



# **St. PETER'S UNIVERSITY**

**St. Peter's Institute of Higher Education and Research**

**(Declared Under Section 3 of the UGC Act, 1956)**

**AVADI, CHENNAI – 600 054**

**TAMIL NADU**

**B.Com.**

**Code No. - 308**

**(Effective From 2009 – 2010)**

**(Distance Education)**

**Regulations and Syllabi**

**(I & II & III Year)**

**St. PETER'S INSTITUTE OF DISTANCE EDUCATION**

**Recognized by Distance Education Council and**

**Joint Committee of UGC – AICTE - DEC, New Delhi**

**(Ref. F. No. DEC/SPU/CHN/TN/Recog/09/14 dated 02.04.2009 and**

**Ref.F.No.DEC/Recog/2009/3169 dated 09.09.2009)**

**St. PETER'S UNIVERSITY**  
**St. PETER'S INSTITUTE OF DISTANCE EDUCATION**  
Chennai – 600 054.

**Code No. – 308**  
**B.Com.**  
(Distance Education)

**Regulations and Syllabi**  
(Effective from 2009 – 2010)

- 1. Eligibility:** Candidates who have passed the Higher Secondary Examination conducted by the Government of Tamilnadu, or any other examination recognized as equivalent thereto are eligible for admission to Three Year B.Com. Programme in Commerce.
- 2. Duration:** Three Years.
- 3. Medium:** English is the medium of instruction and examination.
- 4. Methodology:** The methodology of distance education includes the supply of self-instructional study materials in print format and in CD, face-to-face instruction for theory and practicals for a limited period during week ends and on holidays, provision of virtual class in phased manner, dissemination of information over e-mail, Student - Support Service at various Centres of the University, Continuous Assessment and End Assessment conducted by the University at various parts of India.
- 5. Weightage for Continuous and End Assessment:** There is no weightage for Continuous Assessment unless the ratio is specifically mentioned in the scheme of Examinations. The End Assessment (EA) has 100% weightage.

**6. Credit System:** Credit system be followed with 36 credits for each Year and each credit is equivalent to 25 hours of effective study provided in the Time Table of the formal system.

**7. Scheme of Examinations**

**First Year**

Code No.	Course Title	Credit	Marks	
			EA	Total
<b>Theory</b>				
109UTMT01	Tamil - I	6	100	100
109UHIT01	Hindi - I			
109UEHT02	English - I	6	100	100
109UBCT03	Financial Accounting	8	100	100
109UBCT04	Business Communication and Management	8	100	100
109UBCT05	Allied – I: Business Economics	8	100	100
<b>Total</b>		<b>36</b>	<b>500</b>	<b>500</b>

**Second Year**

Code No.	Course Title	Credit	Marks	
			EA	Total
<b>Theory</b>				
209UBCT01	Corporate Accounting	8	100	100
209UBCT02	Banking Theory Law and Practice	8	100	100
209UBCT03	Business Law and Company Law	8	100	100
209UBCT04	Business Environment and Entrepreneurship	6	100	100
209UBCT05	Allied – II: Business Statistics	6	100	100
<b>Total</b>		<b>36</b>	<b>500</b>	<b>500</b>

**Third Year**

Code No.	Course Title	Credit	Marks	
			EA	Total
<b>Theory</b>				
309UBCT01	Cost and Management Accounting	8	100	100
309UBCT02	Practical Auditing	8	100	100
309UBCT03	Principles of Marketing	8	100	100
309UBCT04	Computer Application in Business (Theory only)	6	100	100
309UBCT05	Application Oriented Subject: Income Tax Law and Practice	6	100	100
<b>Total</b>		<b>36</b>	<b>500</b>	<b>500</b>

**8. Passing Requirements:** The minimum pass mark (raw score) be 40% in End Assessment.

**9. Grading System:** Grading System on a 10 Point Scale be followed with 1 mark = 0.1 and the conversion of the Grade point as given below.

$$\begin{aligned} \text{Overall Grade Point Average (OGPA)} &= \frac{\text{Sum of Weighted Grade Points}}{\text{Total Credits}} \\ &= \frac{\sum (EA)C}{\sum C} \end{aligned}$$

**The Overall Grade:** The Overall Grade and Classification of all successful candidates be arrived at from the Overall Grade Point Average as stipulated in the following conversion Table.

