SIR C R REDDY COLLEGE FOR WOMEN

(Affiliated to Adikavi Nannaya University, Rajahmahendravaram)

Vatluru (Post), Ped apadu Mandal, Eluru Dist., (A.P)

PG ENTRANCE COACHING

For M.Com

Date: 28-April-2023 To 27 May -2023

Time: 8:30am to 09:30 Am

&

4:30am to 5:30 Pm

Organized by

CAREER GUIDANCE & PLACEMENT CELL

2022-2023

INDEX

About Program

The Career Guidance and Placement Cell at Sir CR Reddy College for Women organized PG entrance coaching classes for NANNAYACET 2023 in , Commerce. These classes were conducted by senior faculty members who specialize in the respective subjects at the college.

Program: PG Entrance Coaching for Subject

Subjects Covered:

- Commerce

Target Audience:

- III B.Com students aspiring for postgraduate studies (M.Com.)

Duration:

- April 28th , 2023, to May 27th , 2023 (30 days)

Time:

- 8:30 AM to 9:30 A M (Morning sessions) & 4:30 to 5:30 PM

Resource Persons:

S.V Maruthi , Lecturer , Department of Commerce

Organized By:

- Career Guidance and Placement Cell at Sir CR Reddy College for Women

Program Overview:

- Specifically designed coaching program focusing on NANNAYACET 2023 for M.Com. aspirants.
- Conducted by seasoned faculty members from Sir CR Reddy College, each specializing in Commerce.
- Comprehensive curriculum comprising subject-specific lectures, problem-solving sessions, practice tests, and exam strategy workshops.
- Tailored content to acquaint students with the NANNAYACET exam pattern, syllabi, and effective preparation methodologies.

Benefits for III B.Com. Students:

- Early guidance and preparation assistance for M.Com. entrance exams.
- Exposure to exam patterns, aiding in better preparedness.
- Access to experienced faculty for subject-specific guidance and doubt resolution.

- Enhanced readiness for M Com. studies by initiating preparation in advance.

This coaching program aims to support B.Com. students in their aspirations for pursuing postgraduate studies by providing structured coaching specifically aligned with the requirements of the NANNAYACET 2023 examination.

Learning Objectives and Learning Outcomes

Learning Objectives:

1. Subject Mastery: To facilitate a comprehensive understanding of the core concepts and subject-specific knowledge required for M. Com/M.Sc. entrance exams.
2. Exam Familiarity: To familiarize students with the exam pattern, question types, and syllabi specific to NANNAYACET 2022
3. Problem-Solving Skills: To enhance problem-solving abilities and critical thinking necessary to tackle complex questions in the entrance exams.
4. Time Management: To equip students with effective time management strategies for the exam and optimize their performance within the stipulated time frame.
5. Exam Strategy: To provide guidance on effective exam strategies, including question selection, prioritization, and efficient answering techniques.

Expected Outcomes:

1. Strong Foundation: Students are expected to build a strong foundational understanding of their respective subjects, providing a basis for advanced studies.
2. Improved Performance: Enhanced problem-solving skills and a better grasp of exam patterns can result in improved performance in mock tests and the actual entrance exam.
3. Confidence: Through regular practice and guidance, students are likely to gain confidence in handling diverse questions and scenarios during the examination.
4. Effective Preparation: Students should be better prepared to face the challenges of the entrance exams by utilizing learned strategies and subject-specific knowledge.
5. Readiness for Postgraduate Studies: The coaching program aims to prepare students adequately for the rigors of postgraduate studies in their chosen fields.

Permission Letter

Permission Letter

18-04-2023
Eluru

To
The Principal
Sir C.R.Reddy College for Women
Eluru

Subject: Request to grant permission to conduct P.G Entrance test Coaching Classes to final year students.

This is to bring to your kind notice that, Career Guidance and Placement Cell is planning to conduct P.G Entrance test Coaching Classes for interested III B.Sc/B.Com students specializing life Sciences, Mathematics, Physics, Chemistry, Commerce .

The coaching classes aim is to provide additional support and guidance to our ambitious students who aspire to excel in their respective fields and we believe that providing coaching classes with in our college will not only benefit our students but also contribute to the overall academic excellence of our institution. These classes will be conducted for about 30 days i.e., from 28th April 2023 to 27th May 2023. The duration of these classes will be from 8:30 am to 9:30 am and 4:30 pm to 5:30 pm. I kindly request your approval for this initiative, as it aligns with our commitment to fostering academic excellence and preparing our students for successful futures.

Thanking you Madam,

Permitted

Principal
Sir C.R.Reddy College for Women
ELURU

Yours Faithfully,
(Coordinator)
Career Guidance and Placement Cell

Notice to Students

NOTICE

20-04-2023

This is to inform you all that Career Guidance and placement Cell arranged P.G Entrance Test Coaching Classes for interested III B.Sc/B.Com students specializing life Sciences, Mathematics, Physics, Chemistry, Commerce. These Classes will be held within the college at Seminar Hall from 28th April 2023 to 27th May 2023 running from 8:30 am to 9:30 am and 4:30 pm to 5:30 pm. This initiative aims to enhance your preparation for P G Entrance Test offering personalized guidance to help you excel in the examination. These sessions will provide valuable insights and guidance.

We encourage all interested candidates to attend and take advantage of this valuable opportunity.

Principal

Principal
Sir C.R.Reddy College for Women
ELURU

Course Structure: COMMERCE

Fundamentals of Accounting

Concept – Definition – Objectives - Need for Accounting- Accounting Cycle- Book Keeping and Accounting–Accounting Concepts and Conventions – Classification of Accounts and its rules – Advantages – Limitations – Journal entry principles – Ledger preparation. Types of Subsidiary Books – Cash Book, Three-column Cash Book, Petty cash Book. Preparation of Trial balance – Types of Accounting Errors. Need for Bank Reconciliation – Reasons for difference between Cash Book and Pass Book Balances- Preparation of Bank Reconciliation Statement. Preparation of Final Accounts: Trading account – Profit and Loss account – Balance Sheet – Final Accounts with adjustments.

Cost Accounting

Cost Concepts – Definitions - Classification of Costs - Distinguish between Financial Accounting, Cost Accounting and Management Accounting – Preparation of Cost Sheet – Advantages - Limitations. Elements of Cost: Materials: Components of Material Cost - Material Control – Calculation of Material Cost per Unit – Materials Management Techniques : ABC technique – FIFO, LIFO, Weighted Average, Base stock methods.

