

**Dr. G.R.D COLLEGE OF SCIENCE (AUTONOMOUS)**  
**SCHOOL OF COMMERCE & INTERNATIONAL BUSINESS**  
**BACHELOR OF COMMERCE (ACTUARIAL MANAGEMENT) Degree Course**  
 (Under Choice Based Credit System)  
**EFFECTIVE FROM THE ACADEMIC BATCH 2018-2021**

SEM	PART	COURSE	COURSE TITLE	HOURS PER WEEK	CREDITS	EXAM			EXAM DURATION
						CA	TEF	TOTAL	
I	I	Language	Tamil I /Hindi I /French I /Malayalam I	5	3	25	75	100	3
	II	English	Contemporary English –I	6	3	25	75	100	3
	III	Core	Principles of Accounting	6	5	25	75	100	3
	III	Core	Insurance and Risk Management	6	4	25	75	100	3
II	III	Core	Business Communication	6	4	25	75	100	3
	III	Allied	Business Organisation and Office Management	6	4	25	75	100	3
	IV	Skill Based Subject	General Awareness	1	2	25	75	100	3
	I	Language	Tamil II /Hindi II /French II /Malayalam II	5	3	25	75	100	3
III	II	English	Contemporary English –II	6	3	25	75	100	3
	III	Core	Financial Accounting	6	5	25	75	100	3
	III	Core	Business Economics	5	4	25	75	100	3
	III	Skill Based Subject	Principles of Management	5	2	25	75	100	3
IV	III	Allied	Business Mathematics	5	4	25	75	100	3
	IV	Environmental Studies	Environmental Awareness	1	2	25	75	100	3
	IV	Basic Tamil/Advance Tamil/Non Major Elective	*Basic Tamil I/Advanced Tamil I / Personality Development and Soft Skills	2	2	40	60	100	3
	III	Core	Higher Financial Accounting	5	4	25	75	100	3
V	III	Core	Marketing Management	6	4	25	75	100	3
	III	Core	Company Law and Secretarial Practice	6	4	25	75	100	3
	III	Skill Based Subject	Principles and Practice of Life Insurance	6	3	25	75	100	3
	III	Allied	Business Statistics	6	4	25	75	100	3
V	IV	Value Education	Indian Society People and Culture	3	2	25	75	100	3
	V	Extension Activities	Mini Project	1	1			GRADE	

2018-19  
25/10

**Dr. G.R.D COLLEGE OF SCIENCE (AUTONOMOUS)**  
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IV	IV	Basic Tamil/Advance Tamil/Non Major Elective	*Basic Tamil II /Advanced Tamil II / Basics in Business Process Outsourcing.		2	2	100	NA	100	3
	III	Core	Corporate Accounting – I	5	4	25	75	100	3	
	III	Core	Business Law	6	4	25	75	100	3	
	III	Core	International Financial Reporting Standards	6	4	25	75	100	3	
	III	Skill Based Subject	Direct Tax	6	5	25	75	100	3	
	III	Allied	Finance and Financial Concepts	6	4	25	75	100	3	
	IV	Skill Based Subject	Professional Communication	2	2	25	75	100	3	
<b>V</b>										
	III	Core	Corporate Accounting – II	6	4	25	75	100	3	
	III	Core	Cost and Management Accounting	6	4	25	75	100	3	
	III	Core	Insurance Law and Regulations	5	4	25	75	100	3	
	III	Elective I	Banking and Finance	5	4	25	75	100	3	
	III	Elective II	Business Ethics and Corporate Social Responsibility	5	4	25	75	100	3	
	III	Skill Based Subject	Institutional Training	1	2	40	60	100	3	
<b>VI</b>										
	III	Core	Entrepreneurial Development	6	5	25	75	100	3	
	III	Core	Insurance Administration	6	4	25	75	100	3	
	III	Elective III	Financial Services	6	5	25	75	100	3	
	III	Elective IV	Principles and Practice of General Insurance	6	5	25	75	100	3	
	III	Skill Based Subject	Lab-MS Office and Accounting Software	2	2	40	60	100	3	
			<b>TOTAL CREDITS &amp; MARKS</b>		<b>140</b>			<b>3900</b>		

**Extra Credits**

ICICI Learning course - 6 Credits

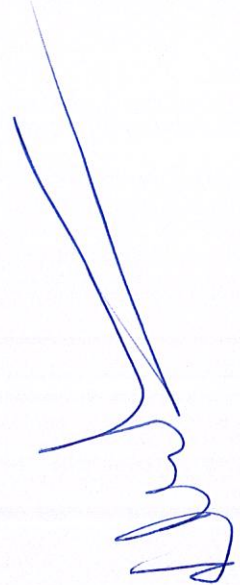
Business Fundamental Workshop - 4 Credits

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10 Credits

\*Basic Tamil & Advanced Tamil both CA only

CV - 02  
2018-19




**FIRST SEMESTER**  
**CORE: PRINCIPLES OF ACCOUNTING**  
**(80% Problem, 20% Theory)**

**Objective:**

- To define accounting concepts, conventions and rules
- To prepare Cash books, BRS, Bill of exchange Accounts
- To prepare Account current and Average due Date, Receipts and payments account, Income and Expenditure account
- To explain capital & revenue expenditure

**Unit I**

**(Teaching Hours: 13)**

Fundamentals of book keeping – Accounting Concepts and Conventions – merits and demerits of accounting - Journal and Ledger – Trial Balance - Subsidiary Books.

**Unit II**

**(Teaching Hours: 13)**

Cash Book – Preparation of various types of Cash book – Bank Reconciliation Statement – Meaning – uses - Errors – Rectification of Errors.

**Unit III**

**(Teaching Hours: 13)**

Apportionment of capital and revenue expenditure – preparation of final statements of accounts of a sole trading business with simple adjustments

**Unit IV**

**(Teaching Hours: 13)**

Bills of exchange – meaning – Accounting entries for Bills transactions – Account current – Meaning – Product method-daily balance method - Average Due date – meaning- Determination of Average Due date and calculation of interest.

**Unit V**

**(Teaching Hours: 13)**

Accounts of Non-profit organization - Receipts and Payments account-Income and Expenditure account-Difference between Receipts and Payments account and Income and Expenditure account.

**Books for Reference**

1. Financial Accounting T.S. Reddy and A. Murthy, Margham Publications.
2. Advanced Accountancy S.P.Jain and K.L.Narang, Kalyani Publishers.
3. Advanced Accounting R. L. Gupta, V. K. Gupta, Sultan Chand Ltd., Delhi .
4. Advanced Accounting S.N. Maheswari, Vikas Publication.
5. Introduction to Accountancy T. S. Grewal, S Chand & Co. Ltd, Delhi.

**FIRST SEMESTER**  
**CORE: INSURANCE AND RISK MANAGEMENT**  
**(100% THEORY)**

**Objective**

To learn the basic concepts related to insurance and risk management techniques.

**Unit: I**

**(Teaching Hours: 13)**

Insurance – Meaning – Definition – Characteristics of Insurance contract - Insurance contract Vs Wagering contract - Functions of insurance - Importance of insurance - Benefits of Insurance - Kinds of insurance organizations - Role of Insurance in the Development of Commerce and Industry - Scope of Insurance Business - Essentials of Valid Insurance Contract.

**Unit: II**

**(Teaching Hours: 13)**

Bancassurance – meaning - necessity for bank to enter into insurance - Origin of Bancassurance - Bancassurance in India - Types of Bancassurance – Benefits of Bancassurance - Distribution channels of Bancassurance - Guidelines for Bancassurance - Challenges of Bancassurance

**Unit: III**

**(Teaching Hours: 13)**

Risk management – Meaning – Definition - Features of Risk Management - Importance of Risk Management - Risk Management objectives - Advantages of Risk Management -Disadvantages of Risk Management - Principles of Risk Management - Business Risks – Meaning – Definition - Nature of Business risk - Causes of Business risk - Methods of Handling Business risk

**Unit: IV**

**(Teaching Hours: 13)**

Entrepreneurial Business Risk Management – Meaning - Definition of Entrepreneur -Meaning of Risk and Uncertainty in Entrepreneurial Business - Risk categories in Entrepreneurial Business - Key risk indicators in Entrepreneurial Business - Entrepreneurial Risk Management - Definition- Steps involved in Entrepreneurial Risk Management Process - Methods of Handling Entrepreneurial Risk - Risk taking ability of Entrepreneurs

**Unit: V**

**(Teaching Hours: 13)**

Credit Risk – Definition - Causes of Credit Risk - Objectives of Risk Management on Credit Risk - Principles of Credit Risk Management - Risk Management Information System (RMIS) – Meaning - Uses of RMIS - Responsibilities of the Risk Manager- Process of Risk Management - Identification of Risk - Identification of Risk exposure to Business - Identification of Risk exposure to Individuals.

