

Teaching Plan for the Academic Year 2023 -2024 (ODD Semester)

Semester : I **Major Core-I**
Name of the Course : Financial Accounting - I
Subject code : AU231CCI

Course Code	L	T	P	Credits	Inst. Hours	Total Hours	Marks		
							CIA	External	Total
AU231CC1	5	-	-	4	5	60	25	75	100

Objectives

1. To understand the basic accounting concepts, standards and accounting procedure
2. To gain knowledge on accounting treatment of various accounts.

Course outcomes

CO	Upon completion of this course, the students will be able to:	PSO addressed	Cognitive level
CO - 1	remember the concept of rectification of errors and bank reconciliation statements	PSO - 1	K1(R)
CO - 2	apply the knowledge in preparing accounts of sole trading concerns	PSO - 2	K3(A)
CO - 3	apply the various methods of providing depreciation	PSO - 3	K3(A)
CO - 4	interpret the methods of calculating profit	PSO - 3	K2(U)
CO - 5	Identify the accounting treatment regarding royalty accounts and claims from insurance companies in case of loss of stock.	PSO - 3	K3(A)

Teaching plan

Unit	Module	Topic	Teaching Hours	Cognitive level	Pedagogy	Assessment/ Evaluation
-------------	---------------	--------------	---------------------------	------------------------	-----------------	-----------------------------------

Total Contact hours: 60 (Including lectures, assignments and tests)

I						
	1.	Financial Accounting – Meaning, Definition, Objectives, Basic Accounting Concepts and Conventions	3	K1(R)	Introductory session, Group Discussion.	Evaluation through short test.
	2.	Journal, Ledger Accounts, Subsidiary Books, Trial Balance	6	K1(R)	Lecture using Chalk and talk,, Problem solving.	Recall steps
	3.	Classification of Errors, Rectification of Errors	3	K1(R)	Lecture, Problem Solving.	Solve problems Explain
	4.	Preparation of Suspense Account, Need and Preparation Bank Reconciliation Statement.	3	K3(A)	Lecture, Problem Solving	Problem-solving questions.
II						
	1.	Final Accounts of Sole Trading Concern	4	K3(A)	Lecture using Chalk and talk.	Problem-solving questions.
	2.	Capital and Revenue Expenditure and Receipts.	5	K3(A)	Problem Solving	Problem-solving questions.
	3.	Preparation of Trading Profit and Loss Account and Balance Sheet with Adjustments.	6	K3(A)	Problem Solving	Evaluation through short test.
III						
	1.	Depreciation-Meaning ,Objectives, Accounting Treatments ,Types.	2	K3(A)	Group Discussion, Lecture using Chalk and talk.	Evaluation through MCQ
	2.	Straight Line Method ,Diminishing Balance method, Conversion method, Annuity Method, Depreciation Fund Method	4	K3(A)	Problem Solving	Problem-solving questions.
	3	Insurance Policy Method, Revaluation Method, Depletion Method.	3	K3(A)	Lecture, Problem Solving	Problem-solving questions.
	4	Sum of Digits Method Machine Hour Rate Method .	2	K3(A)	Problem Solving	Problem-solving questions.

	5	Bills of Exchange Definition, Specimens Discounting of Bills Endorsement of Bill Collection, Noting Renewal, Retirement of Bill under rebate Insolvency of Acceptor Accommodation.	4	K3(A)	Group Discussion, Lecture using Chalk and talk, Problem Solving	Evaluation through short test. Problem Solving Questions.
IV						
	1.	Incomplete Records Meaning and Features Limitations, Difference between Incomplete Records and Double Entry System, Method of Calculation of Profit	4	K2(U)	Group Discussion, Lecture using Chalk and talk	MCQ, Problem Solving Questions.
	2	Statement of Affairs Method.	3	K2(U)	Problem Solving	Problem solving Questions
	3	Preparation of financial statements by Conversion method	4	K2(U)	Problem Solving	Problem Solving Questions
	4	Average Due Date and Account Current	4	K2(U)	Lecture, Problem Solving	Problem Solving Questions
V						
	1	Royalty- Meaning Minimum Rent, Short Working, Recoupment of Short Working.	5	K3(A)	Lecture with chalk and talk, Problem Solving	Short Test on Concepts.
	2	Lessor and Lessee Sublease, Accounting Treatment	4	K3(A)	Problem Solving	Problem Solving Questions
	3	Insurance Claims - Calculation of Claim Amount, Average clause (Loss of Stock only)	6	K3(A)	Problem Solving	Problem Solving Questions

Course Focussing on Employability/ Entrepreneurship/ Skill Development :
Employability & Entrepreneurship

Activities (Em/ En/SD): Prepare Journal entries and Ledger

**Course Focussing on Cross Cutting Issues (Professional Ethics/ Human
Values/Environment Sustainability/ Gender Equity):** Professional Ethics

Activities related to Cross Cutting Issues :

Assignment : Various kinds of errors committed in writing up a set of books.

What is Statement of Affairs? How does it differ from a Balance sheet?

Seminar Topic: Journal Entry Rules With Examples

Sample questions

Part A

- 1.The Primary Objective of a business concern is the production of _____ and _____.
- 2.Goodwill is a _____asset.
- 3.Depreciation method is apportioned on the basis of:
a)Value of machinery b)Horse power of machinery c)Running hours of machines
- 4.Gross profit = Sales – Cost of Goods sold. True/False
- 5.Fire insurance provides cover for_____.

Part B

1. What are the Objectives of Accounting?
2. The following is the extract from the Trial Balance of Mr.A as on 31st December 2022:

	Dr.	Cr.
	Rs.	Rs.
Bad Debts	4000	-
Sundry Debtors	1,50,000	-
Provision for Doubtful Debts	-	6,000

It is desired to maintain a provision of 5% for Bad and Doubtful Debts.

Give the necessary journal entries. Prepare Bad Debts Account and Provision for Bad and Doubtful Debts Account. Also show how the relevant items would appear in the Profit and Loss Account and Balance sheet.

3. A accepted a four months draft for Rs.1,000 Drawn on him by B on 15th April. The Bill was discounted with the bankers on the next day at 12%. On maturity the Bill was met. Make journal entries in the books of A and B.
4. From the following information, calculate the profit earned by a petty trader during the year 2004:

Capital as on 31.12.2004	66,000
Capital as on 1.1.2004	65,000
His Drawings during 2004	12,000
Further Capital introduced by him	7,000

5. A fire occurred in the premises on 1.1.2005 and the business books and records were saved. The following information was obtained:

Purchases for the year ending 30.6.2004
60,000

Sales for year ending 30.6.2004
90,000

Purchases from 1.7.2004 to 31.12.2004
35,000

Sales form 1.7.2004 to 31.12.2004
50,000

Stock on 30.6.2004
28,000

Stock on 30.6.2003
40,000

Calculate the amount of claim to be presented to the Insurance Company in respect of the loss by fire.

Part C

1. What are Accounting Concepts? Explain Briefly.
2. From the Following Trial Balance of A pradeep prepare the Trading and Profit and Loss Account for the year ended 31st March 2004 and Balance sheet as at that date:

	Rs.		Rs.
Stock Opening	45,000	Capital A/c	90,000
Plant & Machinery	85,000	Sundry Creditors	40,000
Fixtures & Fittings	7,500	Discount Received	3,500
Freehold premises	75,000	Bank Overdraft	20,000
Purchases	1,50,000	Provision for Bad debts	3,000
Salaries	14,000	Purchase Return	1,500
Sundry Debtors	55,000	Sales (Net)	3,37,070
Manufacturing Expenses	15,000		
Manufacturing Wages	30,000		
Carriage in	2,000		
Carriage out	2,100		
Factory Expenses	10,000		
Bad Debts	750		
Interest and Bank Charges	625		
Discount	750		
Insurance	1,500		
Cash at bank	695		
Cash in Hand	150		

	4,95,070		4,95,070
--	----------	--	----------

The following adjustments are required

1. Closing Stock Rs.57,000
 2. Depreciation Plant & Machinery @ 7½ %
 3. Insurance (Unexpired) Rs.500
 4. Salary includes advances for next period Rs.1,000
 5. Outstanding Interest on overdraft Rs.1,000
 6. Bad Debts provision to be reduced to 5% on Sundry Debtors.
3. On 1st Jan 2003 machinery was purchased for Rs.80,000. On 1st Jan.2004 additions were made to the machinery of Rs.40,000. On 31st March 2005, machinery purchased on 1st January 2004, costing Rs.12,000 was sold for Rs.11,000, and on 30th June 2005, machinery purchase on 1st Jan.2003 costing Rs.32,000, was sold for Rs.26,700. On 1st Oct.2005 additions were made to the amount of Rs 20,000. Depreciation was provided at 10% p.a. on the Diminishing Balance Method.

Show the Machinery Account for the three years from 2003 to 2005 December 31st.

4. From the following facts supplied by A who keeps in books on Single Entry. You are required to calculate total purchases:

	Rs.
Opening Balance of Bills Payable	5,000
Opening Balance of Creditors	6,000
Closing Balance of Bills payable	7,000
Closing balance of Creditors	4,000
Cash paid to Creditors during the year	30,200
Bills payable discharges during the year	8,900
Returns Outwards	1,200
Cash Purchases	25,800

5. A Company leased a colliery on 1st January 2002 at a Minimum Rent of Rs.20,000 per year, merging into a royalty of Rs.1.50 per ton, with a power to recoup short workings over the first 3 years of the lease. The output of the colliery for the first four years is:

2002	9000 tons
2003	12,000 tons

2004 16,000 tons
 2005 20,000 tons
 Pass Journal entries.