Management Accounting

Concepts – Definitions – Need and Significance of Management Accounting– Management Reports – Techniques of Management Accounting – Methods of Management Accounting - Concept of fund: Preparation of Funds flow statement -. Uses and limitations of funds flow analysis. Concept of cash flow – Preparation of Cash Flow statement

Business Economics

Meaning and Definitions of Business Economics – Nature and Scope of Business Economics Micro and Macro Economics and their differences. Meaning and Definition of Demand – Determinants of Demand – Demand function – Law of demand- Demand Curve – Exceptions to Law of Demand. Meaning and Definition of Elasticity of Demand – Types of Elasticity of Demand – Measurements of Price elasticity of demand – Total outlay Method – Point Method – Arc Method.

Business Organization

Concepts of Business, Trade, Industry and Commerce – Features of Business –Types of Business Organizations –Trade Classification – Aids to Trade – Industry – Classification – Relationship of Trade, Industry and Commerce. Functions of Business and their relationship – Factors influencing the choice of suitable form of organization – Meaning of Entrepreneurship – Characteristics of a good Entrepreneur – Types – Functions of Entrepreneurship.

Business Law

Meaning and Definition of Contract-Essential elements of valid Contract –Valid, Void and Voidable Contracts – Indian Contract Act, 1872. Definition of Valid Offer, Acceptance and Consideration –Essential elements of a Valid Offer, Acceptance and Consideration. Rules regarding to Minors contracts – Rules relating to contingent contracts – Different modes of discharge of contracts-Rules relating to remedies to breach of contract. Contract of Sale – Sale and agreement to sell – Implied conditions and warranties – Rights of unpaid vendor. Cyber Law and Contract Procedures – Digital Signature – Safety Mechanisms

Banking Theory & Practice

Meaning – Definitions of Bank – Functions of Banks -Kinds of Banks – Central Banking Vs. Commercial Banking. Unit Banking, Branch Banking, Investment Banking- Innovations in banking – E-Banking – Online and Offshore Banking, Internet Banking – Anywhere Banking – ATMs – RTGS. Indigenous Banking – Cooperative Banks, Regional Rural banks, SIDBI, NABARD – EXIM Bank.

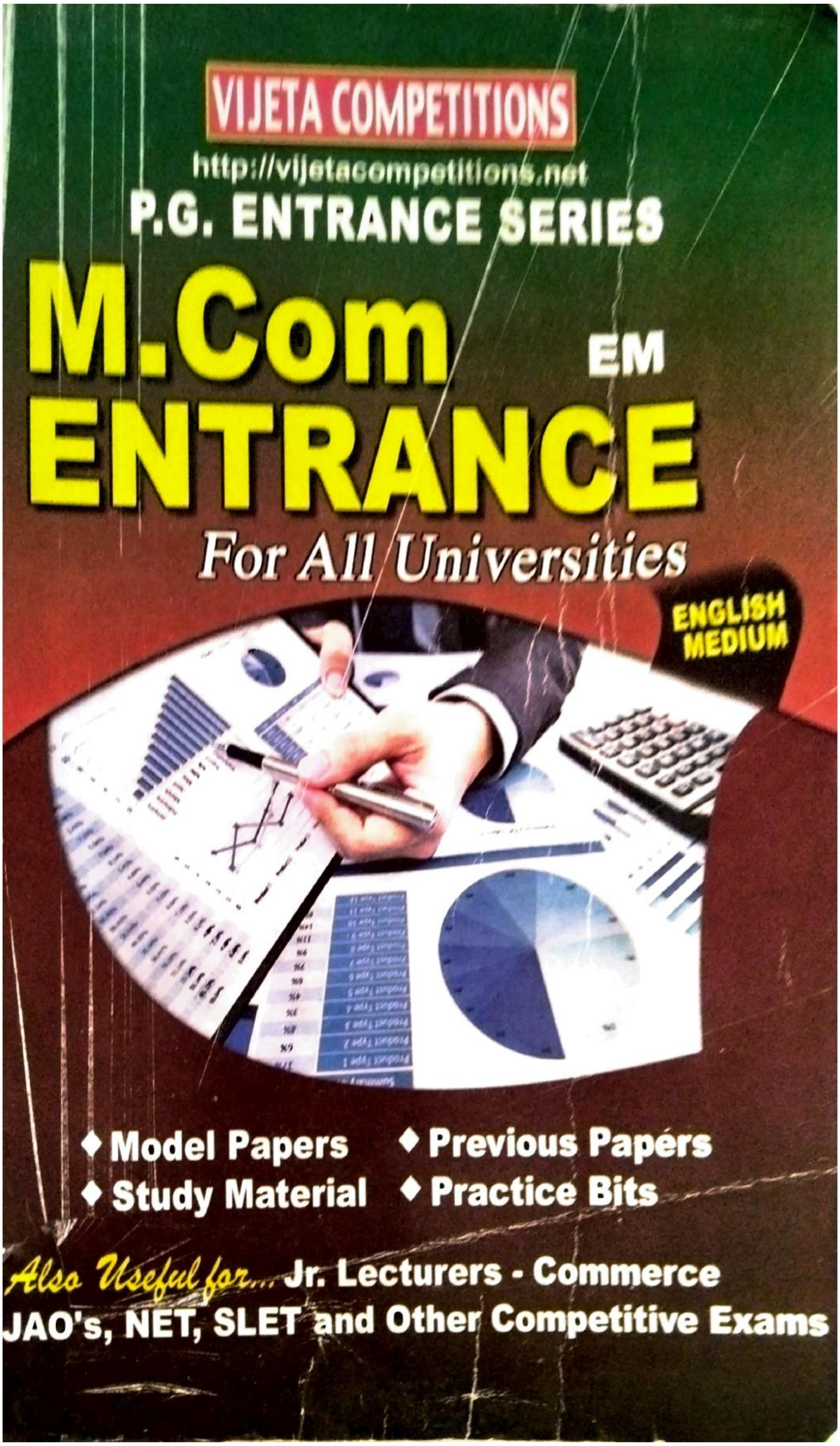
Auditing and Corporate Taxation

Meaning – Objectives – Importance of Auditing – Auditing as a Vigil Mechanism – Role of Auditor in checking corporate frauds. Based on Ownership and time – Independent, Financial, Internal, Cost, Tax, Government, Secretarial audits. Steps to be taken at the commencement of a new audit – Audit program – Audit note book – Internal check, internal audit and internal control. Vouching of cash and trading transactions – Investigation, Auditing vs. Investigation. Auditor’s Qualifications – Appointment and Reappointment – Rights, duties, liabilities and disqualifications – Audit report

Business Environment

Business Environment – Meaning – Macro and Micro Dimensions of Business Environment – Economic – Political – Social – Technological – Legal – Ecological – Cultural – Demographic – Changing Scenario and implications – Indian Perspective – Global perspective – Impact of Liberalisation, Privatisation and Globalisation on Business Growth and expansion.