**Books for Reference**

- |   |   |   |
|---|---|---|
| 1 | Fundamentals of Insurance                 | Dr. P. Periyasamy, Vijay Nicole Imprints Pvt Ltd., Chennai. |
| 2 | Principles of Insurance & Risk Management | Alka Mittal & S.L. Gupta, Sultan C hand Sons, New Delhi.    |
| 3 | Principles & Practice of Insurance        | Dr. A. Murthy, Margham Publications, Chennai.               |
| 4 | Principles & Practice of Insurance        | G. S. Panda, Kalyani Publishers, New Delhi                  |
| 5 | Elements of Insurance                     | Dr. A. Murthy, Margham Publications, Chennai.               |

**FIRST SEMESTER**  
**CORE: BUSINESS COMMUNICATION**  
**(UNIT: I - IV THEORY & UNIT: V PRACTICALS)**

**Objective**

- To study about definition and type of communication, objectives and barriers
- To explain organization, structure and layout of the business letter and sales letter
- To study about report writing, classification of reports and its characteristics

**Unit: I**

**(Teaching Hours: 13)**

Definition - Types and patterns of communication - Spoken communication - Written communication - Non-verbal communication - Audio-visual communication and Multimedia communication

**Unit: II**

**(Teaching Hours: 13)**

Objectives of communication - Horizontal communication - Upward communication - Barriers to communication - Business correspondence – Functions - Various kinds of Business correspondence.

**Unit: III**

**(Teaching Hours: 13)**

Business Letter – Characteristics - Organization Structure and Layout of a business letter - Drafting Letter of Enquiries and Replies, Offers and quotations – Drafting letters of Credit and Status Enquiries - Drafting letters of complaints, Claims and adjustments.

**Unit: IV**

**(Teaching Hours: 13)**

Drafting of Sales Letters – Circulars – Drafting of Bank Correspondence – Drafting of life Insurance Correspondence – Drafting of Collection letters – Correspondence of a Company Secretary.

**Unit: V (Practical's Only)**

**(Teaching Hours: 13)**

Career strokes: online practical modules: communication skills- Group discussion- Interviews- Team work- Time management-Business awareness.

**Books for Reference**

1. Business Communication Dr. K.K. Ramachandran, Macmillan Publications, New Delhi.
2. Essentials of Business Communication Rajendra Pal, J.S.Korlahalli Sultan Chand and Sons.
3. Business Communication R.K.Madhukar, Vikas Publishing House, New Delhi.
4. Business Communication Ame Books India, New Delhi.
5. Communication for Business Shisley Taylor, Pearson

**FIRST SEMESTER**  
**ALLIED: BUSINESS ORGANISATION AND OFFICE MANAGEMENT**

**Objective**

- To study nature and forms of business organizations, factors influencing location, sources of finance
- To explain stock exchange, National Stock Exchange, functions of SEBI
- To study about functions and significance of office, machines and equipments

**Unit: I**

**(Teaching Hours: 13)**

Nature and scope of business - forms of business organization – sole trader, partnership firms, companies and co-operative societies – public enterprises.

**Unit: II**

**(Teaching Hours: 13)**

Location of business – factors influencing location, localization of industries - size of firms, sources of finance – shares – Meaning – Definition – Kinds of Shares – Merits and Demerits - Debentures – Meaning – Definition – Kinds of Debentures – Merits and Demerits.

**Unit: III**

**(Teaching Hours: 13)**

Stock exchange – functions – BSE, ISE - National Stock Exchange – OTCEI – DEMATING – depositories – listing of securities, regulation of stock exchanges in India – functions of SEBI.

**Unit: IV**

**(Teaching Hours: 13)**

Office – its functions and significance – office layout and office accommodation – filing and indexing.

**Unit: V**

**(Teaching Hours: 13)**

Office machines and equipments – EDP – uses and limitations – office furniture.

**Books for Reference**

- |  |  |
|--|--|
| 1. Business Organisation and Management        | Bhushan Y.K, Sultan Chand & Co. Ltd.         |
| 2. Business Organisation and Office management | Sharma Shashi K Gupta, Kalyani Publications. |
| 3. Business organization and management        | Shukla, S Chand & Co. Ltd.                   |
| 4. Modern business                             | Chatterjee                                   |
| 5. Business Management                         | Dinkar Pagare, Sultan Chand & Sons.          |

**SECOND SEMESTER**  
**CORE: FINANCIAL ACCOUNTING**  
**(80% Problem, 20% Theory)**

**Objective:**

**To gain basic knowledge on Indian system of accounting.**

**Unit: I**

**(Teaching Hours: 13)**

Depreciation – Objectives, Causes, Factors to be considered in charging depreciation -Methods , Straight line method, Diminishing balance method, Annuity method– Reserves and provisions –Types of reserves and provision - Difference between reserves and provisions.

**Unit: II**

**(Teaching Hours: 13)**

Self-balancing ledgers – Features- Advantages –Accounting aspects –Transfers -Insurance Claims.

**Unit: III**

**(Teaching Hours: 13)**

Single Entry System – Meaning - Features - Difference between single entry system and double entry system – Difference between statement of affairs and balance sheet –Accounting treatment - Statement of affairs method and conversion Method.

**Unit: IV**

**(Teaching Hours: 13)**

Branch accounts excluding foreign and independent branches. Departmental accounts – Transfer at Cost or selling price.

**Unit: V**

**(Teaching Hours: 13)**

Hire-purchase system - Features-Accounting treatment for hire purchase system -Calculation of interest, default & repossession (Excluding of hire purchase trading A/c.) –Installment purchase system – Differences between Hire purchase and Installment purchase systems.

**Books for Reference**

- |   |                             |   |
|---|-----------------------------|---|
| 1 | Financial Accounting        | T.S. Reddy and A. Murthy, Margham Publications.     |
| 2 | Advanced Accountancy        | S.P. Jain and K.L. Narang, Kalyani Publishers.      |
| 3 | Advanced Accounting         | R. L. Gupta, V. K. Gupta, Sultan Chand Ltd., Delhi. |
| 4 | Advanced Accounting         | S.N. Maheswari, Vikas Publication.                  |
| 5 | Introduction to Accountancy | T. S. Grewal, S Chand & Co. Ltd, Delhi.             |

**SECOND SEMESTER  
CORE: BUSINESS ECONOMICS**

**Objectives:**

- To study definition and scope of economics, law of demand, law of supply, types of elasticity of demand.

**Unit: I**

**(Teaching Hours: 12)**

Business Economics – Meaning – Definition – Characteristics of Business Economics – Nature and Scope of Business Economics – Distinction between Business Economics and Economics – Uses of Business Economics – Role and Responsibilities of a Business Economist.

**Unit: II**

**(Teaching Hours: 15)**

Demand – Meaning – Definition - Determinants of Demand - Law of Demand - Demand Analysis – Exceptions to law of demand - Elasticity of Demand -Types of Elasticity of Demand (Price, Income, Cross) - Methods of Measuring Elasticity of Demand - Demand Forecasting – objectives of demand forecasting- Methods of Demand forecasting

**Unit: III**

**(Teaching Hours: 15)**

Factors of Production – Production function – Law of variable proportion - Isoquant - Types of Isoquant- Law of returns to scale - Law of Supply - Determinants of supply - Meaning of Cost-Types of cost - Cost and output relationship in the short run and the long run - Economies of scale - Diseconomies of scale.

**Unit: IV**

**(Teaching Hours: 13)**

Market - Definition – Classification of markets - Types of Market (Perfect competition, Monopoly, Monopolistic, oligopoly) - Price discrimination - Types - Price and Output determination in Perfect and Imperfect markets

**Unit: V**

**(Teaching Hours: 10)**

Business cycle – Meaning - Phases of Business cycle - Monetary Policy - Objectives – Instruments of Monetary Policy - Fiscal Policy - Objectives – Instruments of Fiscal Policy – Inflation – Types of Inflation – Deflation.

**Books for Reference**

- |   |                         |  |
|---|-------------------------|--|
| 1 | Business Economics      | Sankaran S, Margham Publications, Madras..         |
| 2 | Managerial Economics    | Varshney & Maheswari, Sultan Chand & Sons.         |
| 3 | Micro Economics         | Jhingan M.L, Varinda Publications (P) ltd, Mumbai. |
| 4 | Principles of Economics | Seth.M.L, Lakshmi Narain Agarwal, Agra.            |
| 5 | Business Economics      | KPM Sundharam & E N Sundharam, Sultan Chand & Sons |

**SECOND SEMESTER**

**SKILL BASED SUBJECT: PRINCIPLES OF MANAGEMENT**

**Objective:**

**To gain knowledge about managerial functions in the most useful and organised way**

**Unit: I**

**(Teaching Hours: 13)**

Definition of Management - Nature and scope of Management - Management as an Art and as a Science - Management as profession - Functions of Management - Contribution of F.W. Taylor, Henry Fayol, Mc Gregor and Peter F. Drucker - Universality of Management .