Dr.G.Sahaya Shiny

Dr.M.Mary Helan Stella

Course Instructor

Head of the Department

Teaching Plan for the Academic Year 2023 -2024

Semester : I Major Core-II
Name of the Course : Principles of Management
Subject code : AU231CC2

Course Cod	L	T	P	S	Credit	Inst. Hours	Total Hours	Marks		
								CIA	External	Total
AU231CC2	5			-	5	5	75	25	75	100

Pre-requisite:

Students should know the conceptual frame work of business management.

Learning Objectives:

- 1.To understand the basic management concepts, functions and various techniques of planning and decision making
2. To gain knowledge about the various components of staffing and organisation structure

Course Outcomes

On the successful completion of the course, student will be able to:		
1.	remember the general concepts and importance of principles of management.	K1
2.	understand the process of planning and decision making in an organization.	K2
3.	understand the principles of authority and responsibility of an organization.	K2
4.	apply the various methods of performance appraisal	K3

5.	demonstrate the notion of directing, co-coordination and control in the management.	K3
----	---	-----------

Teaching plan

Total contact hours - 75 (including lecture, assignment and tests)

Unit	Module	Topics	Teaching hours	Cognitive level	Pedagogy	Assessment/ Evaluation
I	Introduction to Management					
	1	Meaning- Definitions – Nature and Scope - Levels of Management – Importance - Management Vs. Administration	3	K1 (R)	Lecture method	Oral question session
	2	Management: Science or Art –Evolution of Management Thought – F. W. Taylor, Henry Fayol	4	K1 (R)	Lecture method and Discussion	short Test Discussion
	3	Peter F. Drucker, Elton Mayo - Functions of Management - Trends and Challenges of Management	3	K1 (R)	Lecture method	Quiz Short Test
	4	Managers – Qualification – Duties & Responsibilities	2	K1 (R)	Group Discussion	Class Test
	Planning					
	1	Planning – Meaning – Definitions – Nature –	2	K2 (U)	Lecture method	Multiple Choice Questions

II		Scope and Functions				
	2	Importance and Elements of Planning – Types – Planning Process - Tools and Techniques of Planning	5	K2 (U)	Lecture method and Group Discussion	Oral question session & Short test
	3	Management by Objective (MBO). Decision Making: Meaning – Characteristics – Types	5	K2 (U)	Lecture method with PPT	Short Test
	4	Steps in Decision Making – Forecasting.	3	K2 (U)	Lecture method	Short Test, Formative assessment
III	Organizing					
	1	Meaning - Definitions - Nature and Scope – Characteristics – Importance – Types	3	K2 (U)	Lecture method With PPT	Short Test
	2	Formal and Informal Organization Organization Chart	4	K2 (U)	Lecture method and team teaching	MCQ
	3	Organization Structure: Meaning and Types - Departmentalization– Authority and Responsibility –	4	K2 (U)	Lecture method with Video	Group discussion & Quiz
	4	Centralization and	4	K2 (U)	Lecture	Short Test

		Decentralization Span of Management			method	
IV	Staffing					
	1	Introduction - Concept of Staffing- Staffing Process –	3	K3 (A)	Lecture method	Short test & Quiz
	2	Recruitment – Sources of Recruitment – Modern Recruitment Methods -	4	K3 (A)	Lecture method	Short Test
	3	Selection Procedure – Test- Interview– Training: Need - Types– Promotion –	4	K3 (A)	PPT	Home Assignment
	4	Management Games – Performance Appraisal - Meaning and Methods – 360 Performance Appraisal – Work from Home - Managing Work from Home [WFH].	4	K3 (A)	Lecture method	Quiz
v	Directing, Co-ordination and Control					
	1	Motivation –Meaning - Theories Communication Types - Barriers to Communications Measures to Overcome the Barriers.	5	K3 (A)	Lecturer method	Group Discussion

	2	Leadership – Nature - Types and Theories of Leadership – Styles of Leadership - Qualities of a Good Leader – Successful Women Leaders. Supervision.	5	K3 (A)	Mind mapping and Lecture	Short test
	3	Co-ordination Meaning - Technique of Co-ordination. Control - Characteristics - Importance – Stages in the Control Process - Requisites of Effective Control and Controlling Techniques	6	K3 (A)	Team Teaching	Open book tes
	4	Management by Exception [MBE].	2	K3 (A)	Lecture and group discussion	Formative Assessment

Course Focussing on Employability/ Entrepreneurship/ Skill Development :

Entrepreneurship

Activities (Em/ En/SD):

- Discuss different management functions.
- Draft the steps in decision making.
- Write the leadership qualities of a businessman you like the most
- Describe the steps involved in the selection process.

Course Focussing on Cross Cutting Issues (Professional Ethics/ Human Values/Environment Sustainability/ Gender Equity): Professional Ethics

Activities related to Cross Cutting Issues:

power point presentation on Selection Procedure and Management by Objectives

Seminar Topic: (if applicable)

Sample questions (minimum one question from each unit)

Part - A

- 1.-----“Management is what a manager does.” – said by
a) Louis Allen b) Henry Fayol c) Mary Parker d) Wilson
- 2.----- Decision making is the process of involving
a) information b) choice of alternative course of action c) implementation and evaluation
d) All of the above
3. Span of supervision is also known as _____.
4. Motivation means a process of stimulating people to action to accomplish

5. Performance appraisal is also known as “Merit rating”. **True or False**

Part– B

1. Write briefly the elements of scientific management.
2. Brief out any three methods of decision-making.
3. Discuss briefly the different types of delegation.
4. Explain the merits and demerits of Internal source of recruitment.
5. Discuss Maslow’s Hierarchy theory of needs.

Part – C

1. Discuss the 14 general principles of management given by Henry Fayol.
2. Explain the basic characteristics of planning with suitable illustrations.
3. Describe the principles of organisation.
4. Discuss the various stages involved in the selection of candidates for jobs in an organisation.
5. Discuss the different kinds of leadership styles with their relative merits and demerits.

Dr.C.Braba

Dr.M.Mary Helan Stella

Course Instructor

Head of the Department

Teaching Plan for the Academic Year 2023 -2024

Semester : I Elective I
Name of the Course : Business Communication
Subject code : AU231EC1

Course Code	L	T	P	S	Credit	Inst. Hours	Total Hours	Marks		
								CIA	External	Total
AU231EC3	4	-	-	-	3	4	60	25	75	100

Pre-requisite:

Students should know the importance of communication in commerce and trade

Learning Objectives:

1. To make the students aware of various types of business correspondence
2. To enable the students to prepare themselves to face various types of interviews.

Course Outcomes

On the successful completion of the course, student will be able to:		
1.	Recognise the basic concept of business communication.	K1
2.	Exposed to effective business letter	K3
3.	Interpret the concept of various correspondences.	K2
4.	Discuss the Secretarial Correspondence like agenda, minutes and various business reports.	K2
5.	Acquire the skill of preparing an effective resume	K3

Modules

Total contact hours - 75 (including lecture, assignment and tests)

Unit	Module	Topics	Teaching hours	Cognitive level	Pedagogy	Assessment/ Evaluation
I	Unit I- Introduction to Business Communication					
	1	Definition ,Meaning, Importance of Effective Communication	3	K1(R)	Lecture , Discussion	Oral question, short Test
	2	Modern Communication, Methods Barriers to Communication	3	K1(R)	Lecture Brain Storming	Discussion
	3	E-Communication ,Business Letters: Need , Functions	4	K1(R)	Lecture, Group Discussion	Short Test

II	Unit II - Trade Enquiries					
	1	Trade Enquiries, Orders and their Execution	3	K3(Ap)	Lecture, Discussion	Short Test
	2	Credit and Status Enquiries	3	K3(Ap)	Discussion, Social Media	Oral question session
	3	Complaints and Adjustments	2	K3(Ap)	Role play, social media	Q&A Session
	4	Collection Letters ,Sales Letters, Circular Letters	2	K3(Ap)	Discussion	Short Test
Unit III- Banking Correspondence						
III	1	Banking Correspondence, Types, Structure of Banking Correspondence, Elements of a Good Banking Correspondence	3	K2(U)	Lecture , Discussion	Quiz
	2	Insurance , Meaning and Types ,Insurance Correspondence	4	K2(U)	Brain Storming	Discussion

		ce ,Difference between Life and General Insurance				
	3	Meaning of Fire Insurance, Kinds of Correspondence Relating to Marine Insurance	4	K2(U)	Lecture with Discussion	Question Session
	4	Agency Correspondence Introduction Kinds Stages of Agent Correspondence .Terms of Agency Correspondence	4	K2(U)	Lecture with Discussion	Quiz & CIA
IV	Unit IV- Secretarial Correspondence					
	1	Company Secretarial Correspondence	3	K2(U)	Lecture	Short Test
	2	Introduction , Duties of Secretary, Classification of Secretarial	2	K2(U)	Lecture	Q&A Session

