

**THE NEW COLLEGE (AUTONOMOUS), CHENNAI-14.**  
**B.SC (I.S.M) DEGREE**  
**CHOICE BASED CREDIT SYSTEM**  
**SYLLABUS**

**(Effective from the Academic Year 2011-2012)**

**FIRST YEAR - SEMESTER - I**

**CORE - FINANCIAL ACCOUNTING**

**Credits -**  
**Marks-75**

**Objective : To acquire basic accounting knowledge.**

**UNIT - I**

Meaning and scope of Accounting, Basic Accounting Concepts and Conventions – Objectives of Accounting - Accounting Transactions - Double Entry Book Keeping - Journal, Ledger, Preparation of Trial Balance - Preparation of Cash Book.

**UNIT - II**

Preparation of Final Accounts of a Sole Trading Concern - Adjustments - Closing Stock, Outstanding and Prepaid items, Depreciation, Provision for Bad Debts, Provision for Discount on Debtors, Interest on Capital and Drawings - Preparation of Receipts and Payments Account, Income & Expenditure Account and Balance Sheet of Non-Trading Organizations (**Only Simple Problems**).

**UNIT - III**

Classification of Errors - Rectification of Errors - Preparation of Suspense Account - Bank Reconciliation Statement (**Only Simple Problems**).

**UNIT - IV**

Depreciation - Meaning, Causes, Types - Straight Line Method - Written Down Value Method (**Change in Method Excluded**) - Insurance claims - Average Clause (**Loss of Stock Only**).

**UNIT - V**

Single Entry - Meaning, Features, Defects, Differences between Single Entry and Double Entry System - Statement of Affairs Method - Conversion Method (**Only Simple Problems**).

**REFERENCE BOOKS:**

1. R.L. Gupta & V.K. Gupta - Advanced Accounting
2. T.S. Reddy & A. Murthy - Financial Accounting
3. Shukla & Grewal - Advanced Accounting
4. Jain & Narang - Financial Accounting
5. R.L. Gupta & Radhaswamy - Advanced Accounting

**Note : This paper is common to B.Com (CS) and B.Sc (ISM)**

**FIRST YEAR - SEMESTER – I**  
**ALLIED - BUSINESS COMMUNICATION**

**Credits -**  
**Marks-75**

**Objective : To impart drafting skills of business correspondence.**

**UNIT - I**

Definition – Methods –Types – Principles of Effective Communication – Barriers of Communication – Business Letter – Lay-out.

**UNIT - II**

Kinds of Business Letter : Interview – Appointment – Acknowledgement – Promotion – Enquiries – Replies – Orders – Sales –Circulars – Complaints.

**UNIT – III**

Bank Correspondence – Insurance Correspondence – Agency Correspondence – Correspondence with Shareholders, Directors.

**UNIT - IV**

Report writing – Agenda – Minutes of the Meeting – Memorandum – Office Orders – Circular – Notes.

**UNIT – V**

Modern Forms of Communication : Fax, E-mail – Video Conferencing – Internet – Websites and their Uses in Business.

**REFERENCE BOOKS:**

1. L. Gartside - Modern Business Correspondence
2. Ramesh and Pattan shetty - Effective Business English And Correspondence
3. Bhal and Nagamiah - Modern Business Correspondence
4. Rajendra Paul & Koralahalli - Business Correspondence
5. R.S.N Pillai & Bagavathi – Modern Commercial Correspondence

**FIRST YEAR - SEMESTER - II**  
**CORE – PRINCIPLES OF MANAGEMENT**

**Credits –**  
**Marks-75**

**Objective : To acquire knowledge about the principles and practices of business management.**

**UNIT - I**

Management: Importance - Definition - Role and Functions of a Manager - Levels of Management – Henry Fayol’s Principles of Management.

**UNIT - II**

Planning: Nature - Importance - Forms - Types - Steps in Planning - Objectives - Policies- Procedures and Methods - Decision-making - Process of Decision-making.

**UNIT - III**

Organizing: Types of Organisations - Organisation Structure - Span of Control and Committees – Departmentalization - Informal Organisation.

