

DON BOSCO ARTS & SCIENCE COLLEGE
(Affiliated to Kannur University)
ANGADIKADAVU, IRITTY, KANNUR



COURSE PLAN

B.Com CO-OPERATION

SEMESTER - 5

ACADEMIC YEAR 2016 - 17

SL No.	Name of Subjects	Name of the Teacher	Duty Hours per week	
	V Sem B.Com - CO-OPERATION (2014-17)			
1.	5B10 COM : Cost Accounting	Priya K.M	5	
2.	5B11 COM : Corporate Accounting	Anju Baby	5	
3.	5B12 COM : Auditing	Sr.Daisylet	4	
4.	5B13 COM : Income Tax Law and Practice-II	Octo Susy Thomas	5	
5.	5B14 COM : Co-orporate Laws	Jihesh Mon	4	
6.	5D01 COM : Basic Accounting	Simi Antony	2	

TIME TABLE

Day	9.50am - 10.45am	10.45am -11.40am	11.55am - 12.50am	1.40am - 2.35am	2.35am - 3.30am
1	5B11 COM : Corporate Accounting	5B13 COM : Income Tax Law and Practice-II	5B10 COM : Cost Accounting	5B12 COM : Auditing	5B14 COM : Co-orporate Laws
2	5B13 COM : Income Tax Law and Practice-II	5B11 COM : Corporate Accounting	5D01 COM : Basic Accounting	5B10 COM : Cost Accounting	5B14 COM : Co-orporate Laws
3	5B12 COM : Auditing	5B10 COM : Cost Accounting	5D01 COM : Basic Accounting	5B11 COM : Corporate Accounting	5B13 COM : Income Tax Law and Practice-II
4	5B14 COM : Co-orporate Laws	5B11 COM : Corporate Accounting	5B12 COM : Auditing	5B13 COM : Income Tax Law and Practice-II	5B10 COM : Cost Accounting
5	5B14 COM : Co-orporate Laws	5B12 COM : Auditing	5B13 COM : Income Tax Law and Practice-II	5B10 COM : Cost Accounting	5B11 COM : Corporate Accounting

5B10 COM (CORE - X): COST ACCOUNTING

No of credits: 4

Contact hours: 90 Hours per week 5

Objectives of the Course:

To acquaint the students with the basic concepts used in Cost Accounting and the various methods involved in Cost Accounting system.

Module I

Introduction to Cost Accounting – concepts, objectives and advantages – Financial Accounting and Cost Accounting – Elements of cost and cost classification – cost centre and cost unit- preparation of cost sheet (10 hours)

Module II

Materials:- Concepts- centralized buying - purchase procedure– Store records – Bin card and stores ledger - methods of material issue pricing (FIFO, LIFO, Simple and weighted averages), stock levels, E.O.Q, ABC Analysis, VED Analysis, FSN Analysis – Essentials steps for material control (15 hours)

Module III

Labour: - Concepts - Time keeping. Time booking- Wage system -Time rate, Piece rate, Taylor's differential piece rate system - Incentive system of wage payment -Halsey and Rowan Plan – Treatment of idle time - overtime – Labour turnover meaning and causes (theory only) (15 hours)

Module IV

Over heads: - Concepts- classification, Allocation and apportionment -Direct, Simultaneous equation, Step ladder and Repeated distribution method- Absorption of overheads -Labour hour rate method and machine hour rate method – calculation of machine hour - Under and over absorption of overheads – meaning and treatment (theory only) (20 hours)

Module V

Methods of Costing –Job costing, batch costing, unit costing, operating costing- Process costing: features – typical process industries - process accounts- normal loss and scrap- abnormal loss and gain – Explanation on Joint products and by products – Contract costing: Special features- Cost plus contract- Escalation clause- Sub contract- Retention money- Treatment of cost of plant – Profit on incomplete contract- Transport/service costing :Calculation of rate per passenger kilometer (30 hours)

References

1. Cost Accounting principles and Practice : Iyengar . S.P
2. Cost Accounting :S.P.Jain& K.L. Narang
3. Management Accounting : Dr. S.P.Gupta
4. Management Accounting :R.K.Sharma&S.K.Gupta
5. Cost Accounting :JawaharLal.
6. Cost Accounting : Dr. A.D. Agarwal
7. Practical Cost Accounting : Dr. A.D. Agarwal
8. Lectures on Costing :Swaminathan