**Unit: II**

**(Teaching Hours: 13)**

Planning - Meaning, Nature and importance of Planning - Advantages and limitations - Steps in planning - Considerations in planning - Methods and types of Plans. Decision making – Types of decision making - Steps in decision making.

**Unit: III**

**(Teaching Hours: 13)**

Organisation - Meaning, nature and importance - Process of organisation - Principles of sound organisation - Organisation structure - Span of control - Organisation chart - Key elements of organisation process viz., Departmentation, Delegation and Decentralisation - Authority relationships - Line, functional and staff.

**Unit: IV**

**(Teaching Hours: 13)**

Direction – Nature – Purpose – Elements - Motivation - Need - determinants of behaviour - Maslow's theory of motivation - Motivational Theories in Management - X, Y and Z Theories - Leadership styles – Management by Objectives (MBO) - Management by Exception (MBE).

**Unit: V**

**(Teaching Hours: 13)**

Co-ordination - Need; Control – steps - Techniques of control - Communication in management – Types of Communication - Barriers to Communications.

**Books for Reference**

- |   |                                       |  |
|---|---------------------------------------|--|
| 1 | Business Management                   | Dinkar Pagare, Sultan Chand & Sons, New Delhi. |
| 2 | Principles of Management              | T.Ramasamy, Himalaya Publishing House, Mumbai. |
| 3 | Principles and Practice of Management | Dr.L.M.Prasad, Sultan Chand & Sons, New Delhi. |
| 4 | Principles of Management              | P.C.Tirupathi., TATA McGraw Hill Publication.  |
| 5 | Principles of Management              | Pradeep kumar- Kedarnath Ramnath & Co.         |

**SECOND SEMESTER**  
**Allied - BUSINESS MATHEMATICS**  
**(80% Problem, 20% Theory)**

**Objective: To gain knowledge about the computations of numerical aspects related to business.**

**Unit I: (Teaching Hours: 13)**

Matrix - Basic Concepts - Addition and Multiplication of matrices - Inverse of matrix - Rank of a Matrix - determinants of a matrix - solution of Simultaneous linear equations – Cramer's rule and matrix method.

**Unit II: (Teaching Hours: 13)**

Simple and Compound Interest-Present value. Discounting of bills-True Discount-Bankers discount - Bankers Gain-Annuities.

**Unit III: (Teaching Hours: 13)**

Operation Research - Meaning, Scope and Limitations - Linear programming problem - Formulation- Canonical & standard forms of L.P.P - Solution by Graphical method-solution by Simplex method (Basic problems only).

**Unit IV: (Teaching Hours: 13)**

Network Analysis – Introduction – Basic Concepts – Rules of Network construction – Critical Path Analysis (CPM) – Project Evaluation and Review Technique (PERT) – Probability Considerations in PERT – Distinction between PERT and CPM.

**Unit V: (Teaching Hours: 13)**

Transportation Problem-Introduction-matrix form of T.P - The transportation Table - balanced and unbalanced - Initial Basic feasible solution - NWC, LCM, VAM -The assignment problem –The assignment algorithm-unbalanced assignment problem – Hungarian Method.

**BOOKS FOR REFERENCE**

1. P. A Navinitham - Business Mathematics, Jai Publications, Trichy.
2. Dr. P.R. Vittal - Business Mathematics, Margham Publications, Chennai.
3. Kanti Swarup P. K.Gupta and Man Mohan - Operations Research, Sultan Chand & Sons, New Delhi.
4. P.Mariappan - Operation Research methods, New Century Book Pvt Ltd, Chennai.
5. J.K.Sharma - Operations Research Theory and Applications, Mac Millan Publisher India Limited.

**THIRD SEMESTER**  
**CORE: HIGHER FINANCIAL ACCOUNTING**  
**(80% Problem, 20% Theory)**

**Objective:**

To gain knowledge about partnership accounts and royalty accounts

**Unit: I**

**(Teaching Hours: 13)**

Royalty accounts – Royalty - Minimum Rent - Short workings - Recoupment of short workings - Entries in the Books of Lessor and Lessee (excluding sub lessee)

**Unit: II**

**(Teaching Hours: 13)**

Partnership Accounts - Division of Profits - Fixed and fluctuating capital - Guarantee of profits

**Unit: III**

**(Teaching Hours: 13)**

Admission - Retirement - Death of a Partner- Joint life policy

**Unit: IV**

**(Teaching Hours: 13)**

Dissolution - Insolvency of Partner - Insolvency of more than one partner – Insolvency of all partners - Rule in Garner (Vs) Murray - Piecemeal distribution.

**Unit: V**

**(Teaching Hours: 13)**

Insolvency Accounts of Individuals and Partnership

**Books for Reference**

- |   |                             |  |
|---|-----------------------------|--|
| 1 | Financial Accounting        | T.S. Reddy and A. Murthy, Margham Publications.      |
| 2 | Advanced Accountancy        | S.P. Jain and K.L. Narang, Kalyani Publishers.       |
| 3 | Advanced Accounting         | R. L. Gupta, V. K. Gupta, Sultan Chand Ltd., Delhi . |
| 4 | Advanced Accounting         | S.N. Maheswari, Vikas Publication.                   |
| 5 | Introduction to Accountancy | T. S. Grewal, S Chand & Co. Ltd, Delhi .             |

**THIRD SEMESTER**  
**CORE: MARKETING MANAGEMENT**

**Objective**

**To understand the principle, concepts and techniques of marketing management.**

**Unit: I**

**(Teaching Hours: 13)**

Marketing – Meaning – Definition – Market – Meaning – Definition – Classification of Markets – Objectives of marketing – Importance of marketing – Marketing and Selling – Role of marketing in Economic Development – Functions of Marketing – 4 P's of Marketing.

**Unit: II**

**(Teaching Hours: 13)**

Product – Meaning – Definition – Product planning & Development – Product Mix Strategies – New product development – Product Life Cycle – Failure of a product – Price – Meaning – Definition – Importance of price – Pricing objectives – Factors influencing pricing decisions – Kinds of pricing.

**Unit: III**

**(Teaching Hours: 13)**

Physical Distribution – Meaning – Definition – Importance – Factors to be considered while selecting the choice of distribution channel – Middlemen – Meaning – Definition – Functions of Middlemen – Classification of Middlemen - Promotion – Meaning – Definition – Four major tools of promotion – Importance of promotion – Forms of promotion.

**Unit: IV**

**(Teaching Hours: 13)**

Sales promotion – meaning – objectives – Advantages and Limitations – Kinds of sales promotion – Advertising – Meaning – Features – Functions – Types of advertising – Personal Selling – Meaning – Objectives – Process of personal selling – Salesmanship – Meaning – Importance of salesmanship – Qualities of successful salesman.

**Unit: V**

**(Teaching Hours: 13)**

Consumer Behaviour – Meaning – Definition – Importance of Studying consumer behaviour – Consumer Buying Decision – Characteristics of Buyer behaviour – Buying Decision making process – Market Segmentation – Meaning – Definition – Criteria for market segmentation – Bases for Consumer market segmentation.

**Books for Reference:**

1. Modern Marketing - R.S.N Pillai, Bagavathi, S.Chand & Company, New Delhi..
2. Marketing Management - Dr. Radha, Prasanna Publishers, Chennai.
3. Marketing Management - Dr. C.B. Gupta, Dr. N. Rajan Nair, Sultan Chand & Sons, New Delhi.
4. Marketing Management - T. Ramasamy, S. Namakumari, MacMillan Publications.
5. Marketing - J. Jayasankar, Marghm Publications, Chennai.



### THIRD SEMESTER

#### CORE: COMPANY LAW AND SECRETARIAL PRACTICE

#### Objective

**To understand the various laws related to corporate and secretarial practice.**

#### Unit: I

**(Teaching Hours: 13)**

Company - Definition and Features - Distinction between company and Partnership firm - Kinds of companies - Differences between a public company and a private company - Incorporation of a company - Documents to be filed - Memorandum of Association - Doctrine of Ultra -Vires

#### Unit: II

**(Teaching Hours: 13)**

Articles of Association - Doctrine of constructive notice and indoor managements - Alteration of Articles - Prospectus, contents - Misstatements - Liability for misstatements - public deposits - Certificate of commencement of business.

#### Unit: III

**(Teaching Hours: 13)**

Shares, debentures - Allotment, valid allotment, irregular allotment, effect of irregular allotment - Transfer and transmission of shares .

#### Unit: IV

**(Teaching Hours: 13)**

Company Management - Membership of a company-Board of Directors - Appointment qualification, Powers, duties, liabilities and position of directors, managing director and manager - Managerial remuneration - Company secretary - Appointment, qualifications, powers, duties and positions

#### Unit: V

**(Teaching Hours: 13)**

Company Meetings - Secretarial duties for statutory meeting - Annual General Meeting - Extraordinary General Meetings - and Board Meetings - Resolutions, minutes, quorum and proxy - winding up of companies - Types and consequences, Recent trends relating to corporate governance.