		Correspondence				
	3	Specimen letters Agenda and Minutes of Report writing	3	K2(U)	Discussion	Discussion
	4	Introduction, Types of Reports Preparation of Report Writing	2	K2(U)	Lecture	Short Test
V	Unit V - Application Letters					
	1	Application Letters, Preparation of Resume.	4	K3(Ap)	Discussion, Demo through A.V	Giving model questions
	2	Interview: Meaning, Objectives and Techniques of Various Types of Interviews	3	K3(Ap)	Lecture	Short test, Model G.D
	3	Public Speech, Characteristics of a Good Speech	2	K3(Ap)	Discussion	Short test

Course Focussing on Employability/ Entrepreneurship/ Skill Development: Employability
 Activities (Em/ En/SD): **Skill Development**

1. Prepare Business letters

2. Give a model trade enquiry letter.

Course Focussing on Cross Cutting Issues (Professional Ethics/ Human Values/Environment Sustainability/ Gender Equity): Professional Ethics

Activities related to Cross Cutting Issues:

1. State the various stages of Agent correspondence
2. Prepare Resume

Assignment :

1. Write an application letter
2. Write an essay on various types of interviews.

Sample questions (minimum one question from each unit)

Part A

I. Choose the best answer:

1. The word communication is derived from the _____ word 'communis'.
a) French b) Latin c) Spanish d) English
2. How many stages are there in the listening process?
a) 5 b) 4 c) 3 d) 2

II. Fill in the blanks:

3. ISPs stands for _____.

III. State whether the following statements are True or False:

4. Wedding letter is the form of social letter.
5. Application may be solicited or unsolicited.

Part B

1. Discuss the characteristics of Communication.
2. Outline the process of listening.
3. Briefly develop the note on Video conferencing and Tele communication.
4. Compile the different types of letters
5. Organise the factors contributing effective participation in group discussion for job selection.

Part C

1. Discuss the principles of effective communication.
2. Describe the Verbal form of communication and its advantages.
3. Generalise the different means of communication. .

No. of hours per week	No. of credits	Total no. of hours	Total marks
6	5	75	100

4. Elaborate the essentials of good business letter.
5. Identify the important contents for writing proper Curriculum Vitae.

Dr.S.Mary Pearly Sumathi
Stella
Course Instructor
Department

Dr.M.Mary Helen
Head of the

Teaching Plan for the Academic Year 2023-2024

Semester : III **Major Core-III**
Name of the Course : **Advanced Accounting**
Subject code : **AC2031**

Objectives:

1. To enable students gain knowledge on concepts and practices of partnership accounting.

2. To train the students in preparing the accounts maintained by the partnership firms.

Course Outcome

COs	Upon completion of this course the students will be able to:	PSO addressed	Cognitive level
CO-1	understand the significance of preparing partnership account.	PSO 3	K2(U)
CO-2	understand the procedure for preparing capital accounts	PSO 3	K2(U)
CO-3	prepare accounts on admission, retirement, death and insolvency of partners and sale of partnership firm	PSO 3	K3(Ap)
CO-4	analyse and estimate the impact of insolvency of one or more partners	PSO 3	K4(A)
CO-5	evaluate the performance of partnership business	PSO 3	K5(E)

Modules

Total Contact hours: 90 (Including lecture, assignment and tests)

Unit	Section	Topics	Lecture hours	Cognitive Level	Pedagogy	Assessment/ Evaluation
1	Unit I – Introduction of partnership					
	1.	Meaning of partnership, contents of partnership deed	3	K2(U)	Lecture, Discussion.	Short test
	2.	Preparation of Profit and Loss Appropriation A/c, and preparation of Capital a/c	3	K2(U)	Lecture, group Discussion	Giving small problems and checking the answers

	3.	Preparation of capital a/c when they are fixed and fluctuating.	3	K2(U)	Do the problems on the board	Giving multiple choice questions.
	4.	Calculation of Interest on Capital, Interest on drawings, salary and commission.	3	K2(U)	Lecture, Question Answer session.	Class test Formative Assessment
II	Admission of a partner					
	1.	Meaning of admission of a partner, points to be remembered while admitting a partner	3	K2(U)	Lecture Discussion	Short test
	2.	Calculation of new profit sharing ratio and sacrificing ratio	3	K2(U)	Discussion illustration	Short Test
	3.	Preparing Revaluation a/c	3	K2(U)	Illustration	Quiz
	4.	Valuation of good will and methods of valuing good will	3	K2(U)	Lecture Discussion	Assignment
	5.	Preparation of capital a/c and adjustment of undistributed projects and losses.	3	K2(U)	Workout the problem on the board and explain	Assignment Formative Assignment

III Retirement and Death of a partner						
	1	Preparing partnership accounts at the time of retirement and death.	2	K3(Ap)	Lecture	Asking questions
	2.	Points to be remembered when a partner is retired and calculating gaining ratio.	3	K3(Ap)	Discussion	Short test
	3.	Preparation of capital account of the partners on retirement	3	K3(Ap)	Workout the problems on the board and explain the procedure	Group Discussion
	4.	Preparation of necessary accounts on death of a partner.	3	K3(Ap)	Lecture	Group Discussion. Formative Assessment
IV Discussion of partnership firm						
	1.	Meaning and reasons for dissolution	2	K4(A)	Lecture	Short test
	2.	Preparation of realisation a/c and calculation of goodwill.	3	K4(A)	Discussion	Oral test
	3.	Method of preparing realisation a/c when a partner	4	K4(A)	Illustration	Short test

		becomes insolvent				
	4.	Application of Garner Vs Murray and preparing realization a/c when all partners become insolvent	4	K4(A)	Illustration Discussion	Assignment Formative Assessment
V	Piece meal distribution and sale to a company					
	1.	Piece meal distribution under Proportionate capital method.	5	K5(E)	Lecture Discussion	Short test
	2.	Piece meal distribution under maximum loss method.	5	K5(E)	Lecture Discussion.	Oral test
	3.	Sale of partnership firm to a company	4	K5(E)	Lecture Group Discussion	Short test Formative assessment.

Course Focusing on Employability/ Entrepreneurship/ Skill Development: **Skill Development**

Activities (Em/ En/SD): Calculating sacrificing ratio, Goodwill (Special Contract) - **Skill Development**

Course Focusing on Cross Cutting Issues (Professional Ethics/ Human Values/Environment Sustainability/ Gender Equity): **Professional Ethics**

Assignment: Calculation of interest on capital and interest on drawings (Professional Ethics)

Doing problems on profit sharing ratio, revaluation of assets and liabilities (Professional Ethics)

(Professional Ethics)

Seminar Topic: Rights of partners

PART A

Answer ALL the questions

I. Choose the best answer

1. In the absence of any provisions in the partnership agreement, partners loan to the firm can carry interest at the rate of

- a) 9 % b) 12% c) 6 % d) 10%

2. Goodwill is:

- a) A tangible asset b) An intangible asset c) A fictitious asset

3. A, B and C are partners sharing profits in the ratio of 2:2:1. C retired. The new profit sharing ratio between A and B will be:

- a) 2:1 b) 3:2 c) 1:1

State whether the following statements are True or False

4. The firm is dissolved on the death of the partner.

5. Valuation of goodwill becomes necessary when a partner is admitted into the firm.

PART B

Answer ALL the questions

1. Define Partnership. State its features.

2. From the given figures, compute the value of goodwill at three years purchase of five years average profit.

Year	Profit
2012	20,000
2013	23,000
2014	25,000
2015	29,000
2016	33,000

3. Kumar, Kishore and Karan are in a partnership. Their profit sharing ratio is 6:3:1. Find the New Ratio when:

- a) Kumar retires
b) Kishore retires
c) Karan retires

4. Anu and Binu are in partnership sharing profits and losses in the ratio of 3:2. On 31.12.2021 as per their Balance Sheet, they decided to sell the business to a company.

Liabilities	Amount	Assets	Amount
Creditor	45,000	Cash	10,500
Loan	15,000	Debtors	39,000
Ajay's Capital	30,000	Stock	24,000
Vijay's Capital	15,000	Machinery	31,500
	1,05,000		1,05,000

The company took over all assets and Liabilities with the exception of loan. The purchase price was fixed at Rs.90,000 payable as Rs.18,000 in shares Rs.36,000 as debentures and the balance in cash.

15 Following is the Balance Sheet of A, B and C, who share profits and losses in the ratio of 3:2:1.

Liabilities	Amount	Assets	Amount
Sundry creditors	50,000	Cash in Hand	12,000
M's Capital	50,000	Sundry Debtors	73,000
N's Capital	41,000	Stock	73,000
O's Capital	17,000		
	1,58,000		1,58,000

The firm was dissolved and the assets were realised gradually Rs.40,000 were received once Rs.55,000 another time and Rs.37,000 finally. Show how each installment is to be distributed.

PART C

1. Explain the rights of partners.
2. The Balance Sheet of Prem and Prakash on 31st December 2021 was as follows:

Liabilities	Amount	Assets	Amount
Capitals:		Fixed Assets:	
Mullai	80,000	Land & Buildings	60,000
Kannan	60,000	Furniture	4,000
General reserve	40,000	Stock	16,000
Creditors	30,000	Debtors	1,20,000
Bills Payable	10,000	Cash	8,000
		P&L A/c	12,000
	2,20,000		2,20,000

They shared profit and Losses in the ratio of 3:1 and they admitted Balan into the partnership subject to the following terms.

