



# SACRED HEART COLLEGE (AUTONOMOUS)

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Ready for  
Every Good Work

A Don Bosco Institution of Higher Education, Founded in 1951 \* Affiliated to Thiruvalluvar University, Vellore \* Autonomous since 1987

Accredited by NAAC (4<sup>th</sup> Cycle – under RAF) with CGPA of 3.31 / 4 at 'A+' Grade

## B.Com (CA)

Department of Commerce (Computer Application)

Restructured Academic Programme - CBCS

(To be introduced in 2017 –18)

S.No	Subject Code	Subject Name	Hours	No. of Credits	CIA	SE	Total
<b>SEMESTER I</b>							
1		Part I Language I – Tamil I	5	3	30	70	100
2		Part II General English I	5	3	30	70	100
		Communicative English		1	30	70	100
3		Part III MC- Financial Accounting – I	5	5	30	70	100
4		MC- Business Environment	5	5	30	70	100
5		Allied: Office Automation	4	3	30	70	100
		Practical –I Office Automation	2	1	40	60	100
6		Part IV Personal Skills	2	1	30	70	100
7		Christian Religion / Value Education - I	2	1	30	70	100
<b>Total</b>			<b>30</b>	<b>23</b>			

S.No	Subject Code	Subject Name	Hours	No. of Credits	CIA	SE	Total
<b>SEMESTER II</b>							
1		<b>Part I</b> Language II – Tamil II	5	3	30	70	100
2		<b>Part II</b> General English II	5	3	30	70	100
		Communicative English		1	30	70	100
3		<b>Part III</b> MC- Financial Accounting – II	5	5	30	70	100
4		MC- Business Management	5	5	30	70	100
5		<b>Allied:</b> Web Design Technology	4	3	30	70	100
		Practical –II Web Design Technology	2	1	40	60	100
6		<b>Part IV</b> Social Skills	2	1	30	70	100
7		Christian Religion / Value Education - II	2	1	30	70	100
<b>Total</b>			<b>30</b>	<b>23</b>			

S.No	Subject Code	Subject Name	Hours	No. of Credits	CIA	SE	Total
<b>SEMESTER III</b>							
1		<b>Part III</b> MC- Principles of Marketing	5	5	30	70	100
2		MC- Corporate Accounting – I	5	5	30	70	100
3		MC- Modern Banking	5	5	30	70	100
4		<b>Allied:</b>					

		Object Oriented Programming Using C++	4	3	30	70	100
		Practical -III: Object Oriented Programming Using C++	2	1	40	60	100
5		<b>Allied:</b> Business Mathematics	5	3	30	70	100
6		<b>Part IV</b> Employability Skills - I	2	1	30	70	100
7		Human Rights	2	1	30	70	100
8		<b>Part VI</b> Optional: Certificate Course – I Stock Market Operation		2#			
<b>Total</b>			<b>30</b>	<b>24 +2#</b>			

S.No	Subject Code	Subject Name	Hours	No. of Credits	CIA	SE	Total
<b>SEMESTER IV</b>							
1		<b>Part III</b> MC- Mercantile Law	5	5	30	70	100
2		MC- Corporate Accounting – II	5	5	30	70	100
3		MC- Cost Accounting	5	5	30	70	100
4		<b>Allied:</b> Windows Application using .NET	4	3	30	70	100
		Practical -IV: Windows Application using .NET	2	1	40	60	100
5		<b>Allied:</b> Business Statistics	5	3	30	70	100
6		<b>Part IV</b>			30	70	100

		Employability skills - II	2	1			
7		Environmental Science	2	1	30	70	100
8		<b>Part V: Extension: DEEDS</b>	-	2			
		SHELTERS	-	2			
		<b>Part VI: Optional Certificate Course – II</b> Tourism Marketing		2 #			
<b>Total</b>			<b>30</b>	<b>28 +2 #</b>			