Grade	Over all Grade Point Average (OGPA)	Over all weighted Average marks	Classification
0	9.0 to 10.0	90 to 100	First Class
A	8.0 to 8.9	80 to 89	First Class
B	7.0 to 7.9	70 to 79	First Class
C	6.0 to 6.9	60 to 69	First Class
D	5.0 to 5.9	50 to 59	Second Class
E	4.0 to 4.9	40 to 49	Third Class
<b>F</b>	0.0 to 3.9	0 to 39	<b>Reappearance</b>

The Grade Sheets of successful candidates provide particulars such as (1) Overall weighted Average Marks and (2) Overall Grade.

**10. Pattern of the Question Paper:** The question paper for the End Assessment will be set for three hours and for a maximum of 100 marks with following divisions and details.

**Part A:** 10 questions (with equal distribution to all the units in the syllabus). Each question carries 2 marks.

**Part B:** 5 questions with either or type (with equal distribution to all the units in the syllabus). Each question carries 16 marks.

The total marks scored by the candidates will be reduced to the maximum prescribed in the Regulations.

## **11. Syllabus**

# 109UBCT03 - FINANCIAL ACCOUNTING

## Unit I

Meaning and scope of Accounting, Basic Accounting Concepts – Double entry Book Keeping – Journal, Ledger, Preparation of Trial Balance – Preparation of Final Accounts of a Sole Trading Concerns – Adjustments.

## Unit II

Preparation of Receipts and Payments Account, Income and Expenditure Account and Balance sheet of Non Trading concerns (Simple Problems).

Average Due Date – Account current – Insurance claim (Loss of Stock only).

## Unit III

Depreciation Methods – Fixed – Diminishing – Change in method, Annuity method.

Single entry System – Statement of Affairs and Conversion Method.

## Unit IV

Branch Accounts (Foreign Branch excluded ) Hire Purchase and Instalments.

## Unit V

Partnership Accounts – Admission – Retirement – Death of a Partner – Insolvency of a Partner – Dissolution of a Partnership – Piece meal distribution.

**Note:** Problem 80% and Theory 20%.

### TEXT BOOKS:

1. R.L.Gupta and V.K.Gupta - Financial Accounting  
Sultan Chand & Sons, New Delhi.
2. S.P. Jain and K.L. Narang - Financial Accounting  
Kalyani Publishers, Ludhiana.

### REFERENCE BOOKS:

1. Reddy and Murthy - Financial Accounting  
Margham Publications, Chennai – 17.
2. Dr. S. Ganesan and Kalavathy - Financial Accounting  
Thirumala Publications, Nagercoil.

# **109UBCT04 - BUSINESS COMMUNICATION AND MANAGEMENT**

## **Unit I**

Business Communication – Meaning – Objectives – Effective Business Letter – Sources of Communication – Layout of Business Letter – Kinds of Business Letter.

## **Unit II**

Various Types of Business Letter – Letter of Enquiry – Order and Complaints – Circular – Status Enquiry – Collection Letter – Bank Correspondence – Company Correspondence – Correspondence with Shareholders.

## **Unit III**

Nature and Scope of Management – Functions of Management – Scientific Management – Planning – Importance of Planning – Forecasting.

## **Unit IV**

Organization – Nature and Importance – Leading – Nature and Purpose of Directing – Controlling – Co-Ordination – Meaning and Types of Control.

## **Unit V**

Nature and Purpose of Staffing – Manpower Planning – Recruitments, Selection, Placement and Induction, Benefits, Scope, Types and Methods of Training.

## **TEXT BOOKS:**

1. R.S.N. Pillai and Bagavathi - Commercial Correspondence
2. Chappel - Text book of Business Communication
3. Y.K. Bhushan - Business Organization and Management
4. Chatterjee - Business Management

## **109UBCT05 – ALLIED – I: BUSINESS ECONOMICS**

### **UNIT – I:**

Introduction to Economics – Wealth, Welfare and Scarcity Views on Economics – Positive and Normative Economics

Definition – Scope and Importance of Business Economics

Concepts: Production Possibility frontiers – Opportunity Cost – Accounting Profit and Economic Profit – Incremental and Marginal Concepts – Time and Discounting

### **UNIT – II:**

Demand and Supply Functions:

Meaning of Demand – Determinants and Distinctions of demand – Law of Demand – Elasticity of Demand – Demand Forecasting – Supply concept and Equilibrium

### **UNIT – III:**

Consumer Behaviour: Law of Diminishing Marginal utility – Equimarginal Utility – Indifference Curve – Definition, Properties and equilibrium.