- a) Balan will be given $\frac{1}{4}$ th of profits.
- b) Rs.42,000 will be brought in by Balan, of which Rs.20,000 will be for his share of goodwill, which will be retained in the business.
- c) Depreciation on furniture is 15%.
- d) Stock is valued at Rs.13,000.
- e) To keep 50% of the reserve as provision for bad debts.

Pass Journal entries, Prepare necessary Ledger Account and Balance Sheet as on date of admission.

3. Rathika, Nivedha and Swetha were carrying on business with the ratio 5:3:2 respectively. Their Balance Sheet on 31st March 2014 was as follows:

Liabilities	Amount	Assets	Amount
Capital A/cs:		Premises	2,25,000
Rathika	3,00,000	Furniture	67,650
Nivedha	1,80,000	Stock	2,09,000
Swetha	1,05,000	Debtors	80,700
Sundry Creditors	93,540	Bills Receivable	30,000
Bills Payable	8,235	Cash	74,425
	6,86,775		6,86,775

Swetha announced her retirement on the above date on the following terms:

- a) To appreciate premises by 25% and to depreciate furniture by 10%.
- b) To create a 5% provision for doubtful debts on debtors.
- c) Goodwill needs to be settled immediately and for this purpose, the other two partners to bring in cash of Rs.60,000 each.
- d) Swetha needs to be settled immediately and for this purpose, the other two partners to bring in cash of Rs.60,000 each.
- e) The future ratio is agreed at 3:2.

Prepare necessary Ledger Accounts and Balance Sheet after retirement.

4. A, B and C are partners sharing profits and losses in the ratio of 3:2:1. their Balance Sheet, as on 31st December 2020 was as follows:

Liabilities	Amount	Assets	Amount
--------------------	---------------	---------------	---------------

Creditors	12,000	Machinery	25,000
General Reserve	3,000	Stock	11,000
Ram's Capital	20,000	Debtors	9,500
Rahim's Capital	15,000	Goodwill	13,000
Suresh's Capital	10,000	Cash	1,500
	60,000		60,000

On the above date firm was dissolved. The assets realised, except cash, amounted to Rs.60,000. The creditors were settled at Rs.11,500. Dissolution expenses amounted to Rs.800. Pass Journal Entries and prepare Realisation Account, Partner's Capital Account and Cash Account.

6. King, Prince and Queen are partners in a firm, who are sharing profits and losses in the proportion of 3:2:1 respectively. The following is the Balance Sheet as on 31st December 2020. On the date, they decided to dissolve the partnership.

Liabilities	Amount	Assets	Amount
Sundry Creditors	10,000	Cash	20,000
Q	80,000	Furniture	2,00,000
R	80,000		
S	50,000		
	2,20,000		2,20,000

The firm was dissolved and the realization of assets was as follows:

Realisation	Amount Realised
First	20,000
Second	35,000
Third	65,000

Prepare a statement showing how the dissolution of cash has been made under Maximum Loss Method.

Dr. S. Mary Pearly Sumathi
Course Instructor

Dr. M. Mary Helen Stella
Head of the Department

Teaching Plan for the Academic Year 2023-2024

Semester : III Major Core-IV
Name of the Course : Company Law and Secretarial Practice
Subject code : AC2132

Hours / Week	Credits	Total Hours	Marks
5	4	75	100

Objectives

1. To give an overview of the Companies Act 2013
2. To impart knowledge on various aspects of companies and the significant role of a secretary in a company.

Course Outcomes

COs.	Upon completion of this course, the students will be able to:	PSO Addressed	CL
CO-1	plan for formation of a company right from promotion to commencement of business	PSO - 1,2	K3 Ap)

CO-2	conduct any kind of company meetings as per requirement	PSO - 5	K3 (Ap)
CO-3	understand the documents that are needed for the formation of a company	PSO - 2	K2 (U)
CO-4	know the provisions given in the Companies Act 2013	PSO - 5	K2(U)
CO-5	describe the role of company secretary and secretarial practices	PSO - 2	K2 (U)

Modules

Total Contact Hours: 75 (Including lectures, assignments and tests)

Unit	Module	Topics	Teaching hours	Cognitive level	Pedagogy	Assessment/Evaluation
	An Overview of Companies Act 2013					
I	1	Companies Act 2013 – Background and introduction – New concepts and Definition – Management and Administration	4	K1 (U)	Lecture and Discussion	MCQ
	2	Corporate Social Responsibility – Shareholder’ meeting – Mergers and Amalgamation – Audit and Auditors	4	K1 (U)	Lecture using chalk and talk	Short Essay
	3	Financial Statement and Dividend – Regulators – Revival and Rehabilitation of sick company – Winding up – Important changes between the companies Act 1956 and 2013.	5	K1 (U)	Mind mapping and Lecture	Short summary of Overview
II	Formation of a company					
	1	, Introduction – Promotion – Stages – Promoter.	3	K1 (U)	Lecture and Discussion	MCQ

	2	Memorandum of Association – Meaning – Purpose – Clauses - Alteration of Memorandum – Doctrine of Ultra vires	5	K1 (U)	Mind mapping and Lecture	Short Essay
	3	Articles of Association – Meaning – importance – Contents –Procedure for alteration –Doctrine of Constructive notice – Doctrine of Indoor Management.	6	K1 (U)	Lecture and Discussion	Concept definition
	4	Prospectus – Meaning Requirements – Legal Provisions – Contents – Statement in lieu of prospectus. Underwriting – Meaning – Conditions and advantages of underwriting.	7	K1 (U)	Lecture and Discussion	Short test
	Company Meetings					
III	1	Meaning – Prerequisites to constitute a meeting – Types	4	K1 (U)	Lecture and Discussion	MCQ
	2	Quorum – Notice – Agenda – Minutes – Voting – Proxy –	5	K1 (U)	Mind mapping and Lecture	Concept definition
	3	Adjournment – Resolution kinds.	5	K1 (U)	PPT	Short Essay

IV	Company Secretary					
	1	Meaning – Definition – Legal Status – Qualification – Appointment – Dismissal –	5	K1 (U)	Lecture and Discussion	MCQ
	2	Functions and Duties – Rights and Liabilities – Contractual liabilities –	6	K1 (U)	PPT	Short Essay
	3	Roles played by the secretary – skills needed – Qualities that make a good Secretary – Characteristics of a good secretary	5	K1 (U)	Peer Tutoring	Quiz
V	Secretarial Practice					
	1	Position of company Secretary – Actual position	2	K1 (U)	Lecture and Discussion	MCQ
	2	– Company Secretary in practice: Secretary in whole-time practice –	4	K1 (U)	Mind mapping and Lecture	Short Essay
	3	Secretarial Audit – Part-Time secretary – Eligibility to use the designation of secretary – Eligibility to practice – Scope of Secretarial Audit	5	K1 (U)	Lecture and Discussion	True/ false

Course Focusing on Employability/ Entrepreneurship/ Skill Development : Entrepreneurship Activities (Em/ En/SD):

- Draft an agenda for the department workshop
- Collect the Memorandum of Association, Articles of Association and Prospectus of a public company.
- Prepare the minutes of a department meeting and circulate it among the

students

- Collect the prospectus of few reputed institutions.

Course Focusing on Cross Cutting Issues (Professional Ethics/ Human Values/Environment Sustainability/ Gender Equity): Professional Ethics

Activities related to Cross Cutting Issues:

power point presentation on Functions, Duties, Rights and Liabilities of a Company Secretary and kinds of company Meeting

Seminar Topic: (if applicable)

Part-A

1. The minimum number of members necessary for a meeting is called as:
 - a) Quorum
 - b) Proxy
 - c) Promoters
 - d) Board of directors
2. The quorum for the general meeting of a private limited company is:
 - a) 2
 - b) 3
 - c) 5
 - d) 7
3. The term “Vires” means _____.
4. In a private company, there must be at least _____ members.
5. The Company Secretary is the member of the company. (True or False)

Part-B

1. Discuss the disadvantages of a private company.
2. Who is a promoter? Write the duties of a promoter?
3. Explain the contents of the statutory report.
4. State the eligibility of a secretary to do whole-time practice.
5. Describe the objectives of secretarial audits.

Part - C

1. Explain the provisions relating to qualification and disqualification of an Auditor?
2. Explain the procedure for alteration of Articles of Association.
3. Discuss the different types of company meetings.
4. State the powers and duties of a secretary.