Course Material


VIJETA COMPETITIONS
http://vijetacompetitions.net
P.G. ENTRANCE SERIES
M.Com EM
ENTRANCE
For All Universities
ENGLISH MEDIUM
♦ Model Papers ♦ Previous Papers
♦ Study Material ♦ Practice Bits
Also Useful for... Jr. Lecturers - Commerce
JAO's, NET, SLET and Other Competitive Exams

3.1 ACCOUNTING

Accounting Nature, Scope, Principles, Concepts and Conventions. Accounting is an ancient art as old as money itself, however, the role accounting has been changing with the economic and social developments the traditional view of accounting as historical description of financial is no longer acceptable. Until recently accounting was regarded merely as an art of recording classifying and summarising transactions and events which are of a financial character. Later on, accounting was regarded as "the process of identifying, measuring and communicting economic information to permit informed judgements and decisions by users of the information." Most of the business these days is run by joint stock companies and these are required by law to prepare periodical, mostly, annual statements in proper from showing the state of financial affairs. A systematic record of daily events of a business leading to presentation of a complete financial picture is known as accounting or, in its elementary stages as book-keeping.

The accounting systems are believed to have existed as early as 4500 B.C. in the ancient civilisations of Babylonia and Assyria. The double entry system of today was propounded first in Genoa (Italy) in 1340. Though the system of double- entry book- keeping was used earlier too but it developed in a proper from only at the end of 15th century. Fra Luco Pacioli, an Italian, wrote a first treatise on double - entry system in 1494.

Financial accounting may be defined as the science and art of recording and classifying business transactions and preparing summaries of the same for determining year and profit or loss and the financial position of the concern.

Functions of Financial Accounting:

- ★ Recording of information
- ★ Classification of data.
- ★ Making summaries.
- ★ Dealing with financial transactions.
- ★ Interpreting financial information.
- ★ Communicating results.
- ★ Making information more reliable.

Accounting principles: Accounting is an art and science of recording business transactions in a systematic manner. To convey the language of business certain principles are required to be followed for maintaining business transactions.

According to terminology committee of AICPA, "the word principle is used to mean a general law or law or rule adopted or preferred as a guide to action a settled ground or basis of conduct or practie".

Accounting concepts: The term accounting concepts is used to cannot basic accounting postulates i.e. neccessary assumptions and conditions upon which accounting is based. Some of the important accounting concepts are as follows.

- ★ Business entity concept
- ★ Going concern concepts
- ★ The cost concept
- ★ Dual aspect concept
- ★ Money measurement concept
- ★ Accounting period/ Accrual concept
- ★ Realisation concept
- ★ Matching of cost and revenue concept

The **International** Accounting Standards Committee (**IASC**) of which the **Institute** of Chartered **Accountants** of India (ICAI) is an associate member, treats going concern, consistency and accrual as the **fundamental** assumptions. The Indian Institute, in its own standard (**ASI**) has affirmed the three **fundamantal accounting** assumptions.

Accoounting conventions: Accounting conventions are the traditions, usage and customs which are in use since long. The most important conventions which have been in use are disclosure consistency, conservation and materiality.

Limitations of financial Accounting: The financial accounting is mainly concerned with the preparation of final accounts. i.e. profit and loss account and balance sheet. The management needs information for planning, controlling and co-ordinating business activities.

★ Historical Nature.
★ Provides information about the concern as a whole.
★ Not helpful in price fixation.
★ Cost control not possible.
★ Appraisal of policies not possible.
★ Only actual costs recorded.
★ Not helpful in taking strategic decisions.
★ Technical subject.
★ Quantitative information.
★ Lack of unaminity about accounting principles
★ Chances of manipulation.

Recording Systems: There are two systems for recording transactions. They are single entry system and double entry system. Single entry system sound and economical but is really costly because it is rather a lack of system. The only real system is the double entry system. This system recognises the fundamental fact that a transaction as a double - sided affair.

Cash and Mercantile System: In the cash system of accounting entries are made only when cash is received or paid, no entry being made when a payment or receipt is merely due. In the mercantile system, a record is made on the basis of amounts having become due for payment or receipt.

Accounts and Rules: Accounts are divided into three types.

★ Personal Account
★ Real Account
★ Nominal Account.

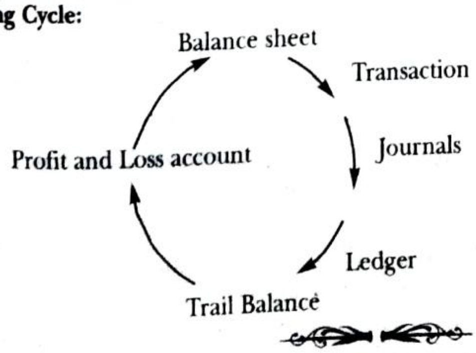
The three basic rules about recording transactions are.

★ Debit the receiver and credit the giver.
★ Debit what comes in and credit what goes out.
★ Debit all expenses (and losses) and credit all incomes (and gains)

Branches of Accounting:

★ Financial Accounting
★ Cost Accounting
★ Management Accounting.

Accounting Cycle:



3.2 BANK RECONCILIATION STATEMENT & BILLS OF EXCHANGE

It is customary for a bank to send to its customer regularly a statement showing how his account stands. Usually, there is a regualr title book through which the bank informs the customer as to what balance he has at the bank. This is the pass book. It contains a copy of the customer's account at the bank. It stands to reason that the balance shown by the pass book should agree with the bank balance shown by the Cash book. However often there is a difference even if there is no mistake. The difference is due to the following reason.

★ Cheques recorded in cash book but not yet credited by bank.

★ Cheques issued but not yet presented for payment.

★ Bank charges.

★ Direct collection by bank.

★ Payments by bank as per standing instructions.