#### Books for Reference

- |   |                                      |   |
|---|--------------------------------------|---|
| 1 | Company Law and Secretarial Practice | N.D. Kapoor, Sultan Chand publications .            |
| 2 | Company Law                          | Dingar Pagare, Sultan Chand & Sons, New Delhi.      |
| 3 | Company Law and Secretarial Practice | Dr. Kathiresan & Dr. R. Radha, Prasanna Publishers. |
| 4 | A Text book of Company law           | P.P.S Gogna, Sultan Chand publications.             |
| 5 | Secretarial Practice                 | B.N Tandon, S.chand & Co Ltd.                       |



**THIRD SEMESTER**

**SKILL BASED SUBJECT: PRINCIPLES AND PRACTICE OF LIFE INSURANCE**

**(100% THEORY)**

**Objective**

To understand the basics of Life Insurance practices, principles of Life Insurance contract and different products and policies.

**Unit: I**

**(Teaching Hours: 13)**

Life Insurance – Meaning – Definition – History of Life Insurance - Characteristics of Life Insurance – Economics Uses of Life Insurance – Advantages of Life Insurance – Scientific principles of Life Insurance – Laws relating to Life Insurance – Essential element of Life Insurance contract.

**Unit: II**

**(Teaching Hours: 13)**

Life Insurance Corporation of India – Introduction – Aims of LIC – Nationalization and LIC – Organisational Structure of LIC – Functions of LIC – Role of LIC in National economy – Procedure of effective Life Insurance.

**Unit: III**

**(Teaching Hours: 13)**

Life Insurance premium setting – Types of premium – Factors that affect premium – Plans of Premium – Insurable Interest in Life Insurance – Rule of Insurable interest in Life Insurance – Assignment – Meaning – Definition – Types of Assignment – Features of Assignment -Nomination – Meaning – Definition – Rights of Nominee – Difference Between Assignment and Nomination.

**Unit: IV**

**(Teaching Hours: 13)**

Annuities – Meaning – Definition – Difference between Annuity contract and Life insurance contract – Classification of annuities – Mortality table – Meaning – Definition – Features of Mortality table – Sources of Mortality information – Surplus and its Distribution – Sources of Surplus – Distribution of surplus – Methods of Distribution.

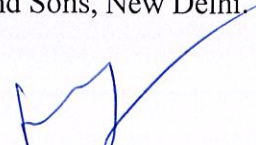
**Unit: V**

**(Teaching Hours: 13)**

Life Insurance products or policies – Classification of policies – On the basis of Duration of policies – On the basis of Term insurance policies – On the basis of Endowment policies – On the basis of premium payment – on the basis of participation in profits – on the basis of number of persons assured – Keyman Insurance – Eligibility – Salient features – Advantages of taking Key man insurance.

**Books for Reference**

- |   |   |   |
|---|---|---|
| 1 | Fundamentals of Insurance                 | Dr. P. Periyasamy, Vijay Nicole Imprints Pvt Ltd., Chennai. |
| 2 | Principles of Insurance & Risk Management | Alka Mittal & S.L. Gupta, Sultan C hand Sons, New Delhi.    |
| 3 | Principles & Practice of Insurance        | Dr. A. Murthy, Margham Publications, Chennai.               |
| 4 | Principles & Practice of Insurance        | G. S. Panda, Kalyani Publishers, New Delhi                  |
| 5 | Principles & Practice of Insurance        | M.N. Mishra & S.B. Mishra, Sultan C hand Sons, New Delhi    |



**THIRD SEMESTER**  
**ALLIED – BUSINESS STATISTICS**  
**(80% Problem, 20% Theory)**

**Objective:** To gain the knowledge about the computations of statistical concepts related to business.

**Unit I:** (Teaching Hours: 13)

Meaning, Definition and scope of statistics - Sources of data - Collection of data - Primary and secondary - Methods of primary data collection - Editing secondary data - Sampling and its methods - Classification and Tabulation - Presentation of data by diagrams - Bar diagram and Pie diagram - Graphic representation of frequency distribution.

**Unit II:** (Teaching Hours: 13)

Averages - Mean, Median, Mode, Geometric mean and Harmonic mean - Their computation - Properties and uses - Measures of dispersion - Range, Quartile deviation, Mean deviation, Standard deviation, co-efficient of variation.

**Unit III:** (Teaching Hours: 13)

Skewness - Karl Pearson's and Bowley's coefficient of Skewness - Index Numbers - meaning - uses - selection of base year - Simple and Weighted Index Numbers - Tests of an Index Number - Consumer Price Index.

**Unit IV:** (Teaching Hours: 13)

Correlation - meaning and definition - Scatter diagram - Pearson's coefficient of correlation - Computation and interpretation - Rank correlation - Regression - Meaning and methods of forming the regression equations and lines - Properties of Regression coefficients.

**Unit V:** (Teaching Hours: 13)

Time series - Meaning - components - Models - Methods of estimating trend - Graphic, semi-average, moving average and least square methods (Linear equations only) - Seasonal Variation - Simple average Method.

**Books for Reference**

1. Business Mathematics and Statistics. - P.A. Navinitham, JAI Publications.
2. Business Statistics - Dr.P.R.Vittal, Margham Publications.
3. Fundamentals of mathematical Statistics - S.C.Gupta & V.K. Kapoor, Sultan Chand & Co, New Delhi.
4. Statistical Methods. - S.P.Gupta, Sultan Chand & Company.
5. Fundamentals of Statistics - D.N. Elhance, Veena Elhance and B.M.Aggarwal, Kitab Mahal Publishers.

**FOURTH SEMESTER**  
**CORE: CORPORATE ACCOUNTING-I**  
**(80% Problem, 20% Theory)**

**Objective**

- To define shares and debentures
- To prepare a statement showing underwriters net liability
- To ascertain Pre and Post incorporation profits
- To prepare final accounts and liquidators final statements of Accounts.

**Unit: I**

**(Teaching Hours: 13)**

Shares – Issue - Calls-in-arrears and Calls-in-advance - Over subscription and under subscription - Issue of shares at premium - Issue of shares at discount- Forfeiture of shares - Re- issue of forfeited shares - Rights issue - Bonus issue

**Unit: II**

**(Teaching Hours: 13)**

Redemption of preference shares - Underwriting of shares and debentures- Complete underwriting (excluding Firm underwriting).

**Unit: III**

**(Teaching Hours: 13)**

Issue and redemption of debentures without provision [Excluding out of provision]

**Unit: IV**

**(Teaching Hours: 13)**

Profits prior to incorporation - Ascertainment of profit or loss prior to incorporation [As per revised schedule VI]

**Unit: V**

**(Teaching Hours: 13)**

Preparation and presentation of final accounts [As per revised schedule VI]- Legal requirements - Tax adjustments - Calculation of managerial remuneration - Preparation of profit/loss account- Balance sheet - Liquidation of companies - Order of Payment (excluding Statement of Affairs) - Liquidator's Final Statement of Account.

**Books for Reference**

- |   |                             |  |
|---|-----------------------------|--|
| 1 | Corporate Accounting        | T.S. Reddy and A. Murthy, Margham Publications.      |
| 2 | Advanced Accountancy        | S.P. Jain and K.L. Narang, Kalyani Publishers.       |
| 3 | Advanced Accounting         | R. L. Gupta, V. K. Gupta, Sultan Chand Ltd., Delhi . |
| 4 | Advanced Accounting         | S.N. Maheswari, Vikas Publication.                   |
| 5 | Introduction to Accountancy | T. S. Grewal, S Chand & Co. Ltd, Delhi .             |



**FOURTH SEMESTER**

**CORE: BUSINESS LAW**

**Objective:**

**To know the Indian contract act and to understand the technical elements of a contract**

**Unit: I** **(Teaching Hours: 13)**

Indian Contract Act 1872 - Contract - Definition – Legal Obligation and Agreement – Essential Elements of Valid Contract - classifications of Contract - Offer – Meaning – Legal rules – Revocations – Acceptance - Legal rules-Revocation - Consideration – Essentials – “ No-Consideration No Contract” – Exceptions.

**Unit: II** **(Teaching Hours: 13)**

Capacity – Legal rules – Minor’s Agreements – persons of unsound mind – disqualified persons - Free consent – Legal rules – Coercion – Undue Influence – Misrepresentation – Mistake – Fraud - Different Modes of Discharge of contract - Remedies for breach of contract.

**Unit: III** **(Teaching Hours: 13)**

Contract of Indemnity and Guarantee - Definition - Rights of Indemnity - holder – Rights of Surety - Discharge of Surety. Bailment and pledge - Kinds of Bailment – Rights & Duties of Bailee and Bailor - Rights & Duties of Pawnee and Pawnor

**Unit: IV** **(Teaching Hours: 13)**

Law of Agency - Kinds of Agents - Rights, Duties and Liabilities of Principal and Agents - Delegation of Agent’s Authority – Sub Agent – Substituted Agent – Personal Liability of Agent – Termination of Agency.