5. Describe the legal position of a secretary.

Dr. C. Braba
Course Instructor

Dr. M. Mary Helen Stella
Head of the Department

Teaching Plan for the Academic Year 2023-2024

Semester : III Elective - I

Name of the Course : Principles of Management

Subject code : AC2035

No. of Hours per Week	Credit	Total No. of Hours	Marks
5	4	75	100

Objectives:

1. To give students an insight into the management techniques.
2. To make students develop managerial skills.

Course Outcomes

COs.	Upon completion of this course the students will be able to:	PSO Addressed	CL
CO-1	understand the features, objectives, principles and functions of management	1	U
CO-2	draft work related plans and make proper decisions	1 & 5	U
CO-3	discuss the basic features of of staffing, recruitment, selection and training	1	U

CO-4	apply motivational and leadership theories to improve the leadership qualities	5	U
CO-5	understand the necessity of business being responsible towards the society	5,9	U

Teaching plan

Total contact hours - 75 (including lecture, assignment and tests)

Unit	Module	Topics	Teaching hours	Cognitive level	Pedagogy	Assessment/ Evaluation
Management						
I	1	Management – Meaning, Definition. Is Management an Art Science or Profession?	2	K1 (U)	Lecture method	Oral question session
	2	Contribution of Experts to Management thought	4	K1 (U)	Lecture method and case study	short Test Discussion
	3	Levels of Management	2	K1 (U)	Lecture method	Quiz Short Test
	4	Management by objectives – Advantages, Disadvantages.	2	K1 (U)	Group Discussion	Class Test
Planning and Decision Making						
II	1	Planning – Definition – Nature – Characteristics – Objectives – Importance – Advantages and limitations	4	K1 (U)	Lecture method	Multiple Choice Questions
	2	Methods of Planning	3	K1 (U)	Lecture method and Group	Oral question session & Short test

					Discussion	
	3	– Decision making – Definition – Characteristics – problems	5	K1 (U)	Lecture method with Video discussion	Q&A Session
	4	Guidelines for effective decision making process, types of Managerial decisions, Decision Tree.	1	K1 (U)	Lecture method	Short Test, Formative assessment
	Organising					
	1	Organisation – Definition – Process – Importance – Organisation Structure – Principles	6	K1 (U)	Lecture method With PPT	Short Test
	2	Formal and informa organization –	1	K1 (U)	Lecture method and team teaching	Q&A Session
III	3	Delegation of authority – Principles – Types – Type authority	4	K1 (U)	Lecture method with Video	Group discussion & Quiz
	4	Decentralisation Factors – Degree o decentralisation Benefits	1	K1 (U)	Lecture method	Short Test
	Staffing					
	1	Meaning – Recruitment – Sources – Internal and External factors of Recruitment.	2	K1 (U)	Lecture method	Short test & Quiz

IV	2	Stages involved in selection Training – importance – process of training.	4	K1 (U)	Lecture method	Short Test
	3	Performance Appraisal – Features, Methods	6	K1 (U)	Flipped Classroom	Home Assignment
	4	Promotion – Job performance, Job Analysis, Job Description. Job Evaluation.	2	K1 (U)	Lecture method	Oral Quiz
Directing, Motivation and Leadership						
v	1	Directing – Features Principles – Supervision – Qualities and Functions of Supervisor	3	K1 (U)	Lecturer method	Group Discussion
	2	Motivation characteristics – Importance	8	K1 (U)	Blended Classroom	Brain storming and checking the performance of students
	3	Leadership – Definition – Characteristics – Qualities and functions of a leader – Leadership styles – Theories – Leadership	6	K1 (U)	Team Teaching	Group Discussion
	4	MBE, SWOC analysis Coordination characteristics, importance, Problem Social responsibility of	8		Self-study and group discussion	Formative Assessment

		business.				
--	--	-----------	--	--	--	--

Course Focussing on Employability/ Entrepreneurship/ Skill Development : Entrepreneurship

Activities (Em/ En/SD):

- Preparation oof chart showing the 14 principles of management.
- Role play on famous managerial experts
- Power point preparation on leading entrepreneurs in India

Course Focussing on Cross Cutting Issues (Professional Ethics/ Human Values/Environment Sustainability/ Gender Equity): Professional Ethics

Activities related to Cross Cutting Issues:

power point presentation on Business ethics and standards - Professional Ethics

Seminar Topic: (if applicable)

Sample questions (minimum one question from each unit)

Part A

6. -----“Management is what a manager does.” – said by
a) Louis Allen b) Henry Fayol c) Mary Parker d) Wilson
7. ----- Decision making is the process of involving
a) information b) choice of alternative course of action c) implementation and evaluation
d) All of the above
8. Motivation means a process of stimulating people to action to accomplish

9. The process of finding suitable candidates for the various posts in an organization is

10. A leader is a person who guides and directs others called followers.

Part B

1. Write briefly the elements of scientific management.

2. What are the advantages of Planning?
3. Differentiate formal organisation from informal organization.
4. Explain the merits and demerits of Internal source of recruitment.
5. Discuss Maslow's Hierarchy theory of needs.

Part C

1. Discuss the 14 general principles of management given by Henry Fayol.
2. Explain the various stages involved in the process of decision- making.
3. Describe the principles of organisation.
4. Discuss the various stages involved in the selection of candidates for jobs in an organisation.
5. How SWOC analysis can be implemented in the business organisations?

Dr. M. Mary Helen Stella

Dr. M. Mary Helen Stella

Course Instructor

Head of the Department

Teaching Plan for the Academic Year 2023-2024

Semester : V **Major Core-VII**
Name of the Course : **Corporate Accounting**
Subject code : **AC2151**

Hours / Week	Credits	Total Hours	Marks
6	5	90	100

Objectives

1. To enable students to acquire the basic knowledge on corporate accounting according to Companies Act 2013.
2. To train students in the preparation of company accounts.

Course Outcome

COs	Upon completion of this course the students will be	PSO	CL
------------	--	------------	-----------

	able to:	addressed	
CO-1	understand the procedures for the issue of shares		U
CO-2	develop a process for redemption of preference shares and determine the value of goodwill and shares by choosing appropriate methods		Ap
CO-3	prepare Company Balance Sheet and Compute Managerial Remuneration		E
CO-4	construct the restructuring of the capital structure in the Financial Statement of the Company		U
CO-5	explain the procedures related to liquidation of companies and Prepare Statement of Affairs and Liquidators Final Statement		U

Module

Total Contact hours: 90 (Including lecture, assignment and tests)

Unit	Section	Topics	Teaching hours	Cognitive level	Pedagogy	Assessment/Evaluation
	Introduction to Shares					
I	1.	Shares, Meaning, Issue of Shares, Securities Premium, Discount on Issue of Shares, Under Subscription, Over Subscription	4	K2 (U)	Lecture	Oral test,
	2.	Pro-rata Allotment, Calls in Arrears, Calls in Advance	4	K2 (U)	Brain Storming & Lecture	Quiz
	3.	Under subscription and	5	K2 (U)	Lecture &	Solving

		Over subscription, Calls in arrears, Calls in advance, Forfeiture and Reissue.			Problem Solving	Exercise problems
		Forfeiture of Shares Reissue of Forfeited Shares, Surrender of Shares	4	K2 (U)	Lecture & Problem Solving	Objective type questions
	4.	Debentures: Meaning, Features, Classes of Debentures, Shares Vs. Debentures (Theory Only)	2	K2 (U)	Lecture & Discussion	Formative Assessment
Issue and Redemption of Preference Shares, Valuation of Goodwill and Shares						
II	1.	Redemption, Meaning, Issue and Redemption, Legal Provisions	3	K3 (Ap)	Lecture and Discussion	Solving problems.
	2.	Sources of Redemption, Capital Redemption Reserve.	2	K3 (Ap)	Lecture and Discussion	Solving exercise problems
	3.	Valuation of Goodwill: Simple Profit Method, Super Profit Method, Annuity Method.	5	K3 (Ap)	Lecture & Problem Solving	Class test
	4.	Methods of Valuation of Shares, Net Asset Method Yield Method.	5	K3 (Ap)	Lecture & Problem Solving	Formative Assessment
Profit Prior to Incorporation and Final Accounts 2013						
III	1	Profit Prior to Incorporation: Nature of Profit or Loss, Ascertainment of Profit or Loss Prior to Incorporation	5	K5 (E)	Brain Storming & Lecture	Short Test
	2.	Calculation of Sales Ratio		K5 (E)	Lecture &	Group

		Calculation of Weighted Ratio	2		Problem Solving	Discussion
	3.	Preparation of Company Financial Statements	4	K5 (E)	Lecture & Problem Solving	Objective type questions
	4.	Preparation of Company Balance Sheet, Computation of Managerial Remuneration	4	K5 (E)	Lecture & Problem Solving	Formative Assessment
Internal and External Reconstruction						
IV	1.	Alteration of Share Capital, Internal Reconstruction or Capital Reduction	5	K2 (U)	Brain Storming & Lecture	Group Discussion
	2.	Procedure for Reducing Share Capital, Accounting Entries on Internal Reconstruction	5	K2 (U)	Brain storming, and Group Discussion	Objective type questions
	3.	Preparation of Balance Sheet. Amalgamation as Per AS 14, Calculation of Purchase Consideration	5	K2 (U)	Lecture & Problem Solving	Solving Exercise problems
	4.	External Reconstruction (Theory Only)	2	K2 (U)	Lecture & Problem Solving	Short test
Liquidation of Companies						
V	1.	Meaning, Difference between Liquidation and Insolvency, Modes of Winding Up	3	K2 (U)	Brain Storming & Lecture	Oral test,
	2.	Order of Payment, Treatment of Preferential Creditors	4	K2 (U)	Lecture & Problem Solving	Short test

	3.	Calculation of Liquidators Remuneration, Contributories, Liquidators' Statement of Account	5	K2 (U)	Lecture & Problem Solving	Formative Assessment
--	----	--	---	--------	---------------------------	----------------------

Course Focussing on Employability/ Entrepreneurship/ Skill Development : Employability

Activities (Em/ En/SD):

Course Focussing on Cross Cutting Issues (Professional Ethics/ Human Values/Environment Sustainability/ Gender Equity): Professional Ethics

Activities related to Cross Cutting Issues:

- Discussing the problem in groups
- Preparing Multiple choice questions in corporate accounting

Assignment:

Assignment on Indian Accounting standards applied in company accounts

Preparing a plan for redemption of preference shares

Preparing liquidators Final Statement

Seminar Topic: (if applicable)

Sample questions (minimum one question from each unit)

Part-A

1. Transfer to capital redemption reserve can be made from:

- a)Capital Reserve b) Forfeited shares c) General Reserve d) Reissued shares

2. Any gain on revaluation of the assets at the time of internal reconstruction will be credited to:

- a) Capital Reserve A/c b) General Reserve A/c
c) Surrendered Shares A/c d)Revaluation A/c

3. Pre-incorporation profit should be taken as _____ profit
4. Partly paid up preference shares cannot be redeemed.
5. Only insolvent companies can be liquidated

Part-B

1. An existing company offered 20000 Equity shares of Rs. 10 each at a discount of 5%.

The shares were payable as under:

On Application Rs. 3 per share

On Allotment Rs. 4 per share

On First call Rs.2.50 per share.