These delays do not ordinarily matter, as sooner or latter, both the bank and the client will make entries. However, to know the position clearly and to be sure that no mistakes have been committed, there must be a statement to explain why there is a difference between the balance shown by the pass book and that shown by the cash book on a particular date. The statement is known as bank reconciliation statement. It shoud be prepared every month the least. Preparation of a bank reconciliation statment is a very important control technique.

Generally cash book shown as a debit balance as well as bank pass book shown as credit balance.

Bills of exchange: A good deal of trade and commerce these days is arrived on, on the basis of written promises to pay a definite sum of money. The promises can be passed on from one person to another. Such written promises are known as negotiable instruments (or even as bills of exchange). The following are the chief of negotiable instruments.

★ Promissory note.

★ Bills of exchange.

★ Cheques are also included among negotiable instruments.

Bill of Exchange: The legal defination is " A bill of exchange is an instrument in writing containing an unconditional order signed by the maker, directing a certain to pay a certain sum of money only to or to the order of, a certain person or to the bearer of the instrument". It means that if an order is made in writing by one person on another directing him to pay a certain sum of money unconditionally to a certain person or according to his instructions or to the bearer and if that order is accepted by the person on whom the order made, document is a bill of exchange.

Advantages of Bills:

★ Presumption are the advantages of bills.

★ No locking of money

★ Source of finance

★ Safe and convenient means of transmitting money.

★ Planning by creditors.

Bills of exchange are therefore, excellent ways of granting or receiving credit. Bills of exchange or promisory notes, therefore, are excellent lubricating oils to the wheel of commerce.

Important points: A person who receives a promise to pay has got something valuable. The name given to it is bills receivable, similarly a person who has promised to pay has created a liability for himself the name given to it is bills payable.

Endorsement of Bill: The payee of a bill may use the bill to discharge his debt to his creditor. For this purpose, he will have to transfer the ownership of the bill in favour of the creditor by means of a legal procedure. The process of transferring the ownership of bill is termed as the endorsement of bill. The person endorsing the bill is called the endorser and the person in whose favour the bill is endorsed is called the endorsee.

Dishonour of Bill: If on maturity the bill is dishonoured, the bill becomes useless at once; the liability of the acceptor comes into being. In case the bill is held till maturity, the entry will be to debt the person from whom the bill was received and credit the Bills Receivable Account.

Renewal of a bill: Sometimes, the acceptor of a bill or maker of a promissary note realises in that he cannot meet it at the time of maturity. He may therefore approach the holder with a request to let him withdraw the old bill and replace it by a new one.

Some important points:

★ Bill due date

★ Bill

★ Drawee

★ Drawer

★ Payee

★ Stamps

★ Receivable amount

★ Acceptance

3.3 TRIAL BALANCE - RECTIFICATION OF ERRORS AND FINAL ACCOUNTS

Trial Balance: It has been seen how every amount that is placed on the debit side of an account has a corresponding entry on the credit side of some other account. This is the technical aspect of the principle of double entry system. This being the case, it is but natural that the total of the debit balance should agree with the total of the credit balance.

Trial Balance may be described as a schedule or list of business both debit and credit, extracted from all the accounts in the ledger and including cash and bank balances taken from the cash book.

Objectives of preparing trial balance:

★ It is a check on the accurncy of postings.

★ It brings at one place, the balance of all the accounts which facilitates the preparation of final accounts.

Methods of preparing trial balance:

There are two methods of preparing a trial balance:

★ **Totals Method:** In this method, the totals of debit and credit sides of the ledger accounts excluding the closing balance, are shown in the trial balance.

★ **Balance Method:** Only the closing balances of the ledger accounts are shown in the trial balance.

Rectification of Errors: Whenever a transaction entered in Journals sometimes can be wrong at that time trial balance is not equal the debt and credit sides. Mistakes involved must be uncertained.

Classification of errors: The above discussion suggest the following classification of errors.

★ Errors of omssions - a transaction entirely omitted from record in the original books partially omitted while posting.

★ Errors of commission - wrong posting either of amount, or on the wrong side, or in the wrong account. An error in costing the subsidiary books also an error of commission.

★ Error of principle - Wrong classification of expenditure or receipt

★ Compensating errors.

Errors (1), (2) and (4) can also be termed as clerical errors.

Rectification of Errors: Correction of errors, if located after sometime, is always made by a proper entry and not by simply crossing the wrong amount and inserting the right one.

From the point of view of rectification errors are of two types those that affect the trial balance and those that do not.

Correction of such errors as affect the trial balance would not be through a journal entry. Only a corrective amount placed on the proper side will suffice consider.

Final Accounts: Two main objectives of maintaining accounts are to find out the profit or loss made by the business at the end of a regular periodic interval and to ascertain the financial position of the business on a given date.

Final accounts are prepared to achieve these ojectives of accountancy .In order to know the profit or loss earned by a firm, income statement or trading and profit and loss account is prepared balance sheet or position statemint will portray the financial condition of the firm on a particular date.

Final accounts includes preparation of:

★ Trading and profit and loss account

★ Balance sheet

Before discussing Trading and profit and loss account, it is desirable to know the following concepts.

1. **Cost of Goods sold or Merchandising cost:** In order to earn income in business some money will be spent on purchasing the goods and expenses like freight, cartage etc. will be incurred to bring the goods to the shop.

The cost of purchasing the goods plus expenses directly related to the purchase of goods is technically known as cost of goods sold . Cost of goods sold will be deducted from the sales in order to calculate the trading profit.

Cost of goods sold = Opening stock + Purchases + Direct expenses - Closing stock.

2. **Gross profit:** Gross profit is the excess of sales over the cost of goods sold
3. **Gross loss :** Gross loss is the excess of sales over the sales.
4. **Operating Expenses:** Operating expenses which are incurred to run the business day to day and to maintain its operational efficiency.
5. **Net Profit:** Net profit is excess of gross profit over operator expenses.It is also known as business income.
6. **Net loss:** Net loss is the excess of operating expenses over gross profit and other incomes.

Trading Account: This account is prepared to know the trading results or gross margin on trading of the business i.e. how much gross profit the business has earned from buying and selling during a particular period. The difference between the sales and cost of goods sold is gross profit.

Gross profit = Net sales - cost of goods sold.

Profit and loss Account: This account is prepared to calculate the net profit of the business, there are certain items of incomes and expenses of the business which be taken into consideration for calculating net profit of the business . These are of indirect nature that is concerning the whole business and relating to various activities which are done by the business for the purpose of making goods available to the customer.