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	01-06-2016 To 03-06-2016	01	Introduction to Cost Accounting – concepts
		02	Objectives and advantages of cost accounting
		03	Financial Accounting and Cost Accounting
2	06-06-2016 To 10-06-2016	04	Elements of cost and cost classification
		05	Elements of cost and cost classification
		06	Cost centre and cost unit- preparation of cost sheet
		07	Problem solving
3	13-06-2016 To 17-06-2016	08	Problem solving
		09	Problem solving
		10	Calculation of tender price
		11	Problem solving
4	20-06-2016 To 24-06-2016	12	Problem solving
		13	Materials:- Concepts-
		14	Centralized buying - purchase procedure
		15	Store records – Bin card and stores ledger
5	27-06-2016 To 01-07-2016	16	Methods of material issue pricing (FIFO)
		17	Problem solving
		18	Problem solving
		19	Methods of material issue pricing (LIFO)
6	04-07-2016 To 08-07-2016	20	Problem solving
		21	Problem solving
		22	Methods of material issue pricing (Simple and weighted averages)
		23	Problem solving
7	11-07-2016 To 15-07-2016	24	Problem solving
		25	Stock levels
		06-Jul	Ramsan - Holiday
		26	Problem solving
8	18-07-2016 To 22-07-2016	27	Problem solving
		28	E.O.Q
		29	Problem solving
		30	ABC Analysis, VED Analysis, FSN Analysis
9	25-07-2016	31	Essentials steps for material control
		32	Class Test
		33	Labour: - Concepts , Time keeping & Time booking
		34	Wage system -Time rate, Piece rate
8	18-07-2016 To 22-07-2016	35	Taylor's differential piece rate system
		36	Problem solving
		37	Problem solving
9	25-07-2016	38	Incentive system of wage payment – Halsey and

No of Weeks	Dates	Session	Topic
	To 29-07-2016		Rowan Plan
		39	Problem solving
		40	Problem solving
		41	Problem solving
		42	Treatment of idle time - overtime
10	01-08-2016 To 05-08-2016	43	Labour turnover meaning and causes
		02-Aug	Karkidaka Vavu - Holiday
		44	Over heads: - Concepts- classification
		45	Allocation and apportionment
		46	Simultaneous equation method
11	08-08-2016 To 12-08-2016	47	Problem solving
		48	Problem solving
		49	Problem solving
		50	Step ladder and Repeated distribution method
		51	Problem solving
12	15-08-2016 To 19-08-2016	15-Aug	Independence Day - Holiday
		16-Aug	First Internal for UG/PG
			First Internal for UG/PG
			First Internal for UG/PG
			First Internal for UG/PG
13	22-08-2016 To 26-08-2016		First Internal for UG/PG
		23-Aug	First Internal for UG/PG
		24-Aug	Sree Krishna Jayanthi - Holiday
		52	Problem solving
		53	Problem solving
14	29-08-2016 To 02-09-2016	54	Absorption of overheads
		55	Labour hour rate method and machine hour rate method
		56	Problem solving
		57	Problem solving
		58	Problem solving
15	05-09-2016 To 09-09-2016	59	Seminar
		60	Under and over absorption of overheads – meaning and treatment
		61	Methods of Costing –Job costing
		62	Problem solving
		09-Sep	Onam Celebration
16	12-09-2016 To 16-09-2016		Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
17	19-09-2016	19-Sep	Problem solving

No of Weeks	Dates	Session	Topic
	To 23-09-2016	63	Methods of Costing –batch costing
		64	Problem solving
		65	Problem solving
		66	Unit costing Operating costing
18	26-09-2016 To 30-09-2016	67	Process costing: features
		68	Problem solving
		69	Problem solving
		70	Problem solving
	26-09-2016 To 30-09-2016	71	Class Test
		72	Contract costing: Special features Problem solving
		73	Problem solving
		74	Problem solving
19	26-09-2016 To 30-09-2016	75	Problem solving
		76	Problem solving
		77	Explanation on Joint products and by products
		78	Transport/service costing :Calculation of rate per passenger kilometer
20	03-10-2016 To 07-10-2016	79	Problem solving
		80	Problem solving
		07-Oct	SLATE FEST
		10-Oct	Mahanavami - Holiday
21	10-10-2016 To 14-10-2016	11-Oct	Vijayadhasami - Holiday
		12-Oct	Muharam - Holiday
		81	Seminar
		14-Oct	Second Internal for UG/PG
22	17-10-2016 To 21-10-2016		Second Internal for UG/PG
			Second Internal for UG/PG
			Second Internal for UG/PG
			Second Internal for UG/PG
23	24-10-2016 To 28-10-2016	82	Previous year question paper discussion
		83	Previous year question paper discussion
			Study Leave
			Study Leave
24	31-10-2016 To 04-11-2016		Study Leave
			Study Leave
		02-Nov	V Semester UG Examination Begins

5B11 COM (CORE - XI): CORPORATE ACCOUNTING

No of credits: 4

Contact hours: 90 Hours\ per week 5

Objectives of the Course:

To help the students to acquire the conceptual knowledge of Corporate Accounting, and to help them to learn the techniques of preparing the financial statements.