Public applied for 16,000 shares and shares have been allotted. All moneys were received.

Pass journal entries.

2. Soorya Ltd. has part of their share capital in 3000 8% redeemable preference shares of Rs.100 each. The company decided to redeem the preference shares at premium of 10%. The general reserve of the company shows a balance of Rs.400000. The directors decided to utilize 70% of the reserve in redeeming the preference shares and the balance is to be met from the proceeds of fresh issue of sufficient number of shares of Rs.10 each. The premium is to be met from the profit and loss. Pass the journal entries to record the above transactions.

3. XYZ Ltd. was incorporated on 1st July 2008 in order to purchase a running business from 1st January 2008. From the following particulars, calculate pre-incorporation loss:

Total sales for the year 2008 were Rs. 4,50,000

Sales from 1st January 2008 to 30th June 2008 Rs.1,50,000

Gross profit for the whole year Rs.1,35,000

Establishment expenses Rs.92,500.

2. State the difference between Internal and External reconstruction?

3. Mr. X has been appointed as liquidator of ABC Ltd. The balance sheet at the time of liquidation on 1.1.2005 is given below:

Particulars	Rs.	Particulars	Rs.
Equity share capital (10)	200000	Fixed assets	200000
Debentures	100000	Stock	50000
Loan	50000	Debtors	125000
Creditors	50000	Cash	5000

		Profit and loss	20000

	400000		400000

Fixed assets sold for Rs. 120000 to debenture holders holding Rs. 40000 debentures and cash is received after setoff. Cash realized from debtors was Rs.80000 and the liquidation expenses amounted to Rs. 1000. Liquidator is paid Rs. 1000 fixed allowance plus 2% commission on collection including cash in hand Rs. 5000 as remuneration. Stock is sold for Rs. 10000.

Prepare the liquidator's statement of account.

Part –C

1. What do you mean by debentures? Explain the types of debentures.

Mohan Co. furnished the following information :

Average capital employed Rs.1,50,000

Normal rate of profit 10%

Present value of annuity of Re.1 for five years at 10% as Rs.3.78

Net profits for five year: 2005: 14,400, 2006:15,400, 2007: 16,900, 2008:17,400 and 2009:17,900.

The profits included non-recurring profits on an average basis of Rs.1000 out of which it was deemed that even recurring profits had a tendency of appearing at the rate of Rs.600 p.a.

You are required to calculate the goodwill:

- i.As per annuity method
- ii.As per five year's purchase of super profit; and
- iii.As per capitalization of super profit method.

2. Ltd. Is incorporated on 1st May 2013 to take over the business of Y Co. as a going concern from 1st January 2013. The profit and loss account for the year ending 31st December 2013 is as follows:

Profit and loss account of Z Ltd. For the year ending 31.12.2013

Particulars	Rs.	Particulars	Rs.
To Salaries	72,000	By Gross profit	3,10,000
To Rent and taxes	24,000		
To Commission	12,000		
To Insurance	6,000		
To Electric charges	4,800		

To Directors fees	6,000		
To Audit fees	3,200		
To Advertisement	8,000		
To Discount	7,000		
To Office expenses	15,000		
To Carriage outward	6,000		
To Interest on loan	6,000		
To Bank charges	3,000		
To Preliminary charges	13,000		
	4,000		
To Bad debts	1,20,000		
To Net profits			
	3,10,000		3,10,000

Total sales for the year ending 31st December 2013 is Rs. 10,00,000 divided into Rs.3,00,000 for the period up to 1st May 2013 and Rs.7,00,000 for the remaining period. Find the net profit before incorporation of the company and after incorporation of the company.

2.

T

the following is the balance sheet of weak & co. as on 31.3.2019

Liabilities	Rs	Assets	Rs.
100000 equity shares of Rs.10 each	1000000	Land	100000
creditors	173000	Plant and machinery	230000
		Furniture and fittings	68000
		Stock	150000
		Debtors	70000
		Cash at bank	5000
		Profit and loss	550000
	<u>1173000</u>		<u>1173000</u>

Scheme of capital reduction was:

- i. The equity shares to be reduced to Rs.4 per share
- ii. Plant and machinery to be written down to Rs.150000
- iii. Stock to be revalued at Rs.140000
- iv. The provision on debtors for doubtful debts to be created Rs.2000
- v. Land to be revalued at Rs.142000

Pass necessary journal entries and prepare capital reduction account.

3.The balance sheet of Y Ltd., as on 31.12.2006 was as follows:

Liabilities	Rs	Assets	Rs
Share Capital		Land and Building	25000
8,000 Preference Shares of Rs.10 each	80000	Fixed assets	200000
1,2000 Equity shares of Rs.5 each	120000	Stock	525000
Bank Loan	400000	Debtors	100000
9% Debentures	100000	Profit and loss a/c	58000
Interest out standing on debentures	8000		
Creditor	20000		
	<u>908000</u>		<u>908000</u>

A company went into liquidation that date. Prepare liquidators statement of account after taking into account the following:

Liquidation expenses and liquidators remuneration amounted to Rs. 3000 and Rs. 10000 respectively

Bank loan was secured by pledge of stock

Debentures and interest thereon are secured by a floating charge on all assets

Fixed assets were realized at book valued and current assets at 80% of book value.

Dr. C. Braba
Course Instructor

Dr. M. Mary Helen Stella
Head of the Department

Teaching Plan for the Academic Year 2023-2024

Semester : V Major Core-VIII
Name of the Course : Business Law
Subject code : AC2152

No. of hours per week	No. of Credits	Total No. of hours	Total Marks
6	4	90	100

Objectives:

1. To familiarize the students with the provisions of various Acts relating to commercial undertakings.
2. To give knowledge based on consumerism and consumers rights and to make them aware of modern technologies for legal purposes.

Course Outcomes

COs	Upon completion of this course the students will be able to:	PSO addressed	Cognitive level
CO-1	Understand the classifications of contracts	5	K2 (U)
CO-2	recognize and address the legal issues on Indemnity and Guarantee	2	K3 (Ap)
CO-3	find out the difference between contract and agreements and to understand Quasi Contract.	2	K2 (U)
CO-4	analyze the elements of Consumer Protection Act	2	K3 (Ap)
CO-5	recognise the importance of Information Technology in business.	5	K4 (An)

Modules

Total contact hours: 90 (Including lecture assignment and tests)

Uni	Module	Topics	Teaching hours	Cognitive level	Pedagogy	Assessment
-----	--------	--------	----------------	-----------------	----------	------------

Unit I						
I	1	IndianContractAct-1872: Introduction of Law- Sources-Definition- Obligation - Essentials and Classification	4	K2 (U)	Lecturing and discussion	Asking questions and test.
	2	Definition of Offer - Rules for Offer and Acceptance, Essential of Acceptance - Methods of Communication - Termination of Offer	5	K2 (U)	Various case analysis and illustration given	Short test
	3	Consideration - Definitions -Rules-Strangers to Consideration -Section25 - Explanation	4	K2 (U)	Discussing illustrative events from social behaviours	Oral test and quiz
	4	Capacity to Contract Definition-Minor under Law-Persons Affected due to Status-Affected due to Unsound Mind.	5	K2 (U)	Lecturing and group discussion	Short test
Unit II						
II	1	Free Consent -Definition of (a) Coercion (b)Fraud (c)Undue Influence (d)Misrepresentation (e) Mistake	5	K3 (Ap)	Lecturing with case study	Short class test
	2	Legality of Object - Difference between Unlawful and Illegal Agreements - Effect of Illegality - Void	4	K3 (Ap)	Lecturing with case study	Assignment work and case note