Net profit = [Gross profit - operating + distributed expenses]

Manufacturing Account: Those concerns which convert the raw materials into finished goods are required to find out of cost of goods manufactured besides gross and net profit of the concern. These are manufacturing, cum trading concerns.

The main objectives of manufacture A/C shows

★ Cost of finished goods produced and
★ Constitute items there of such as cost of materials consumed productive wages direct and indirect expenses.

Balance sheet: A balance sheet is a statement prepared with a view to measure the financial position of a business on a certain fixed date. The financial position of a concern is indicated by its assets on a given date and its liabilities on that date.

★ Statement showing the source and application of capital.
★ It is a statement and not an account and prepared from real and personal accounts.
★ A properly drawn up balance sheet gives information relating to
  ✤ The nature and value of assets
  ✤ The nature and extent of liabilities
  ✤ Whether the firm is solvent,
  ✤ Whether the firm is overtrading

Adjustments: While preparing trading and profit and loss account one point that must be kept in mind is that expenses and income for the full trading period are to be taken into consideration. This means that if an expense has been increased but not paid during that period, a liability for the unpaid amount should be created before the accounts can be said to show the profit or loss. Some Important adjustments which are to be made at the end of the accounting year are discussed in the following.

1. **Closing stock :**
   - ★ Stock being debit balance will be shown on the assets side of the balance sheet.
   - ★ It will be shown on the credit side of the trading account.
   - ★ Sometimes opening and closing stock are adjusted through purchases account. In this case there will be no opening stock in the trial balance. Adjusted purchases and closing stock will be given in the trail balance. Adjusted purchases will be taken on the debit side of the trading account and closing stock will be shown on the assets side of the balance sheet.
2. **Outstanding expenses:** Those expenses which have been incurred and are due for payment that is not paid to are called outstanding expenses.
   - ★ Outstanding expenses will be shown on the debit side of the trading or profit and loss account by way of addition to the expenses; and
   - ★ Outstanding expenses will be shown on the liabilities side of the balance sheet.
3. **Prepaid expenses:**
   - ★ Prepaid expenses will be shown in the profit and loss account by the way of deduction from the expenses; and
   - ★ Prepaid expenses being debit balance will be shown on the assets side of the balance sheet.
4. **Accrued Income:** The income which has been earned but not received during the accounting year is called accrued income.
   - ★ It will be shown on the credit side of profit and loss account by way of the addition to income, and
   - ★ Accrued income being debit balance, will be shown on the assets side of the balance sheet.
5. **Income received in advance:** The two - fold effect of this adjustment will be
   - ★ It is shown on the credit side of profit and loss account by way of deduction from the income, and
   - ★ Income received in advance , being credit balance is shown on the liabilities side of the balance sheet.
6. **Depreciation:**
   - ★ Depreciation is shown on the debit side of profit and loss account, and
   - ★ It is shown on the assets side by way of deduction from the value of concerned asset.
7. **Bad Debts :**
   - ★ Shown on the debit side of profit and loss account , and
   - ★ Shown on the assets side of the balance sheet by way of deduction from sundry debtors.
8. **Interest on Capital:**
   - ★ Interest on capital will be shown on the debit side of profit and loss account.
   - ★ It will be shown on the liabilities side of the balance sheet by the way of adding to the capital.
9. **Interest on drawing:**
   - ★ Interest on drawing will be shown on the credit side of tprofit and loss account, and
   - ★ Interest on drawing is shown on the liabilities side of the balance sheet by way of adding on to the drawing which are ultimatly deducted from the capital.
10. **Provision for doubtful Debts:** Provision for doubtful debts = [sundry debtors - adjustment bad debts] × $\frac{\text{Rate}}{100}$
    - ★ It will be shown on the debit side of the profit and loss account or by way addition to bad debts [old provision for doubtful debts at the beginning of the year will be deducted]
    - ★ Provision for doubtful debts is shown on the assets side of the balance sheet by way of dedution from sundry debtors [after deduction of further bad debts, if any].
11. **Provision for discount on debtors :**
    - ★ Such provision will be shown on the debit side of profit and loss account.
    - ★ It will be shown by way of deduction from sundry debtors [after deduction of further bad debts and provision for doubtful debts] on the assets side of the balance sheet.

4.1 INTRODUCTION TO BUSINESS ECONOMICS

Man wants are unlimited. These can be classified into two.

★ Material wants **Ex:** Food, clothing etc.

★ Immaterial wants **Ex:** Patriotism, social service.

Man has to perform several activities in order to satisfy his material and immaterial wants such activities are called human activities. Man satisfies his material wants by using two kinds of goods. One is Economic goods another one is Free goods. Those activities of man which are related to obtaining economic goods for satisfying material wants are called Economic activities. Economic activities are therefore those human activities which are related to the consumption, production, exchange and distrubution of economic goods or wealth.

We perform several activities during the course of a day. Activities can be divided into two types.

★ Economic activities. **Ex:** Concerned with wealth or money

★ Non-Economic activities. **Ex:** Walk Exercise etc.

In the words of wicksell, "By an economic activity it is meant every systematic endersour to satisfy a material need."

According to Dr. V.K.R.V.Rao "Economic activity is the activity which is concerned with the production exchange and distribution of all goods which possess utility, are scare in Quantity and can be the subject of exchange."

In the words of left with, The key elements of economic activity are

★ Human wants

★ Resources

★ Techniques of production

There are two causes of emergence of economic activities

★ Unlimited wants and

★ Limited or scarce means

According to Me Connell, "Scarcity refers to that situation in which at any given time availability of mean is less than demand."

Wants ⇒ **Efforts** ⇒ **Economic Goods or Wealth** ⇒ **Satisfaction**

The cycle of economic activities.

Types of economic activities:

★ Consumption

★ Production

- ✚ Land
- ✚ Labour
- ✚ Capital
- ✚ Enterpreneurship

(Land, Labour, Capital: Factors of production)

★ Exchange

★ Distribution

- ✚ Personal Distribution
- ✚ Functional Distribution

The prominent economists of this opinion are Maurice, Dobb, Comet and Gunnar Myrdal. They belive that economics is a Dynamic subject, it is growing. As new ideas are discovered and old ones are revised, economics is acquiring new dimensions. Therefore it is not possible to define economics in exact words.