S.No	Subject Code	Subject Name	Hours	No. of Credits	CIA	SE	Total
<b>SEMESTER V</b>							
<b>1</b>		<b>Part III</b> MC- Web Programming Using PHP	<b>4</b>	<b>4</b>	<b>30</b>	<b>70</b>	<b>100</b>
		MC- Practical -V: Web Programming Using PHP	2	2	40	60	100
2		MC- Computer Organization and Architecture	4	4	30	70	100
3		MC- Management Accounting	6	5	30	70	100
4		<b>Main Elective: I</b> ME: 1.1 Income Tax Law and Practice - I	<b>6</b>	<b>5</b>	<b>30</b>	<b>70</b>	<b>100</b>
		ME: 1.2 E-Commerce					
		ME: 1.3 Auditing					
5		<b>Subject Skill: I</b> SS: Entrepreneurial Development	<b>6</b>	<b>4</b>	<b>30</b>	<b>70</b>	<b>100</b>

6		<b>Self-Study Paper: I</b> SSP: 1.1 Business Organisation 1.2 Office Administration	-	1*	30	70	100
7		<b>Part III</b> <b>Non Major Elective:</b> Basics of Accounting using computers (Tally)	2	1	30	70	100
<b>Total</b>			<b>30</b>	<b>25 + 1*</b>			

S.No	Subject Code	Subject Name	Hours	No. of Credits	CIA	SE	Total
<b>SEMESTER VI</b>							
1		<b>Part III</b> MC- Computerized Accounting	4	4	30	70	100
		MC- Practical -VI: Computerized Accounting	2	2	40	60	100
2		MC- Mobile Applications	4	4	30	70	100
3		MC- Financial Management	6	5	30	70	100
4		<b>Main Elective: II</b> ME: Income Tax Law and Practice - II	6	5	30	70	100
		ME: Investment Management					
		ME: Company Law					
5		<b>Subject Skill: II</b>	6	4	30	70	100

		SS: Human Resource Management					
6		<b>Self-Study Paper: II</b> <b>2.1. Customer Relationship Management</b> <b>2.2. Sales Promotion</b>	-	1*	30	70	100
7		<b>Part III</b> <b>Non Major Elective:</b> General Commercial Knowledge	2	1	30	70	100
<b>Total</b>			<b>30</b>	<b>25 + 1*</b>			
<b>Grand Total</b>			<b>180</b>	<b>148+4+2</b>			

## Sacred Heart College (Autonomous), Tirupattur District

### 1.2.1 List of New Courses

#### Department: BCom(CA)

S.No	Course Code	Course Name
1.	CC507	Web Programming Using PHP
2.	CC509C	Auditing
3.	CC510	Entrepreneurial Development
4.	CC511BX	Office Administration
5.	CC611AX	Customer Relationship Management
6.	CC611BX	Sales Promotion
7.	CC608	Financial Management
8.	CC609B	Investment Management
9.	CC609C	Company Law

# Semester: V

## CC507 WEB PROGRAMMING USING PHP

### 1. Learning Objectives

- To understand the basic fundamental syntax and functions.
- To understand form processing and validation methods.
- To know file handling concepts.
- To understand basic MySQL functions.
- To implement PHP using XML functions.

### 2. Blue Print of the Question Paper

Section	Unit – I	Unit – II	Unit – III	Unit – IV	Unit – V
Section-A	1-2	3-4	5-6	7-8	9-10
Section-B	11.a)Theory (or) b) Program	12.a)Theory (or) b) Program	13.a)Theory (or) b) Theory	14.a)Theory (or) b) Theory	15.a) Theory (or) b) Program
Section-C	16.Theory	17.Theory (or) Program	18.Theory	19.Theory (or) Program	20.Theory

### 3. Course Outline

#### UNIT – I: FUNDAMENTALS OF PHP

Web server-Apache-[PHP Intro](#)-[PHP Install](#)- [PHP Syntax](#)- [PHP Variables](#)- [PHP Echo / Print](#)-[PHP Data Types](#)-[PHP Strings](#)- [PHP Constants](#) [PHP Operators](#)- Control structures-[PHP Functions](#)- Directory Functions-File System Functions- [PHP Arrays](#) [PHP Sorting Arrays](#) [PHP Super global](#)-String Functions-Date and Time Functions-Mathematical Functions-Miscellaneous Functions.

#### UNIT – II: PHP FORMS

Basic Form Processing (GET and POST Method) - [PHP Form Handling](#) - [PHP Form Validation](#)- [PHP Form Required](#) – URL- [E-mail](#)-[PHP Form Complete](#).

