgamation, Absorption and External & Internal Reconstruction of Companies

Unit II: Accounting for Holding Companies (17 hours)
Accounting of Holding Companies- Preparation of Consolidated Balance Sheet (One Holding Company running one subsidiary only)

Unit III: Accounting of Insurance Companies (15 hours)
Preparation of Final Accounts of Life Insurance, Fire Insurance and Marine Insurance Companies

Unit IV: Accounts of Banking Companies (16 hours)
Final Accounts of Banking Companies – Preparation of Profit & Loss Account and Balance Sheet

Unit V: Double Accounting & Human Resource Accounting (15 hours)
Double Accounting System – Preparation of Revenue, Net Revenue Account Capital Account and Balance Sheet.

Note: Question Paper shall cover 20% Theory and 80% Problems.

Text Books:
2. Shukla, M.C. & Gerwal, T.S. 2017 Advanced Accounting, S. Chand & Co., New Delhi,

Reference Books:
4. Goyal V.K 2017 Corporate Accounting, Amazon Asia – Passific holdings Ltd., New Delhi
5. Singh S.K 2017 Corporate Accounting, SBPD Publications, New Delhi

SUGGESTED MOOC COURSES:
1. Accounting Analysis II: Accounting for Liabilities and Equity (Coursera), Created by: University of Illinois at Urbana-Champaign, Delivered by: Coursera, Taught by: John Hepp.
III Semester: Course 4
CMAF 304 INTERNATIONAL FINANCIAL MANGEMENT

Objective
To make the students gain knowledge of international finance function, measurement of exposure and risk and project appraisal.

Total lecture hours: 80

Unit I: International Finance Function
(15 hours)

Unit II: International Capital Market
(17 hours)

Unit III: International Management of Working Capital
(17 hours)
Short term borrowing - International cash Management - credit Management - factoring - Inventory Management.

Unit IV: Nature and Measurement of Exposure and Risk
(16 hours)
Nature and Types of Risk - Exposure - Management of Translation Exposure - Management of Transaction Exposure - Management of Economic Exposure

Unit V: International Project Appraisal
(15 hours)
Companies Investment in Abroad - Problems in Multinational Capital Budgeting - Project Appraisal Methods - Payback Period - Accounting Rate of Return - Internal Rate of Return - Net present Value Index - Evaluation of Appraisal Methods (Simple problems)

Note: Question Paper shall cover 80% Theory and 20% Problems.

Text Books

Reference Books
1. Adrian Buckley, 2017, Multinational Finance, Herit Pub, New Delhi

SUGGESTED MOOC COURSES:
1. International Finance, Created by: Marginal Revolution University, Delivered by: MR University, Taught by: Alex Tabarrok and Tyler Cowen.
2. Global Financial Markets and Instruments, Created by: Rice University, Taught by: Arzu Ozoguz.
Objective

To make the students gain an expert knowledge of effective business communication skills and report writing. (Total Lecture Hours : 60)

Unit I : Business Communication (12 Hours)

Unit II : Written Communication (14 Hours)

Unit III : Status enquiry and Reference letters (12 Hours)
Bank’s opinion – Agency letters – Sole seeking agency – Circular letters – Specimen letters.

Unit IV : Meetings (10 Hours)
Preparation of Agenda – Minutes writing- Methods and Procedures – Importance and Scope.

Unit V : Preparation for Speeches (12 Hours)

Text Books:
2. Balasubramanian 2000 Business Communication, VikasPub., New Delhi,

Reference Books:
1. Kapoor, A.N 2012 Business Letters for Different occasions, S.Chand Pub., New Delhi,
2. Pillai&Bhagawati 2015 Commercial Correspondence of Management, S. Chand Pub, New Delhi,

SUGGESTED MOOC COURSES:
2. Business Writing (Coursera) Created by: University of Colorado Bouklер, United States, Delivered by: Coursera, Taught by: Dr. Quentin McAndrew
Objective:

To train students in soft skills in order to enable them to be professionally competent.

(Total lecture hours: 80)

Unit I: Soft Skills and Personality Development


Unit II: Communication Skills


Non-verbal Communication: Body Language and Proxemics.

Unit III: Interpersonal Skills


Unit IV: Employability Skills

Goal Setting – Career Planning – Corporate Skills – Group Discussion – Interview Skills – Types of Interview - Email Writing – Job Application – Cover Letter - Resume Preparation.

Unit V: Professional Skills


Text Books :


Reference Books :

IV Semester: Course 1  
CMAF 401 ADVANCED COST ACCOUNTING

Objective
To make the students gain knowledge about the specialized area of cost accounting and cost audit.