The set of definitions given by various economists fall into three broad classes that viewed economics

★ As a science of wealth
★ The science concerning material welfare of man
★ A science dealing with the problem of allocation of scarce resources among competing ends

1. **Adam Smith's Definition of Economics as science of wealth:** The first view is associated with the name of Adam Smith and his disciples. They regarded economics as a science which studied the process of production and consumption of wealth. The emphasis in wealth is contained in the very title of Smith's book. An enquiry into the nature and causes of the wealth of nation. David Ricardo, J.B. Sav, Sensor and prof. Walker supported Adam's view.
2. **Marshall's material welfare definition:** People storted thinking that economics is merely a science of bread and butter and a gospel of Menonmon. Thus with Smith's definition of economics, writers like Curlyle and Ruskin held that the subject makes a man selfish. In order to save economics from his severe criticism Marshall gave a new definition of economics in the 11^{th} century. In his definition Marshall gave more emphasis to human welfare than to wealth. He said that wealth is means to satisfy human wants and not just an end in itself.

   This definition was given by Marshall in his book "Principles of economics". According to him economics is a study of making in the ordinary business of life.

Robbins scarcity of Resources Definition: Robbins criticized Marshall for his normative view of economics. He gave his own definition which he called an analytical definition. In his own words "Economics is the science which studies human behaviour as a relationship between ends and scarce means which have alternative uses"

Scope of Economics: The scope of economics is very vast. In economics, we study the circular flow of efforts made to satisfy wants and resulting satisfaction from these efforts.

Satisfaction ⇒ wants ⇒ Efforts

The economic circle

Scope of managerial economics:

★ Demand analysis and forecasting
★ Production functions and cost analysis
★ Pricing decisions, pricing policies and practices
★ Profit management
★ Capital management

Economic analysis is of two types: Micro and Macro analysis

1. **Micro economics:** According to Boulding, "Micro-Economics is the study of particular form, particular household, individual price, wage, income, industry and particular commodity.
   ★ Micro Economics as price theory
   ★ Scope of Micro Economics
     ✚ Theory of demand
     ✚ Theory of Production
     ✚ Theory of Price determination
     ✚ Theory of factor pricing
     ✚ Allocative efficiency
     ✚ Welfare economics
2. **Macro Economics:** Macro Economics is the obverse of Micro economics. It is study of economics system as a whole. It studies not only economic unit like a firm or an industry but the whole economic system.
   ★ Macro economics as aggregative economics
   ★ Macro economics as income theory.

4.2 DEMAND UTILITY ANALYSIS & THEORY OF PRODUCTION

Demand utility analysis and theory of production: Demand is one of the forces determining price. The theory of demand is related to the economic activities of a consumer called consumption. The process through which a consumer obtains the goods and services he wants to consume is known as demand.

In economics, use of the word 'demand' is made to show the relationship between the prices of a commodity and the amounts of the commodity which consumers want to purchase at those prices. According to prof. Hibdon, "Demand means the various quantity of goods that would be purchased per time period at different prices in a given market"

Features of Demands:

- ★ Difference between desire and demand
- ★ Relationship between demand and price
- ★ Demand at a point of time

TYPES OF DEMAND

Derived Demand and Autonomous Demand: When the demand for one product is linked to the demand for some main product, the subsidiary product's demand is called derived demand.

Autonomous demand for a commodity is the direct demand for it from the consumers. Autonomous demand is independent of the demand for any other commodity.

Company and Industry Demand: Company demand denotes the demand for the products of a particular company while industry demand means the demand for the product of particular industry.

Determinants of Demand: The demand for a product depends upon number of factors. We can list some of these factors as price of the product, buyer's income, availability and price of substitutes and complements, availability of credit, geographic location of buyers, weather conditions, season of the year and preference of the buyers for and against the commodity.

Demand function: The demand function for a commodity describes the relationship between qualities of the commodity which consumers demand during specific period and the factors which influence its demand.

DETERMINANTS OF DEMAND FOR DIFFERENT GOODS

1. **Non-Durable consumer goods:**
   - ★ Purchasing power
   - ★ Price
   - ★ Demography
2. **Durable consumer goods:**
   - ★ **The law of demand:** Experience tells us that ordinarily if the price of a commodity falls, the amount demanded goes up and vice-versa. There is an inverse relationship between the price of a commodity and the amount of demand. In Economics this relationship is known as the law of demand.
   - ★ **Demand curve:** The demand curve shows the maximum quantities per unit of time that consumers will take at various price. According to R.G. Lipsay "This curve, which shows the relation between the price of commodity and the amount of that commodity the consumer wishes to purchase is called demand curve."
   - ★ **Reasons for the law of demand:**
     - ✤ Law of diminishing marginal utility.

- Substitution effect
- Income effect
- New consumers
- Different uses of the commodity

★ **Exceptions to the law:** Sir Francis Giffen was the first to propose an important exception to the law. Similarly other exceptional cases have been found. These as under

- Special type of inferior goods or Giffen goods.
- Articles of distinction - Introduced by Veblen
- Expectation of rise and fall in price in future
- Ignorance on the party of consumers about quality.

★ **Importance of the law:**

- Price determination
- To the finance minister
- To farmer
- In the field of planning

3. **Factors Affecting demand:**
   - Price of the commodity
   - Income of the consumer
   - Prices of related goods
   - Tastes of the consumer
   - Wealth
   - Population
   - Government policy
   - Expectation regarding the future
   - Climate and weather
   - State of business
4. **Elasticity of demand:** "The elasticity of demand for a commodity is the rate at which quantity bought changes as the price changes". - **A.K. Cairncross**

   Elasticity of demand= $\frac{\text{Productionate changes in demand}}{\text{Proportionate changes in price}}$

   ★ **Degrees of price Elasticity of Demands:**
   - Completely inelastic demand by a straight line demand curve which is parallel to vertical axis showing price.
   - Perfectly elastic demand is one, with a small change in price will cause an infinitely large change in amount demands.
   - Unitary elasticity of demand.
   - Relatively elastic and inelastic demand

Cardinal Utility analysis: The basic idea of this approach is that a consumer buys that it possesses to satisfy has want.

Basic premises or assumptions of cardinal utility analysis:

★ The cardinal measurability of utility

★ Independence of utilities of different goods

★ Constancy of the marginal utility of money

★ The law of diminishing marginal utility

Equilibrium of the consumer through the law of maximum satisfaction or law of Equi-marginal utility: In cardinal utility analysis, the equilibrium of consumer is given by the principle of equi-marginal utility

The laws of production: Supply of goods and services comes out of production and supply analysis, therefore, must be based on the theory of production. The process of production can be looked at from two different angles. From the technologist's point of view and economist's perspective on production.