#### UNIT-III: PHP ADVANCE

[PHP Arrays](#) [Multi-PHP](#) [Date and Time](#)-[PHP Include](#)-[PHP File Handling](#)- [PHP File Open/Read](#)-[PHP File Create/Write](#)-[PHP File Upload](#)-[PHP Cookies](#)-[PHP Sessions](#)-[PHP Filters](#)-[PHP Filters Advanced](#)-[PHP Error Handling](#)-[PHP Exception](#)-COM-DOM-CURL-

SOAP.

#### **UNIT – IV: PHP WITH MYSQL DATABASE**

PHP [MySQL Functions](#) -[Connect](#) -[Create DB](#)- [Create Table](#)- [Insert Data](#)-[Get Last ID](#)-[Insert Multiple](#)-[Prepared](#)-[Select Data](#)-[Delete Data](#)-[Update Data](#)-[Limit Data](#)-Table join-Database driven application.

#### **UNIT-V: PHP - XML**

[PHP XML Parsers](#)-[PHP Simple XML Parser](#)-[PHP Simple XML](#) - Get [PHP XML Expat](#)  
[PHP XML DOM](#).

### **4. Teaching Resources**

#### **i. Text**

1. Julie C.Meloni, Sams, “Teach Yourself PHP, MySQL and Apache”, Fourth Edition, Sams Publishing, New Delhi, 2008.

**Unit – I** : **Ch. 3 – 8, 10**

**Unit – II** : **Ch. 11**

**Unit – III** : **Ch. 12**

**Unit – IV** : **Ch. 16**

**Unit – V** : **Ch. 28**

#### **ii. References**

1. Luke Welling, Laura Thomson, “PHP and MySQL Web Development” Third Edition, Dorling Kinderly Pvt Ltd., New Delhi, 2006.
2. Julie Meloni, Matt Tellus, “PHP 6”, Cengage Learning Inida Pvt Ltd, New Delhi, 2008.

#### **iii. Web References**

##### **Online Tutorial**

1. [www.w3schools.com](http://www.w3schools.com)
2. [www.php.net](http://www.php.net)
3. [www.phpclasses.org](http://www.phpclasses.org)

##### **Online Quiz**

1. <http://www.w3schools.com/quiztest/quiztest.asp?qtest=PHP>
2. <http://www.pskills.org/php.jsp>

##### **Online Compiler**

1. <http://compileonline.com>
2. [http://www.compileonline.com/execute\\_php\\_online](http://www.compileonline.com/execute_php_online).

### **5. Supplement Learning**

- Processing Buffered and Un buffered Queries
- SQL Injection Cheat Sheet
- Comparison Operators
- Security Concepts
- Memory Management in PHP

### **6. Course Outcomes**

Upon successful completion of this course, students should be able to:

- Understand the basic fundamental syntax and functions.
- Process forms and validation methods.



- Know file handling concepts.
- Understand basic MySQL functions.
- Execute PHP using XML functions.

### Main Elective - 1. 3. Auditing

**Semester: V**

**Hours: 6**

**Subject Code: CC509C**

**Credit: 5**

**Course Objectives:**

- To gain the knowledge of auditing principles, procedures and techniques in accordance with the current legal requirements
- To give an overview of the eligibility, qualities, rights and duties of Auditors

**Course Outcomes:**

- Students will get more knowledge about the principles and techniques which are used in auditing
- Students may get more interest to do charter accountant course
- Understand the classification of audit
- Have knowledge about vouching and verification
- Explore the knowledge on company audit

**Unit – I: Introduction**

Definition – Objectives - functions of audit - distinction between book keeping and auditing, auditing and investigation - Qualities of an auditor - advantages and limitations of an audit

**Unit – II: Classification of Audit**

Statutory, internal, continuous, periodical, interim, complete, partial, management, service, energy , environmental, cost and Balance Sheet audit - Audit engagement letter - Audit programme - Audit note book - Audit working papers - Steps before commencement of new audit.

**Unit – III: Internal Audit**

Meaning - Importance - objects and Essentials of good internal control and internal check - Distinction between internal control and internal check - internal check for cash, purchase, sales and wages – Access Centers – Electronic Data Processing Audit

**Unit –IV: Vouching**

Meaning – Objectives of Voucher, Vouching of cash transaction - verification and valuation of assets - : Investments, land and building - plant and machinery, account receivable and stock - in – trade

**Unit – V: Company Audit**

Auditor - Qualification - Disqualification, appointment, remuneration, removal, status, rights, powers, duties and liabilities of an auditor - share capital audit and share transfer audit.