**UNIT - IV**

Authority - Delegation - Decentralization - Difference between Authority and Power - Responsibility – Communication – Meaning – Definition – Types – Barriers to Communication – Direction – Nature and Purpose.

**UNIT - V**

Co-ordination - Need, Type and Techniques and Requisites for Excellent Co-ordination - Controlling – Meaning and Importance.

**REFERENCE BOOKS:**

1. P.C. Tripathi & P.N. Reddy - Principles of Management
2. Wehrich and Koontz - Essentials of Management
3. L.M. Prasad - Principles of Management
4. Dinkar Pagare - Principles of Management
5. C.B. Gupta - Business Management

## **SECOND YEAR – THIRD SEMESTER**

### **CORE - PRODUCTION MANAGEMENT**

**Credits -  
Marks-75**

#### **UNIT – I**

Production System – Introduction – Production – Productivity – Production Management – Objectives – Functions – Scope – Relationship with other Functional areas.

#### **UNIT – II**

Production Planning and Control – Routing and Scheduling – Dispatching – Maintenance Management – Types of Maintenance – Breakdown – Preventive – Routine – Maintenance Scheduling.

#### **UNIT – III**

Plant Location – Introduction – Need for Selecting a Suitable Location - Plant Layout – Objectives – Types of Layout - Problems – Factors influencing Layout.

#### **UNIT – IV**

Work and Method Study – Importance of Work Study – Work Study Procedures – Time Study – Human Considerations in Work Study – Introduction to Method Study – Objectives of Method Study – Steps involved in Method Study

#### **UNIT – V**

Quality Control- Types of Inspection – Centralized and Decentralized – P Chart – X chart – Construction – Control – TQM

#### **REFERENCE BOOKS**

1. Martand T. Telsang – Production Management
2. S.N. Chari – Production and Operations Management
3. Buffa – Production Management

## **THIRD SEMESTER**

### **CORE - FINANCIAL MANAGEMENT**

**Credits -  
Marks-75**

#### **UNIT - I**

Finance Functions – Definition, Scope and Importance – Role of Financial Manager.

#### **UNIT - II**

Cost of Capital – Meaning and Significance – Specific and Overall Cost of Capital – Measurement of Cost of Capital. **(Only Simple Problems)**

#### **UNIT - III**

Capital Structure: Concepts – Optimum Capital Structure – Factors Influencing Capital Structure – Theories in Capital Structure (Net Income, Net Operating Income, Traditional and MM Theories). **(Only Simple Problems)**

#### **UNIT - IV**

Management of Working Capital: Gross and Net Working Capital Concepts – Importance – Adequacy of Working Capital –Determinants of Working Capital. **(Only Simple Problems)**

#### **UNIT - V**

Merchant Banking, Venture Capital, Mutual Funds, Leasing, Factoring. **(Theory Only)**

#### **REFERENCE BOOKS:**

1. Pandey I.M - Financial Management
2. Khan & Jain – Financial Management
3. Maheswari S.N – Financial Management
4. Van horned – Financial Management
5. Khan M.Y – Financial Services

**Note: The proportion between Theory and problems – 60 : 40**

## SECOND YEAR – FOURTH SEMESTER

### CORE - COST ACCOUNTING

Credits -  
Marks-75

#### UNIT – I

**Cost Accounting:** Definition, Meaning and Objectives – Advantages and Importance – Limitations - Distinction between Cost Accounting and Financial Accounting.

#### UNIT – II

**Elements of Cost:** Cost Sheet Meaning and Definition – Classification of Overhead (Factory, Office, Selling) - Preparation of Cost Sheets (**Simple problems**)

#### UNIT – III

**Material Control:** Meaning and Objectives of Material Control – Stores Records - Inventory Control – ABC Analysis – Economic Ordering Quantity – Maximum, Minimum and Reordering levels – Methods of Pricing Issues (**FIFO, LIFO, Weighted Average**)

#### UNIT IV

**Labour:** Importance of Labour Cost control – Various methods of Wage Payments – Calculation of Wages – Methods of Incentive Schemes (**Halsey, Rowan, Merrick's**) – Labour Turnover – Meaning.