★ Four factors of production - Land, Labour, Capital and organization.

Production Function: The production function formalizes the relationship between the maximum quantity of output yielded by a productive process and the quantities of the various inputs used in that process.

★ It is a technical relation

★ It has economic importance

★ Production functions differ from firm to firm and Industry to Industry

Average product (AP) = $\frac{\text{Total product (TP)}}{\text{Units of Labour}}$

Marginal product (MP) = $TP_n - TP_{n-1}$

2.1 BANKING SYSTEM METHOD

The term 'bank' originally referred to an individual of organization which acted as a money change and exchanged on currency for another but these days a bank is an institution in which people keep their cash balance in the form of deposits.

- ★ According to prof Sayers "Banks are institutions whose debt – usually refferred to as "bank deposits are commonly accepted in final settlement of other peoples debits".
- ★ According to the Banking Regulation Act, 1949 "Banking means the accepting for the purpose of landing of investment of deposits of money from the public repayable on demand of otherwise, and withdrawal by cleque draft, order or otherwise.

The business of a commercial bank is primarily to hold deposits and make loans and investments with the object of securing profits for the share holders

1. **Receiving deposits from the public:** An important function of a commercial bank is to attract deposits from the public. Those who have cash balance but who want to keep then in a safe place, deposits the same with a bank Deposits are of various types that is —
   1. Demand deposits (current accounts)
   2. Saving deposits
   3. Fixed deposits
   4. Recurring deposits. etc –
2. **Making loans and advance:** The second major function of commercial bank is to make loan and advances out of deposits the public. Direct loans and advances are given to all types of persons, particularly to business men and investors, against personal security gold and silver and other movable and immovable assets. The most common way of lending is by over draft facilities that is allowing the borrower to over draw his current account and also through discounting bills of exchange.
3. **Use of the cheque system and the plastic card:** A part from these two major function, a commercial bank performs a number of other useful function to the community. For instance, It has developed the claque system, under which the depositor are given the right to withdraw from their deposits any amount at their continence by means if cheques.
4. **Transfer of funds:** Another function of a commercial bank is to provide facilities for transfer of funds from one part of the country to another or from one country to another. This may be done either by the cheque itself or through a bank draft. Any amount of money can be transferred cheaply by these methods.
5. **Other functions:** Other functions performed by a commercial bank include the provision of safety vaults or lockers to keep jeweller and valuable documents of customers in safe custody , acting as agents for customers to buy and sell securities on their behalf making and receiving payments on behalf of its depositors issuing letters of credit and travellers chaques for the convenience of the customers and in general performing all functions which bring in profit.
6. **Banking in the indian context:** Indian banks a adopted the English system of banking from the very beginning that is receive deposits from the public and lend and make advance trade and industry for current and seasonal operations and for short periods they did not consider leading capital for an indefinite term . At the same time , they were aware that they could help in rapid industrialization of the country.

Usually we classify the Indian Money Market into unorganized and organized sectors. The unorganized sector consists of indigenous bankers in the country who pursue banking business on traditional lines . The unorganized sector comprises money lenders and indigenous bankers and caters to credit needs a large number of reasons in the country side. The organized sector of the Indian money market consists of commercial banks in India – Public sector and private sector banks and foreign banks commonly called foreign exchange banks.

INDIAN BANKING SYSTEM

RBI (Central Bank & Monetary Authority)

- Commercial Banks
  - Public sector
    - State Bank group
      - SBI
      - Associate Banks
    - Other Nationalised Banks
  - Private sector
    - Indian
    - Foreign
- Regional-Rural Banks
- Co-operative Banks
  - State-Co-operative banks
    - Central Co-operative banks
      - Primary credit societies

2.2 TYPES OF BANKING

The nationalization of 14 major banks with deposits of Rs. 50 crores or more on July 19 1969 and another 6 banks in 1980, was described as 'historic' momentous 'bold' and 'timely' by some economists while it was vehemently criticized as wrong and untimely by others. The governments case for nationlisation of banks was based on the following points.

1. Ownership and control in a few hands
2. Concentration of wealth and power
3. Failure to mobilize resources
4. Discrimination aganist small business units and agriculture.
5. Misuses of funds

A bank is an institution which deals in money and credit . A modern bank performs a large variety of function and service.

Types of Banks :

1. **Commercial Banks :** The commercial banks generally extend short term loans to businessmen and traders since their deposits are for a short period only they can not lend money for a long period
2. **Industrial Banks :** The industrial banks extend long term of loans to industries. They also help industrial firms to sell their debentures and shares some times they even underwrite the shares and debentures of big industrial concerns.
3. **Agriculture Banks:** The credit requirements of farmers are two types
   - The farmers require short term loans to buy seeds fertilizers etc
   - They require long term loans for purchasing land equipment etc

   There are two types of agricultural banks —
   1. Agricultural co – operative bank
   2. Land mortigage agricultural bank

   The former provides short term credit and the long provides loan term credit.
4. **Foreign exchange Bank:** These are special types of banks which specialize in financing bank trade their main function is to make international payments through the purchase and sale of exchange bills . They convert home currency into foreign currency and vice versa.
5. **Central Bank:** Every country in the world has a central bank which occupies pivotal position in the monetary and banking structure of the country.
6. **Indigenous Bank:** indigenous banker is a person or a firm which accepts deposits transacts business in advances and loans etc. They are known as mahajan and sahukars in India.

Following banks are started in India

S.No.	Bank Name	Establishment year
1.	Madras pramer(1688) in Mumbai	1724
2.	Bengal Bank	1785
3.	Prudential banks	
	– Bank of Calcutta	1806
	– Bank of Mumbai	1840
	– Bank of Madras	1843

Note : **Above mentioned Prudential bank is also known as Imperial bank of India**

S.No.	Bank Name	Establishment year
4.	Allahabad bank	1865
5.	Bank of Simla	1875
6.	Aood commercial bank	1881
7.	Punjab national bank	1894
8.	Peoples bank	1901
9.	Bank of India	1906
10.	Indian bank	1907
11.	Bank of Baroda	1909
12.	Central bank of India	1911

4.4 MANAGEMENT ACCOUNTING

[INTRODUCTION TO MANAGEMENT ACCOUNTING AND FINANCIAL STATEMENT ANALYSIS]

1. Management Accounting concepts:

Management Accounting is comprised of two words 'Management' and 'Accounting.' It is the study of management aspect of Accounting. The Emphasis of management accounting is to redesign accounting in such way, that it is helpful to the management in formation of policy control of Execution and appreciation of effectiveness. It is that system of accounting which helps management in carrying out its functions more effectively.