**Test Book:**

- B.N. Tandon and S. Sudharsan and S. Sundharabalu: Practical Auditing. S. Chand & Company Ltd 2013

**Reference Books:**

1. Ravinder Kumar and Virender Sharma, Prentice-Hall of India Pvt.Ltd 2015
2. Dinkar Pagare: Principles and practice of Auditing. Sultan Chand & Sons 2016
3. Kamal Gupta: Contemporary Auditing. Tata McGraw-Hill Education, 2004
4. [Aruna Jha](#) Auditing- University Edition Taxmann - 2016

**Subject Skill: I Entrepreneurial Development****Semester: V****Hours: 6****Subject Code: CC510****Credit: 4****Course Objectives:**

- To familiarize the students with the latest programs of the government authorities in promoting small and medium industries
- To impart knowledge regarding how to start new ventures

**Course Outcomes:**

- The students acquire more knowledge and skill to promote new ventures
- Student gets motivation to self employment and through which can reduce unemployment
- Gain knowledge on starting small scale units
- Students Able to prepare a project proposals
- Understanding the financial support for a business from the government side and institutions with subsidies

**Unit - I: Introduction**

Concept of Entrepreneurship - Meaning - Types - Qualities of an Entrepreneur - Classification of Entrepreneurs - Factors influencing Entrepreneurship - Functions of Entrepreneurs

**Unit - II: Women Entrepreneurship**

Women Entrepreneurs – Concept – Functions and Role – Problems of Women Entrepreneurs – Suggestions for Development of Women Entrepreneurs – Rural Entrepreneurship – Need – Problems – How to Develop Rural Entrepreneurship.

**Unit - III: Entrepreneurial Development Programmes**

Entrepreneurial Development Programmes (EDP) - Role of Government and Non Government in organizing EDPs - Small scale industries: Definition - Classification of small scale units - . Procedures in setting of small scale units – Licensing - Registration –Concessions – Rebates - Incentives and Subsidies to small scale units

**Unit – IV: Institutional Support to Entrepreneurs**

Entrepreneurial Development Agencies: District Industries Centre - National Small Industries Corporation - Small Industries Development Organisation – Small Industries Service Institute - All India Financial Institutions - IDBI - IFCI - ICICI – IRDBI

**Unit - V: Project Management**

Project Management - Business idea generation techniques - Identification of Business Opportunities - Feasibility study: Marketing, Finance, Technology & Legal Formalities - Preparation of Project Report - Tools of Appraisal.

**Text book:**

- Jayashree Suresh, Entrepreneurial Development, Margham publications, Chennai 2016

**Reference Books:**

1. Gupta C B & Srinivasan N.P. Entrepreneurial Development Sultan Chand & Sons New Delhi 2014
2. S S Kanka, Entrepreneurial Development, S. Chand and Co 2013
3. S. Anilkumar. Entrepreneurial Development - New Age Publications (P) Ltd 2003
4. [Ranbir Singh](#) Entrepreneurial Development S.K. Kataria & Sons; Reprint 2013 edition

**SSP: 1.2 Office Administration****Semester-V****Hours: -****Subject Code: CC11BX****Credit: 1****Course Objectives:**

- To introduce the students the functioning of modern office and latest information technologies in offices.
- To expose the students in office supervision and accommodation

**Course Outcomes:**

- Acquire the skills for effective way of administration
- Students enhanced their knowledge in the field of information technologies related on their administration
- Gain knowledge on work simplification
- Get clear understanding on duties and responsibilities of office manager
- Make them understand the concept of systematic record management

**Unit - I: Office Management and Supervision**

Meaning - Definition – Functions – Importance – Departmentation – Relationship of office with other departments - Office Manager: Qualification – function – Roles duties and Responsibilities – Office Supervision – Requisites of effective supervision.

**Unit - II: Office Systems and Work Simplification**

Meaning - Need – Planning and Principles of office systems –System Design and Planning - Flow of work – Work simplification – Work Measurement - Principles and Procedures - Techniques and Standards of performance.

