

MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI

CHOICE BASED CREDIT SYSTEM

COURSE STRUCTURE FOR B.COM (CORPORATE SECRETARYSHIP)

(With effect from the Academic Year 2020-2021 onwards)

Eligibility:

Should have studied Commerce and Accountancy in Higher Secondary School of Examination. 20% reserved for Vocational stream.

Sem	Pt. I/II/III/IV/V	Sub. No.	Subject Status	Subject Title	Contact Hours/week	Credit
I	I	1	Language	Tamil/other language	6	4
	II	2	Language	Communicative English-I	6	4
	III	3	Core 1	Financial Accounting-I	5	4
	III	4	Core 2	Business Organisation	4	4
	III	5	Add on Major (Compulsory)	Professional English for Commerce and Management	4	4
	III	6	Allied-I	Company Law I	3	3
	IV	7	Common	Environmental Studies	2	2
	Sub Total					30
II	I	8	Language	Tamil/other language	6	4
	II	9	Language	English	6	4
	III	10	Core 3	Financial Accounting-II	5	4
	III	11	Core 4	Principles of Management	4	4
	III	12	Add on Major (Compulsory)	Professional English for Commerce and Management	4	4
	III	13	Allied-II	Company Law II	3	3
	IV	14	Common	Value Based Education/ Social Harmony	2	2
	Sub Total					30

FINANCIAL ACCOUNTING I

Objectives

1. To acquire conceptual knowledge of financial accounting.
2. To impart skills for recording various kinds of business transactions.

Unit I

Accounting – Definition – Branches of Accounting – Functions of Accounting – Advantages – Limitations –Book keeping – Difference between Book keeping and Accounting – Users of Accounting information – Accounting Principles – Concepts and Conventions – Accounts and classification – Double entry system of Accounting – Journal – Ledger – Subsidiary Books – Trial balance – Final Accounts

Unit II

Bank Reconciliation Statement – Rectification of Errors – Suspense Account

Unit III

Bills of Exchange- Essentials – Accounting Treatment – Renewal of the Bill – Noting Charges – Retiring the Bill – Insolvency – Accommodation Bill

Unit IV

Depreciation – Meaning – Causes – Types – Straight Line Method – Written Down Value Method – Annuity Method – Sinking Fund Method – Insurance Policy Method.

Unit V

Single Entry system – Meaning – Salient Features – Defects – Statement of Affairs Method – Conversion Method – Difference between Single entry and Double entry System

Text & Reference Books

1. S.P.Jain & K.L.Narang, Advanced Accountancy, Kalyani Publishers, New Delhi.
2. R.L.Gupta and M.Radhaswamy, Advanced Accountancy, Sultan Chand & Sons, New Delhi.
3. M.C.Shukla and T.S.Grewal, Advanced Accountancy, Sultan Chand & Co., New Delhi.
4. Dr.M.A.Arulanandam & K.S.Raman, Advanced Accountancy, Himalaya Publishing House, Mumbai.
5. T.S.Reddy & A. Murthy, Advanced Accountancy, Margham Publications, Chennai.
6. R.S.N.Pillai, Bagavathi & S.Uma, Fundamentals of Advanced Accounting, S.Chand & Company Ltd., New Delh

BUSINESS ORGANISATION

Objectives

1. To understand business and its role in society.
2. To enable the student to undertake business activities.

Unit I - Nature and scope of Business: Concept of Business-human occupations- Profession, Employment and business-Divisions of business-Industry and Commerce- Business system- Objectives of business-Essentials of a successful business- Qualities of a good businessman.

Unit II - Types of Business organizations: Sole proprietorship- Partnership-Joint Stock company- Co-operatives-Nonprofit business organizations under the Societies Act and Trusts-Public sector business units-Public utilities -Unique features of each one and their merits and demerits.

Unit III - Partnership: Kinds of firms-Kinds of partners-Basic legal requirement in registration of partnership firm-Comparison with sole proprietorship-Partnership deed and its contents, Rights and duties of partners-Dissolution-Suitability of partnership.

Unit IV - Company: Kinds of companies-Private company-Public company- Comparison with partnership firm-Multinational Companies- Meaning-Definition- Advantages- Disadvantages- Features- Impact of Multinational Companies in India.

Unit V - Co-Operative Organization: Formation of Co-operative organization under the Societies Registration Act and Tamil Nadu Co-operative Societies Act- Management of Co- operative organizations-Co-operatives versus Companies- Cooperatives versus Partnership-Types of Co-operatives-Co-operative Movement in India.