Module I

Final Accounts of Companies – Preparation of final accounts – Balance Sheet – Profit & Loss Account –P&L Appropriation account (problems in new format only) – compulsory transfer to Reserve (Corporate dividend tax needn't be considered) (22 hours)

Module II

Acquisition & Profits prior to incorporation – meaning computation of purchase consideration –acquisition entries in the books of the company (closing entries in Vendor's books not necessary) –computation of profits prior to incorporation – treatment of profit or loss prior to incorporation –collection of debtors and payment of creditors on behalf of vendors (12 hours)

Module III

Accounting for Amalgamation and reconstruction – Meaning and types of amalgamation –Amalgamation in the nature of Merger and Amalgamation in the nature of purchase – Comparison of both – Accounting methods – Pooling of interest method and purchase method – Purchase consideration – Accounting entries in the books of both transfer and transferee companies (excluding intercompany holdings) – Reconstruction – types – internal and external reconstructions – Accounting entries only (25 hours)

Module IV

Liquidation of companies – Meaning and types of winding up – Statement of Affairs – Deficiency or Surplus Accounts – Liquidator's Final Statement of Account (16 hours)

Module V

Accounts of Banking Companies - Introduction – final accounts in new format – Balance Sheet – Profit& Loss Account with relevant schedules – slip system of posting – Non Banking Assets (NBA) and Non-Performing Assets (NPA) – Classification of advances –Computation of provision for doubtful debts and rebate on bills discounted (15 hours)

References :

1. Advanced Accounts VolumeII : Shukla: M.C., T.S.Grewal and S.C.Guptha (S.Chand&Co.,New Delhi)
2. Advanced Accountancy, Volume II :Guptha R.L. and M.Radhaswami (Sulthan Chand & Co. New Delhi)
3. Corporate Accounting :Maheshwari. S.N. and S.K.Maheshwari, (Vikas publishing House, New Delhi)
4. Corporate Accounting : Ashok Sehgal and Deepak Sehgal,(Taxman Publication, New Delhi)
5. Corporate Accounting : S.P. Jain and K.L.Narang (Kalyani Publishers, New Delhi)
6. Fundamentals of Corporate :Monga, J.R (Mayur Paper backs, New Accounting Delhi)
7. Financial Accounting :B.K.Banerjee (PHI Pvt.Ltd.New Delhi)

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	01-06-2016 To 03-06-2016	01	Relevance of corporate accounting
		02	Final accounts of companies(theory)
		03	Preparation of final accounts(format)
2	06-06-2016 To 10-06-2016	04	Balance sheet
		05	Profit and loss account
		06	Solving Basic problems
		07	Profit and loss appropriation account(problems)
3	13-06-2016 To 17-06-2016	08	Provision for taxation
		09	Problems on provision for taxation
		10	Managerial remuneration
		11	Problems on managerial remuneration
4	20-06-2016 To 24-06-2016	12	Seminar
		13	Solving Advanced problems from reference text
		14	Acquisition(theory)
		15	Meaning computation of purchase consideration
5	27-06-2016 To 01-07-2016	16	Class test for Module I
		17	Seminar
		18	Assignment discussion(problem)
		19	Acquisition entries in the books of the company (closing entries in Vendor's books not necessary)
6	04-07-2016 To 08-07-2016	20	Profits prior to incorporation(theory)
		21	Computation of profits prior to incorporation
		22	Class test for module II
		23	Treatment of profit or loss prior to incorporation
7	11-07-2016 To 15-07-2016	24	Collection of debtors and payment of creditors on behalf of vendors
		25	Seminar
		06-Jul	Ramsan – Holiday
		26	Solving advanced problems from reference text
8	18-07-2016 To 22-07-2016	27	Meaning and types of amalgamation
		28	Amalgamation in the nature of Merger
		29	Seminar
		30	Practical Problems
9	25-07-2016 To 29-07-2016	31	Assignment(discussion)
		32	Amalgamation in the nature of purchase
		33	Comparison of both (Amalgamation in the nature of Merger and amalgamation in the nature of Merger)
		34	Accounting methods – Pooling of interest method
10	31-07-2016 To 04-08-2016	35	Purchase method
		36	Purchase consideration

No of Weeks	Dates	Session	Topic
		37	Practical Problems
9	25-07-2016 To 29-07-2016	38	Accounting entries in the books of both transfer and transferee companies (excluding intercompany holdings)
		39	Practical Problems
		40	Assignment(discussion)
		41	Reconstruction– types
		42	Internal reconstructions Accounting entries
10	01-08-2016 To 05-08-2016	43	Practical Problems
		44	External reconstructions –Accounting entries only Accounting entries only
		45	Practical Problems
		46	Class test for module III
		47	Revision
11	08-08-2016 To 12-08-2016	48	General discussion of all theory part
		49	Group study
		50	Group study
		51	Previous year internal question paper discussion
		52	Previous year internal question paper discussion
12	15-08-2016 To 19-08-2016	15-Aug	Independence Day - Holiday
			First Internal for UG/PG
			First Internal for UG/PG
			First Internal for UG/PG
			First Internal for UG/PG
13	22-08-2016 To 26-08-2016		First Internal for UG/PG
			First Internal for UG/PG
		24-Aug	Sree Krishna Jayanthi - Holiday
		53	Liquidation of companies (theory)
		54	Meaning and types of winding up
14	29-08-2016 To 02-09-2016	55	Statement of Affairs meaning
		56	Practical Problems
		57	Deficiency or Surplus Accounts
		58	Class test for module IV
		59	Liquidator’s Final Statement of Account
15	05-09-2016 To 09-09-2016	60	Practical Problems
		61	Accounts of Banking Companies – Introduction
		62	Seminar
		63	Final accounts in new format –Profit& Loss Account with relevant schedules
		09-Sep	Onam Celebration
16	12-09-2016 To 16-09-2016		Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday

No of Weeks	Dates	Session	Topic
17	19-09-2016 To 23-09-2016	64	Assignment discussion
		65	Final accounts in new format –Balance sheet with relevant schedules
		66	Slip system of posting
		67	Practical Problems
		68	Non-Banking Assets (NBA)
18	26-09-2016 To 30-09-2016	69	Non-Performing Assets (NPA)
		70	Classification of advances
		71	Seminar
		72	Class test for module V
19	26-09-2016 To 30-09-2016	73	Demonstration
		74	Computation of provision for doubtful debts and rebate on bills discounted
		75	Advanced practical problems
		76	Seminar
		77	Assignment discussion
20	03-10-2016 To 07-10-2016	78	Revision
		79	Group study
		80	Group study
		81	Previous year question paper discussion
		82	Clarification of doubts
21	10-10-2016 To 14-10-2016	07-Oct	SLATE FEST
		10-Oct	Mahanavami – Holiday
		11-Oct	Vijayadhasami - Holiday
		12-Oct	Muharam – Holiday
		83	Clarification of doubts
22	17-10-2016 To 21-10-2016	14-Oct	Second Internal for UG/PG
			Second Internal for UG/PG
			Second Internal for UG/PG
			Second Internal for UG/PG
			Second Internal for UG/PG
23	24-10-2016 To 28-10-2016	84	General discussion of theory part
		85	General discussion of difficult problems
			Study Leave
			Study Leave
			Study Leave
24	31-10-2016 To 04-11-2016		Study Leave
			Study Leave
		02-Nov	V Semester UG Examination Begins

5B12 COM (CORE- XII): AUDITING

No.of Credits -3

No.of Contact hours -72 Hours per week 4

Objectives:

To create awareness among the students about the modern trends and practices of auditing and to inculcate the skills for independently undertaking the audit work.

Module I

Introduction to Auditing – Origin – meaning – definition – objectives – advantages – limitations – classifications of Audit – Private audit – Statutory audit – Govt. Audit – Internal Audit- Interim audit-Continuous audit – Cost audit – Management audit – Performance audit – Social audit. [14 Hours]

Module II

Audit Procedure – Audit Planning - Audit Programme - Audit note book – Audit working papers – internal check – Internal control – test checking – routine checking – Vouching – Meaning and Objectives – Procedure – Essentials of a valid voucher – vouching of cash transitions – verifications and valuation of assets and liabilities –Meaning and differences between verifications and valuation – General Principles of valuations of assets – valuations of plant and machinery – Freehold and lease hold property – Trade creditors – Standards on Auditing (S A) (an overview) [20 Hours]

Module III

Audit of Limited Companies:- Appointment of auditors –qualifications –disqualifications- rights – duties – liabilities : civil and criminal – remuneration – lien – status – removal – audit procedure – audit of share capital – issue – Transfer – Transmission – reissue -forfeiture- audit report – contents– types. [20 Hours]

Module IV

Specialized Audit – Audit of partnership firms- education institutions – clubs – charitable trusts [8 Hours]

Module V

Auditing and Computer Information System (CIS) – EDP Audit -Computer Information Systems Environment (CISE) — risks and controls – Auditing around the computers – Auditing through computers - Audit Trails – Computer Assisted Audit Technique [CAAT] : Computer based accounting Vs Conventional accounting system— Generalized Audit software (GAS) Packages. [10 Hours]

Reference

1. B.N Tandon, S. Sudarsanam& S. Sundarabahu: A Handbook of Practical Auditing
2. T.R Sharma: Auditing
3. DinkarPagare: Practice of Auditing
4. M.S Ramaswamy: Principles and Practice of Auditing
5. B.S Jolly & KS Jolly, Information Technology: ShuchitaPrakashan(Pvt. Ltd) Allahabad.
6. VarshaAinapure&MukundAinapire: Auditing and Assurance

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	01-06-2016 To 03-06-2016	01-June	Seminar by resource person
		1	Introduction to auditing
2	06-06-2016 To 10-06-2016	2	Origin – meaning – definition
		3	Difference between auditing, bookkeeping and accountancy
		4	Auditing and investigation
		5	Objectives of auditing
3	13-06-2016 To 17-06-2016	6	Advantages and limitations of auditing
		7	Classification of audit –private audit
		8	Statutory audit – government audit
		9	Internal audit – Interim audit
4	20-06-2016 To 24-06-2016	10	Continuous audit –Cost audit –Management audit
		11	Performance audit – Social audit
		12	REVISION / SEMINAR
		13	Audit procedure
5	27-06-2016 To 01-07-2016	14	Audit planning – audit programme
		15	Audit note book – Audit working papers
		16	Internal check – Internal control
		17	Test checking – Routine checking
6	04-07-2016 To 08-07-2016	18	Vouching – Meaning and objectives
		06-Jul	Ramsan - Holiday
		19	Procedure – Essentials of a valid voucher
		20	Vouching of cash transactions
7	11-07-2016 To 15-07-2016	21	Verification and valuation of assets and liabilities
		22	Meaning and difference between verification and valuation
		23	General Principles of Valuation of assets
		24	Valuation of plant and machinery
8	18-07-2016 To 22-07-2016	25	Freehold and lease hold property - Trade creditors
		26	Standards on auditing
		27	REVISION / SEMINAR
		28	REVISION / SEMINAR
9	25-07-2016 To 29-07-2016	29	Audit of limited companies
		30	Appointment of auditors – qualifications and disqualifications
		31	Rights – duties – liabilities: civil and criminal
		32	Remuneration – lien – status – removal
10	01-08-2016	33	Audit procedure

No of Weeks	Dates	Session	Topic
	To 05-08-2016	02-Aug	KarkidakaVavu - Holiday
		34	Audit of share capital – issue – transfer – transmission
11	08-08-2016 To 12-08-2016	35	Reissue –forfeiture
		36	Audit report – content – types
		37	REVISION / SEMINAR
		38	REVISION / SEMINAR
12	15-08-2016 To 19-08-2016	15-Aug	Independence Day - Holiday
		16-Aug	First Internal for UG/PG
			First Internal for UG/PG
			First Internal for UG/PG
13	22-08-2016 To 26-08-2016		First Internal for UG/PG
		23-Aug	First Internal for UG/PG
		24-Aug	Sree Krishna Jayanthi - Holiday
		39	Specialized audit
14	29-08-2016 To 02-09-2016	40	Audit of partnership firms
		41	Educational institutions
		42	Clubs
		43	Charitable trusts
15	05-09-2016 To 09-09-2016	44	REVISION / SEMINAR
		45	REVISION / SEMINAR
		46	REVISION / SEMINAR
		09-Sep	Onam Celebration
16	12-09-2016 To 16-09-2016		Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
17	19-09-2016 To 23-09-2016	47	Audit of Computer Information System (CIS)
		48	EDP audit
		49	Computer Information System Environment (CISE) - risks and control
18	26-09-2016 To 30-09-2016	50	Auditing around the computers
		51	Auditing through computers
		52	Audit trails – Computer Assisted Audit Techniques (CAAT)
		53	Computer based accounting Vs Conventional accounting system
19	26-09-2016 To 30-09-2016	54	Generalized Audit Software (GAS) Packages
		55	REVISION / SEMINAR
		56	REVISION / SEMINAR
		57	REVISION / SEMINAR
20	03-10-2016	58	REVISION / SEMIANR

No of Weeks	Dates	Session	Topic
	To 07-10-2016	59	REVISION / SEMINAR
		60	REVISION / SEMINAR
		07-Oct	SLATE FEST
21	10-10-2016 To 14-10-2016	10-Oct	Mahanavami - Holiday
		11-Oct	Vijayadhasami - Holiday
		12-Oct	Muharam - Holiday
		61	REVISION / SEMINAR
		14-Oct	Second Internal for UG/PG
22	17-10-2016 To 21-10-2016		Second Internal for UG/PG
			Second Internal for UG/PG
			Second Internal for UG/PG
			Second Internal for UG/PG
			Second Internal for UG/PG
23	24-10-2016 To 28-10-2016	62	REVISION / SEMINAR
		63	REVISION / SEMINAR
			Study Leave
			Study Leave
			Study Leave
24	31-10-2016 To 04-11-2016		Study Leave
			Study Leave
		02-Nov	V Semester UG Examination Begins

5B13 COM (CORE - XIII): INCOME TAX LAW AND PRACTICE- II

No. of Credits: 4

No. of Contact Hours: 90 Hours per week 5

OBJECTIVE

To give the students an idea about the computation of total income and to know the relevant provisions relating to assessment.

MODULE I

Clubbing of Income – provisions – deemed income – aggregation of income – set off and carry forward of losses – Computation of Gross total Income - Deduction from gross total income Computation of total income – assessment of individuals - computation of tax – assessment of partnership firms – computation of tax (35 Hours)

MODULE II

Assessment of Companies – minimum alternative tax – computation of total income and tax liability – assessment of Co-operative Societies – Computation of total income and tax liability (20 Hours)

MODULE III

Income Tax Authorities and their powers – CBDT – Powers and functions – Commissioner of income tax – powers and functions – income tax officers. Assessment procedure – types of return – procedure for filing return – PAN – types of assessments – rectification of mistakes (10 Hours)

MODULE IV

Deduction of Tax at Source – items of income from which tax is deducted at source – collection of tax at source - Advance payment of tax – refund of tax – Penalties and prosecution –provisions. (25 Hours)

Note: Questions should be asked based on provisions relating to current assessment year.

Consider the Current rate for calculations

References:

1. Income tax Law and Accounts: Dr.H.C.Mehrotra and S.P.Goyal
2. Income tax Law and Practice: Dr.Bhagavathi Prasad.
3. Income tax Law and Practice: Gaur and Narang
4. Income tax Law and Practice: B.S.Raman.
5. Direct taxes Law and Practice: Dr.Vinod K. Singhanian&Dr.KapilSinghanian

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	01-06-2016 To 03-06-2016	1	Clubbing of Income
		2	provisions and deemed income
		3	aggregation of income
2	06-06-2016 To 10-06-2016	4	Problems relating to clubbing
		5	Problems relating to aggregation
		6	Set off of losses
		7	Situations where set off is not allowed
3	13-06-2016 To 17-06-2016	8	Carry forward of losses
		9	Problems of set off and carry forward
		10	Computation of Gross total Income
		11	Practical problems
4	20-06-2016 To 24-06-2016	12	Practical problems
		13	Practical problems
		14	Practical problems
		15	Deduction from gross total income
5	27-06-2016 To 01-07-2016	16	Deduction from gross total income
		17	Deduction from gross total income
		18	Computation of total income
		19	Practical problems
6	04-07-2016 To 08-07-2016	20	Practical problems
		21	Practical problems
		22	Practical problems
		23	Assessment of individuals
7	11-07-2016 To 15-07-2016	24	Computation of tax
		25	Practical problems
		06-Jul	Ramsan - Holiday
		26	Practical problems
8	18-07-2016 To 22-07-2016	27	Practical problems
		28	Practical problems
		29	Assessment of partnership firms
		30	Steps to compute tax on total income of a firm
9	25-07-2016 To 29-07-2016	31	Computation of tax
		32	Practical problems
		33	Practical problems
		34	Practical problems
8	18-07-2016 To 22-07-2016	35	Class test for module I
		36	Assessment of Companies
		37	Types of companies
9	25-07-2016 To 29-07-2016	38	Minimum Alternate Tax
		39	Alternate minimum tax
		40	Practical problems

No of Weeks	Dates	Session	Topic
		42	Computation of total income and tax liability –
		42	Practical problems
10	01-08-2016 To 05-08-2016	43	Practical problems
		02-Aug	Karkidaka Vavu - Holiday
		44	Practical problems
		45	Assessment of Co-operative Societies
		46	Deductions in respect of co-operative society
11	08-08-2016 To 12-08-2016	47	Computation of total income and tax liability
		48	Practical problems
		49	Practical problems
		50	Practical problems
		51	Class test for module II
12	15-08-2016 To 19-08-2016	15-Aug	Independence Day - Holiday
		16-Aug	First Internal for UG/PG
			First Internal for UG/PG
			First Internal for UG/PG
			First Internal for UG/PG
13	22-08-2016 To 26-08-2016		First Internal for UG/PG
		23-Aug	First Internal for UG/PG
		24-Aug	Sree Krishna Jayanthi - Holiday
		52	Income Tax Authorities
		53	CBDT
14	29-08-2016 To 02-09-2016	54	Powers of CBDT
		55	Functions of CBDT
		56	Commissioner of income tax
		57	Powers of commissioner of income tax
		58	Functions of commissioner of income tax
15	05-09-2016 To 09-09-2016	59	Income tax officers
		60	Assessment procedure
		61	Return and its types
		62	Return forms
		09-Sep	Onam Celebration
16	12-09-2016 To 16-09-2016		Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
17	19-09-2016 To 23-09-2016		Procedure for filing return
		63	Defective return
		64	PAN
		65	Situations where PAN is compulsory
		66	Types of assessments

No of Weeks	Dates	Session	Topic
18	26-09-2016 To 30-09-2016	67	Types of regular assessment
		68	Rectification of mistakes
		69	Class test for module III
		70	Deduction of Tax at Source
		71	Items of income from which tax is deducted at source
19	26-09-2016 To 30-09-2016	72	Advance payment of tax
		73	Collection and recovery of tax
		74	Refund of tax
		75	Penalties and prosecution
		76	Provisions
20	03-10-2016 To 07-10-2016	77	Class test for module IV
		78	Seminar on filing return
		79	Revision
		80	Revision
		07-Oct	SLATE FEST
21	10-10-2016 To 14-10-2016	10-Oct	Mahanavami - Holiday
		11-Oct	Vijayadhasami - Holiday
		12-Oct	Muharam - Holiday
		81	Revision
		14-Oct	Second Internal for UG/PG
22	17-10-2016 To 21-10-2016		Second Internal for UG/PG
			Second Internal for UG/PG
			Second Internal for UG/PG
			Second Internal for UG/PG
			Second Internal for UG/PG
23	24-10-2016 To 28-10-2016	82	Revision
		83	Revision
			Study Leave
			Study Leave
			Study Leave
24	31-10-2016 To 04-11-2016		Study Leave
			Study Leave
		02-Nov	V Semester UG Examination Begins

5B14 COM (CORE -XIV Optional A: CO-OPERATION-III)
CO-OPERATIVE LAWS

No.of Credits - 3

No.of Contact hours -72 Hours per week 4

Objectives:

To give the students an awareness of the historical perspective of co-operative legislation in India and Kerala and to equip them with the Kerala Co-operative Societies Act and Rules,1969.

Module I

History of co-operative legislation in India (A brief study)-Co-operative Credit Societies Act 1904 and Co-operative Societies Act 1912- Multi- State Co-operative Societies Act (Broad features only)
[15 Hours]

Module II

Kerala Co-operative Societies Act and Rules 1969 – Historical back ground- Definitions – Registration of co-operative societies –Byelaws - Amendment- Amalgamation and division of societies- Membership- Rights, duties and liabilities – Withdrawal and expulsion. [12Hours]

Module III

Management of co-operatives – general body –Managing committee- disqualification of committee members- Election of committee members- supersession of committee. **Election of president** – **Privileges** of societies- State aid to co-operatives.Appointment of employees - Co-operative Service Examination Board. [15 Hours]

Module IV

Meetings – Annual general body meeting- special meetings. Requisites of a valid meeting – agenda - quorum- notice- minutes- duties of secretary- inspection, inquiry and surcharge. [15 Hours]

Module V

Winding up of societies – liquidator- powers- cancellation of registration. [15 Hours]

References:

1. Kerala Co. op. Societies Act and Rules : Pillai
2. Kerala Co.op Societies Act and Rules : T.S Balan
3. Law for the Co.operatives : R.O Bedi
4. Law and Management of Co. operatives : Trivedi. BB
5. Co-operative Act and Rules : N.A Kareem
6. Co-operative Societies Act and Rules :Thankappan
7. Bare Act
8. Cooperative democracy in Action : O.R Krishnswami
9. Legal aspects of co-operation : P.M Natesan,N.JShaji, &V.S Anilkumar.

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	01-06-2016 To 03-06-2016	1	Introduction
		2	Analysis of previous knowledge about co operation
		3	Co-operative Credit Societies Act 1904
2	06-06-2016 To 10-06-2016	4	Introduction of Various provisions of the act 1904
		5	Special features of the societies registered during this period.
		6	Draw backs of the act-1904
		7	Co-operative Societies Act 1912, features
3	13-06-2016 To 17-06-2016	8	Imperial committee on co operation 1914 or Meclagan committee
		9	Importance of co operative societies act 1912
		10	Difference between the act 1904 and 1912
		11	Co operation as a state subject, Multy unit co operative societies Act 1942, 1984
4	20-06-2016 To 24-06-2016	12	Multi- State Co-operative Societies Act-2002, object of the act
		13	Discussion of the provisions of the Act 2002
		14	Powers and function of the board sec 49(1)
		15	Govt aid to co operative societies
5	27-06-2016 To 01-07-2016	16	Kerala Co-operative Societies Act and Rules 1969 – Historical back ground- Definitions
		17	Act, rules,and byelaws
		18	special features of the Act 1969
		19	Amendment
6	04-07-2016 To 08-07-2016	20	Amalgamation and division of societies
		21	Registration and membership under KSCA 1969
		06-Jul	Ramsan - Holiday
		22	Rights, duties and liabilities of members
		23	Discussion
7	11-07-2016 To 15-07-2016	24	Identity card, Nominal or Associate member
		25	Members right to inspect the accounts
		26	Right to obtain document from the registrar's office
		27	Withdrawal and expulsion
8	18-07-2016 To 22-07-2016	28	Discussion and class test
		29	Management of co-operatives – general body – Managing committee- disqualification of committee
		30	Functions of Managing committee
		31	Adhoc committee
9	25-07-2016 To 29-07-2016	32	Powers of managing committee
		33	Disqualification of manmaging committee members
		34	Election of committee members
		35	supersession of committee

No of Weeks	Dates	Session	Topic
10	01-08-2016 To 05-08-2016	36	Election of president
		02-Aug	Karkidaka Vavu - Holiday
		37	Privileges of societies
		38	Reviews and discussion
11	08-08-2016 To 12-08-2016	39	Appointment of returning officer
		40	State co operative election commission
		41	Withdrawal of candidature
		42	Counting votes and invalid votes
12	15-08-2016 To 19-08-2016	43	Co-operative Service Examination board
		15-Aug	Independence Day - Holiday
		16-Aug	First Internal for UG/PG
			First Internal for UG/PG
13	22-08-2016 To 26-08-2016		First Internal for UG/PG
		23-Aug	First Internal for UG/PG
		24-Aug	Sree Krishna Jayanthi - Holiday
		44	Meetings – Annual general body meeting
14	29-08-2016 To 02-09-2016	45	special meetings
		46	Requisites of a valid meeting agenda - quorum- notice- minutes
		47	Requisites of a valid meeting agenda - quorum- notice- minutes
		48	Note making
15	05-09-2016 To 09-09-2016	49	duties of secretary
		50	Discussion and preparing notes
		51	Appointment and powers of president
		52	Executive committee
16	12-09-2016 To 16-09-2016	53	Discussion
		09-Sep	Onam Celebration
			Onam Holiday
			Onam Holiday
17	19-09-2016 To 23-09-2016		Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
18	26-09-2016 To 30-09-2016	54	inspection, inquiry and surcharge
		55	Reviews
		56	Preparation of notes
		57	Class test
18	26-09-2016 To 30-09-2016	58	Winding up of societies
		59	Appointment of liquidator
		60	Powers of liquidator
		61	Liquidation procedure