		Agreements and Void Contract				
	3	Wagering Agreement Insurance Contract Difference between Wagering Contracts and Contingent Contracts.	5	K3 (Ap)	Read the text and analyzing	Quiz and Continues Internal Assessment
	Unit III					
III	1	Performance of Contract- Which need not be Performed-Time and Place of Performance Attempted Performance (tender)- Rules of Tender-	5	K2 (U)	Lecturing with case study and examples	Short test
	2	Discharge of Contracts- Methods of Discharge - Doctrine of Frustration - Discharge by Law - Discharge by Death	4	K2 (U)	Lecturing with case study and examples	Quiz
	3	Remedies for Breach of Contract - Consequence of Breach - Rules - Kinds	5	K2 (U)	Lecture and discussion	Class test
	4	Rectification – Suite for Injunction- Quantum Merit- Specific Performance of Contract-Quasi Contract- Instance.	4	K2 (U)	Lecture with illustration and Discussion	Asking questions against others.
	Unit IV					
IV	1	Special Contract: Indemnity and Guarantee - Definition Indemnity - Rules for Making Indemnity	5	K3 (Ap)	Lecture and case study	Short test
	2	Difference between	3	K3 (Ap)	Lecture and	Case note writing

		Indemnity and Subrogation			case study	and corrections
	3	Discharge of Surety - Termination of Guarantee Contract	5	K3 (Ap)	Lecture with case study and examples	Quiz
	4	The Consumer Protection Act – Consumer Protection Council – Consumer Dispute Redressal Forum– Commissions	5	K3 (Ap)	Lecture classes	Test
Unit V						
V	1	The Information Technology Act 2000- Definitions -Digital and Electronic Signature	5	K4 (An)	Lecture with Group discussions	Test
	2	Electronic Records Signatures and Certificates Duties - Penalties	5	K4 (An)	Lecture with examples	Oral test
	3	Compensation – Cyber Appellate Tribunal – Offence – Revision.	4	K4 (An)	Lecture with discussion	Quiz and Continues Internal Assessment

Course Focusing on Employability/ Entrepreneurship/ Skill Development: **Skill Development**

Activities (Em/ En/SD): Collect and review the current case studies related to Indian Contract Act-1872 and Indemnity and Guarantee (Special Contract) - **Skill Development**

Course Focusing on Cross Cutting Issues (Professional Ethics/ Human Values/Environment Sustainability/ Gender Equity): **Professional Ethics**

Assignment: A study of Minors capacity to contract (Professional Ethics)

A study on the effect of consent obtained by Fraud on the validity of contract (Professional Ethics)

Overview of various modes of discharge of a contract with relevant case laws. (Professional Ethics)

Seminar Topic: (if applicable)

Sample questions (minimum one question from each unit)

Part A

1. An agreement not enforceable by law is said to be _____
a)Void b) voidable c) valid
2. A wagering agreement is _____
a) forbidden by law b) immoral c) opposed to public policy
3. When the promisee refuses to accept performance from the promisor who offers to perform, it is _____
a) attempted performance b) vicarious performance c) frustration of contract
4. Consumer Protection Act was enacted in 1987. **True or False**
5. Digital signature is defined under _____ section of Information Technology Act 2000.

Part B

1. Enumerate the competency of parties and state the position of a minor in detail.
2. Differentiate insurance contract from wagering agreements.
3. What do you understand by performance of contract? and what are the rules of law relating to time and place of performance of contract?
4. Illustrate the function of the State Consumer Protection Council.
5. How is Cyber Appellate Tribunal appointed? Analyse its functions.

Part C

1. Interpret the legal rules as to consideration.
2. Enumerate the elements that are essential to make a contract a contingent one?
3. Explain breach of contract as a mode of discharge of contract.
4. Evaluate the Consumer Disputes Redressal Agencies.
5. Explain the concept of Electronic Signature and Electronic Signature Certificate as per Information Technology Act 2000.

Ms. Jenifer.J
Course Instructor

Dr. M. Mary Helen Stella
Head of the Department

Teaching Plan for the Academic Year 2023-2024

Semester : V Major Core-IX
Name of the Course : Income Tax Law and Practice – I
Subject code : AC2153

No. of Hours per Week	Credit	Total No. of Hours	Marks
6	5	90	100

Objectives:

1. To impart knowledge on the basic provisions of income tax
2. To equip the students with application of provisions of tax laws in computation of income under various heads of income.

CO No	Upon completion of this course the students will be able to:	PSO addressed	CL
CO-1	understand the meaning of Assessment Year, Previous Year and Assessee.	4	U
CO-2	identify the residential status and incidence of tax for Resident and Nonresident.	4	AP
CO-3	compute taxable income from salary.	6	AP
CO-4	compute taxable income from House Property.	6	AP
CO-5	understand the meaning of business and profession and compute taxable income.	4	U
CO-6	identify the short term and long term capital gain and compute taxable capital gain.	4	AP

Module

Total Contact hours: 90 (Including lecture, assignment and tests)

Unit	Section	Topics	Lecturehour	Cognitive level	Pedagogy	Assessment/ Evaluation
1	Introduction to Income Tax					
	1.	Meaning and concept of Income Tax and important terms		K2 (U)	Lecture.	Short test
	2.	Residential status of individual, HUF and firm		K2 (U)	Lecture, group Discussion	Solving simple problems
	3.	Incidence of taxation.		K2 (U)	Doing problems	Solving simple problems, class test.
II	Income from Salary					
	1.	Meaning, features and scope of Salary		K3(AP)	Lecture ,Discussion	Short test
	2.	Allowances : fully taxable, fully exempted and partly exempted allowances.		K3(AP)	Discussion with illustration	Short Test
	3.	Perquisites profits in lieu of salary		K3(AP)	Lecture Discussion	Class test
	4.	Gross salary , Deductions u/s 80 C		K3(AP)	PPT, Discussion	Assignment
	5.	Computation of income from salary		K3(AP)	Work out the problems	Group Discussion

III Income from House Property						
	1	Gross annual value and Exempted incomes		K3(AP)	Lecture	Solving simple problems, class test.
		Vacancy, unrealized rent, Net annual value.		K3(AP)	Discussion	Short test
		Composite rent, Joint expenses		K3(AP)	Explain the procedure and workout the problems	Solving simple problems.
		Computation of house property income.		K3(AP)	Lecture	Solving simple problems. Formative Assessment
IV Income from Business or Profession						
		Meaning Business, Profession and Vocation		K2 (U)	Lecture	Short test
		Deductions expressly allowed and other deductions.		K2 (U)	Discussion	Class test
		Computation of income from business		K2 (U)	Explain the procedure and workout the problems	Short test
		Computation of professional Income		K2 (U)	Explain the procedure and workout the problems	Assignment Formative Assessment

V	Capital Gains and Income from Other Sources					
		Capital gain, Short term and Long term capital gains.	4	K3(AP)	Lecture Discussion	Short test
		Transfer and Cost of acquisition, Cost of improvement Exempted Capital	3	K3(AP)	Lecture Discussion.	Oral test
		gains u/s 54, 54 B, 54D, 54 E, 54 F and 54 G.				
		Income from other sources	4	K3(AP)	Explain the procedure and workout the problems	Short test Assignment
		Calculation of income from other sources	3	K3(AP)		Formative Assessment

Course Focussing on Employability/ Entrepreneurship/ Skill Development: **Employability** Activities (Em/ En/SD):

1. Find out the residential status
2. Computation of salary income

Course Focussing on Cross Cutting Issues (Professional Ethics/ Human Values/Environment Sustainability/ Gender Equity): **Professional Ethics**

Activities related to Cross Cutting Issues :

1. Computation of house property income
2. Calculating capital gain

Assignment :

1. Problem from income from other sources
2. Problem from business or professional income

Sample questions (minimum one question from each unit)

Part A

1. Incidence of tax on a tax payer depends on his _____ and also on place and time of accrual or receipt of income.
2. The maximum amount for deduction as entertainment allowance to a government employee is _____
3. Interest on loan paid prior to completion of construction of house shall be allowed as deduction in _____ installments for 5 years.
a) 3 b) 4 c) 5 d) 2
4. U/S 44AB 'specified data' means _____
a) 30th June b) 31st July c) 30th September d) 30th November
5. _____ Any expenditure incurred to increase the value of the capital asset is treated as cost of improvement. (**True or False**)

Part B

1. Mr. Maran a citizen of U.K. came to India for the first time on 1.5.2015. He stayed here without any break for 3 years and left for Bangladesh on 1.5.2018. He returned to India on 1.04.2019 and went back to the U.K. on 1.12.2019. He was posted back to India on 20.01.2022. Compute his residential status for the Assessment Year 2022-2023.
2. X is a pilot in Indian Airlines. He draws Rs.7,20,000 as salary, Rs.1,80,000 as dearness allowance, Rs.6,00,000 as flight allowance to meet personal expenses while on duty, Rs.12,000 as conveyance allowance (actual expenses Rs.9,000) and Rs.7,200 as an educational allowance for his three children studying in a public school. Compute the taxable value of rent free flat.
3. The particulars of a residential house are given below for the Assessment Year 2022-2023

	Rs.
Municipal Value	44,000
Fair Rent	48,000
Standard Rent	36,000
Actual Rent	37,200
Municipal Taxes paid	8,800
Ground rent payable	60
Interest on money borrowed for construction	5,000

Collection charges actually paid	300
----------------------------------	-----

The assessee mortgaged the property for Rs. 36,000 which was spent on his daughter's marriage. The assessee paid interest of Rs.3,000 on the mortgage loan this year. Compute his income from house property.