Total lecture hours: 80

Unit I: Process Costing (18 hours)
Meaning - Application - Costing Procedure - Weighted average process costing- FIFO Process Costing- Materials Issued at Various Stages- Process Costing with Multiple Departments -Accounting for Spoilage- Abnormal Gain- Accounting for Scrap Material and Waste- Inter-process Profits - Equivalent Production.-Accounting for Joint Product and By-Product

Unit II: Integral and Non–Integral Accounting System (18 hours)

Unit III: Activity Based Costing [ABC] (15 hours)

Unit IV: Divisional Performance Analysis [Responsibility Accounting] (15 hours)
Meaning- Need of determination - Types of responsibility centres- Measures of divisional performance - Transfer pricing – Methods of transfer pricing.

Unit V: Cost Audit (14 hours)

Note: Question Paper shall cover 20%Theory and 80% Problems.

Text Books
1. Iyengar S.P. 2015 Cost Accounting Principlesand Practice, Sultan Chand & Sons, New Delhi

Reference Books
IV Semester: Course 2
CMAF 402 CORPORATE TAX PLANNING AND MANAGEMENT

Objective:
To understand the innovative ideas in Corporate Tax in India and to educate the students on the various tax issues for decision making

Total lecture hours: 80

Unit I: Introduction to Corporate Tax Planning (18 hours)

Unit II: Corporate Taxation (15 hours)
- Computation of income from business – Depreciations -MAT, Dividend Distribution Tax – Tax on Income distributed to Unit holders – Tax incentives to the exporters

Unit III: Corporate Tax Planning and Management Decisions (17 hours)
- Tax Planning for new business - Capital Structure Decision - Dividend Distribution Decision, Own or Lease, Make or Buy Decision, Shutdown or Continue Decisions, Repair or Replace, Sale of Assets used for Scientific Research

Unit IV: Tax Issues (14 hours)

Unit V: Tax payments (16 hours)
- E-TDS – TCS – Advance payment of Tax – e-filing of taxes – procedure for e-filing – Interest payable by Assessee/Government – Appeals to High Court/Supreme Court – Settlement Commission

Note: Question Paper shall cover 60% Theory and 40% Problems.

Text Books:
1. Singhania V.K and Monica Singhania 2018, Corporate Tax Planning and Business Tax Procedure Taxmann Publication Ltd., New Delhi
2. Sally Jones and Shelley Rhodes 2018, Principal of Taxation for Business and Investment Planning Tata McGraw Hill, New Delhi

Reference Books:
4. V.K. Singhania and Kapil Singhania 2018, Corporate Tax Planning and Management Taxmann Publication New Delhi
5. Kaushal Kumar Agrawal 2018, Direct Tax Planning and Management Atlantic Publication, New Delhi

SUGGESTED MOOC COURSES:
1. Taxation of Business Entities I: Corporations, Created by: University of Illinois at Urbana-Champaign, Taught by: Michael P Donohoe, PhD, CPA.
2. Rethinking International Tax Law, Created by: Leiden University via Coursera, Taught by: Sjoerd Douma, Frank Engelen, Kees Raad and Stefano Simontacchi.
IV Semester: Course 3
CMAF 403 SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT

Objective:
The course is designed to develop a conceptual framework for the study of security analysis and understand the basics of portfolio management.

(Total lecture hours: 80)

Unit I: Introduction and Security Valuation (16 hours)
- Meaning – Features – Objectives of Investment – Types of Financial Securities

Unit II: Security Analysis (15 hours)
- Approaches to Security Analysis – Fundamental – Technical – Random Walk approaches

Unit III: Portfolio Management (16 hours)

Unit IV: Portfolio Theory (17 hours)
- Portfolio total risk, portfolio market risk and unique risk; Sharpe’s optimisation solution – Arbitrage pricing theory, principle of arbitrage, arbitrage portfolios; two factor and multi factor models. Capital market line (CML) - Security market line- Capital Asset Pricing Model (CAPM) – Characteristic Line

Unit V: Portfolio Performance Evaluation (17 hours)
- Measure of return - risk adjusted measures of performance evaluation - market timing, evaluation criteria and procedures.

Note: Question Paper shall cover 60% Theory and 40% Problems.

Text Books:

Reference Books:
1. Pretti Singh 2015 Investment Management, Himalaya Pub. Mumbai,
2. William F. Sharpe 2016 Investment, Prentice Hal of India, New Delhi,

SUGGESTED MOOC COURSES:
2. Portfolio and Risk Management (Coursera), Created by: Indian School of Business (ISB), Delivered by: Coursera, Taught by: Ramabhadran Thirumalai.
IV Semester: Course 4
CMAF 404 PROJECT AND VIVA VOCE
Objective

To make the students gain knowledge over the concept and Principles of Insurance.

(Total Lecture Hours : 60)

Unit I : Definition of Insurance

Evolution of Insurance – Role and Importance – Classification of Contracts of Insurance – General Principles of Law as applied to Non-Marine Insurance.

Unit II : Life Insurance


Unit III : Marine Insurance


Unit IV : Fire Insurance


Unit V : Miscellaneous Insurance


Text Books:

1. Panda Chanashyam 2015 Principles and Practice of Insurance, Kalyani Pub., Ludhiana

Reference Books: