

**PONDICHERRY
UNIVERSITY
PUDUCHERRY**

B.Com. (FOREIGN TRADE)

DEGREE PROGRAMME

SEMESTER PATTERN

REVISED SYLLABI

**WITH EFFECT FROM
ACADEMIC YEAR 2011 - 2012**

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PONDICHERY UNIVERSITY
B.Com (FOREIGN TRADE) DEGREE PROGRAMME
REGULATIONS
(WITH EFFECT FROM ACADEMIC YEAR 2011 – 2012)

AIM OF THE COURSE:

The B. Com. (Foreign Trade) Degree programme focuses on introducing the students to the principles and practices of International Trade. It also provides ample exposure to subjects from the fields of Commerce, Accountancy, Economics and Management. The course equips the students for entry level jobs in Export-Import Industry, a key contributor to the economic development of the country.

DURATION OF THE COURSE:

The duration of the B.Com. (Foreign Trade) degree programme shall be for three academic years comprising of six semesters.

ELIGIBILITY FOR ADMISSION:

Candidates for admission to the first year of the B.Com. (Foreign Trade) degree shall require to have passed the Higher Secondary Course Examination (+2) of any board recognised as equivalent by the Pondicherry University.

AGE LIMIT:

The rules are as applicable to other Under Graduate courses as prevailing in Pondicherry University.

COURSE OF STUDY

The course of study for B.Com. (Foreign Trade) Degree shall comprise of the following.

Part I - Language – Tamil/French/Hindi

(Under B. Com. Pattern for Two Semesters – I year only)

The candidate has the option to choose any one of the Part-I languages in the I year.

Part II - English

(Under B.Com. Pattern for Two Semesters – I year only)

The syllabus and text books for the above said language papers are as prescribed by Pondicherry University from time to time.

Part III - Major and Allied subjects

EXAMINATION

There shall be examinations at the end of each semester i.e. December/May. A candidate who does not pass the examination in any subject(s) shall be permitted to appear in such failed subject(s) in the subsequent semester examinations. No candidate shall be permitted to register for a subsequent examination without having registered at the first appearance. Rules and regulations prevailing in the University in respect of other courses will be followed. The results of all the examinations will be communicated to the candidates through the Principals of the College.

SCHEME OF EXAMINATION:

All the theory/practical examinations will be of three hours duration. The maximum marks for each subject shall be 100. 40 is the minimum mark for passing theory examinations. For the Computer Application paper in the 5th semester, 20 marks shall be minimum mark for passing the theory and practical examinations separately.

EVALUATION:

Theory/Practical examinations will be evaluated by Pondicherry University.

ATTENDANCE:

A candidate shall be permitted to appear for the examination in a subject of study only if

1. He/She secures not less than 75% attendance in the subject concerned.
2. He/She may be allowed to appear for the examination under condonation category not below 60% of attendance.

CLASSIFICATION OF SUCCESSFUL CANDIDATES:

1. Candidates who pass in all the examinations in all the 3 years and secure an aggregate of not less than 60% of the total marks in the University examinations shall be declared to have passed the examination for the degree in First Class.
2. Candidates who pass in all the examinations in all the 3 years and secure an aggregate of not less than 50% of the total marks in the University examinations shall be declared to have passed the examination for the degree in Second Class.
3. All other successful candidates who secure 40% to 49% shall be declared to have passed the examination for the degree in Third Class.
4. For purpose of declaring a candidate to have qualified for the degree of B.Com (Foreign Trade) in First Class/ Second Class / Third Class, marks obtained in Part III alone will be the criteria, provided he/she has secured the prescribed passing minimum in Part I and Part II.
5. The marks of Environmental Studies paper shall not be considered for classification under Part III.
6. There shall be no classification for Part I and Part II.

AWARD OF THE DEGREE:

The candidate should have undergone the prescribed course of study for a period of not less than 3 years and passed the prescribed examination course of study for a period not less than 3 years and passed the prescribed examinations in all the papers / years. Further a candidate will get a maximum of six years only from the year of admission to pass all the papers.

REVISION OF REGULATIONS AND CURRICULUM:

The University may from time to time revise, amend and change the Regulations and Curriculum, if found necessary.

PONDICHERY UNIVERSITY
B.Com (FOREIGN TRADE) DEGREE COURSE
COURSE STRUCTURE
(WITH EFFECT FROM ACADEMIC YEAR 2011 – 2012)

FIRST SEMESTER

Sl. No.	Paper		Lecture/ Practical Hrs/week	Exam Duration Hrs	Max. Marks
1	Foundation	English I	6	3	100
2	Foundation	Language I	6	3	100
3	Main I	Financial Accounting I	6	3	100
4	Main II	Business Management	6	3	100
5	Allied I	Business Economics	6	3	100

SECOND SEMESTER

Sl. No.	Paper		Lecture/ Practical Hrs/week	Exam Duration Hrs	Max. Marks
1	Foundation	English II	5	3	100
2	Foundation	Language II	5	3	100
3	Main III	Financial Accounting II	6	3	100
4	Main IV	Business Law	6	3	100
5	Allied II	Business Environment	5	3	100
6	Compulsory	Environmental Studies	3	3	100*

*Marks not considered for classification under Part III

THIRD SEMESTER

Sl. No.	Paper		Lecture/ Practical Hrs/week	Exam Duration Hrs	Max. Marks
1	Main V	Company Law	6	3	100
2	Main VI	Cost Accounting	6	3	100
3	Main VII	Fundamentals of International Trade [#]	6	3	100
4	Main VIII	Foreign Trade Promotion [#]	6	3	100
5	Main IX	Business Statistics	6	3	100

FOURTH SEMESTER

Sl. No.	Paper		Lecture/ Practical Hrs/week	Exam Duration Hrs	Max. Marks
1	Main X	Entrepreneurial Development	6	3	100
2	Main XI	Money and Financial System	6	3	100
3	Main XII	Global Resources [#]	6	3	100
4	Main XIII	International Economics [#]	6	3	100
5	Main XIV	Business Communication	6	3	100

FIFTH SEMESTER

Sl. No.	Paper		Lecture/ Practical Hrs/week	Exam Duration Hrs	Max. Marks
1	Main XV	Income Tax I	6	3	100
2	Main XVI	Management Accounting I	6	3	100
3	Main XVII	EXIM Financing, Shipping and Insurance [#]	6	3	100
4	Main XVIII	International Marketing [#]	6	3	100
5	Main XIX	Computer Applications in Business [#]	4	3	50
6	Main Practical	Computer Applications Lab [#]	2	3	50

SIXTH SEMESTER

Sl. No.	Paper		Lecture/ Practical Hrs/week	Exam Duration Hrs	Max. Marks
1	Main XX	Income Tax II	6	3	100
2	Main XXI	Management Accounting II	6	3	100
3	Main XXII	FOREX Management [#]	6	3	100
4	Main XXIII	Foreign Trade Procedure and Documentation [#]	6	3	100
5	Main XXIV	Institutional Training and Report [#]	6	-	100*

*Internal Assessment

Specialisation papers in Foreign Trade

All other papers are common for all B. Com Degree Programmes

PONDICHERRY UNIVERSITY
B.Com (FOREIGN TRADE) DEGREE COURSE
QUESTION PAPER PATTERN
(WITH EFFECT FROM ACADEMIC YEAR 2011 – 2012)

FOR ACCOUNTANCY PAPERS

SECTION A: Answer any 5 out of 8 Questions (5 X 10 Marks = 50 Marks)

SECTION B: Answer any 2 out of 3 Questions (2 X 25 Marks = 50 marks)

FOR OTHER PAPERS

SECTION A: Answer all Questions (10 X 3 Marks = 30 Marks)

SECTION B: Answer any 5 out of 8 Questions (5 X 6 Marks = 30 Marks)

SECTION C: Answer any 2 out of 3 Questions (2 X 20 Marks = 40 Marks)

**SYLLABI FOR
MAJOR AND
ALLIED SUBJECTS**

SEMESTER I
MAJOR I
FINANCIAL ACCOUNTING – I

Objective: To impart basic accounting knowledge as applicable to business

UNIT I

Meaning and Scope of Accounting: Need, development, and definition of accounting; Book-keeping and accounting; Persons interested in accounting; Disclosures; Branches of accounting; Objectives of accounting.

UNIT II

Accounting Principles: International accounting standards (only outlines); Accounting Principles; Accounting standards in India

UNIT III

Accounting Transaction: Accounting Cycle; Journal; Rules of debit and credit; Compound Journal entry; Opening entry; Relationship between journal and ledger; Rules regarding Posting; Trial balance; Sub division of journal, Sectional Balancing System: Self balancing system- Accounts of Non - Trading Institutions

UNIT IV

Capital and Revenue: Classification of Income; Classification of expenditure; Classification of receipts. Accounting concept of income; accounting concepts and income measurement; expired cost and income measurement. Final accounts; manufacturing account; trading account; Profit and loss account; Balance Sheet; Adjustment entries. Rectification of errors; Classification of errors; Location of errors; Rectification of errors; Suspense account; Effect on profit

UNIT V

Depreciation Provisions, and Reserves; Concept of depreciation; Causes of depreciation; Depreciation, depletion, amortization, and dilapidation; depreciation accounting; Methods Of recording depreciation; Methods for providing depreciation; Depreciation of different assets; Depreciation of replacement cost; Depreciation policy; as per Accounting Standard; Depreciation accounting Provisions and reserves.

(Problems: 80%, Theory: 20%)

Text Book

Shukla M.C Grewal S and Gupta S.C., Advanced Accounting,(2010) S. Chand & Co New Delhi

Reference Books

1. Gupta, R.L. and Radhaswamy M., Financial Accounting, (2006) Sultan Chand Sons. New Delhi
2. Compendium of Statement and standards of Accounting: The Institute of Chartered Accountants, New Delhi.
3. Jawarhar Lal (2009) Advanced Accounts . Sultan Chand & Sons ,Delhi
4. T.P.Gosh (2006) Fundamentals of Accounting, Sultan Chand & Sons, Delhi
5. Maheswari, S.N & Maheshwary, S.K (2006) Fundamentals of Accounting, Viikas Publishing, New Delhi

SEMESTER I
MAJOR II
BUSINESS MANAGEMENT

Objective: To orient the students towards management principles and techniques that could achieve business success

UNIT I

Introduction: Concept, nature process, and signification of management: Management roles (Mintzberg) An overview of functional areas of management; Development of management thought; Classical and neo-classical system; Contingency approaches.

UNIT II

Planning: Concept, process, and types, decision making – concept and process; Bounded Rationality; Management by objective; Corporate planning; Environment analysis and diagnosis Strategy formulation.

UNIT III

Organizing Concept, nature, process, and significance; Authority and responsibility Relationship Centralization and decentralization Departmentation - Organization Structure – forms and contingency factors

UNIT IV

Motivating and Leading People at Work: Motivation-concept; Theories-Maslow, Herzberg, McGregor, and Ouchi; Financial and non-financial incentives. Leadership - concept and leadership styles; leadership theories (Tannenbaum and Schmidt) Likert System Management - Communication – nature, process, networks, and barriers; Effective communication.

UNIT V

Management Control: concept and process; Effective control system; Techniques of Control - traditional and modern

Text Book

Koontz & Weirich (2007) Management, Tata McGraw Hill, New Delhi

Reference books

1. Drucker Peter. (1987), Practice of Management, Pan Books, London
2. Stoner and Wankel (199)., Management Prentice Hall, New Delhi
3. Maslow Abraham., Motivation and Personality Harper & Row New York 1954.
4. Virmani, B.R(2010) The Challenges of Indian Management, Response Books, New Delhi

SEMESTER I
ALLIED I
BUSINESS ECONOMICS

Objective: To relate economic theory with modern business practices

UNIT I

Introduction: Basic Problems of an Economy; Working of Price Mechanism. - Elasticity of Demand: Concept and Measurement of Elasticity of Demand; Price, Income and Cross Elasticities; Determinants of Elasticity of Demand; Importance of Elasticity of Demand.

UNIT II

Production Function: Law of Variable Proportions; Isoquants; Economic Region and Optimum Factor Combination; Expansion Path; Returns to Scale; Internal and External Economies and Diseconomies; Ridge Lines.

UNIT III

Theory of Costs: Short-run and Long-run Cost Curves – Traditional and Modern Approaches – Average revenue and marginal revenue.

UNIT IV

Market Structures: Characteristics of Different Market Structures, Price Determination under Perfect Competition, Monopoly, Monopolistic Competition and Oligopoly; Kinked demand curve

UNIT V

Factor Pricing: Marginal Productivity theory of Distribution; Marginal Productivity Theory of Wage; Ricardian Theory of Rent, Modern Theory of Rent; Liquidity Preference Theory of Interest, Modern Theory of Interest; Innovative Theory of Profit, Uncertainty Bearing Theory of Profit

Text Books

Varshney, R.L & Maheswari, K.L (2004) Managerial Economics, Sultan Chand, New Delhi

Reference Books

1. Dholakia, R.H & Oza, A.L (2004) Micro Economics for Management, Oxford University Press, New Delhi
2. Ahuja, H.L., *Business Economics* (2008) S. Chand & Co., New Delhi.
3. Nelli & Parker (2009) *The Essence of Business Economics*, Prentice Hall, New Delhi.
4. Dwivedi, D.N (2001) Managerial economics, Vikas, New Delhi
5. Y.K.Bhusan, (2010) Indian economy, Sultan Chand & Co, New Delhi

**SEMESTER II
MAJOR III
FINANCIAL ACCOUNTING – II**

Objective: To impart basic accounting knowledge as applicable to business

UNIT I

Consignment Accounts: Important terms; Accounting records; Valuation of unsold stock; Conversion of consignment into branch.

UNIT II

Joint Venture Accounts: Meaning of joint venture; joint venture and partnership; Accounting Records. Accounting Dependent branch Debtors systems stock and debtor system Final accounts Systems Wholesale branch; independent branch; foreign branch;

UNIT III

Hire – Purchase and installment purchase system, Meaning of hire-purchase contract, legal Provision regarding hire – purchase contract; Accounting records for goods of substantial sale Value and accounting records for goods of small values, Installment purchase system After sales service.

UNIT IV

Partnership Accounts: Essential characteristics of partnership; partnership deed, Final account Adjustments after closing the accounts; Fixed and fluctuating capital, Treatment of Goodwill, Change in profit sharing Ratio.

UNIT V

Reconstitution of a partnership firm – Admission of a partner; Retirement of a partner, Death of partner; Dissolution of Partnership firm - gradual realization of assets and piecemeal distribution

(Problems: 80%, Theory: 20%)

Text Book

Shukla M.C Grewal S and Gupta S.C., Advanced Accounting,(2010) S. Chand & Co New Delhi

Reference Books

1. Gupta, R.L. and Radhaswamy M., Financial Accounting, (2006) Sultan Chand Sons. New Delhi
2. Compendium of Statement and standards of Accounting: The Institute of Chartered Accountants, New Delhi.
3. Jawarhar Lal (2009) Advanced Accounts . Sultan Chand & Sons ,Delhi
4. T.P.Gosh (2006) Fundamentals of Accounting, Sultan Chand & Sons, Delhi
5. Maheswari, S.N & Maheshwary, S.K (2006) Fundamentals of Accounting, Viikas Publishing, New Delhi

**SEMESTER II
MAJOR IV
BUSINESS LAW**

Objective: To acquaint the learners with the fundamental principles of business laws.

UNIT I

Law of Contract (1872): Nature of contract; classification; Offer and Acceptance; Capacities of Parties to contract; Free consents; Consideration, Legality of object; Agreement declared void. -Performance of contract; Discharge of contract; Remedies for breach of contract

UNIT II

Special contracts: Indemnity and guarantee, Contract of Agency.

UNIT III

Sale of Goods Act 1930: Formation of Contracts of sale - goods and their classification; price - conditions and warranties – transfer of property in goods – performance of the contract of sale - Unpaid seller and his Rights – sale by auction – hire purchase agreement.

UNIT IV

Negotiable Instruments Act 1881: Definition of Negotiable Instruments – features – Promissory note; Bill of Exchange & Cheque; Holder and holder in the due course; Crossing of a cheque, types of crossing; Negotiation; Dishonour and discharge of Negotiable Instrument.

UNIT V

Consumers Protection Act: Salient Features – Definition of consumers – Grievance Redressal Machinery.

Text Book

N.D. Kapoor, Business Law, Sultan Chand & Sons, 2008

Reference Books

1. S.S. Gulshan, Mercantile Law, Excel Books, 2001.
2. M.C.Kuchhal, Mercantile Law, Vikas Publishing Pvt. Ltd., 2009.
3. P.R.Chadha, Business Law, 2/e, Galgotia Publishing, 2007.
4. S.K.Aggarwal, Business Law, Galgotia Publishing Company, 2007.
5. S.N.Maheshwari & Maheshwari, Business Regulatory Framework, Himalaya Publishing House, 2010

**SEMESTER II
ALLIED II
BUSINESS ENVIRONMENT**

Objective: To realize the importance of micro and macro environment of business decisions

UNIT I

Indian Business Environment: Concept, components, and importance- Indian economy ; Features of mixed economy - Different sectors of economy primary, secondary and tertiary – economic indicators - major problems in Indian economy

UNIT II

Economic Environment: Business and economic environment – Economic Systems – Economic parameters and their impact on business – five year planning – Economic reforms – Liberalisation; Privatisation; Globalisation – Impact on LPG on different sectors, Foreign Investments – MNCs.

UNIT III

Industrial and Technological Environment: Business Environment and IPRS – Industrial Licensing – Anti-social Trends and practices – Regulation Monopoly and Restrictive Trade Practices.

UNIT IV

Social and Political Environment: Political Environment – Government and business relationship in India – Provision of Indian constitution pertaining to business – Social responsibility of business – Business and society – Ethical issues and value in business – corporate social policies, issues and challenges.

UNIT V

International Environment: International trading environment (overview): Trends in World trade and the problems of developing countries; Foreign trade and economic growth; International economic groupings; International economic institutions – GATT, WTO, UNCTAD, World Bank IMF. GST GSTP, Counter Trade.

Text Book

Francis Cherunilam, Business Environment, Himalaya Publishing House, New Delhi, (2008)

Reference Books

1. Rudder Dutt and Sundaram, K.P.M (2007) Indian Economy, S.Chand & Co., New Delhi
2. Michael. V.P, Business Policy and Environment, (2009) S. Chand & Co, New Delhi.
3. Raj Agarwal, Business Environment, Excel Books, New Delhi, (2004).
4. Mishra, S.K. & Puri, V.K, Economic Environment of Business, Himalaya Publishing House, New Delhi (2009)

SEMESTER II
COMPULSORY PAPER
ENVIRONMENTAL STUDIES

UNIT I

The Multidisciplinary nature of Environmental Studies: Definition, Scope and Importance – Need for Importance: Institutions in environment – People in Environment

UNIT II

Natural Resources: Renewable and Non renewable Resources – Natural resources and associated problems – Non renewable resources – Renewable resources – Forest Resources: Use and over-exploitation, Deforestation, Case Studies. Timber extraction, Mining, Dams and their effects on forests and tribal people - Water Resources: Use and over-utilisation of surface and ground water, floods, drought, conflicts over water, dams – benefits and problems. Mineral Resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies. Food Resources: World food problems, Changes in land use by agriculture and grazing, Effects of modern agriculture, fertilizer/ pesticide problems, Water logging and salinity - Energy Resources: Increasing energy needs, Renewable/ non renewable, Use of Alternate energy sources, Case studies - Land resources: Land as a resource, land degradation, man-induced land-slides soil erosion and desertification. Role of an individual in conservation of natural resources – Equitable use of resources for sustainable lifestyles

UNIT III

Ecosystems: Concept of an Ecosystem - Understanding ecosystems - Ecosystem degradation - Resource utilisation - Structure and functions of an ecosystem - Producers, consumers and decomposers - Energy flow in the ecosystem - The water cycle - The Carbon cycle - The Oxygen cycle - The Nitrogen cycle - The energy cycle - Integration of cycles in nature - Ecological succession - Food chains, Food webs and Ecological pyramids - The food chains - The food webs - The ecological pyramids - Introduction, Types, Characteristic features, Structure and functions - Forest ecosystem - Grassland ecosystem - Desert ecosystem - Aquatic ecosystems (ponds, lakes, streams, rivers, estuaries, oceans)

UNIT IV

Biodiversity and its Conservation: Introduction - Genetic diversity - Species diversity - Ecosystem diversity – Biogeographic Classification of India – Value of Biodiversity: Consumptive value, Productive value, Social value, Ethical value, Aesthetic value, Option value – Biodiversity at Global, National and Local Levels – India as a mega diversity nation – Hotspots of Biodiversity – Threats to Biodiversity – Habitat loss, Poaching of wide life, Man-Wildlife Conflicts – Endangered and endemic species of India - Common Plant species - Common Animal species - Conservation of Biodiversity: In SITU and Ex SITU - In-situ conservation - Ex-situ conservation

UNIT V

Environmental pollution: Definition – Causes, Effects and Control measures - Air Pollution - Water Pollution - Soil Pollution - Marine Pollution - Noise Pollution - Thermal Pollution - Nuclear hazards – Solid Waste Management: Causes, Effects and Control measures of Urban and Industrial Waste – Role of Individuals in pollution prevention – Disaster Management: Floods, Earth quakes, Cyclones, Landslides

UNIT VI

Social Issues and Environment: From Unsustainable to sustainable development - Urban problems related to energy – Water conservation, Rain water harvesting, Water shed management: Water conservation, Rain water harvesting, Watershed management – Resettlement and Rehabilitation of people – It's problems and concerns, case studies – Environmental ethics: Issues and Possible solutions - Resource consumption patterns and the need for their equitable utilisation - Equity – Disparity in the Northern and Southern countries - Urban – rural equity issues - The need for Gender Equity - Preserving resources for future generations - The rights of animals - The ethical basis of environment education and awareness - The conservation ethic and traditional value systems of India – Climate Change: Global warming - Acid rain - Ozone layer depletion - Nuclear Accidents and Nuclear Holocaust, Case Studies – Waste land Reclamation – Consumerism and Waste Products – Environment Protection Act – Air (Prevention and Control of Pollution) Act – Water (Prevention and Control of Pollution) Act – Wildlife Protection Act – Forest Conservation Act – Issues involved in Enforcement of Environment Legislation - Environment Impact Assessment (EIA) - Citizens actions and action groups – Public Awareness - Using an Environmental Calendar of Activities - What can I do?

UNIT VII

Human Population and the Environment: Population growth, variation among nations: Global population growth – Population Explosion-Family Welfare Programme - Methods of sterilization - Urbanization – Environmental and Human Health: Environmental health - Climate and health - Infectious diseases - Water-related diseases - Risks due to chemicals in food - Cancer and environment – Human Rights: Equity - Nutrition, health and human rights - Intellectual Property Rights and Community Biodiversity Registers – Value Education - Environmental Values - Valuing Nature - Valuing cultures - Social justice - Human heritage - Equitable use of Resources - Common Property Resources - Ecological degradation - HIV/AIDS – Women and Child Welfare – Role of Information Technology in Environment and Human health

UNIT VII: FIELD WORK

1. VISIT TO A LOCAL AREA TO DOCUMENT ENVIRONMENTAL ASSETS, RIVER/FOREST/GRASSLANDS/HILL/MOUNTAIN
2. VISIT TO A LOCAL POLLUTED SITE
3. STUDY OF COMMON PLANTS, INSECTS, BIRDS
4. STUDY OF SIMPLE ECOSYSTEMS

Suggested Readings

1. Erach Bharucha, A Text book of Environmental Studies for UGC
2. Environmental Studies, Jazym Publications, Trichy

**SEMESTER III
MAJOR V
COMPANY LAW**

Objective: To acquaint the learners with the fundamental principles of company law.

UNIT I

Corporate Personality - kinds of companies - Promotion and incorporation of companies - Memorandum of Association; and Articles of Association; prospectus

UNIT II

Shares; share capital; Members; share Capital,-transfer and transmission

UNIT III

Capital management – borrowing powers, mortgages and shares, debentures

UNIT IV

Directors – Managing Director, Whole time director; Company meetings – kinds - quorum, voting, resolutions, minutes

UNIT V

Winding up – kinds and conduct

Text Book

Kapoor N.D., (2009) Company Law – Incorporating the Provisions of the Companies Amendment Act, 2000 Sullen Chand & Sons, New Delhi

Reference Books

1. Ramaiya A.,(2005) Guide to the Companies Act; Wadhawa & Co Nagpur.
2. Singh Avatar., (2005) Company Law Easter Book Co Luchnow.
3. Kuchhal M.C., (2006) Modern India Company Law Shri Mahavir Books Nolda
4. Kappor N.D., (2009) Company Law – Incorporating the Provisions of the Companies Amendment Act, 2000 Sullen Chand & Sons, New Delhi
5. Bagrial A.K., (2002) Company Law; Vikas Publishing House New Delhi

SEMESTER III
MAJOR VI
COST ACCOUNTING

Objective: To enable the students to take decisions using costing techniques

UNIT I

Cost Accounting: Introduction – meaning of cost, costing and cost accounting – comparison between financial accounts and cost accounts – application of cost accounting – designing and installing a cost accounting system – cost concepts and classification of costs – cost unit – cost center – elements of cost – preparation of cost sheet – tenders and quotations – problems.- Reconciliation of Cost and Financial Accounts: Need for reconciliation – Reasons for difference in profits – Problems on preparation of Reconciliation statements including Memorandum Reconciliation account.

UNIT II

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

UNIT III

Labour Costing: Control of labour cost – Labour Turnover- Causes and effects of labour turnover – Meaning of Time and Motion Study, Merit Rating, Job Analysis, Time keeping and time booking – idle time, causes and treatment – overtime – methods of wage payment – Time rate and Piece Rate – Incentive Schemes – Halsey Premium Plan – Rowan Bonus Plan – Taylor's and Merrick's differential piece rate systems – Problems.

UNIT IV

Overhead Costing: Definition – Classification of overheads – Procedure for accounting and control of overheads – Allocation of overheads – Apportionment of overheads – Apportionment of Service department costs to production departments – Repeated Distribution method – Simultaneous equation method – absorption of OH's – Methods of Absorption – Percentage of direct material cost – Direct Labour Cost – Prime Cost, Direct Labour hour rate and Machine Hour Rate – Problems.

UNIT V

Costing Methods: Introduction – Job Costing – Batch Costing – Contract Costing – Transport Costing – Process Costing – Principles – distinction between Process and Job – Preparation of Process Accounts – treatment of normal loss – abnormal loss – abnormal gain – Joint and By-products – apportionment of joint

(Problems: 80%, Theory 20%)

Text Book

Jawahar Lal (2008) Cost accounting, Tata McGraw Hill,

Reference Books

1. Nigam & Jai (2000): Cost Accounting, Principles and Practices, Prentice Hall of India Publishers
2. Blocher, I., Lin, (2003) Cost Management: A Managerial Emphasis, Pearson education, Mumbai
3. S.N.Maheshwari (2008) Cost Accounting, Vikas Publishing House, New Delhi
4. Jain, S.P. and K.L. Narang, (2007) "Cost Accounting: Principles and Methods",
5. Iyengar, S.P., (2010) "Cost Accounting", Sultan Chand & Sons, New Delhi

SEMESTER III
MAJOR VII
FUNDAMENTALS OF INTERNATIONAL TRADE

Objective: To introduce the students to an overall view of International Trade and Elements of Trade Environment.

UNIT I

Trade: Domestic Vs International - Advantages of International Trade - International Business Environment (IBE) - Elements of IBE - Importance of understanding IBE - Trade in Services.

UNIT II

Free Trade Vs Protection: Barriers to Trade - Tariff & Non-tariff barriers -GATT and WTO – Origin, objectives, structure and functions - GATS & TRIPS – UNCTAD - Objectives, structure and functions - GSP & GSTP.

UNIT III

International Economic Groupings: Meaning and stages in their evolution - Regional Trading Agreements - Important economic groupings - EU, NAFTA, SAFTA, BIMSTEC, ASEAN - objectives and functions - Cartels: Its impact on World Trade.

UNIT IV

Multinational Corporations (MNCs): Stages in Internationalisation of a firm - Emergence, definition, characteristics & classification of MNCs - merits & demerits of MNCs - Regulation of MNCs - MNCs and International Business.

UNIT V

Globalisation and Knowledge Economy: Concept of Intellectual Property -IPRs and TRIPS - forms of IPRs: Patents, Trademarks, Copyrights, Designs & Geographical Indications - World Intellectual Property Organisation (WIPO) and World Trade Organisation (WTO) - Developments in India in the field of IPRs.

Text Book

Francis Cherunilam, International Business Text & Cases, 4th Revised Edition, Prentice Hall of India, New Delhi, 2007.

References

1. International Business, P. Subba Rao, 2nd Edition, Himalaya Publishing House, Mumbai, 2010
2. Rakesh Mohan Joshi, International Marketing, Oxford University Press, New Delhi, 2005
3. Francis Cherunilam, A Concise Text Book of International Trade, 1st Edition, Himalaya Publishing House, Mumbai, 2005.
4. V. Neelamegam, International Trade, 1st Edition, Vrinda Publications, New Delhi, 2010.

SEMESTER III
MAJOR VIII
FOREIGN TRADE PROMOTION

Objective: To expose the students to the operations of different agencies in India, involved in Export Promotion.

UNIT I

External trade of India: Before and after Independence - Trends-Commodity composition - Present major trading partners: USA, EU, Japan –Features of these markets - Future of trade: Direction and Commodities - Problems of India's Export sector.

UNIT II

Institutional support for Export Promotion in India: Ministry of Commerce & Industry - Board of Trade - Commodity Boards and Export Promotion Councils: Objectives and functions – Financial Service Agencies: ECGC, EXIM Bank, RBI and Commercial banks.

UNIT III

Other Service Institutions: FIEO, ITPO, CII, ICA, IIFT, IIP, EIA - State Trading and Canalisation: Meaning and purpose - STC and its subsidiaries – MMTC, TTC, PEC - Objectives and Functions.

UNIT IV

Foreign Trade Policy: Major provisions and Evaluation of the current FTP - Foreign Investment Policy: Past and Present - FDI and FII – Role of FIPB - Financial and non-financial incentives to promote Export trade – Recognition of Export Firms - 100% EOUs: Benefits.

UNIT V

Concept of Quality and its importance in Foreign Trade- Pre-shipment inspection: Types - Compulsory & Voluntary - Features of a good inspection system - Inspection by EIAs - Quality Standards - Meaning and Examples – ISO series.

Text book

P.K. Khurana, Export Management, 2nd Edition, Galgotia Publishing Company, New Delhi, 2001

References

1. Francis Cherunilam, International Business, Himalaya Publishing House, Mumbai, 2010
2. Badi N V, International Business, 2nd Edition, Vrinda Publications, New Delhi, 2008.
3. T A S Balagopal, Export Management, 17th Ed., Himalaya Publishing House, Mumbai, 2004
4. Publications, Ministry of Commerce & Industry, GOI.

SEMESTER III
MAJOR IX
BUSINESS STATISTICS

Objective: To provide a theoretical appreciation and use of the science of statistics to make better business decisions

UNIT I

Introduction – Statistics as a subject – Descriptive statistics – compared to Inferential Statistics – Types of data – Summation operation - Rule of Sigma operations.

UNIT II

Construction of a frequency distribution – Measures of Central Tendency and dispersion and their measures - Measures of relation - correlation and regression

UNIT III

Analysis of Time Series: Cause of variation in time series data – Components of a time series - Decomposition – Additive and multiplicative models – Determination of trend – Moving averages methods and method of least squares (including linear, second degree, Parabolic and exponential trend) – Computational of seasonal, indices by simple average, Ratio – trend, ratio–to–moving average and link relative methods.

UNIT IV

Index Number – Meaning, Types and uses Methods of Construction price and quantity Indices (Simple and aggregate): Tests of adequacy; Chain – basis index number base shifting, splicing, and deflating problems in constructing index numbers; Consumer price index

UNIT V

Theory of Probability and Theoretical Distribution: Definition of Probability – Importance – Calculation – Theorems – Theoretical distribution, Binomial, Poisson and Normal.

(Problems: 80%, Theory: 20%)

Text Books

S.P.Gupta, (2008) Statistical methods, Sultan Chand & Co, New Delhi

Reference Books

1. Hooda, R.P., (2003) Statistics for Business and Economics; Macmillan, New Delhi
2. Lewin and Rubin.(2002), Statistics for Management, Prentice Hall of India New Delhi
3. Arora & Arora,(2008) Statistics for Management, S.Chand & Co, New Delhi
4. C.R.Kothari (2009) Quantitative Technique, Vikas, New Delhi

SEMESTER IV
MAJOR X
ENTREPRENEURIAL DEVELOPMENT

Objective: To offer the students a conceptual and applied knowledge about entrepreneurship

UNIT I

Concepts of Entrepreneurship - Entrepreneur and Enterprise - Meaning - Definition - Characteristics - functions - Role of Entrepreneurs in the economic development classification of Entrepreneurs - factors affecting Entrepreneurial growth - Entrepreneurship development – Programs small Entrepreneurs development. Self employment schemes – Government policies on Entrepreneurial Development. - Entrepreneurial Behaviour: Innovation and entrepreneur – entrepreneurial behaviour and Psycho – Theories Social Responsibilities.

UNIT II

Source of ideas - preliminary evaluation and testing of ideas - project identification – demand based industries and resource based industries - import substitution and export oriented items - project formulation and feasibility study.

UNIT III

Project appraisal - technical - Commercial appraisal - information required - demand forecasting - sources of market information - financial appraisal - capital cost of project - sources of finance - financial problems.

UNIT IV

Licensing procedure - procedures to start an industrial unit - financial and other assistance SMEs.

UNIT V

Incentives as subsidies of state and central governments - Aims - backward areas - Industrial estates - DIC's - role of financial institutions in the Entrepreneurial growth - project financing - sources of finance - IDBI, IFCI, ICICI and IRCI - Role of promotional and consultancy organizations of State and Central Govt.

Text Book

Desai, Vasant, (2009) Entrepreneurial Development, Vol. I, Himalaya Publishing House, Delhi,

Reference Books

1. Hisrich, R.D & Peter, M.P, (2008) Entrepreneurship, Tata Mc Graw Hill, New Delhi.
2. Awasthi, D & Sebastian. J(2005), Evaluation of Entrepreneurship Progress, Sage Publications, New Delhi.
3. Jain, G. Raj & Gupta, D. (2008), New Initiatives in Entrepreneurship Education and Training, EDII, Ahmedabad.
4. Kao, John J., “The Entrepreneurial Organisation”, Englewood Cliffs, Prentice-Hall, (2001)
5. Panda, Shiba Charan.,(2009) “Entrepreneurship Development”, New Delhi, Anmol Publications.

SEMESTER IV
MAJOR XI
MONEY AND FINANCIAL SYSTEM

Objective: To expose the students to the working of money and financial system prevailing in India

UNIT I

Money: Functions; Alternative measures to money supply in India – their different Components; Meaning and changing relative importance of each; High powered money Meaning and uses; Sources of changes in high powered money.

UNIT II

Finance: Role of finance in an economy; kinds of finance; Financial System; Companies Financial intermediaries; Markets and instruments, and their functions.

UNIT III

Indian Banking System: Definition of bank; Commercial banks-importance and functions; Structure of commercial banking-importance and Meaning and importance of main liabilities And assets; Regional rural banks; Co-operative banking in India.

UNIT IV

Process of Credit Creation By Bank: Credit creation process; Determination of money supply and total bank credit; Interest Rates: Various rates in India (viz., bond rate, bill rate, deposit rates etc.) – impact of inflation and inflationary expectations.

UNIT V

The Reserve Bank of India Functions Instruments of monetary and credit control; Main features of monetary policy since independence.-Development Bank and Other Non-Banking Financial Institutions: Their main features; Unregulated credit markets in India – main feature.

Text Books

Gupta S.B. (2008) Monetary Planning of India S.Chand, New Delhi.

Reference books

1. Khan M.Y (2009) India Financial System – Theory and Practice; Tata McGraw Hill New Delhi.
2. Modern Money & Banking, (1999) Roger Miller, McGraw Hill New Delhi
3. Banking Commission: Reports(s)
4. Reserve Bank of India Bulletins

SEMESTER IV
MAJOR XII
GLOBAL RESOURCES

Objective: To provide an idea on the global distribution of various resources, acting as a fundamental reason for nations engaging in Foreign Trade.

UNIT I

Introduction to World Geography: Earth: Basic structure – Continents of the world – Major countries - Oceans – Atmosphere: Layers - Climatic zones – Time zones

UNIT II

Resources: Meaning & Nature – Resource mapping - Industrial resources: Importance – Commercial crops (Cotton, Tea, Coffee, Rubber, Sugarcane) – Leading Countries of production and conditions - Mineral resources (Iron, Manganese, Bauxite, Uranium) – Fuel resources (Crude Oil, Natural gases and Coal) – Regions with deposits of mineral and fuel resources

UNIT III

International Agrarian resources: Cereals (Wheat, Rice, Rye) – Major producers of cereals - Livestock: Beef, Sheep, Poultry, Milk – Leading livestock producers – Fisheries – Forest resources – Types of Forests - Importance of Forests: Lumbering – Water resources – Major Rivers of the World

UNIT IV

Global energy resources: Conventional Sources of Energy - Problems of conventional energy resources - Alternative energy resources: Need – Solar energy, wind energy, energy from waves and waste – Major nations that generate alternate energy - Difficulties in developing alternative energy sources

UNIT V

Human resources: Significance – Races – Skilled & unskilled man power - Technical and Managerial manpower – Migration: meaning – Factors influencing International mobility of Human Resource

Text Book

P. K. Roy, Economic Geography (A Study of Resources), 5th Edn, New Central Book Agency Pvt. Ltd, 2001

References

1. S. K. Sadhukhan, Economic Geography (An Appraisal of Resources), S. Chand & Co. Ltd, 1986
2. V A Janaki, Economic Geography, Concept Publishing, 2001
3. Edward Carter and Kersey Gonner, Commercial Geography, General Books, 2009
4. M. A. Bangash, Economic Geography, Anmol Publications, 2006

SEMESTER IV
MAJOR XIII
INTERNATIONAL ECONOMICS

Objective: To provide theoretical framework of international economics and international monetary system.

UNIT I

Distinction between Internal and International Trade - Theories of International trade: Classical theories - Adam Smith's theory of Absolute Advantage – Ricardo's Comparative cost theory - Modern theories of International Trade: Haberler's Opportunity Cost theory – Heckscher–Ohlin's Modern theory – International trade and factor price – Leontiff Paradox - International trade and economic growth: Immiseration of growth

UNIT II

Balance of Payments – Components of Balance of Payments: Current account, Capital account & Official settlement accounts - Disequilibrium in BOP - Methods of correcting Disequilibrium - Balance of Payments Theory: Adjustment theory, Marshall Lerner mechanism - Balance of Trade – Terms of Trade

UNIT III

Theories of Foreign Exchange Rate: Mint Parity Theory, Purchasing Power Parity Theory - Foreign Exchange Rate Policy: Fixed Exchange rate system, Floating Exchange rate

UNIT IV

International Monetary System: Bretton Woods Conference – IMF - Objectives, Organizational structure – Membership – Quotas – Borrowing and Lending programme of IMF – SDRs – India and IMF

UNIT V

International Financial Institutions: IBRD, IFC, International Development Association (IDA) - Multilateral Investment Guarantee Agency (MIGA) International Centre for Settlement of Investment Disputes - Regional Development Financial Institution: ADB – IBRD Group and India

Text Book

Jhingan M.L., International Economics, 6th Edition, Vrinda Publications, New Delhi, 2009.

References

1. Mittal & Agarwal, International Economics, Sangeeva Prakashan, U. P, India
2. Rakesh Mohan Joshi, International Marketing, Oxford University Press, New Delhi, 2005
3. D. M. Mithani, Economics of Global Trade and Finance, 1st Edn, H P H, Mumbai, 2009.
4. Francis Cherunilam, International Economics, 3rd Edition, Tata-Mc Graw Hill Publishing Company Ltd, New Delhi

SEMESTER IV
MAJOR XIV
BUSINESS COMMUNICATION

Objective: To develop effective business communication skills among the students

UNIT I

Introduction to communication: Meaning and Definitions – Need – Objective and Principles – Communication Media – Types of Communication Process – Interpersonal and Business Communication – Characteristics – Verbal and Non Verbal Communication – Barriers to Communication.

UNIT II

Business Letters: Meaning, Need, Functions and kinds of Business letters – Essentials of an effective Business Letter – Layout – Appearance – Size – Style – Form and punctuation – Routine request letters – Responses to letters – Refusal letters – Claims letters – Collection letters.

UNIT III

Letters of Inquiries, Quotations and Offers: Letters of Inquiry – Opening and Closing sentences in letters of Inquiry – Quotations – Specimen – Voluntary offers and Quotations – Sentences regarding Offers and Quotations – Specimen – Placing an Order, Specimen – Cancellation, Acknowledgement, Refusal and execution of Order.

UNIT IV

Circular, Sales and Bank Correspondence: Meaning of Circular letters – Objectives – Situations that need Circular letters – Specimen, Meaning of Sales letters – Objectives – Advantages – Three P's Functions, Bank Correspondence, Meaning – Correspondence with Customers, Head Office and with other Banks.

UNIT V

Report writing and Spoken Communication: Meaning of a Report- Importance- Oral and Written Reports – Types of Business Reports – Characteristics of Good Report – Preparing a Report – Organization of a Report – Spoken Communication – The Telephone – the public Addressing System – Word processor – Telex, Fax, Email – Teleconferences.

Text Books

Rajendra Pal Korahill, (2009)“Essentials of Business Communication”, Sultan Chand & Sons, New Delhi, 2006.

Reference Books

1. Effective Business Communication – Kaul (2007) Prentice Hall, New Delhi
2. Ramesh, MS, & C. C Pattanshetti, (2007)“Business Communication”, R.Chand&Co, New Delhi, 2003.
3. Rodriquez M V, “Effective Business Communication Concept” Vikas Publishing Company, (2003)
4. Munter Mary (2002) , Effective Business Communication, PHI, New Delhi

SEMESTER V
MAJOR XV
INCOME TAX – I

Objective: To enable the students in familiarizing the income tax provisions and to compute tax liability.

UNIT I

Basic concepts: Income, agricultural income, casual income, assessment year, previous year, Gross total income, person: Tax evasion, Avoidances and tax planning.
- Bases of Charge: Scope of total income residential status and tax liability, income which does not form part of total income.

UNIT II

Income from Salaries – Definition- features – composition of salary income – treatment of P.F – Allowances – perquisites – rent free accommodation – treatment of other items in salary – deductions – tax rebate -

UNIT III

Income from house Property – computation of annual value – deductions from house property – comprehensive problems ; self occupied houses –house deemed to be let out – house let out and self occupied – letout house property.

UNIT IV

Profits and gains of business including provision relating to specific business – computation of business income from adjustment – computation of business income from profit and losses - computation of income from legal, medical and accounting profession

UNIT V

Capital gains – computation of all kinds of capital gains – exemption of tax on capital gains - Income chargeable under the head Income from other Sources

(Problems: 60%, Theory: 40%)

Text book

Singhanai V.K., Students' Guide to Income Tax; Taxmann, Delhi.*

Reference Books

1. Prasad, Bhagwathi., Income Tax Law & Practice; Wiley Publication New Delhi.
2. Mehrotra H.C., Income Tax Law & Accounts, Sahitya Bhawan, Agra.
3. Dinker Pagare., Income Tax Law and Practice; Sultan Chand & Sons, New Delhi.
4. Girish Ahuja and Ravi Gupta., Systematic approach to income Tax; Sahitya Bhawan Publications, New Delhi.
5. Chandra Mahesh and Shukla D.C., Income Tax Law and practice; Pragati Publications, New Delhi.

*Since Finance Act is passed every year, the latest copies of [publication are to be followed

**SEMESTER V
MAJOR XVI
MANAGEMENT ACCOUNTING - I**

Objective: To analyze and interpret financial statements from the point of view of managers and outsiders.

UNIT I

Management Accounting: Meaning, nature, scope, and functions, of management accounting, Role of management accounting in decision making; management accounting Vs financial Accounting, Tools and techniques of management accounting.

UNIT II

Financial Statement: Meaning and types of financial statement; Limitations of financial Statements analysis; Comparative Statement Analysis.

UNIT III

Ratio analysis; Classification of ratios – Profitability ratios, turnover ratios, Advantages of ratio analysis, Limitations of accounting ratios

UNIT IV

Funds Flow Statement as per Indian Accounting Standard 3- need - objectives – sources and utility of funds – preparation of fund flow statement

UNIT V

Cash flow statement. - - need - objectives – classification – calculation of cashflow.

(Problems: 80%, Theory: 20%)

Text Book

Lal, Jawahar., (2009) “*Advanced Management Accounting Text and Cases*”, S. Chand & Co., New Delhi

Reference Books

1. Horngreen, Charles T., Gary L. Sundem,(2005) “Introduction to Management Accounting”, Prentice Hall., Delhi
2. Garrison H., Ray and Eric W. Noreen , (2004)“Managerial Accounting” McGraw Hill., Delhi.
3. Khan, M.Y., and P.K. Jain, (2009)“Management Accounting”, Tata McGraw Hill Publishing Co., New Delhi

SEMESTER V
MAJOR XVII

EXIM FINANCING, SHIPPING AND INSURANCE

Objective: To familiarise the students with the sources of Export – Import Finance. Also elaborates the process of sea transportation and marine insurance.

UNIT I

Need and importance of EXIM financing: Guidelines to Banks for Export financing - Calculation of MPBF – Classification of Export finance: Pre-shipment finance - Types - Packing Credit: Eligibility, Criteria & Period – Documentation requirements – Processing and sharing of packing credit - FCPC - Export Credit Refinancing

UNIT II

Post Shipment Credit: Need & Nature – Classification: Negotiation of documents under L/C - Discounting of documents under confirmed orders – Advances against export bills – Exports on consignment basis, un drawn balances, Receivables from government, Retention money related to exports - Documentation & Scrutiny

UNIT III

EXIM Bank – Objectives – Various lending & rediscounting Programs for Indian exporters, Overseas Customers and Commercial Banks – ECGC – objectives – Export Credit Risk – covers offered by ECGC – Standard Policies – Specific Policies – Financial Guarantees and Special Schemes

UNIT IV

Shipping: Introduction and its importance in World Trade – Kinds of Shipping - Types of ships and their uses – Major ports of the world – factors influencing freight determination – merits & demerits of Sea transportation – Sea piracy

UNIT V

Marine Insurance – Contract of Insurance – Fundamental elements of insurance - Marine Perils - Voyage – Warranties in a contract of marine insurance – Deviation of voyage - Losses under marine insurance: Total loss – Abandonment – Partial loss - Contribution

Text Book

Francis Cherunilam, International Trade & Export Management, 14th Edition, Himalaya Publishing House, Mumbai, 2005

References

1. Gupta and Gupta, Indian Economy, Atlantic Publications, 2008
2. T A S Balagopal, Export Management, 17th Edn, Himalaya Publishing House, Mumbai, 2004
3. N Kumar, Export Management, Anmol Publications, 2002
4. M. N. Mishra, Insurance Principles and Practice, S. Chand & Company Ltd, New Delhi, 2003

SEMESTER V
MAJOR XVIII
INTERNATIONAL MARKETING

Objective: Introduces the application of marketing concepts in the global arena

UNIT I

Marketing: Definition & Importance – Selling Vs Marketing –International Marketing Vs Domestic Marketing - Marketing Mix – Market Segmentation – Bases for Segmentation – Marketing Research – Importance – Steps – Problems of Overseas Research – Entry strategies in International Marketing

UNIT II

Product: Meaning and Classification – New Product Development: Stages - Product Life Cycle: Stages & Strategies – Packaging– Functions and Types - Packing: Need and Types – Marking of Export Boxes – Branding: Meaning – Type of Brands

UNIT III

Pricing: Meaning of Price - Factors influencing Price – Pricing methods & approaches – Pricing Tactics – International price quotations and INCO Terms

UNIT IV

Physical Distribution: Marketing Channels: Types and levels - Factors affecting Channel choice – Retailers and Wholesalers – Transportation: Role of C & F Agents – Sea, Air and Road Transportation: Merit and Demerits - Containerisation - ICD's – Advantages of containers – Warehousing

UNIT V

Promotion: Meaning and Importance – Promotion mix – Advertising – Copy – Media: Types – International Advertising: Problems – Personal selling – Stores Promotion – Trade fairs and exhibitions – Sales promotion: Tools – Public relations

Text Book

Varshney & Bhattacharya, International Marketing Management an Indian Prespective, 15th Edition, Sultan Chand & Sons, New Delhi, 2002

References

1. Radebaugh, Daniels D J, International Business, 6th Edition, Addison Wesley Longman, 2009
2. Philip Kotler, Marketing Management Analysis, Planning, Implementation and Control, Millennium Edition, Prentice-Hall of India, New Delhi, 2000.
3. Yuvaraj. S, International Marketing, 1st Edition Reprint, Vrinda Publications, New Delhi, 2008
4. N. Kumar, International Marketing, Anmol Publications, 2002.

SEMESTER V
MAJOR XIX
COMPUTER APPLICATIONS IN BUSINESS (THEORY)

Objective: The paper will primarily provide an exposure to the use of office automation software and accounting package software in making business decisions.

UNIT I

Introduction to Computer Concepts – Elements of computer – Characteristics of a Computer – Classification of Computers – Basic Computer Architecture – Input-output Devices - Software Concepts: Types of software – Software: its nature and qualities - Windows Operating System Functions.

UNIT II

Applications of MS Office- Applications of MS Word in Business Correspondence: letters, tables, mail merge, labels.

UNIT III

Applications of MS Excel: Graphs and Charts – Calculation of various financial functions - Ms Access: Tables and Queries.

UNIT IV

Applications of MS Power Point: Introduction – Toolbar, their Icons and Commands – Navigating in Power point - Creation of slides, animation, and templates - Designing Presentations – Slide show controls.

UNIT V

Applications of Accounting Software Tally (Ver. 7.2): Characteristics of the Software – Creation of a Company – Accounts Information – Creation of Ledgers – Vouchers – P & L a/c – Balance Sheet – Inventory Handling –Creation of Stock Groups – Creation of Stock Categories – Creation of Stock Items – Accounts of Banking and Departmental Accounting.

(Theory – 50% and Practical – 50%)

Text Book

Rajagopalan, SP. (2010) *Computer Application in Business*, Vikas Publishing House, New Delhi.

Reference Books

1. Deepak Bharihoke. (2008)*Fundamentals of IT*, Excel Books, New Delhi.
2. Dhiraj Sharma, (2008) *Foundation of IT*, Excel Books, New Delhi.
3. Bhatnagar. S.C, and K.V. Ramani,(2007) *Computers and Information Management*, Prentice Hall of India, New Delhi.
4. Martin. (2010) *Principles of Data Base Management*, Prentice Hall of India, New Delhi.
5. Sulochana, M, Kameswara Rao, K and R. Kishore Kumar, (2009)*Accounting Systems*, Kalyani Publishers, Hyderabad.
6. Parameswaran, R. (2010) *Computer Application in Business*, S.Chand & Co, New Delhi.

Note: Minimum Pass Marks for each Theory and Practical is 20 Marks separately.

MAJOR PRACTICAL
COMPUTER APPLICATIONS IN BUSINESS
LIST OF PRACTICALS

Windows OS

Practice in Setting and Search Operations

MS-Word

Formatting – Text and Documents
Table Manipulation
Sorting – Table of contents
Developing a letter and a Resume with Template
Practice in Mail – Merge option

MS-Excel

Formatting – Features
Functions
Chart features

MS Access

Creation of Tables
Manipulating Queries

MS-Power Point

Organization Structure – Presentation
Graphical Presentation

Tally Programmes

Voucher and Invoice
Stock Summery
Final Accounts

**SEMESTER VI
MAJOR XX
INCOME TAX – II**

Objective: To enable the students in familiarizing the income tax provisions and to compute tax liability

UNIT I

Computation of Tax Liability: Computation of total income and tax liability of an individual, H.U.F and firm.

UNIT II

Aggregation of income; Set-off and carry forward of losses; Deduction from Gross total income

UNIT III

Tax Management: Tax deduction at source; Advance payment of tax; Assessment Procedure; Tax planning for individuals

UNIT IV

Income Tax Authorities: Powers and Functions of Income Tax Officer, Central Board of Direct Taxes, Commissioner of Income Tax – Types of Assessments and Rectification of Mistakes – Recovery of Tax and Refunds.

UNIT V

Appeals and revision – procedure in appeal – powers of commissioner (Appeal) – appeal to Appellate Tribunal – reference to high court- appeal to supreme court – revision of best judgement assessment – revision by commissioner – penalties and prosecution – procedure and time limit for imposing penalty – offences and prosecution

(Problems: 60%, Theory: 40%)

Text book

Singhanai V.K., Students' Guide to Income Tax; Taxmann, Delhi.*

Reference Books

1. Prasad, Bhagwathi., Income Tax Law & Practice; Wiley Publication New Delhi.
2. Mehrotra H.C., Income Tax Law & Accounts, Sahitya Bhawan, Agra.
3. Dinker Pagare., Income Tax Law and Practice; Sultan Chand & Sons, New Delhi.
4. Girish Ahuja and Ravi Gupta., Systematic approach to income Tax; Sahitya Bhawan Publications, New Delhi.
5. Chandra Mahesh and Shukla D.C., Income Tax Law and practice; Pragati Publications, New Delhi.

* Since Finance Act is passed every year, the latest copies of [publication are to be followed

**SEMESTER VI
MAJOR XXI
MANAGEMENT ACCOUNTING - II**

Objective: To analyze and interpret financial statements from the point of view of managers and outsiders.

UNIT I

Absorption and Marginal Costing: Marginal and differential costing as a tool for decision – make or buy Change of product mix;

UNIT II

Pricing - Break-even analysis; Exploring new markets; Shutdown decisions.

UNIT III

Budgeting for Profit Planning and Control: Meaning of Budget and budgetary control - Objective; Merits and limitations; Types of budgets; Fixed and flexible budgeting; Control ratios;

UNIT IV

Standard Costing and Variance Analysis; Meaning of standard cost and standard costing Advantages and application; Variance analysis – material; Labour and overhead (two-way Analysis); Variances

UNIT V

Zero base budgeting Responsibility accounting; Performance budgeting.

(Problems: 80%, Theory: 20%)

Text Book

Lal, Jawahar., (2009) “*Advanced Management Accounting Text and Cases*”, S. Chand & Co., New Delhi

Reference Books

1. Horngreen, Charles T., Gary L. Sundem,(2005) “Introduction to Management Accounting”, Prentice Hall., Delhi
2. Garrison H., Ray and Eric W. Noreen, (2004)“Managerial Accounting” McGraw Hill., Delhi.
3. Khan, M.Y., and P.K. Jain, (2009) “Management Accounting”, Tata McGraw Hill,Publishing Co., New Delhiew Delhi.

SEMESTER VI
MAJOR XXII
FOREX MANAGEMENT

Objective: Brings out the theoretical as well as technical aspects of Foreign Exchange transaction as an integral part of export trade.

UNIT I

Foreign Exchange: Meaning & need - Foreign Exchange market - Structure & Participants – FEDAI - Organization of FOREX division in Commercial Banks – Correspondent Relationship - NOSTRO, VOSTRO & LORO accounts and their operation.

UNIT II

Foreign Exchange Transactions: Purchase & Sale Transactions - Merchant Transactions - Cash, Tom, Spot, Forward Transactions - Inter-Bank (IB) Transactions - Cover Deal, SWAP Deal - Hedging & Arbitrage operations.

UNIT III

Exchange Rate: Fixed Exchange Rate Vs Floating Exchange Rate - Factors affecting Exchange Rate –Types - Principal types of Ready Merchant rates – Quotations – Types - Forward Rate - Forward Margins - Factors determining Forward margins.

UNIT IV

Exchange Risk Management: Exposure & Risk types - Currency Derivatives - Forward Exchange Contracts – Execution, Cancellation and Extension - Currency Futures – Currency Options - Currency Derivatives in India.

UNIT V

Legal framework of FOREX operations in India: Foreign Exchange Management Act, 1999 (FEMA) – Features - Rules under FEMA - Role of Reserve Bank of India (RBI) - Exchange Control – Tools of Control

Text Book

Jeevanandam. C, Foreign Exchange: Practice, Concepts, and Control, Sultan Chand & Sons, New Delhi, 2005

References

1. Choudhari and Agarwal, A Text Book of Foreign Trade and Foreign Exchange, 6th Edition, Himalaya Publishing House, Mumbai, 2009
2. Sharan. V, International Financial Management, Prentice-Hall of India, New Delhi, 2000
3. Publications, RBI.

SEMESTER VI
MAJOR XXIII

FOREIGN TRADE PROCEDURE AND DOCUMENTATION

Objective: Providing a detailed sketch of Export Import Documentation and procedure as practiced in India.

UNIT I

Need for Export Documentation – Classification of export documents: Commercial documents & Regulatory documents – differences – Aligned Documentation System (ADS) – Advantages – Master Documents I & II

UNIT II

Auxiliary Commercial Documents – Proforma Invoice – Shipping Instruction – Insurance Declaration – Shipping Order – Mate's Receipt - Application for certificate of origin – letter to bank for negotiations

UNIT III

Principal Commercial Documents : Commercial Invoice – Packing List – Certificate of Inspection – Insurance Policy - Bill of Lading - Air Way Bill – Certificate of Origin – Bill of Exchange – Shipment Advice – L/C – Contents of L/C – Types of L/C

UNIT IV

Regulatory documents – GR form – AR-4 form – Shipping Bill / Bill of Export – Dock Challan – Freight Payment Certificate – Insurance Premium Payment Certificate – Receipt for payment of port charges – Vehicle Ticket – other certificates

UNIT V

Export Procedure: - Steps – Import Procedure - Documents used for Import – Bill of entry – Steps in electronic processing of export documentation - EDI

Text Book

Jain Khushpat. S, Export Import Documentation and Procedure, 5th Edition, Himalaya Publishing Company, Mumbai, 2008

References

1. P.K. Khurana, Export Management, 2nd Edn, Galgotia Publishing company, New Delhi, 2001
2. Rakesh Mohan Joshi, International Marketing, Oxford University Press, New Delhi, 2005
3. T A S Balagopal, Export Management, 17th Edn, Himalaya Publishing House, Mumbai, 2004
4. Francis Cherunilam, International Marketing, Himalaya Publishing House, Mumbai, 2010

SEMESTER VI
MAJOR XXIV
INSTITUTIONAL TRAINING AND REPORT

The Rationale behind institutional training is to

- Expose the students of the degree of Foreign Trade to the various functions of an organization especially those involved in international trade
- Help the candidates to sharpen their written communication skills
- Provide a better understanding of the application of concepts that have been learned through the course

Instructions to the students

- The students may choose any organization of their choice for the purpose of training: small, medium or large, preferably engaged in foreign trade.
- The candidates should try to learn the various operations of the firm by visiting, interacting with the personnel and taking part in the field activities if possible. They may collect all information published and otherwise related to the unit.
- The collected information should be presented in an organized and structured way in the form of a report neatly typed (one side only) on A4 paper and submitted to the respective department in hard bound/spiral bound form.
- Students should avail the assistance of the faculty guide allotted to them for any help and guidance required to do the institutional training
- The period of institutional training would be a minimum of three weeks (21 days) and it is to be undertaken at the end of the second year of the course (end of fourth semester), monitored by the respective guide.
- The report must be submitted to the department during the sixth semester. Based on the report and other criteria mentioned below, internal marks will be awarded to each student at the end of sixth semester by the faculty guides.
- The allotment of the Internal Marks for the Institutional Training will be based on the following distribution.

Report on Training	25 Marks
Term paper (General)	25 Marks
Seminar based on Term paper	25 Marks
General Viva Voce	<u>25 Marks</u>
Total	<u>100 Marks</u>