**Unit: V** **(Teaching Hours: 13)**

Sale of Goods Act 1930 – Definition - Sale - Differences between Sale and Agreement to sell - Essential elements of a valid contract of sale – Conditions and Warranties – Meaning – Definition – Condition Vs Warranty – When conditions to be treated as warranty – Principles of "Caveat Emptor" and its limitations - Carriage of goods by land – Classification of carriers – Rights & Duties of common carrier – Carriage of goods by sea – Charter party – Meaning – kinds – clauses – Bill of lading – meaning – Types – Charter party Versus Bill of lading.

**Books for Reference**

- |   |                           |  |
|---|---------------------------|--|
| 1 | Commercial Law            | N. D. Kapoor, Sultan Chand & Sons, New Delhi.            |
| 2 | Business Law              | P. C. Tulsian, Tata McGraw Hill Publications, New Delhi. |
| 3 | Business Law              | Jayasankar, Margham Publications, Chennai.               |
| 4 | Legal Aspects in Business | T.S. Ravi, Margham Publications, Chennai..               |
| 5 | Commercial Law            | Kathiresan & Dr. Radha, Prasanna Publishers.             |

**FOURTH SEMESTER**  
**CORE: INTERNATIONAL FINANCIAL REPORTING STANDARDS**  
**(100% Theory)**

**Objective:**

To develop in the public interest, a single set of high quality, understandable, enforceable and globally accepted financial reporting standards based upon clearly articulated principles.

**Unit: I – IASB and IFRS** **(Teaching Hours: 13)**

Structure of IFRS – IASB – Extant Standards of the IASB – The Framework – The status of IFRS around the world – The use of IFRS around – The IASB roadmap – The annual IASB bound volume and its use – Principal difference between Indian GAAP and IFRS – Proposals for change.

**Unit: II – PRESENTATION AND PROFIT** **(Teaching Hours: 11)**

IAS 1: Presentation of Financial Statements – IFRS 15: Revenue from contracts with customers – IAS 8: Accounting policies – Changes in accounting estimates and errors.

**Unit: III – ACCOUNTING FOR ASSETS AND LIABILITIES** **(Teaching Hours: 15)**

IAS 16: Property, Plant and Equipment – IAS 38: Intangible assets – IAS 40: Investment Property – IAS 36: Impairment of Assets – IAS 23: Borrowing costs – IAS 20: Accounting for government grants and disclosure of government assistance – IAS 2: Inventories – IAS 17: Leases – IFRS 5: Non-current assets held for sale and discontinued operations – IFRS 13: Fair Value Measurement – IFRS 32: Financial Instruments – Presentation – IFRS 9: Financial instruments – IFRS 7: Financial instrument disclosures – IFRS 2: Share based payment – IAS 37: Provisions, Contingent liabilities and Contingent assets – IAS 10: Events after the reporting period – IAS 19: Employee Benefits – IAS 12: Income taxes – IAS 41: Agriculture – IFRS 6: Exploration for and evaluation of mineral resources.

**Unit: IV – GROUP ACCOUNTING** **(Teaching Hours: 13)**

IFRS 10: Consolidated Financial Statements – IAS 27 (Revised 2011) : Separate Financial statements – IFRS 3: Business Combinations – IAS 28 (Revised 2011) : Investments in associates and Joint ventures – IFRS 11: Joint arrangements – IFRS 12: Disclosure of Interest in other entities – IAS 21: The effects of changes in foreign exchange rates – IAS 29: Financial Reporting in Hyperinflationary economies.

**Unit: V – DISCLOSURE STANDARDS** **(Teaching Hours: 13)**

IAS 7: Statement of Cash Flows – IAS 24: Related party disclosures – IAS 33: Earnings per share – IAS 34: Interim Financial Reporting – IFRS 4: Insurance contracts – IFRS 1: First time adoption of IFRS – IFRS 8: Operating segments.

**Books for Reference**

- |   |  |  |
|---|--|--|
| 1 | International Financial Reporting Standards: A Practical Guide               | Hennie Van Greuning, Darrel Scott, Simonet Terblanche – World Bank. (ISBN: 9780821384282)                    |
| 2 | Understanding IFRS Fundamentals: International Financial Reporting Standards | Nandakumar Ankarath, Kalpesh J. Mehta, T.P. Ghosh, Yass A. Alkafaji WILEY Publications. (ISBN 9780470399149) |
| 3 | International Financial Reporting Standards: An Introduction                 | Belverd E. Needles, Marian Powers, Cengage Learning Publications   |
| 4 | IFRS Simplified: A fast and easy to understand overview of the new IFRS.     | Mike Morely, Kindle Edition.   |
| 5 | IFRS Explained: A guide of International Reporting Standards                 | BPP Learning media   |

**FOURTH SEMESTER**  
**SKILL BASED SUBJECT: DIRECT TAX**  
**(60% Problem, 40% Theory)**

**Objective**

- To study about the income Tax Act and its provisions and Assessee
- To study computation of income from salary , House Property, Profits and Gains of Business and Profession, capital gain, other sources

**Unit: I**

**(Teaching Hours: 13)**

The Income Tax Act - Definition of Income - Assessment year - Previous year - Assessee - Types of Assessee - Scope of income - Charge of Tax - Residential status - Exempted incomes U/S 10

**Unit: II**

**(Teaching Hours: 13)**

Heads of Income – Income from Salary: - Salary – Definition – Characteristics – Computation of Income from Salary - Rates of tax for individuals.

**Unit: III**

**(Teaching Hours: 13)**

Income from House Property: – Characteristics - Exempted Incomes from House Property - Deductions - Computation of Income from House Property - Income from Business and Profession: - Meaning of Business and Profession - Expenses expressly allowed - Expenses expressly disallowed - Computation of Profits and Gains of Business and Profession.

**Unit: IV**

**(Teaching Hours: 13)**

Income from Capital Gain: – Capital Asset – Long term Capital Asset – Short term Capital Asset – Indexation - Computation of Income from Capital Gain. Income from Other Sources – Various Sources of Income - Computation of Income from Other Sources

**Unit: V**

**(Teaching Hours: 13)**

Set off and Carry forward of losses: - Computation of Set off & Carry forward losses - Income Tax Authorities: - Central Board of Direct Taxes – Organisation structure – Functions – General Powers – Assessment and its procedures – Types of Assessment.

**Books for Reference**

- |   |                             |   |
|---|-----------------------------|---|
| 1 | Income Tax Law and Practice | Gaur and Narang, Kalyani Publishers, New Delhi, Latest Edition. |
| 2 | Income Tax Law & Practice   | T.S. Reddy and Y. Hari Prasad Reddy, Margham Publications.      |
| 3 | Income Tax Law & Practice   | A. Murthy, Vijay Nicole Imprints Pvt Ltd., Chennai.             |
| 4 | Income Tax Law & Practice   | Dr. N. Hariharan, Vijay Nicole Imprints Pvt Ltd., Chennai.      |
| 5 | Income Tax Law and Practice | Mehrothra, Sahitya Bhawan, Agra, Latest Edition.                |



**FOURTH SEMESTER**

**ALLIED: FINANCE AND FINANCIAL CONCEPTS**

**(80% Problem, 20%Theory)**

**Objective:**

**To gain knowledge about the computations of financial aspects.**

**Unit: I** **(Teaching Hours: 13)**

Finance – Meaning – Definition – Scope of Finance – Objectives of Finance – Sources of Finance – Financial Planning – Meaning – Definition – Scope of financial planning – Objectives of financial planning – Characteristics of financial planning – Factors affecting financial planning. **(Theory only)**

**Unit: II** **(Teaching Hours: 13)**

Time Value of Money – Meaning – Definition – Methods of analysis of time value of money – Compounding technique – Discounting or present value technique **(Theory only)** – Capital Budgeting – Meaning – Definition – Features – Methods of capital budgeting – Pay Back period method – Average Rate of return method – Net present value method – Profitability index method – Internal rate of return method **(Theory & Problems)**

**Unit: III** **(Teaching Hours: 13)**

Financial Statement Analysis – Meaning – Nature of Financial statements – Tools or techniques of financial statement analysis – Comparative Financial statements – Common size financial statements – Trend Analysis **(Theory & Problems)**

**Unit: IV** **(Teaching Hours: 13)**

Working Capital – Meaning – Definition – Concept – Classification – Factors determining the working capital requirements – Computation of working capital requirements. **(Theory & problems)**

**Unit: V** **(Teaching Hours: 13)**

Fund flow statement – meaning – Objectives – Computation of Funds from operations – Preparation of Fund flow statement (with simple adjustments) – Cash flow statement – Computation of Cash from operations – Preparation of Cash Flow statement (with simple adjustments). ( New format) **(Theory & Problems)**

**Books for Reference:**

1. Financial Management - Dr. A. Murthy, Margham Publications, Chennai.
2. Financial Management - R. K. Sharma & Shashi. K. Gupta, Kalyani Publishers.
3. Financial Management - Dr. P. Periyasamy, Vijay Nicole imprints Pvt Ltd., Chennai.
4. Management Accounting - Dr. A. Murthy, Dr. S. Gurusamy, Vijay Nicole imprints Chennai.
5. Management Accounting - Dr. Ramachandran, Srinivasan, Sri Ram Publishers, Chennai.