**Unit - III: Office Accommodation and Environment**

Importance - Location – Office layout – Principles – System approach to layout – Types – New trends in office layout – working environment – Lighting Ventilation –Interior Decoration - Safety, Security and Secrecy.

#### **Unit - IV: Record Management and Office Machines**

Meaning – Significance of record management– Filing: Objectives & Methods – Indexing: meaning & objectives – Office forms: Types - designing and control – Choice of office machines: objective- Automation and mechanizations.

#### **Unit - V: Computer and Information Technology**

Techniques and devices in data communication and computer systems – Value – Electronic data Processing (EDP), Integrated Date Processing (IDP)– Wide Area Network (WAN)- satellite communication- Hypertext transfer protocol (HTTP) – Online office security services.

#### **Text Book:**

- Moorthy Krishna, Office Management, S., Sultan Chand Publication.2016

#### **References:**

1. Bhatia R.C., Principles of Office Management, Lotus Press Publication, 2007.
2. Jain J.N Singh P.P, Modern Office management, Regal Publications, 2007.
3. Gupta C.B. Office organization and management, Sultan Chand Publication, 2007
4. Pillai and Bagavathi, Office management, Sultan Chand Publication, 2008.

### **SSP - II .1 Customer Relationship Management**

**Semester-VI**

**Hours: -**

**Subject Code: CC611AX**

**Credit: 1**

#### **Course Objectives:**

- To highlight the importance of customer expectations and customer satisfaction.
- To high light the methods to retain customers in business and to develop a long term relationship with customer through appropriate strategies.

#### **Course Outcomes:**

- Students will understand how customers are importance to the business
- Understand why business people are maintain the good relationship with the customers
- Gain knowledge on customer retaining strategies
- Have knowledge on customers perceptions
- Understand the importance of customer care centres

#### **Unit - I: Introduction**

Concept of CRM - characteristics and peculiarities of CRM – Steps in CRM - Relevance of CRM – Customer expectations (branding identity, loyalty, innovation)

### **Unit - II: Customer Values**

Customer Profile – Customer values – Customer life cycle – Economics of customer care – Characteristics of outstanding customer service – Managing customer satisfaction.

### **Unit - III: Customer Centric Marketing**

Customer Centric Business - Customer Centric Marketing – bonding of customer relationship

### **Unit - IV: CRM Strategy**

Customer Defection – Contact centres for CRM – CRM strategy.

### **Unit - V: CRM in Action**

Client retention programmes – Reorganization – Customer loyalty – Customer rewards programmes – CRM in action – e-solution.

#### **Text Book:**

- R K Sugandhi, CRM, New Age International 2008

#### **Reference Books:**

1. [Subhasish Das](#), CRM –Jain book agency 2007
2. Alok Kumar Rai, CRM concept and cases - Jain book agency 2014
3. [Mukesh Chaturvedi & Abhinav Chaturvedi](#), CRM [An Indian Perspectives](#) 2005
4. Shainesh & Jagdish Seth, CRM, a strategic perspective, Macmillan. 2005

## **SSP-II .2 Sales Promotions**

### **Semester-VI**

**Hours: -**

**Subject Code: CC611BX**

**Credit: 1**

#### **Course Objectives:**

- To enable the students to acquire knowledge on selling aspect of marketing
- To impart the various techniques of sales promotion with ethics

#### **Course Outcomes:**

- Students understand the sales promotion techniques
- Acquire the skills to marketing a product at different territories
- Have knowledge about tools of sales promotion
- Understanding the necessity of creating public relations
- Gain knowledge on ethical and unethical sales promotion

### **Unit – I: Introduction**

Nature and importance of sales promotion, its role in marketing - Forms of sales promotions - Consumer oriented sales promotion; trade oriented sales promotion & Sales force-oriented sales promotion.

**Unit – II: Tools of sales promotion**

Tools of sales promotion- samples point of purchase, displays & demonstrations, exhibitions & fashion shows, sales contests & games of chance and skill, lotteries gifts offers, premium and free goods, price packs, rebates patronage rewards, Conventions, conference & trade shows, specialties and novelties.

