



MANONMANIAM SUNDARANAR UNIVERSITY -TIRUNELVELI  
UG PROGRAMMES



OPEN AND DISTANCE LEARNING (ODL) PROGRAMMES

(FOR THOSE WHO JOINED THE PROGRAMMES FROM THE ACADEMIC YEAR 2023-2024 ONWARDS)

B.Com (TM & EM)

Semester	Course	Title of the Course	Course Code
III	Part I –Languages (Tamil)	தமிழக வரலாறும் பண்பாடும்	J1TL31
	Part II – Languages (English)	General English–III	J2EN31
	Core V	Corporate Accounting I	JMCO31
	Core VI	Company Law	JMCO32
	Elective III	Business Legislation	JECO31
	Skill Enhancement Course - IV	Clearing and Forwarding in Import and Export	JSCO31
	NMC /Substitute Paper	Goods and Service Tax	JNCO31
	EVS	Environmental Studies (Common)	JEVS31

## Corporate Accounting I

Unit	Contents
I	<b>Issue of Shares</b> Issue of Shares – Premium - Discount - Forfeiture - Reissue – Pro-rata Allotment - Issue of Rights and Bonus Shares - Underwriting of Shares and Debentures – Underwriting Commission - Types of Underwriting.
II	<b>Issue &amp; Redemption of Preference Shares &amp; Debentures</b> Redemption of Preference Shares–Provisions of Companies Act– Capital Redemption Reserve – Minimum Fresh Issue – Redemption at Par, Premium and Discount. <b>Debentures:</b> Issue and Redemption – Meaning – Methods – In- One lot–in Installment – Purchase in the Open Market includes Ex-interest and Cum-interest-Sinking Fund Investment Method.
III	<b>Final Accounts</b> Introduction–Final Accounts–Form and Contents of Financial Statements as Per Schedule III of Companies Act 2013 – Part I Form of Balance Sheet–Part II Form of Statement of Profit and Loss – Ascertaining Profit for Managerial Remuneration
IV	<b>Valuation of Good will &amp; Shares</b> Valuation of Goodwill – Meaning – Need for Valuation of Goodwill – Methods of Valuing Goodwill – Average Profit – Super Profit – Annuity and Capitalization Method. Valuation of Shares – Need for Valuation of Shares – Methods of Valuation of Shares – Net Assets Method – Yield and Fair Value Methods.
V	<b>Indian Accounting Standards</b> International Financial Reporting Standard(IFRS)–Meaning and its Applicability in India - Indian Accounting Standards – Meaning – Objectives – Significance – Procedures for Formulation of Standards–Ind AS–1 Presentation of Financial statement, Ind AS – 2 Valuation of Inventories, Ind AS–7 Cash Flow Statement, Ind AS – 8 Accounting Policies, Changes in Accounting Estimate and Errors, Ind AS – 16 – Property, Plant & Equipment, Ind AS 38 – Intangible Assets Ind AS – 103, Business CombinationsIndAS110,Consolidated Financial Statement.(Theory Only)

Text books
S.P.Jain and N.L.Narang, Advanced Accounting Voll, Kalyani Publication, New Delhi.
R.L.Gupta and M.Radhaswamy, Advanced Accounts Voll, Sultan Chand, New Delhi.
Broman, Corporate Accounting, Taxman, New Delhi.
Shukla, Grewal and Gupta-Advanced AccountsVoll, S.Chand, New Delhi.
M.C.Shukla, Advanced accounting Vol I, S.Chand, New Delhi.

## Company Law

Unit	Contents
I	<p><b>Introduction to Company law</b>            Companies Act 2013 – Definition of a Company, Characteristics of Company–Lifting or Piercing the Corporate Veil–Company Distinguished from Partnership and Limited Liabilities Partnerships– Classification of Companies–Based on Incorporation, Liability, Number of Members,Control.</p>
II	<p><b>Formation of Company</b>            Formation of a Company – Promoter –Incorporation Documents e-filing–Memorandum of Association–Contents–Alteration– Legal Effects – Articles of Association - Certificate of Incorporation – Prospectus – Contents - Kinds – Liabilities – Share Capital – Kinds – Issue – Alteration – Dividend – Debentures.</p>
III	<p><b>Meeting</b>            Meeting and Resolution – Types – Requisites – Voting &amp; Poll – Quorum – Proxy - Resolution: Ordinary &amp; Special - Audit &amp; Auditors – Qualification, Disqualification, Appointment and Removal of an Auditor.</p>
IV	<p><b>Management &amp; Administration</b>            Management &amp; Administration – Directors – Legal Position – Board of Directors–Appointment/Removal–Disqualification– Director Identification Number–Directorships–Powers–Duties – Board Committees – Related Party Transactions – Contract by One Person Company – Insider Trading- Managing Director – Manager – Secretarial Audit – Administrative Aspects and Winding Up – National Company Law Tribunal (NCLT) – National Company Law Appellate Tribunal (NCLAT) – Special Courts.</p>
V	<p><b>Winding-up of Company</b>            Meaning–Modes–Compulsory Winding Up–Voluntary Winding Up– Consequences of Winding Up Order–Powers of Tribunal– Petition for Winding Up – Company Liquidator.</p>