### **UNIT – IV:**

Production: Law of Variable Proportion – Laws of Returns to Scale – Producer's equilibrium – Economics of Scale

Cost Classification – Break Even Analysis

### **UNIT – V:**

Product Pricing: Price and Output Determination under Perfect Competition, Monopoly – Discriminating monopoly – Monopolistic Competition – Oligopoly – Pricing objectives and Methods



## **UNIT – VI:**

National Income – Importance – Components of National Income – Methods of Calculation – difficulties in Calculating National Income – Employment – Classical theory of Employment – Keynesian theory of Employment – Multipliers – Business cycle – Features – Types – Causes – Methods of Controlling Business Cycle – Fiscal Policy – Monetary Policy – Inflation – Definition – Causes – Types – Methods of Controlling Inflation – Weapons – Deflation.

### **Reference Books:**

1. S. Shankaran. Business Economics – Margham Publications – CH-17.
2. P.L. Mehta. Managerial Economics – Analysis, Problems & Cases – Sultan Chand & sons – New Delhi – 02.
3. Francis Cherunilam, Business Environment – Himalaya Publishing House – Mumbai – 04.
4. Cauvery and others – Macro Economics – S.Chand & Sons.
5. R.K. Lekhi – Macro Economics – Kalyani Publishers.

## **209UBCT01: CORPORATE ACCOUNTING**

### **UNIT – I:**

Issue of shares, forfeiture and Re-issue of forfeited shares – Issue of debentures – Redemption of preference shares and debentures.

### **UNIT – II:**

Final accounts of a company with adjustments – profit prior to incorporation

### **UNIT – III:**

Amalgamation, Absorption and external reconstruction – Internal reconstruction different methods of purchase consideration – liquidation of a company – liquidators final statement of account only.

### **UNIT – IV:**

Accounts of banking company (New format) Accounts of Insurance company – Fire and marine insurance only.

### **UNIT – V:**

Accounts of Holding company – preparation of consolidated balance sheet (Excluding inter company holdings).

### **Text Books:**

1. R.L. Gupta and Radhasamy – Advanced Accounting – Sultan Chand & Sons, NewDelhi.
2. Dr. S. Ganesan & S.R. Kalavathi – Corporate Accounting, Thirumalai Publications, Nagercoil.

### **Reference Books:**

1. M.C. Sukla, Grewal – Advanced Accounting, Sultan Chand & Co., Delhi.
2. S.N. Maheswari – Corporate Accounting, Vikas Publication Home, Delhi.

## **209UBCT02 - BANKING THEORY, LAW AND PRACTICE**

## **Unit I**

Banking - Meaning – Definition and functions of Commercial Bank – Role of Banking in the Economic Development of a Country – Classification of Banks – Unit Banking, Branch Banking, Mixed Banking – Merits and Demerits – Co-operative Banks.

## **Unit II**

Investments policy of commercial bank – Credit creation of Commercial Bank – SBI – Function and its role.

## **Unit III**

NABARD – Objectives and Functions – Development Banking in India – IFCI – SFCS – ICICI – IDBI – UTI – SIDBI.

## **Unit IV**

Banker and Customer – Definition – Relationship between banker and customer – General and special features of relationship – Cheque, bill of exchange and promissory note. Distinguish between them – Feature – Crossing of a Cheque – General Crossing and Special Crossing – Endorsement – Significance – Essentials of a Valid Endorsement – Kinds of Endorsement.

## **Unit V**

Paying banker – Duties – Statutory Protection – Payment in due course – Refusal of payment – Collecting banker – Duties and Responsibilities – Negligence of collecting banker – statutory protection – Loans and Advances – Precautions against the security of LIC policy, stock exchange securities, goods and documents of title to goods.