**Unit – III: Promotional Programme**

Developing sales promotion programme, pre-testing implementing, evaluation of results and making necessary modifications

**Unit – IV: Creating Public Relations**

Public relations-Meaning, features, growing importance, role in marketing, similarities in publicity and public relations, Major tools of Public Relations- News, speeches, special events, handouts, and leaflets, audio-visual public service activities, miscellaneous tools.

**Unit – V: Ethical and legal promotion**

Ethical and legal aspects of sales promotion and public relations

**Text book:**

- Wells, Moriarty & Burnett, Advertising, Principles & Practice, Pearson Education 7th Edition, 2007.

**Reference books:**

1. S. H. H. Kazmi and Satish K Batra, Advertising & Sales Promotion, Excel Books, New Delhi, 2001.
2. George E Belch and Michel A Belch, Advertising & Promotion, McGraw Hill, Singapore, 1998.
3. Julian Cummings, Sales Promotion, Kogan Page, London 1998.
4. Kenneth Clow. Donald Baack, Integrated Advertisements, Promotion and Marketing communication, Prentice Hall of India, New Delhi, 2003.

**Core: Financial Management**

**Semester-VI**

**Subject Code: CC608**

**Hours: 6**

**Credits: 5**

**Course Objectives**

- To introduce the basic concepts of Financial Management
- To enable the students to gain knowledge on various financial functions of Finance manager

**Course Outcomes:**

- Students will get knowledge on basic Financial management concept
- Acquire in-depth knowledge about planning the leverages,
- Have knowledge about Capital Structure and Cost of Capital

- Understanding the concepts of Dividend Decisions
- Gain knowledge on Working capital management

### **Unit – I: Basics of Financial Management**

Financial Management – Meaning, Functions, Objectives and Scope of Financial Management – Risk Return Trade Off - Source of Finance – Meaning, Purpose and Sources of Short Term finance - Meaning, Purpose and sources of Long term Finance. (Theory Only)

### **Unit – II: Financial Planning and Leverages**

Financial Planning: Meaning and Objectives – Factors affecting Financial planning - Principles of sound financial planning. (Theory Only); Leverage: Meaning and types – Operating, Financial and Combined Leverage. (Both Theory and Problem)

### **Unit – III: Capital Structure**

Capital Structure – Meaning - Factors influencing Capital Structure – EBIT–EBT–EPS Analysis – Capital Structure Theories – NI Approach - NOI Approach - Traditional Approach – MM Approach (Both Theory and Problem)

### **Unit - IV: Cost of Capital**

Cost of Capital-Cost of Equity- Cost of Debt- Cost of Preference shares- Cost of Retained Earnings- Weighted Average Cost of Capital- Methods of computation of Cost of Capital. (Both Theory and Problem)

### **Unit – V: Dividend Decisions & Working capital management**

Dividend policy – Determinants of dividend policy – Types of dividend policy – forms of dividend – Theories of Dividend Policy (Walter, Gordon and MM Model)– Working Capital Management (simple problems only) (Both Theory and Problem)

#### **Text Book:**

- Murthy.A, Financial Management, Margham Publication, Chennai

#### **Books for Reference:**

1. S.N. Maheswari – Elements of Financial Management, Sultan Chand & Sons, New Delhi. 2006
2. I.M. Pandey – Fundamentals of Management, Vikas Publishers, New Delhi.2016
3. Dr. R.M. Srivastava – Financial Management, Himalaya Publishing House, Mumbai.2013
4. Prasanna Chandra – Financial Management, Tata McGraw Hill, New Delhi.2008

#### **\*\*Note:**

Kindly refer next immediate page for semester question paper pattern of Financial Management

#### **\*\*Semester Question Paper Pattern for Financial Management**

#### **Weightage of Marks:**

- Theory = 40 Percentage
- Problem = 60 Percentage

The question paper shall have three sections with the Maximum of 70 marks for three hours with the following break-up.

**Section – A** Each question shall carry 2 Marks. **(10 x 2 = 20 Marks)**

Section-A shall contain 10 short answer questions without choice drawn from all the units on the basis of minimum two from each unit.

- First Unit: Theory Only
- Other Units: One theory from each unit and all other questions are problem oriented

**Section – B** Each question shall carry 4 Marks **(5 x 4 = 20 Marks)**

Section- B shall contain 5 **either or questions** drawn from all the five units.

- First Unit – Theory Only
- Other Units: only two theory and all other questions are problem oriented.