Textbooks
N.D.Kapoor, Business Laws, Sultan Chand and Sons, Chennai
R.S.N.Pillai–Business Law, S.Chand, New Delhi.
M.V.Dhandapani, Business Laws Sultan Chand and Sons, Chennai
Shusma Aurora, Business Law, Taxmann, New Delhi
M.C.Kuchal, Business Law, Vikas Publication, Noida

## BUSINESS LEGISLATION

Unit	Contents
I	<p><b>Factories Act 1948</b>            Definition - Objects –Scope – Approval – Licensing – Registration of Factories –Notice by Occupier– General Duties of Occupier and Manufacturer – Measures to be taken by Factories for Health , Safety and Welfare of Workers–Measures –Special Provisions Relating to Hazardous Processes–Working Hours of Adults–Additional Provisions Regulating Employment of Women in a Factory – Employment of Young Person and Children–Annual Leave with Wages –Penalties and Procedures.</p>
II	<p><b>Foreign Exchange Management Act, 1999</b>            Introduction - Board Structure of FEMA – Definition - Regulation &amp; Management of Foreign Exchange - Contraventions &amp; Penalties – Procedure for Compliance.</p>
III	<p><b>Prevention of Money Laundering Act,2002</b>            Definition – Punishment for the Offence of Money Laundering - Obligations of Banking Companies - Financial Institutions and Intermediaries or a Person Carrying on a Designated Business or Profession - Adjudication Authorities &amp; Procedures.</p>
IV	<p><b>Competition Act,2002</b>            Definition - Prohibition of Agreements- Prohibition of Abuse of Dominant Position – Competition Commission of India - Establishment, Administration &amp; Duties Powers – Competition Advocacy - Adjudication Authorities – Penalties &amp; Prosecution.</p>
V	<p><b>Intellectual Property Rights</b>            Intellectual Property Rights (IPR)– Introduction- Kinds of Intellectual Property Rights-Patent, Copy right ,TradeMark, Design, Geographical Indication, Plant Varieties and Layout Design Genetic Resources and Traditional Knowledge– Trade secret- IPR in India: Genesis and development.</p>

Textbooks
AkhilleshwarPathak,Legalaspectsofbusiness, McGrawHillEducation,Noida
R.S.N.Pillai&Bagavathi,Legalaspectsofbusiness,S.Chand,NewDelhi
RashmiAggarwal,RajinderKaur,Legalaspectsofbusiness,PearsonEducation Limited, New Delhi
P.K.Padhi,Legalaspectsofbusiness,PHILearning,NewDelhi

## Clearing and Forwarding in Import and Export

Unit	Contents
I	<p><b>Clearing and Forwarding</b> Introduction to clearing and forwarding – Role and importance of Clearing and Forwarding in International Trade-Logistics and Supply Chain Management – Roles and responsibilities of clearing and forwarding agents - Relevant legal and regulatory frame work-Documents required for clearing and forwarding</p>
II	<p><b>Export Procedure Documentation</b> Documents required for export –Commercial Invoice –Packing list- Certificate of Origin –GMP Certificate- Bill of Lading – Insurance – USFDA Registration Certificate- ISO 9000 certification- Export Licensing procedures and formalities- Pre-requisite of Export and Import- Negative list of Exports</p>
III	<p><b>Import Procedure Documentation</b> Import Documentation – Import license under Advance Authorization- Customs Inspection, Examination and Audits – General Provisions regarding Import</p>
IV	<p><b>Freight Forwarding and Transportation</b> Freight Forwarding services in import and export – Mode of Transport- Air, Sea- Freight rates- INCO terms – Packaging, labeling and cargo handling requirements</p>
V	<p><b>Risk Management</b> Risk Assessment – Insurance coverage and claims – Methods of Export and Import Payments-Export Earning Foreign Currency–Letter of credit and international payments system- Managing trade related financial documents</p>

Textbooks	
1	MahajanM.I,2021,ExportPolicy,ProcedureandDocumentation,Snowwhite Publications, Mumbai
2	NatarajanL2022, Import and Export Procedure (Import Management), Margham Publications, Chennai.
3	RathorB.SandRathor,J.S2022,ExportMarketing,HimalayaPublishingHouse, New Delhi.

## Goods and Service Tax

Unit	Contents
I	<b>Introduction to Goods and Services Tax</b> Indirect Taxes – Problems of Indirect taxes – Need for introduction of GST – Commodities kept out of the preview of GST – Other indirect Taxes
II	<b>Structure of GST</b> GST Structure – CGST – SGST – IGST – Futures – Exemptions – Schemes – Composition Schemes – Ordinary Scheme – GST Structured Rates
III	<b>GST Registration Process</b> Registration processing GST – Types – Compulsory Registration – Cancellation
IV	<b>Input Tax Credit</b> Input Tax Credit – Adjustment of Debit Notes and Credit Notes – Problems in Input Tax Credit
V	<b>Returns, Payments, Refund Process and Assessment</b> Process of Return Filing – Types of Returns – E-Ledger and E-Payment Process in GST – Assessment Methods – Refund under GST – Refund under Special Occasions – Authorities of GST

Text Books
Balachandran V., 2024, Indirect Taxes, Sultan Chand and Sons, New Delhi
Satrangi G., Goods and Services Tax Precept and Practice 2024, Centax Publications, New Delhi
Anandaday Mishra, 2024, GST Law and Procedure, Taxmann Publications Pvt Limited, New Delhi
Raj. C.A., Agarwa. K., 2019, Taxation and Indirect Taxes, Taxmann Publications Pvt Limited, New Delhi