### **TEXT BOOKS:**

1. Prof. E.Gordon & Dr. K. Natarajan, Banking Theory, Law and Practice, Himalaya Publishing House, Mumbai.
2. K.P.M. Sundharam & P.N. Varshnayh, Banking Theory, Law and Practice, Sultan Chand & Sons, New Delhi.

### **REFERENCE BOOKS:**

1. M.L. Tandon - Banking Theory, Law and Practice
2. S.N. Maheswari - Banking Law and Practice.

### **209UBCT03: BUSINESS LAW AND COMPANY LAW**

## **Unit I**

Commercial-law Introduction – Source Nature and Kinds of Contract – Elements of a Valid Contract – Offer and Acceptance consideration – contractual capacity. Free Consent – legality of Object – Void Agreements – Contingment Contract Quasi Contract – Performance of a Contract – Discharge of a Contract – Remedies for Breach of Contract.

## **Unit II**

Contract of Indemnity and Guarentee – Bailment – Pledge – Lien – Hypothecation charge – Mortgage Agency – Creation of Agency – Kinds of Agent – Rights and Duties of Principal and Agent, Relation of his Agent – Relation of Principal with third parties – Termination of Agency.

## **Unit III**

Sale of Goods – Sale and Agreement to sell – Conditions and Waranties – Transfer of property – Transfer of title – Performance – Remedies for breach – Unpaid Seller – Rights of Unpaid Seller – auction sale – Rules relating to delivery of goods.

## **Unit IV**

Meaning Definition, Features of a Joint Stock Company – Kinds of companies – The Companiesw Act 1956 – Objectives. Formation of a company – Promotion – Incorporation – Memorandum of Association – It's Content and Alteration – Articles of Association – It's contents – Certificate of Incorporation and Commencement of Business. Prospectus and its contents – kinds of shares and Debentures.

## **Unit V**

Company Management – Appointment, rights and duties of Directors – Qualification – Disqualification – Removal of Directors.

Kinds of meetings – Types of Resolutions – Winding Up of a Company, types of winding up – Consequences of winding up.

### **TEXT BOOKS:**

1. N.D.Kapoor – Commercial Law Sultan Chand & Sons, New Delhi.
2. R.S.N. Pillai and Bagavathi – Business Law S.Chand & Co, NewDelhi.
3. N.D. Kapoor – Company Law Sultan Chand & Sons, New Delhi.

### **REFERENCE BOOKS:**

1. M.C. Shukla – Commercial Law Sultan Chand & Sons, New Delhi.
2. M.C. Shukla and S.S.Ghulsan – Principles of Company Law.

## **209UBCT04: BUSINESS ENVIRONMENT AND ENTREPRENEURSHIP**

## **Unit I**

Introduction of business – Nature and changing concept of business – Objectives of business – Social responsibilities of business – Indian business environment – Concept, Components and Importance.

## **Unit II**

Planned economic development – Growth of Savings and Investment in India – National income: Growth and Industrial origin. Agricultural Development; the New Industrial Policy. 1991 and its impact – Economic resources on industrial licencing, Export – Import policy, Regulation of Foreign investments.

## **Unit III**

Trends in world trade and problems of developing countries : International economic groupings – International economic institutions – GATT, WTO, UNCTAD, WORLD BANK, IMF, GSP, GSTP, Counter trade.

## **Unit IV**

Entrepreneurship – meaning – distinction between an entrepreneur and manager – nature and characteristics of an entrepreneur – qualities, types and functions of an entrepreneur – role of entrepreneur in economic development. Entrepreneurial motivation : concepts of motivation – theories of motivation – Maslow and McClelland – motive for starting an enterprise – testing entrepreneurial motivation – entrepreneurial behaviour.

## **Unit V**

Project identification and selection – preparation of project report, selection of site – legal considerations – basic start-up problems – Industrial finance to entrepreneurs – NSIC, SIDO, SSIB, SISI, DTC, TIIC and Commercial banks development – Programmes – their role, relevance and achievements – institutions of entrepreneurship development – role of Government organizing entrepreneurship development programme.