**Section – C (3 x 10 = 30 Marks)**

Section- C shall contain five question drawn one each from the five units.

- First Unit: Theory Only
- Other Units: Only one theory and all other questions are problem oriented.

**Three questions out of five** are to be answered each carrying ten marks.

### **Main Elective: 2. 2 Investment Management**

**Semester - VI**

**Hours: 6**

**Subject Code: CC609B**

**Credit: 5**

**Course Objectives:**

- To make the student to understand the concepts and objectives of Investment
- To introduce various avenues of the investments to the student

**Course Outcomes:**

- Students aware on the various avenues of the investments and to do effective portfolio management
- Understand the investments which one is speculation and gambling
- Have knowledge on various investment avenues
- Gain knowledge about SEBI
- Get detailed knowledge about risk taking techniques

**Unit – I: Investment Management**

Meaning - Nature and scope of investments management – Investments and Speculation – Investment and Gambling – Investment avenues– features of an investment programme – investment process and stages in investment

**Unit – II: Financial Institutions and Markets in India**

Development of the financial system in India – Structure of financial markets, Financial Institutions – New developments in the financial system

**Unit - III: The Securities Exchange Board of India**

Kinds of Market-New issue market and stock exchange in India - Role of the new issue market – mechanics of floating new issues – Development in the stock market. Meaning – definition-Nature



and scope. Objectives - functions organization of SEBI – SEBI’s Role in the Primary market and Secondary market

**Unit – IV: Return and Risk:**

Return; Definition – Measurement – Traditional technique – Statistical methods - Risk; Definition – Systematic risk – Unsystematic risk – Quantitative analysis of risk.

**Unit – V: Portfolio Investment:**

Meaning - Importance of ideal portfolio-Government securities – Life insurance – Private insurance companies – Commercial bank – Post office scheme – Fixed deposit schemes in companies – New instruments – Mutual fund – Investment in real estate and Gold

**Text book:**

- Preethi Singh, Investment management, Himalaya Publishing House, Mumbai.

**Reference Books:**

1. Punithavathy Pandian , 2004 security analysis and portfolio management , Vikas Publishing House Private Ltd.
2. [Charles P. Jones](#), Investments: Analysis and Management - Wiley India Pvt. Ltd;2007
3. Maheshwari and Yogesh, Investment management - Prentice Hall India 2008
4. Bhalla V.K, Investment management - S Chand & Company 2008

**Main Elective: 2.3 Company Law**

**Semester - VI**

**Hours: 6**

**Subject Code: CC609C**

**Credit: 5**

**Course Objectives:**

- To enable the students to understand the principles and procedures of company law
- To impart basic knowledge of the provision of the companies act

**Course Outcomes:**

- The students will get knowledge on basic principles and procedures to start a company
- Students acquire depth knowledge about various provisions in company law
- Understand the qualifications and disqualifications of board of directors
- Have knowledge on proceedings of company meetings
- Understand the ground reality of winding up of companies

**Unit – I: Introduction**

Definition of Company – Characteristics of Company – Kinds – Promotion of companies –Rights, duties, status and liabilities of promoter – Contents of Memorandum of Association and Articles of Association – Incorporation of companies – Commencement of Business

**Unit – II: Company Management**

Company secretary and board of Directors –Appointment – Qualifications and disqualifications – Removal – Powers, rights, duties, and liabilities of directors

**Unit – III: Company Meetings**

Meetings of company –General meetings of shareholders – Statutory Meeting – Statutory Report – Annual General Meeting – Extraordinary General Meeting – Meetings of Directors - Requisites of a valid Meeting

**Unit – IV: Proceedings of Meetings**

Minutes of meeting – Proxies – Voting and Poll – shares without voting Rights – Resolutions – Ordinary resolution – Special resolution – Resolutions requiring special notice.

**Unit – V: Winding-up of Companies**

Methods of winding up –Winding up by court – Grounds for compulsory winding up –Voluntary winding up and winding up subject to supervision of the court – Consequences of winding up

**Test Book:**

- ND Kapoor, Company Law & Secretarial Practice -Sultan Chand & Sons

**Books for Reference:**

1. N.D. Kapoor --Sultan & Chand,-Elements of Company Law Sultan Chand & Sons 2014
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