4. b) Determine the qualifying amount u/s 80C for the AY 2022-23 from the details provided by Mr.Hari, an author of books;

- i) Contribution to RPF Rs. 42,000
- ii) Contribution to URPF Rs.1,200
- iii) Group insurance paid Rs.1,800
- iv) Contribution to ULIP,1971 Rs. 1,200
- v) Tution fee paid Rs. 8,000

5. Mr. Basu received the following incomes during the year 2016-17. Compute Taxable income under the head "Income from other sources", separately for each case.

A) Winnings received form Sikkim Lottery	Rs.70000
Winnings from Horse Races	Rs.2000
Winnings from Crossword Puzzles	Rs.4000
B) Winnings form Lottery	Rs.2000
Winnings received from Horse Races	Rs.56000

Part C

1. Mr.Ramesh, who was born and brought up in India, went for further studies to U.K. on 1st March,2020 and came back to India on 1st October,2021 early in the morning. Compute his residential status for the Assessment Year 2022-2023. (K : U – CO1)

2. On the basis of the following information compute the taxable income of X under the head'Salaries' for the Assessment Year 2022-23:

	Rs.
Basic salary	50,000 p.m.
Dearness allowance	12,000 p.m.
Entertainment allowance	300p.m.
Hill area compensatory allowance	450 p.m.
Tribal area allowance	350p.m.

His own contribution towards statutory provident fund	4,000 p.m.
Employer's contribution	4,000 p.m.
House rent allowance	10,000 p.m.
Interest credited to provident fund	26,500

X is an officer of the forest department of the Government of U.P. He is employed at a place at a height of Rs.1,100metre above the sea level. He is paying Rs.12,500 p.m.as house rent.

3. Mr.Kumar is the owner of three houses:

Particulars	House A	House B	House C
Annual Fair Rent	18,000	15,000	12,000
Municipal Valuation	15,000	20,000	10,000
Let out (per month)	2,000	1,500	1,250
Use by tenant	Residential	Office	Residential
Construction started	30.5.2016	1.1.2016	2.3.2014
Construction completed	1.4.2019	1.6.2019	31.3.2014
Repair expenses	1,000	-	4,000
Collection charges	2,000	500	-
Interest on Loan:			
i) For construction	10,000	-	-
ii) For the marriage of daughter	-	6,000	-
iii) For repair	-	-	1,000

Municipal tax is 10% of municipal valuation. The municipal tax of House 'A' was paid by the owner but municipal tax of house 'B' was not paid up to 31st March, 2022. The municipal tax of house 'C' was paid by the tenant. The third house remained vacant for 4 months. Compute income from house property for the Assessment Year 2022-23.

4. Find the taxable business income from the following information collected from books of account of Ms. Ruby for the year ended 31st March 2022:-

		Rs.
1	Net profit after charging the following expenses	2,22,000
	a. Advertisement expenses	16,500
	b. Bad debts	13,500
	c. Provision for bad debts	10,000
	d. Depreciation (Allowable dep. as per IT rules Rs. 15,000)	18,000
	e. Interest on loan	20,000
	f. Interest on capital	14,000
	g. Entertainment expenses	25,000
	h. Travelling expenses	11,000
2	Incomes included in the Net profit	
	a. Gift from father	16,000
	b. Profit on sale of shares	17,500
	c. B.D. recovered (earlier allowed)	14,500

5. Mr Smith is a M.P. from Ahmedabad. He has submitted the following particulars of income for the year ending 31.3.2022.

A) Agricultural income from land in Sri Lanka Rs.15000

B) Daily allowance as M.P. Rs.15000

C) Salary as a M.P. Rs.36000

D) Salary for a part-time Job with a firm Rs.21000

E) Royalty from a coalmine Rs.20000 and spent Rs.3000 for collecting royalty income

F) His residential house has been taken on a rent of Rs.1000 p.m., half of which he has sub-let at Rs.1200 p.m.

G) Dividends from a co-operative society Rs.5000. Collecting charges Rs.100 Calculate his income from other sources.

Dr. S. Mary Pearly Sumathi

Course Instructor

Dr. M. Mary Helen Stella

Head of the Department

Teaching Plan for the Academic Year 2023-2024

Semester : V Major Core-X
Name of the Course : Research Methodology
Subject code : AC2154

Course Code	I	T	I	Credit	Inst. Hour	Total Hours	Marks		
							CIA	Externa	Tota
AC2054	4			4	4	75	25	75	100

Objectives

1. To enable the students acquire knowledge on research.
2. To help the students to collect, analyse the data and to prepare the research report.

Course outcomes

CO	Upon completion of this course, the students will be able to:	PSO addressed	Cognitive level
CO - 1	understand the concept and different types of research studies	PSO - 1	K2(U)
CO - 2	formulate the research problem for preparing research design	PSO - 2	K6(C)
CO - 3	identify the methods of collecting data	PSO - 3	K1(R)
CO - 4	make use of statistical tools to analyse the data	PSO - 3	K4(An)
CO - 5	preparation of research report	PSO - 3	K6(C)

Teaching plan

Total Contact hours: 75 (Including lectures, assignments and tests)

1	Module	Topic	Teaching Hours	Cognitive level	Pedagogy	Assessment/ Evaluation
I						
	1.	Concept – Definition, Characteristics	4	K2(U)	Introductory session, Group Discussion.	Concept explanations.
	2.	Objectives ,Nature , Importance of Research	4	K2(U)	Lecture using Chalk and talk	Concept definitions
	3.	Classification of Research: Pure and Applied, Descriptive and Analytical, Quantitative and Qualitative, Conceptual and Empirical, Exploratory and Survey.	6	K2(U)	Lecture using Chalk and talk, Group Discussion.	Suggest idea/concept with examples.
II						
	1.	Research Problem: Concept, Criteria for Selecting Research Problem ,Selection of the Research Problem ,Steps in selecting the Research Problem.	6	K6(C)	Lecture ,PPT	Problem-solving questions.
	2	Research Design: Definition, Classification , Features ,Types of Research Design;	6	K2(U)	Lecture using Chalk and talk,	Evaluation essay.

		Exploratory, Descriptive, Diagnostic, Experimental, Informal and Formal Experimental Designs.				
III						
	1	Introduction, Levels of Information, Types of Information Sources: Indexes and Bibliographies , Dictionaries, Encyclopaedias , Handbooks, Directories.	6	K2(U)	Lecture with chalk and talk,Group discussion.	Check knowledge in specific situations.
	2	Sampling Design: Concept, Factors Affecting the Size of the Sample, Stage in Sample Design.	6	K3(A)	Lecture,PPT	Evaluation through short test.
	3	Characteristics, Types of Samples Design: Probability and non-probability Sampling.	5	K4(An)	Group Discussion	MCQ
IV						
	1	Data collection – Meaning - Methods of Data Collection	6	K2(U)	Lecture	concept with examples

	2	Primary Data: Observation, Interview, Survey through Questionnaire and Schedule Distinction between Schedule and Questionnaire, Secondary Data	5	K4(An)	Group Discussion	Evaluation through short test
	3	Processing of Data: Editing – Coding – Classification – Tabulation.	5	K1(R)	Lecture, PPT	Check knowledge in specific situation
	4	Analysis of Data: Concept , Types of Analysis, Qualitative Analysis, Content Analysis, Quantitative Analysis, Statistical Analysis of Data Arithmetic Mean -Median, Mode.	5	K4(An)	Lecture with Chalk and talk.	MCQ
V						
	1	Introduction, Report Drafting, Steps: Statement of Problem and its Analysis	5	K2(U)	Lecture, PPT	Recall steps
	2	Outline of Research Work, Rough Draft, Redrafting, Bibliography, Final Draft, Contents of the Research Report Preliminary Text	6	K2(U)	Lecture with PPT	Seminar

		Main Text, Reference Material, Methods of Research Report Writing.				
--	--	--	--	--	--	--

Employability/ Entrepreneurship/ Skill Development : Skill Development

Activities (Em/ En/SD):Develop Research Design of their own study area

Course Focussing on Cross Cutting Issues (Professional Ethics/ Human Values/Environment Sustainability/ Gender Equity): Professional Ethics

Activities related to Cross Cutting Issues : Prepare a questionnaire for the identified research problem

Assignment : Statement of the problem , Collect a few reviews of literature.

Seminar Topic: Presenting Technical Writing

Sample questions

Part A

1. Research is based on _____.
 a) Primary data b) Secondary data c) Both a & b d) None of the above
2. Research design is a _____ for conducting the marketing research project.
 a) strategy b) framework c) blue print d) both b & c
3. The total area can be divided into groups is known as _____.
4. In Sampling the lottery method is used for _____.
5. A small discussion group without a fixed questionnaire is called as _____.

Part B

1. What are the Objectives of Research?
2. Write short notes on:
 - i) Descriptive Research
 - ii) Quantitative and Qualitative Research

3. Describe the Sampling Concepts and Terminologies.

4. What are the uses of focus group?

5. Describe the contents of Research report.

Part C

1. Describe the different Types of Research.

2. Explain the criteria of a good research problem.

3. What are the steps in Sampling Design?

4. Explain the Probability sampling techniques

5. Explain Methods of Research Report Writing.

Dr.S.Sahayaselvi

Course Instructor

Dr.M.Mary helen Stella

Head of the Department