Text & Reference books

1. Y.K.Bhushan, Business Organization and Management, Sultan Chand & sons, 2012.
2. C.B.Gupta, Business Organization and Management, Mayr Paperbacks, 2011.
3. S.A.Sherlekar, Modern Business Organization and Management, A System Approach, Himalaya Publications, 2010.

MSU /2020-21/U.G. Colleges/B.Com (Corporate Secretaryship) /Semester –I / Ppr.No.5/
Add on Major – 1

PROFESSIONAL ENGLISH – I

UNIT 1: COMMUNICATION

Listening: Listening to audio text and answering questions - Listening to Instructions

Speaking: Pair work and small group work.

Reading: Comprehension passages –Differentiate between facts and opinion

Writing: Developing a story with pictures.

Vocabulary: Register specific - Incorporated into the LSRW tasks

UNIT 2: DESCRIPTION

Listening: Listening to process description.-Drawing a flow chart.

Speaking: Role play (formal context)

Reading: Skimming/Scanning- Reading passages on products, equipment and gadgets.

Writing: Process Description –Compare and Contrast

Paragraph-Sentence Definition and Extended definition-

Free Writing.

Vocabulary: Register specific -Incorporated into the LSRW tasks.

UNIT 3: NEGOTIATION STRATEGIES

Listening: Listening to interviews of specialists / Inventors in fields (Subject specific)

Speaking: Brainstorming. (Mind mapping). Small group discussions (Subject- Specific)

Reading: Longer Reading text.

Writing: Essay Writing (250 words)

Vocabulary: Register specific - Incorporated into the LSRW tasks

UNIT 4: PRESENTATION SKILLS

Listening: Listening to lectures.

Speaking: Short talks.

Reading: Reading Comprehension passages

Writing: Writing Recommendations Interpreting Visuals inputs

Vocabulary: Register specific - Incorporated into the LSRW tasks

UNIT 5: CRITICAL THINKING SKILLS

Listening: Listening comprehension- Listening for information.

Speaking: Making presentations (with PPT- practice).

Reading: Comprehension passages –Note making.

Comprehension: Motivational article on Professional Competence,

Professional Ethics and Life Skills)

Writing: Problem and Solution essay– Creative writing –Summary writing

Vocabulary: Register specific - Incorporated into the LSRW tasks

References:

1. Shiv Khera – You Can Win
2. Robin Sharma – The Monk Who Sold His Ferrari
3. A.P.J.Abdul Kalam – Ignited Minds - Wings of Fire
4. Richard Back – Jonathan Livingston Seagull
5. Med Serif – How to Manage Yourself

COMPANY LAW- I

Objectives

1. To know the rules and regulations of the company creations
2. To understand the memorandum of Association and Articles of Association
3. To know the prospectus and membership of the company

Unit I

Meaning and definition of a company, characteristics - company distinguished from partnership - kinds of companies - Private company vs. Public company - conversion.

Unit II

Formation of a company – promotion, incorporation –commencement of business – promoters – legal status of a promoter- functions of promoter – preliminary contract

Unit III

Memorandum of Association – contents – alteration – articles of association – contents- Doctrine of indoor management – Doctrine of constructive notice.

Unit IV

Prospectus – definition – contents – liability – misstatement in prospectus – remedies for misstatement – statement in lieu of prospectus – listing of securities – underwriting of share.

Unit V

Membership in a company – difference between member and shareholder – who can become a member – Liability of members – rights of members – Duties of members – register and index of members.

***As per the Companies Act 2013**

Text & Reference Books

1. Elements of Merchantile law - N.D. Kapoor – Sultan Chand & Sons
2. A text book of company law – P.P.S. Gogna – S. Chand & Co. New Delhi
3. Company law – Ashok K. Bogrial , Vikas Publishing House Ltd, New Delhi
4. Taxmann's Company Law & Practice by A.K. Majumdar & Dr. G.K. Kapoor.
5. Company Law & Practice – Part I (Revised) by Dr. V. Balachandran, Publisher - Sultan Chand & Sons
6. Company Law and Secretarial Practice (As per Company ACT 2013) – Dr.P.SrIREnganayaki - Charulatha Publications.

FINANCIAL ACCOUNTING II

Objectives

1. To enhance critical and analytical approach to different types of accounting.
2. To provide real life opportunities to manage business accounts.

Unit I Consignment – Account Sales – Treatment of Bad Debts – Del- Credere Commission – Over Riding Commission – Difference between Consignment and Sales – Valuation of Unsold Stock – Recurring and Non- recurring expense – Abnormal, Normal Loss – Invoice Price Model.