No of Weeks	Dates	Session	Topic
19	26-09-2016 To 30-09-2016	62	Discussion
		63	Note making
		64	Disposal of records of wound up company
		65	Cancellation of registration of a society
20	03-10-2016 To 07-10-2016	66	Reviews
		67	Reviews
		68	Reviews
		69	Reviews
		07-Oct	SLATE FEST
21	10-10-2016 To 14-10-2016	10-Oct	Mahanavami - Holiday
		11-Oct	Vijayadhasami - Holiday
		12-Oct	Muharam - Holiday
		70	Revision
		14-Oct	Second Internal for UG/PG
22	17-10-2016 To 21-10-2016		Second Internal for UG/PG
			Second Internal for UG/PG
			Second Internal for UG/PG
			Second Internal for UG/PG
			Second Internal for UG/PG
23	24-10-2016 To 28-10-2016	71	Class Test
		72	Class Test
			Study Leave
			Study Leave
24	31-10-2016 To 04-11-2016		Study Leave
			Study Leave
		02-Nov	V Semester UG Examination Begins

5D01 COM (Open Course-1): BASIC ACCOUNTING

No. of Credits: 2

No. of Contact Hours: 36 Hours per week 2

Objectives:

To enable the students to acquire knowledge of accounting principles and practice

Module- I

Introduction: Basic Accounting concepts - Kinds of Accounts – Double Entry Book Keeping Rules of Debit and Credit.

[6Hours]

Module- II

Recording of Transactions: Preparation of Journal and Ledger Accounts - Simple problems.

[8 Hours]

Module- III

Subsidiary books - cash book – types of cash book – problems (single column and two column only) - purchase book - sales book - sales return - purchase return books –Journal proper

[6 Hours]

Module - IV

Trial balance – Meaning and purpose-Preparation of trial balance

[6 Hours]

Module -V

Financial Statements –Trading and Profit & Loss Account – Balance sheet – Simple Problems

[10Hours]

(Theory and problems may be in the ratio of 30% and 70% respectively)

Reference Books:

1. Grewal, T.S: Double Entry Book Keeping
2. Jain and Narang: Advanced Accountancy
3. Shukla and Grewal: Advanced Accountancy
4. Gupta and Radhaswamy: Advanced Accountancy
5. Gupta R.L: Advanced Accountancy

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	06-06-2016 To 10-06-2016	01	Introduction to the topics: Basic Accounting concepts
		02	Basic Accounting concepts
2	13-06-2016 To 17-06-2016	03	Kinds of Accounts
		04	Kinds of Accounts
3	20-06-2016 To 24-06-2016	05	Double Entry Book Keeping
		06	Rules of Debit and Credit
4	27-06-2016 To 01-07-2016	07	Simple problems
		08	Simple problems
5	04-07-2016 To 08-07-2016	09	Simple problems
		06-Jul	Ramsan - Holiday
		10	Simple problems
6	11-07-2016 To 15-07-2016	11	Recording of Transactions introduction
		12	Preparation of Journal and Ledger Accounts
7	18-07-2016 To 22-07-2016	13	Preparation of Journal and Ledger Accounts
		14	Simple problems
8	25-07-2016 To 29-07-2016	15	Simple problems
		16	Simple problems
9	01-08-2016 To 05-08-2016	17	Simple problems
		02-Aug	Karkidaka Vavu - Holiday
		18	Seminar
10	08-08-2016 To 12-08-2016	19	Seminar
		20	Simple problems
11	15-08-2016 To 19-08-2016	15-Aug	Independence Day - Holiday
		16-Aug	First Internal for UG/PG
			First Internal for UG/PG
			First Internal for UG/PG
12	22-08-2016 To 26-08-2016		First Internal for UG/PG
		23-Aug	First Internal for UG/PG
		24-Aug	Sree Krishna Jayanthi - Holiday
		21	Seminar
		22	Simple problems
13	29-08-2016 To	23	Subsidiary books
		24	Cash book – types of cash book

No of Weeks	Dates	Session	Topic
	02-09-2016		
14	05-09-2016 To 09-09-2016	25	Problems (single column and two column only)
		26	Simple problems
		09-Sep	Onam Celebration
15	12-09-2016 To 16-09-2016		Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
16	19-09-2016 To 23-09-2016	27	Purchase book - sales book
		28	Sales return - purchase return books
17	26-09-2016 To 30-09-2016	29	Journal proper
		30	Simple problems
18	26-09-2016 To 30-09-2016	31	Trial balance – Meaning and purpose
		32	Preparation of trial balance
19	03-10-2016 To 07-10-2016	33	Simple problems
		34	Financial Statements –Trading and Profit & Loss Account
		07-Oct	SLATE FEST
20	10-10-2016 To 14-10-2016	10-Oct	Mahanavami - Holiday
		11-Oct	Vijayadhasami - Holiday
		12-Oct	Muharam - Holiday
		35	Balance sheet preparation
		14-Oct	Second Internal for UG/PG
21	17-10-2016 To 21-10-2016		Second Internal for UG/PG
			Second Internal for UG/PG
			Second Internal for UG/PG
			Second Internal for UG/PG
			Second Internal for UG/PG
22	24-10-2016 To 28-10-2016	36	Simple Problems
		37	Previous year question paper discussion
			Study Leave
			Study Leave
			Study Leave
23	31-10-2016 To 04-11-2016		Study Leave
			Study Leave
		02-Nov	V Semester UG Examination Begins