FIFTH SEMESTER  
CORE: CORPORATE ACCOUNTING – II  
(80% Problem, 20% Theory)

**Objective:**

To enhance the students to understand the preparation of banking company and insurance company accounts as per the procedures

**Unit: I** (Teaching Hours: 13)

Valuation of Goodwill – Need for valuation – Factors affecting the value of goodwill – Methods - Valuation of Shares (Theory and Problems)

**Unit: II** (Teaching Hours: 13)

Banking Companies Accounts (Only Problems)

**Unit: III** (Teaching Hours: 13)

Insurance Companies Accounts - Revenue accounts: Life assurance companies - Valuation Balance Sheet, Statement of distribution of profits. General Insurance – Fire, Marine Insurance (Theory and Problems)

**Unit: IV** (Teaching Hours: 13)

Accounts of Holding Companies (excluding chain Holdings) Capital and Revenue profit - Minority Interest - Capital Reserve - Treatment of unrealised profits - Mutual obligation - Revaluation of Assets and liabilities (Only Problems) [As per revised schedule VI]

**Unit: V** (Teaching Hours: 13)

Accounting Standards - Scope of Accounting Standards - Procedure for issuing Accounting Standards - Disclosure of Accounting policies - Valuation of Inventories - Cash flow Statements - Depreciation Accounting. (Theory Only)

**Books for Reference**

- |   |                             |   |
|---|-----------------------------|---|
| 1 | Corporate Accounting        | T.S. Reddy and A. Murthy, Margham Publications.     |
| 2 | Advanced Accountancy        | S.P. Jain and K.L. Narang, Kalyani Publishers.      |
| 3 | Advanced Accounting         | R. L. Gupta, V. K. Gupta, Sultan Chand Ltd., Delhi. |
| 4 | Advanced Accounting         | S.N. Maheswari, Vikas Publication.                  |
| 5 | Introduction to Accountancy | T. S. Grewal, S Chand & Co. Ltd, Delhi..            |

**FIFTH SEMESTER**  
**CORE: COST AND MANAGEMENT ACCOUNTING**  
**(60% Problem, 40% Theory)**

**Objective:**

**To learn the basics of cost and management accounting**

**Unit: I** **(Teaching Hours: 13)**

Cost Accounting – Meaning – Definition of Cost, Costing, Cost Accounting and Cost Accountancy – Objectives/Functions of Cost Accounting - Relationship of Cost Accounting with Financial accounting and Management accounting – Advantages and Limitations of Cost Accounting – Essentials of Good Cost Accounting system – Classification of Costs - Methods of costing – Elements of Cost - Cost Sheet – Meaning – Purpose of Cost sheet - Preparation of cost sheet **(Excluding tenders and quotations).**

**Unit: II** **(Teaching Hours: 13)**

Materials – Meaning of Material Control – Objectives and Advantages of Material Control - Purchasing of materials Purchase Procedure and documentation involved in purchasing – Storing of Materials – Duties and Responsibilities of store keeper, Store records – Determination of Material levels or Stock levels - Maximum level, minimum level, reordering levels, danger level, average stock level – EOQ - Issue of Materials - Methods of Pricing material issues – FIFO – LIFO – Simple Average and Weighted Average method - ABC analysis.

**Unit: III** **(Teaching Hours: 13)**

Management Accounting – Meaning – Definition – Objectives and Scope – Functions – Advantages and Limitations - Relationship between Management Accounting, Cost Accounting and Financial Accounting - Ratio analysis – Significance and uses Classification of ratios – Limitations of ratios – Computations of ratios from Financial Statements.

**Unit: IV** **(Teaching Hours: 13)**

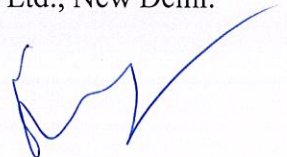
Budgets and Budgetary Control – Meaning of a Budget, Budgeting & Budgetary Control – Objectives, Advantages and Limitations of Budgetary Control – Essential requirements of Good Budgetary Control – Classification of Budgets – Preparation of Different Budgets – Production Budget – Purchase Budget – Sales Budget – Cash Budget – Flexible Budget – Zero Base Budgeting (ZBB) – Meaning – Definition – Steps in ZBB – Advantages.

**Unit: V** **(Teaching Hours: 13)**

Marginal Costing – Meaning – Features – Merits – Demerits - Break Even Analysis – Meaning – Assumptions – Merits – Demerits – Cost Volume Profit Analysis – Managerial Applications of Marginal Costing. **(Excluding Make or Buy Decision)**

**Books for Reference**

- |   |                              |   |
|---|------------------------------|---|
| 1 | Cost Accounting              | S.P. Jain and K.L. Narang, Kalyani Publishers.                |
| 2 | Cost Accounting              | A. Murthy and S. Gurusamy, Vijay Nicole Imprints Pvt Ltd.     |
| 3 | Cost & Management Accounting | T.S. Reddy and Y. Hari Prasad Reddy, Margham Publications.    |
| 4 | Cost Accounting              | Dr. R. Ramachandran & Dr. R. Srinivasan, Sriram Publications. |
| 5 | Management Accounting        | Dr. R. Ramachandran & Dr. R. Srinivasan, Sriram Publications. |
| 6 | Management Accounting        | R.S.N. Pillai & Bhagavathi, Sultan Chand Ltd., New Delhi.     |



**FIFTH SEMESTER**

**CORE: INSURANCE LAW AND REGULATIONS**

**(100 % THEORY)**

**Objective:**

- To introduce the students with insurance laws and regulations.
- To make them understand the controlling authorities existing in insurance industry.

**Unit: I**

**(Teaching Hours: 13)**

Law - Definition and sources of Law –History of Insurance Legislation in India –Life Insurance Corporation Act 1956 – Important Definitions – Essential features of the Act of 1956.

**Unit: II**

**(Teaching Hours: 13)**

Indian Insurance Act, 1938 – Important Definitions – Salient Features of the Act – General Insurance Business (Nationalisation), Act, 1972 – Important Definitions – Main provisions.

**Unit: III**

**(Teaching Hours: 13)**

Insurance Regulatory and Development Authority (IRDA) – Introduction – Constitution – Objectives of IRDA – Duties and Powers of IRDA – Role of IRDA in appointment of agents.

**Unit: IV**

**(Teaching Hours: 13)**

Insurance Regulations – Meaning – Effects of Insurance regulations – Insurance Ombudsman – Appointment of Insurance Ombudsman – Eligibility and terms of office – Territorial jurisdiction of Ombudsman – Removal from office – Scope of Ombudsman – Recommendations and Award of the Ombudsman.

**Unit: V**

**(Teaching Hours: 13)**

Development officer – Meaning – Importance of Development officer – Role and Duties of Development officer – Qualities of Successful Development officer

**Books for Reference**

- |   |   |   |
|---|---|---|
| 1 | Fundamentals of Insurance                 | Dr. P. Periyasamy, Vijay Nicole Imprints Pvt Ltd., Chennai. |
| 2 | Principles of Insurance & Risk Management | Alka Mittal & S.L. Gupta, Sultan Chand Sons, New Delhi.     |
| 3 | Principles & Practice of Insurance        | Dr. A. Murthy, Margham Publications, Chennai.               |
| 4 | Principles & Practice of Insurance        | G. S. Panda, Kalyani Publishers, New Delhi.                 |
| 5 | Elements of Insurance                     | Dr. A. Murthy, Margham Publications, Chennai.               |

**FIFTH SEMESTER**  
**ELECTIVE I: BANKING AND FINANCE**  
**(60% PROBLEMS, 40% THEORY)**

**Objective:**

- To understand the banking practices and legislations in the current scenario.
- To study the Capital structure, Cost of capital and leverages.

**Unit: I**

**(Teaching Hours: 13)**

Evolution of Commercial Banks - Functions of modern commercial banks - Branch Banking - Nationalization of commercial banks in India - Customer Service - CRM in banking - Banker Customer relationship - General relationship and Social relationship

**Unit: II**

**(Teaching Hours: 13)**

Negotiable instruments – Characteristics - Bills of Exchange – Essentials - Promissory Note – Essentials – Cheque – Essentials – Endorsement - Crossing of Cheques - Marking of Cheques - CTS Cheques - Meaning and features - Evolution of EFT systems – SWIFT - NEFT

**Unit: III**

**(Teaching Hours: 13)**

Financial Management – Meaning – Definition – Objectives – Functions - Role and functions of Finance Manager - Cost of capital – Meaning – Definition - Determinants of Cost of capital - Computation of Cost of Capital - Cost of Debt - Cost of Preference share capital - Cost of equity share capital.