#### UNIT V

**Overheads:** Meaning and Definition – Importance – Classification – Apportionment of Overheads – Primary and Secondary Distribution of Overheads. (**Methods of Absorption of Overheads and Machine Hour Rate excluded**)

#### RECOMMENDED BOOKS:

1. Cost Accounting: Jain and Narang
2. Cost Accounting – S.P. Iyengar
3. Cost and Management Accounting – S.N. Maheswari
4. Cost Accounting – Pillai & Bhagavathi
5. Cost Accounting – T.S. Reddy and Hari Prasad Reddy

**Note: Proportion between Theory and Problems – 20:80**

## **THIRD YEAR – FIFTH SEMESTER**

### **CORE - HUMAN RESOURCE MANAGEMENT**

**Credits -  
Marks-75**

#### **Objective:**

**To provide knowledge regarding Manpower Planning and Development.**

#### **UNIT - I**

HRM - Meaning – Definition - Nature and Scope - Human Resource Planning - Human Resource Audit – Nature and Benefits.

#### **UNIT - II**

Recruitment - Selection – Methods of Selection - Interview Techniques in Selection - Placement.

#### **UNIT - III**

Induction - Training - Methods - Techniques - Training and Development - Performance Appraisal - Transfer - Promotion and Termination of Services - Career Development.

#### **UNIT - IV**

Remuneration - Components of Remuneration - Incentives - Benefits - Welfare and Social Security Measures.

#### **UNIT – V**

Labour Relation - Functions of Trade Unions - Forms of Collective Bargaining - Workers Participation in Management.

#### **REFERENCE BOOKS:**

1. C.B. Gupta - Human Resource Management
2. Ashwathappa - Human Resource Management
3. Garry Deseler - Human Resource Management
4. L.M. Prasad - Human Resource Management
5. Tripathi - Human Resource Management

## **FIFTH SEMESTER**

### **CORE – ELEMENTS OF BUSINESS ORGANISATION**

**Credits -  
Marks-75**

#### **Objective:**

**To impart knowledge about the elements of Business Organisation.**

#### **UNIT - I**

Business – Meaning – Objectives – Functions – Social Responsibility of Business  
– Barter System

#### **UNIT - II**

Sole Proprietorship – Characteristics – Merits – Demerits

#### **UNIT - III**

Partnership – Characteristics – Merits – Demerits – Working Partners – Sleeping  
Partners – Limited Liability Partnership

#### **UNIT – IV**

Hindu undivided Liability – Characteristics – Limitations – Co-operative Societies  
– Features – Merits – Demerits

#### **UNIT - V**

Joint Stock Company – Characteristics – Kinds – Advantages – Disadvantages –  
Important documents of the Company forms of Organisation

#### **REFERENCE BOOKS:**

1. Dinkar Pagare – Business Organization and Management
2. S. P Acharya - Business organization, administration and management in India
3. Tapash Ranjan Saha - Business Organization and Management -

## **FIFTH SEMESTER**

### **CORE BUSINESS LAWS**

**Credits -  
Marks-75**

#### **Objective:**

**To impart Knowledge about the Basic Laws relating to Business.**

#### **UNIT – I**

Indian Contract Act – Formation – Terms of Contract – Forms of Contract – Offer and Acceptance – Consideration

#### **UNIT - II**

Capacity - Flaw in Consent, Void Agreements, Illegal Agreements

#### **UNIT – III**

Performance – Tender – Quasi Contract – Discharge – Remedies for Breach of Contract.

#### **UNIT – IV**

Contract of Agency – Types, Creation- Duties, Rights of Principal and Agent – Termination of Agency.

#### **UNIT – V**

Sale of Goods Act – Sale and Agreement to Sell - Formation - Caveat Emptor – Implied Conditions and Warranty – Rights of Unpaid Seller.

#### **REFERENCE BOOKS**

Business Laws – N.D. Kapoor, Sultan Chand & Sons  
Business Laws – M.R Sreenivasan Margham Publications  
Business Laws – M.V. Dhandapani, Sultan chand & Sons  
Mercantile Law – S. Badre Alam & P. Saravanavel  
Business Law – R.S. N. Pillai , S.Chand

## **THIRD YEAR – SIXTH SEMESTER**

### **CORE - MANAGEMENT ACCOUNTING**

**Credits -  
Marks-75**

#### **Objective:**

**To Provide Knowledge about the Techniques and Methods of Management Accounting.**

#### **UNIT - I**

Management Accounting - Meaning, Scope - Importance and Limitations - Management Accounting Vs. Cost Accounting - Management Accounting vs. Financial Accounting.

#### **UNIT - II**

Analysis and Interpretations of Financial Statements - Nature, objectives, and tools - Methods - Comparative Statements, Common Size Statement and Trend analysis.

#### **UNIT - III**

Ratio Analysis - Interpretation, benefits and limitations. Classification of Ratios - Liquidity, Profitability, Turnover, Capital Structure and Leverage.

#### **UNIT - IV**

Funds Flow and Cash Flow Statements (As Per AS3) - Budgets and Budgetary Control - Meaning, Objectives, Merits and Demerits - Types of Budgets - Production, Cash and Flexible Budgets.

#### **UNIT - V**

Marginal Costing (Excluding Decision Making) Absorption Costing and Marginal Costing – Cost Volume Profit Analysis - Break Even Analysis - Break Even Chart.

#### **REFERENCE BOOKS:**

1. Dr. Maheswari S.N. - Management Accounting
2. Manmohan & Goyal - Management Accounting
3. Khan & Jain – Management Accounting
4. Hansen / Mowen - Cost Management Accounting and Control
5. Reddy & Hari Prasad Reddy - Management Accounting

**Note: The proportion between Theory and problems – 20: 80**

**This paper is common to B. Com (C.S) and B.Sc (I.S.M)**

## **SIXTH SEMESTER**

### **CORE ACCOUNTING SOFTWARE PACKAGE – TALLY**

**Credits -**

Computerized Accounting – Tally Accounting Software

Basics Concepts of Accounting – Company Creation – Gateway of Tally – Chart of Accounts – Account Masters – Voucher Entry – Accounts Voucher Lists - Day Book Summaries – Trial Balance – Final Accounts – Reports Printing – Inventory Setup – Inventory Master – Inventory Voucher – Reporting in Tally – Back up and Restore.

#### **QUESTION PAPER PATTERN**

Record Work	-	25 Marks
Practical Examination	-	75 Marks

**THE NEW COLLEGE (AUTONOMOUS)**

**DEPARTMENT OF B.Sc (ISM)**

**QUESTION PAPER PATTERN FOR FINANCIAL ACCOUNTING,  
COST ACCOUNTING & MANAGEMENT ACCOUNTING PAPERS**

**SECTION A**

**ANSWER ANY FIVE QUESTIONS (5 OUT OF 8)  
(2 THEORY & 6 PROBLEMS)**

**5 X 6 = 30 Marks**

**Q. No 1 & 2 Theory**

**Q. No 3 to 8 Problems.**

**SECTION B**

**ANSWER ALL THE QUESTIONS**

**3 X 15 = 45 Marks**

**9 (a) Theory  
(or)  
(b) Problem**

**10 (a) Problem  
(or)  
(b) Problem**

**11 (a) Problem  
(or)  
(b) Problem**

**TOTAL**

---

**75 Marks**

---

**Note: The proportion between Theory and Problems – 20 : 80**

**THE NEW COLLEGE (AUTONOMOUS)**

**DEPARTMENT OF B.Sc (ISM)**

**QUESTION PAPER PATTERN FOR FINANCIAL MANAGEMENT**

**SECTION A**

**Q. No 1 to 10**                      –                      **All Theory**                      **10 X 2 = 20 Marks**

**SECTION B**

**Q. No 11 to 18**                      –                      **5 Theory & 3 Problems**                      **5 X 5 = 25 Marks**

**SECTION C**

**3 X 10 = 30 MARKS**

**ANSWER ALL THE QUESTIONS**

**19 (a) Theory**

**(or)**

**(b) Problem**

**20 (a) Theory**

**(or)**

**(b) Problem**

**21 (a) Theory**

**(or)**

**(b) Problem**

**TOTAL**

**75 Marks**

**Note: The proportion between Theory and Problems – 60 : 40**