## **TEXT BOOKS:**

1. S.S. Khanka – Entrepreneurial Development, Chand & Co., Delhi.
2. Renu Arora, S.K. Sood – Fundamentals of entrepreneurship and Small business, Kalyani Publishers, Ludiana.
3. K. Aswathappa – Essentials of Business Environment, Himalaya Publishing House, Mumbai – 4.
4. M. Adhikary – Economic Environment of Business, Sultan Chand & Sons, New Delhi -2.
5. Dr. S. Sankaran – Business Environment, Margham Publications, Chennai.

## **REFERENCE BOOKS:**

1. Ruddar Datt & K.P.M.Sundharam – Indian Economy, S.Chand & Company Limited, New Delhi – 55.
2. V. Lokanathan & A. Lakshmiratan – Business and Society, Emerald Publishers, Chennai – 2.
3. Dr. S. Somkaran – Business and Society, Mergham Publications, Chennai – 18.
4. S.K.Mirha & V.K. Puri – Indian Economy, Himalaya Publishing House, Mumbai.
5. Sundaram & Black – The International Business Environment, Prentice Hall, New Delhi.

## **209UBCT05: BUSINESS STATISTICS**

### **Unit I**

Introduction – Collection and Tabulation of statistical data – Measures of central tendency – Mean, Median, Mode – Measures of Dispersion – Range, Quartile Deviation, Mean Deviation, Standard Deviation and their Co-Efficient – Co-Efficient of Skewness.

### **Unit II**

Correlation – types of Correlation – Measures of Correlation – simple Regression analysis – Regression equation – Refitting of Regression line.

### **Unit III**

Index number – Definition – uses – Problems in the construction of index numbers – analysis of time series – method of simple average only.

Matrix – definitions – operations on matrix – determinant of matrix – application solving of linear equations – matrix inverse method.

### **Unit IV**

Sequence and series – Arithmetic progression and Geometric progression – Probability – Definition – Addition and Multiplication theorems – (simple problems only) Linear programming – Formation and Solution to LPP – Graphical and Simplex method.

### **Unit V**

Transportation problem – North West Corner Method – Vam – Least Cost Method – Assignment Problem – Balanced Hungarian Assignment Method.

**NOTE : Problem 80% and Theory 20%**

### **TEXT BOOK:**

1. P.A. Navaneethan – Business Statistics

### **REFERENCE BOOKS:**

1. S.P. Gupta – Statistical Methods

2. D.C.Sancjatri & V.K. Kapoor – Statistics

3. Vittal – Business Mathematics

# **309UBCT01: COST AND MANAGEMENT ACCOUNTING**

## **Unit I**

Cost Accounting – Meaning, Scope, Objectives, Advantages – Elements of cost – Preparation of cost Sheet.

Material Control – Various stock Level – FIFO, LIFO, Simple Average Price and Weighted Average Price.

Labour Cost – Various methods of wage payment.

## **Unit II**

Overheads – Apportionment and Redistribution of Overheads – Computation of machine hour rate.

Process costing – Normal loss, Abnormal loss and Abnormal gain.

## **Unit III**

Management Accounting – Nature and Scope – Meaning and Definition – Objectives. Analysis and Interpretation of Financial Statements – Ratio Analysis.

## **Unit IV**

Funds Flow Statement – Meaning – Preparation of Funds Statement – Cash Flow Statement. Meaning – Preparation of Cash Flow Statements.

## **Unit V**

Budget and Budgetary control – Preparation of Production, Purchase, Cash and Flexible Budget – Marginal Costing – B.E.P – cost Volume Profit analysis P/V Ratio.

### **TEXT BOOKS:**

1. R.S.N Pillai and Bhagavathi – Cost Accounting
2. Jai and Narang – Cost Accounting
3. R.S.N Pillai – Management Accounting

### **REFERENCE BOOKS:**

1. S.N. Maheswari – Management Accounting
2. S.P. Iyengar – cost Accounting



## **309UBCT02: PRACTICAL AUDITING**

### **Unit I**

Introduction – Meaning and Object of audit – Difference between auditing and accountancy – Kinds of audit – advantages and limitations of audit.

### **Unit II**

Internal control – Meaning and Object – Internal check – Meaning and Object – Internal control regarding cash, purchases, sales, payment of wages and stores.

### **Unit III**

Vouching – meaning – objects – features of good voucher – procedure and importance – vouching of cash transaction – verification of assets and liabilities.

### **Unit IV**

Auditor – Appointment, Qualification, Disqualification, Removal, Duties, Power, Liabilities and Remuneration.