**Unit: VI**

**(Teaching Hours: 13)**

Capital structure-Meaning-Importance - Theories of capital structure - Net Income approach - Net Operating Income Approach - The Traditional approach - Modigliani and Miller approach - Factors determining the capital structure

**Unit: V**

**(Teaching Hours: 13)**

Leverages - Meaning and Types - Computation of Financial leverage - Operating leverage - Composite Leverage - Working Capital leverage – EBIT and EPS Analysis.

**Books for Reference**

- |   |                                     |   |
|---|-------------------------------------|---|
| 1 | Banking Law and Practice            | K.P. Kandasami, S. Natarajan, R. Parameswaran, S.Chand & Co.                |
| 2 | Banking theory Law and Practice     | Gordan and Natarajan, Himalaya Publishing House.                            |
| 3 | Principles and Practices of Banking | Study material for Diploma in Banking and Finance (Macmillan Publication.). |
| 4 | Financial Management                | R.K. Sharma and Shashi K. Gupta, Kalyani publishers.                        |
| 5 | Financial Management                | Dr. P. Periyasamy, Vijay Nicole Imprints Pvt Ltd., Chennai.                 |

**FIFTH SEMESTER**

**ELECTIVE II: BUSINESS ETHICS AND CORPORATE SOCIAL RESPONSIBILITY  
(100% THEORY)**

**Objective:**

To familiarize the students with the basic concepts related to business ethics.

**Unit: I**

**(Teaching Hours: 13)**

Business Ethics- Meaning- Definition – Religion and Ethics – Morals and Ethics- Ethics in Management- Management in Indian Companies- Nature and Objectives of Ethics – Need for Business Ethics- Factors influencing Business ethics- Importance of ethics in Business- Ethical Problems faced by Managers. Ethics in Accounting- Misappropriation of cash transactions- Misappropriation of goods- Fraudulent manipulation of accounts- Role of Auditing.

**Unit: II**

**(Teaching Hours: 13)**

Ethics in HRM- performance appraisal- Discrimination – employment issues- privacy issues – Wage Empowerment- Employee Loyalty. Ethical Investments - Ethics in Finance & Accounting – Investment Decisions- Ethics in Public issue of Shares – Unethical Investment and practices – Ethical Issues in Mergers and Acquisitions.

**Unit: III**

**(Teaching Hours: 13)**

Ethical Decision making- Decision process in Competitive pressures- Ethical decision making- Obedience to authority- Ethical decision dilemmas- Technology revolution and Ethics – Conflicts resolution - Ethics in Marketing – Marketing Strategies and Ethics - Unethical practices in Marketing- Establishing standards- Product related issues – Competitions related Ethics- pricing – product liabilities- Ethics in Advertising.

**Unit: IV**

**(Teaching Hours: 13)**

Theories in Ethics – Traditional, Teleological, Deontological - Ends and Means of Machiavelli – Might Equals Right of Marx – Utilitarian Ethics of Stuart Mill – Stake holder Theory – Ethical Issues in Business- Business Ethics and Society – Society expectations from Business - Values for Manager – Cultural Contradictions - Spirituality and Leadership – Internal policies.

**Unit: V**

**(Teaching Hours: 13)**

Corporate Social Responsibility (CSR) - Origin – meaning- Generations of CSR – Role of CSR – Limitation to CSR – Drivers of CSR – Measuring the impact of CSR – Theories of CSR- Political, Social Contract theory ,Stakeholder Theory - CSR : A Global View.

**Books for Reference:**

1. R.V. Badi and N.V. Badi, Business Ethics, Vrinda Publications (P) Ltd, New Delhi.
2. C.V. Baxi and Ajit Prasad, Corporate Social Responsibility – Concepts and Cases, Excel Books, New Delhi.
3. Ronald D. Francis, Mukti Mishra, Business Ethics – An Indian Perspective, TATA Mc graw Hill education, New Delhi.
4. Sumati Reddy, Corporate Social Responsibility – Concepts and Cases, ICFAI University Press.
5. Sanjay K. Agarwal, Corporate Social Responsibility in India, SAGE Publications.

**FIFTH SEMESTER**

**SKILL BASED SUBJECT: INSTITUTIONAL TRAINING**

**GUIDELINES FOR DOING INSTITUTIONAL TRAINING**

**Objective:**

This Institutional Training is to be done during the summer break after Semester 4 and is encouraged in order to enable students to gain practical experience in the field of their study. The type of Institutional Training needs to be approved by the Director. A request letter will be given to the student when approaching an organization for Institutional Training opportunity.

**GUIDELINES FOR STUDENTS**

1. Every student must do the Institutional Training for a minimum period of 21 days.
2. Students should select only the Insurance companies for their Institutional Training.
3. The Institutional Training can be on the overall functioning of the organization or particularly about the functions of any department.
  - No two students can select the same company/department for doing Institutional Training.
  - Students are required to register with the concerned tutor about the company in which they propose to do the Institutional Training.
4. The students are suggested to choose the nature of the company in which they have interest.
5. A Training Work Diary is to be maintained by the student for recording the day to day Institutional Training activities which is duly signed by the company authorities on a daily basis.
6. Every student must submit the certificate issued by the Company Authorities regarding the successful completion of the Institutional Training attended by the student after the summer vacation.
7. The students must collect all data regarding the performance of the organization/department for the purpose of drafting report after the Institutional Training.
8. The students are advised to contact the respective tutor for any clarification regarding the Institutional Training.

**SIXTH SEMESTER**  
**CORE: ENTREPRENEURIAL DEVELOPMENT**

**Objective:**

The study helps to understand the functions, types of entrepreneurs, motivating factors and identify the new areas of research and development in entrepreneurial venture.

**Unit: I**

**(Teaching Hours: 14)**

Concept of Entrepreneurship – Definition and functions of Entrepreneur –Personality traits of an Entrepreneur - Types of Entrepreneurs – Distinguish between an entrepreneur and a manager – Entrepreneurial Development Program - Women entrepreneurs – role ,problems and their prospects and Rural entrepreneurs.

**Unit: II**

**(Teaching Hours: 12)**

Evolution of Entrepreneurs – Entrepreneurial mobility – factors influencing mobility. Entrepreneurial Motivation – Motivating factors – Entrepreneurial ambitions – Compelling reasons – Facilitating factors.

**Unit: III**

**(Teaching Hours: 14)**

Creating and Leadership an Entrepreneurial Organisation: Identifying new venture Opportunities – Environment Scanning – Idea processing and selection, SWOT and PEST analysis.

**Unit: IV**

**(Teaching Hours: 12)**

Managerial Decision making – Concept and process - Decision making environment - Types of managerial decisions - Creativity in Decision making - Approaches to Decision Analysis - Cost – Benefit analysis - System Analysis - Sensitivity Analysis and information for forecasting

**Unit: V**

**(Teaching Hours: 13)**

Project management: - Project classifications - Identifications - formulation and design - feasibility analysis - Preparation of Project Report and presentation. Project Appraisal – Concept and methods

**Books for Reference**

- |   |   |  |
|---|---|--|
| 1 | Entrepreneurial Development             | Gupta C.B & Srinivasan, N.P, Sultan Chand & Sons, New Delhi. |
| 2 | Entrepreneurial Development             | S.S.Khanka, S.Chand & Company, New Delhi.                    |
| 3 | Dynamics of Entrepreneurial Development | Vasant Desai, Himalaya Publishing House New Delhi.           |
| 4 | Entrepreneurial Development             | P Saravanavel, ESS PeeKay Publishing House.                  |
| 5 | Entrepreneurial Development             | Gordon & Natarajan, Himalaya Publishing House, Delhi.        |

**SIXTH SEMESTER**  
**CORE – INSURANCE ADMINISTRATION**  
**(100% Theory)**

**Objective:**

To learn the concepts relates to administration of insurance companies

**Unit: I**

**(Teaching Hours: 13)**

Role of Actuary in Insurance Business-Definition - Appointment of Actuary-Functions-Duties of an Actuary in life insurance business - Scope of an Actuary

**Unit: II**

**(Teaching Hours: 13)**

Re-Insurance – Meaning – Definition – Causes – Advantages – Liability of Re-insurer – Characteristics – Double Insurance – Meaning – Implications of double insurance – Difference between Re-insurance and Double insurance.

**Unit: III**

**(Teaching Hours: 13)**

Contract of Group Insurance – Meaning – Features – Advantages – Limitations – Eligibility conditions – Eligible groups – Group insurance schemes – Co-insurance – Meaning – Co-insurance Versus Reinsurance

**Unit: IV**

**(Teaching Hours: 13)**

Surrender of policy – Loan on Policy – Foreclosure of policy – Revival in Life insurance policies – Claims – meaning – Types of claims – Procedures in claim settlement – Corporate Governance in Actuarial Business.