Unit II Accounts of Non- Trading Concern – Meaning – Capital and Revenue Expenditure – Capital and Revenue Receipts – Difference between Capital and Revenue items – Income and Expenditure Account – Receipts and Payments Account – Balance Sheet.

Unit III - Joint Venture – Meaning – Difference between Joint Venture and Partnership, Difference between Consignment and Joint Venture – Methods of Maintaining Accounts – Own Book Model (Joint Bank Account) – Separate Book Model – Memorandum Joint Venture Model.

Unit IV - Average Due Date – Account Current.

Unit VI - Insurance Claims – Loss of Stock – Loss of Profit – Self Balancing Ledger – Sectional Balancing System.

Text & Reference Books

1. S.P.Jain & K.L.Narang, Advanced Accountancy, Kalyani Publishers, New Delhi.
2. R.L.Gupta and M. Radhaswamy, Advanced Accountancy, Sultan Chand & Sons, New Delhi.
3. M.C.Shukla and T.S.Grewal, Advanced Accountancy, Sultan Chand & Co., New Delhi

PRINCIPLES OF MANAGEMENT

Objectives

- 1.To familiarise the students with concepts and principles of management.
- 2.To impart knowledge on the functions of management among the students.

Unit I - Introduction to management- Meaning and definition of management-Functions of management- Managerial skills-Levels of management-Roles of manager-Management as a science or art-contributions to management by F.W.Taylor, Henry Fayol, Elton Mayo and Peter.F.Drucker.

Unit II - Planning and Decision making- Planning-Importance of planning-Process of planning-types of planning methods (Objectives-Policies-Procedures-Strategies and Programmes)- Obstacles to effective planning. Decision making- Types of decisions-Process of decision making-Decision tree.

Unit III - Organising - Organisation-importance-Principles of organizing- Organisational structure-Line and functional-Organisation charts and manuals. Departmentation- Bases-span of management. Delegation- Meaning and definition- Principles of delegation-Centralisation and Decentralisation.

Unit IV - Directing- Directing-Importance and Principles of Directing. Motivation-Theories. of motivation-Maslow- Herzberg Theories. Communication-Process-Barriers to effective communication- Leadership-Definition-Styles of Leadership.

Unit V - Co-ordination and control- Co-ordination-Importance-Requirements of effective co-ordination - Control-nature-Basic control process-Control techniques (Traditional and Non-traditional) - Use of computers in Management Information system.

Text & Reference Books

1. Gupta.B., Business Management, Sultan Chand and sons, New Delhi 2011.
2. Prasad.L.M., Principles and Practice of Mangement, Sultan Chand and Sons, New Delhi.
3. Pagar Dinkar , Principles of Management , Sultan Chand and sons, New Delhi 2003.
4. Koontz,O Donell , Weirich, Essentials of Management , Tata MGraw Hill Publishing Company Ltd., New Delhi 1998.

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PROFESSIONAL ENGLISH – II

COMPANY LAW- II

Objectives

1. To know the share capitals and borrowing powers
2. To understand the regulatory frameworks of companies.

Unit I

Share capital - Types of share capital - Stock and Shares - Types of shares – Application – Allotment – Calls on Shares – Share Certificate – transfer of Shares – forfeiture of Shares – issue of Bonus Shares.

Unit II

Borrowing powers – ultra vires borrowing – methods of borrowing debentures – kinds – creation of charges – fixed and floating charges – registration of charges.

Unit III

Directors – appointment – position – qualification, disqualification – removal – duties of directors – powers – liability of directors – managerial remuneration – board meetings – managing directors – rights and duties.

Unit IV

Dividend – Rules regarding dividend – penalty for default – payment of interest out of capital – Appointment of Auditors – Removal – Remuneration – rights, powers and duties of auditors.

Unit V Winding up – Modes of winding up – official liquidator – duties and powers of liquidators.

***As per the Companies Act 2013**

Text & Reference Books

1. Elements of Merchantile law – N.D. Kapoor – Sultan Chand & Sons.
2. A Text book of company Law – P.P.S Gogna – S.Chand & Co. New Delhi.
3. Company Law – Ashok Bagrial, Vikas publishing house Ltd, New Delhi.
4. Tax Man's Company Law & Practice – By A.K. Majumdar & Dr. G.K.Kapoor
5. Company Law & Practice – Part I (Revised) by Dr. V. Balachandran, Publisher - Sultan Chand & Sons.
6. Company Law and Secretarial Practice (As per Company ACT 2013) – Dr.P.SrIREnganayaki - Charulatha Publications.