### **Unit V**

Specialised audits – Charitable Institutions, Club, Cinema, Educational Institutions, Hospital, Hotel.

### **TEXT BOOK:**

B.N. Tandon – A Text Book of Practical Auditing

### **REFERENCE BOOKS:**

1. Dinker Pagare – Auditing – Sultan Chand & Sons, New Delhi.
2. R.C.Bhatia – Auditing

## **309UBCT03: PRINCIPLES OF MARKETING**

### **Unit I**

Meaning, Definition, Importance and Functions of Marketing, Marketing is Science – Evaluation – Buying, Assembling, Selling – Transportation, Storage and Warehousing, Risk Bearing, Market Information, Grading and Standardization.

### **Unit II**

#### **Product planning:**

Meaning and Definition of product – classification of goods – Product policies – Features and Importance of product – product development – Product mix – Alteration of Product mix – Product life cycle – Branding – Packaging.

### **Unit III**

Buyer behaviour, Meaning of Buyer behaviour – Buying motives – features – factors influencing buyer behaviour – process – Market segmentation need and criteria for segmentation – methods of market segmentation.

### **Unit IV**

Pricing – Meaning and Importance of pricing – factors influencing pricing decision – process of price determination of a product – Kinds of prices – basic pricing policies.

### **Unit V**

Sales Promotion – meaning, definition and importance of sales promotion – types of sales promotion – Advertising – Objectives – Kinds – Importance – Advantages – disadvantages – Media of advertising. Personal selling – objectives – importance – selection – training – role of sales person in modern business.

#### **TEXT BOOKS:**

1. S.A. Sherlekar, K. Nirmala Prasad, S.J. Salvadore Victor – Principles of Marketing, Himalaya Publishing House.
2. R.S.N. Pillai and Bagavathi Principles and Practices, of Modern Marketing – S. Chand & Co. Delhi.

#### **REFERENCE BOOKS:**

1. Marketing, Rajan Nair Sultan Chand and Sons.
2. Marketing Management, Philip Kotler, Prentice Hall.

## **309UBCT04: COMPUTER APPLICATION IN BUSINESS**

## **(THEORY ONLY)**

### **Unit I**

Introduction to computers – classification of digital computer systems – anatomy of a digital computer – auxiliary storage devices – input devices – output devices.

### **Unit II**

Introduction to computer software – Operating system – Programming languages – general software features and trends – data processing – computer network.

### **Unit III**

Communication systems – Distributed systems – Internet WorldWide Web.

### **Unit IV**

Electronic mail-Intranets – Introduction to virtual reality.

### **Unit V**

Electronic commerce – geographical information system – computers in business and industry in business and industry – computers in education and training – computers in entertainment, science, medicine and engineering.

### **TEXT BOOK:**

Fundamentals of Information Technology – Alexis Leon, Mathews Leon, Leon TECH World, 1999.

### **REFERENCE BOOK:**

Introduction to Computers – Alexis Leon, Mathews Leon, Leon TECH World, 1999.

## **309UBCT05: INCOME TAX LAW AND PRACTICE**

### **Unit I**

Basic concepts – assesses – persons – previous year – assessment year – gross total income – basic of charge – residence and tax liability – exempted incomes – total income.

### **Unit II**

Heads of income – salaries – definition – computation of salary income-items included in salary – deduction under salary – income from house property – gross and net annual value – deductions.

### **Unit III**

Profits and gains of business or profession. Computation of business income – professional income – depreciation – capital gains – capital assets – computation of capital gains – exemptions.

### **Unit IV**

Income from other sources – casual income – aggregation of income-set-off and C/F of losses-computation of total income-deductions from gross total income [ Individual, HUF and firm(FAPF) ].

### **Unit V**

Income tax authorities – CBDT – powers assessment procedure – types – appeals – penalties – TDS – Advance payment of tax.

**NOTE : Problem 60% and Theory 40%**

### **TEXT BOOKS:**

1. Gaur and Narang, Income tax law & Practice.
2. Dr.A.Jayakumar & C.Dhanapal – Income Tax Theory and law and Practice

### **REFERENCE BOOK:**

1. Dr. H.C.Mehrotra - Income Tax & Accounts.