**UNIT: V**

**(Teaching Hours: 13)**

Agency contract – Meaning & Definition of Agents – Duties of agents – Code of conduct for agents – Rights of the agents – Termination of agents – Methods of Remunerating Agents and Agency as Profession.

**Books for Reference**

- |   |   |   |
|---|---|---|
| 1 | Fundamentals of Insurance                 | Dr. P. Periyasamy, Vijay Nicole Imprints Pvt Ltd., Chennai. |
| 2 | Principles of Insurance & Risk Management | Alka Mittal & S.L. Gupta, Sultan Chand Sons, New Delhi.     |
| 3 | Principles & Practice of Insurance        | Dr. A. Murthy, Margham Publications, Chennai.               |
| 4 | Principles & Practice of Insurance        | G. S. Panda, Kalyani Publishers, New Delhi                  |
| 5 | Principles & Practice of Insurance        | M.N. Mishra & S.B. Mishra, Sultan Chand Sons, New Delhi.    |

**SIXTH SEMESTER**  
**ELECTIVE III: FINANCIAL SERVICES**  
**(100% THEORY)**

**Objective:**

To understand the principle, concepts and techniques of financial aspects related to financial markets.

**Unit: I**

**(Teaching Hours: 13)**

Financial services – Meaning – Objectives of Financial Services – Characteristics of Financial services – Scope of Financial Services – Growth of Financial Services in India – Problems in Financial Services sector – Regulatory Framework – Need for Regulations – Types of regulatory framework – Causes for Financial innovations – New Financial products and services – Challenges faced by Financial Services sector.

**Unit: II**

**(Teaching Hours: 13)**

Credit Cards – Introduction – Origin and History – Features of Modern credit cards – Facilities and Services provided to credit cardholders – Classification of credit cards – Innovative cards – Credit card cycle – Credit card Structure – Validity and Renewal – Credit card frauds – Credit Information Bureau (CIB) – Benefits of credit cards – Drawbacks of credit cards.

**Unit: III**

**(Teaching Hours: 13)**

Credit Rating – Meaning – Definition – Origin of Credit Rating – Credit Rating in India – Features of Credit Rating – Advantages of Credit Rating – Drawbacks of Credit Rating – Credit Rating Agencies in India – Functions of Credit Rating.

**Unit: IV**

**(Teaching Hours: 13)**

Factoring – Meaning – Definition – Characteristics of Factoring – Types of Factoring – Functions of Factoring – Advantages of Factoring – Drawbacks of Factoring – Factoring players – Functions of a Factor – Factoring cost – Line of Credit method – RBI guidelines for Factoring.

**Unit: V**

**(Teaching Hours: 13)**

Merchant Banking – Meaning – Definition – Concept of Merchant banking – Origin of Merchant banking & Merchant Banking in India – Merchant Banking functions or services – Qualities required for Merchant Bankers – Guidelines for Merchant Bankers – Problems of Merchant bankers – Scope of Merchant Banking in India.

**Books for Reference**

- |   |                                |  |
|---|--------------------------------|--|
| 1 | Financial Services             | Dr. S. Gurusamy, Tata McGraw Hill Education Pvt Ltd. |
| 2 | Financial Markets and Services | E. Gordon & K. Natarajan, Himalaya Publishing House. |
| 3 | Financial Markets & Services   | Dr. L. Natarajan, Margham Publications.              |
| 4 | Financial Management           | R.K. Sharma and Shashi K. Gupta, Kalyani publishers  |
| 5 | Financial Management           | Prasanna Chandra, Tata Mc-Graw Hill Publishing Co.,  |

**SIXTH SEMESTER**

**ELECTIVE IV: PRINCIPLES AND PRACTICE OF GENERAL INSURANCE  
(100% THEORY)**

**Objective:**

**To understand the basics of general insurance practices**

**Unit: I**

**(Teaching Hours: 13)**

General Insurance – Meaning – History of general insurance – Law relating to general insurance – General Insurance Corporation of India – About GIC – Establishment of GIC – Sources of funds – GIC and its Subsidiaries – Organization structure of GIC - Functions of GIC.

**Unit: II**

**(Teaching Hours: 13)**

Life Insurance Vs Non-Life Insurance - Privatization of General Insurance Business – Private General Insurance Companies – Conditions for Success of Private insurers. Fire Insurance – Meaning – Definition – Features – Procedure for taking fire insurance policy – Types of Fire Insurance policies – Procedure of fire insurance claim - Double Insurance.

**Unit: III**

**(Teaching Hours: 13)**

Marine Insurance – Meaning – Definition – Subject matter of marine insurance – Fire Insurance Versus Marine Insurance – Procedure for taking marine Insurance policy – Kinds of Marine Insurance policies - Motor Vehicle Insurance – Meaning – Definition – Classification of Motor vehicles – Kinds of Policies – Procedure for motor vehicle insurance – Settlement of claim under motor vehicle insurance

**Unit: IV**

**(Teaching Hours: 13)**

Principles of General Insurance – Utmost Good faith – Insurable Interest – Principles of Indemnity – Proximate Cause – Doctrine of Subrogation – Principle of Contribution – Burglary Insurance – Cash or Money in transit Insurance – Goods in Transit Insurance – Babbage Insurance – Sports Insurance.

**Unit: V**

**(Teaching Hours: 13)**

Banker's Blanket Policies – Workmen's Compensation Insurance – Industrial all Risk Insurance – Building Insurance – Jeweler's Block Policies – Householder's Insurance – Liability Insurance.

**Books for Reference**

- |   |   |   |
|---|---|---|
| 1 | Fundamentals of Insurance                 | Dr. P. Periyasamy, Vijay Nicole Imprints Pvt Ltd., Chennai. |
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**SIXTH SEMESTER**

**SKILL BASED SUBJECT: LAB - MS OFFICE AND ACCOUNTING SOFTWARE**

**Objective: To know about the basics of documenting and how to perform and maintain the accounting statement in software.**

**MS -WORD**

1. Type a word document with at least 100 words. Give a title for the passage and format the same as per the specification given below:
  - Font size, style
  - Title should be in Bold, italics, underlined
  - Set left margin to 1.5, right margin to 1.75
  - Line spacing should be doubled
  - Apply border to the passage
  - Insert date, time and page number using header and footer
2. Using mail merge prepare an interview call letter.
3. Prepare a timetable using Table Auto format in Ms Word.
4. Using borders & shading options prepare an invitation for your college day or for your department function.
5. Design value added web pages in Ms Word that convey information about your curriculum-Hyperlink

**MS - EXCEL**

6. Enter your semester's marks & calculate total, average using auto sum & save the file in "MARKS".
7. With a given data prepare a payroll.  
Basic – Rs. 6500, D.A – 40%, HRA – 12%, TA – 10%, MA – 5%, CCA – 10%, PF – 12%,  
Deductions – 10%
8. With a given data draw various graphs & diagrams

**Growth of viruses**

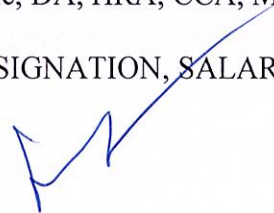
During the year	2011	2012	2013	2014
Place				
City A	1000	2500	2900	3700
City B	1750	2750	4500	5000
City C	2000	2500	4000	3000

**MS - POWER POINT**

9. Prepare a power point presentation for product launch
10. Prepare a PowerPoint presentation for department inaugural function.
11. Design an advertisement.
12. Draw an organization chart.

**Ms ACCESS**

13. With a given fields create a table (using design view, wizard view) in Ms-Access and enter data Register Number (Primary key), Name, Class, Mark1, Mark2, and Mark3
14. With given fields create a table in Ms Access and calculate net pay.  
Employee Number (Primary Key), Employee Name, Department, Designation, Basic, DA, HRA, CCA, MA, TA, PF.
15. Create an item table with the following structure: EMP\_NO, EMP\_NAME, DESIGNATION, SALARY, PF\_NO and apply the SQL Commands to prepare employee list.



**Dr. G.R.D COLLEGE OF SCIENCE (AUTONOMOUS)**  
**SCHOOL OF COMMERCE & INTERNATIONAL BUSINESS**  
**BACHELOR OF COMMERCE (ACTUARIAL MANAGEMENT) Degree Course**  
**(Under Choice Based Credit System)**  
**EFFECTIVE FROM THE ACADEMIC BATCH 2018 - 2021**

CV - 32  
2018-19

SUBJECT CODE:

**ACCOUNTING SOFTWARE**

16. Create a Company using Tally.
17. Single Ledger - Create Assets, Liabilities, Income and Expenditure account.
18. Create accounting groups.
19. Enter some test transactions, say numbering 100 in the form of Cash Receipts, cash Payments, Bank receipts, Bank payments, Purchase Bills, Sales Invoices, Debit Note, Credit note and General Journal Vouchers.
20. Voucher Entries - Print the primary books for the same.
21. Create an opening Trial Balance and print the same.
22. Profit and Loss and Balance sheet.
23. Financial Ratio Analysis.