The 'term' Management accounting is of a recent origin. This term was first used in 1950 by the term of accountants visiting U.S.A under the auspices of Anglo-American council on productivity.

Definitions of Management Accounting:

1. **Anglo-American council on productivity:**

   "Management accounting is the presentation of accounting information in such a way as to assist management in the creation of policy and the day-to-day operation of an undertaking."

2. **Robert N. Anthony:**

   "Management accounting is concerned with accounting information that is useful to Management"

3. **Brown and Howard:**

   "The essential aim of Management accounting should be to assist management in decision making and control"

4. **ICAI:**

   "Such of its techniques and procedure by which accounting mainly seeks to aid the management collectively have come to be known as management Accounting"

   The International Federation of Accountants has issued a very comprehensive definition of management accounting in 1987. In their words management accounting is the process of.

   1. Identification of measurement
   2. Accumulation
   3. Analysis
   4. Preparation and Interpretation

Characteristics or Nature of Management Accounting:

1. Providing accounting information
2. Cause and effect analysis.
3. Use of special techniques and concepts
4. Taking important decisions
5. Achieving of objectives
6. No fixed norms followed

7. Increase in efficiency
8. Supplies information and not decision
9. Concerned with forecasting

Scope of Management Accounting:

1. Financial accounting
2. Cost accounting
3. Budgeting and forecasting
4. Financial management
5. Inventory control
6. Reporting to management
7. Interpretation of data
8. Control procedures and methods
9. Internal audit
10. Tax accounting
11. Office service

Objectives of Management Accounting:

The primary objective of management accounting is to enable management to maximise profits or minimise losses. This is done through the presentation of statement is such a way that management is able to take correct policy decisions.

1. Planning and policy formulation
2. Helpful in controlling performance.
3. Helpful in Organising
4. Helpful in interpreting financial statement
5. Motivating employees
6. Helpful in making decisions
7. Reporting to management
8. Helpful in co-ordination
9. Tax administration

Functions of Management Accounting:

Management Accounting is a part of accounting. It has been developed out of the need for making more and more use of accounting for taking managerial accounting are given below:

1. Planning and forecasting
2. modification of data
3. Financial analysis and interpretation
4. Facilitates management control
5. Communication

6. Use of qualitative Information
7. Co-ordination
8. Helpful in taking strategic decisions
9. Supplying information to various levels of management

Tools and Techniques of Management Accounting:

1. Financial policy and accounting
2. Analysis of financial statements
3. Historical cost accounting
4. Budgetary control
5. Standard costing
6. Marginal costing
7. Decision accounting
8. Revaluation accounting
9. Control accounting
10. Management information system

Need and Importance of Management Accounting:

1. Increases efficiency
2. Measurements of performance
3. Proper planning
4. Maximising profitability
5. Improve service to customers
6. Effective management control

Limitations of Management Accounting:

1. Based on accounting Information
2. Lack of knowledge
3. Initiative Decision
4. Not an alternative to administration
5. Top heavy structure
6. Evolutionary stage
7. Personal bias
8. Psychological resistance

4.1 INTRODUCTION TO COST ACCOUNTING

Cost Accounting Nature and Scope:

Cost Accounting is a branch of accounting and has been developed due to limitations of financial accounting. The information concerning the business enterprise is helpful to management to control. In the general way the major functions of a business viz finance administration, production and distribution but details regarding operating efficiency of these divisions are lacking. In fact the development in the field of cost accounting is so quick and fields covered by it are expandding so much in magnitude that becomes difficult for the management to lay down management policies to guide the management decisions or evaluate operating management performance with the information provided by financial accounting

Limitations of Financial Accounting:

The following limitations of financial accounting have led to the development of cost accounting.

1. No clear idea of operating efficiency
2. Weakness not spotted out by collective results
3. Not helpful in the price fixation
4. No classification of express and accounts
5. No data for comparison and decision making
6. No control on cost
7. No standards to assess the performance
8. Provides only historical information
9. No analysis of losses
10. Inadequate information for report
11. No answer for certain questions

Meaning of Cost accounting:

Cost Accounting is the classifying, recording and appropriate allocation of expenditure for the determination of the costs of products or services and for the presentation of suitably arranged data for purposes of control and guidance of management and control relating to the various elements of cost.

Scope or Functions of cost Accounting:

i. Cost Ascertainment
ii. Cost Accounting
iii. Cost Control

Objectives of cost Accounting:

The objectives of cost accounting are ascertainment of cost, fixation of selling price, proper recording and presentation of cost data to management for measuring efficiency for cost of control.

The aim is to know the methods by which expenditure on materials wages and overhead is recorded, classified and allocated so that the cost of products and services may be accurately ascertained

Advantages of cost Accounting:

i. Profitable and unprofitable activities are disclosed

ii. It enables a concern to measure the efficiency and then to maintain and improve it.

iii. It guides future production policies

iv. It provides information upon which estimates and tenders are based

v. It helps in increasing profits

vi. It enable a periodical determination of profits or losses without resort to stock taking

vii. The exact cause of a decrease or an increase in profit or loss can be detected.

viii. It furnishes reliable data for comparing cost

ix. Cost accounting discloses the relative efficiencies of different workers

x. Helpful to the Government

xi. Helpful to consumers

xii. Efficiency of public enterprises

Costing-An Aid to management:

Planning, decision-making and control are three important functions of management. Cost accounting is very helpful in performing the functions of planning, decision-making and controlling effectively.

Characteristics of an Ideal costing system:

1. Suitability to the business
2. Simplicity
3. Flexibility
4. Economical
5. Comparability
6. Capability of presenting information at the desired time
7. Minimum changes in existing set up
8. Uniformity of forms
9. Minimum clerical work
10. Efficient system of material control
11. Adequate wage procedure
12. Departmentalization of expenses
13. Reconciliation of cost and financial accountants
14. Duties and responsibilities of the cost accountant.

Cost-Analysis, concepts and Classification:

Elements of cost:

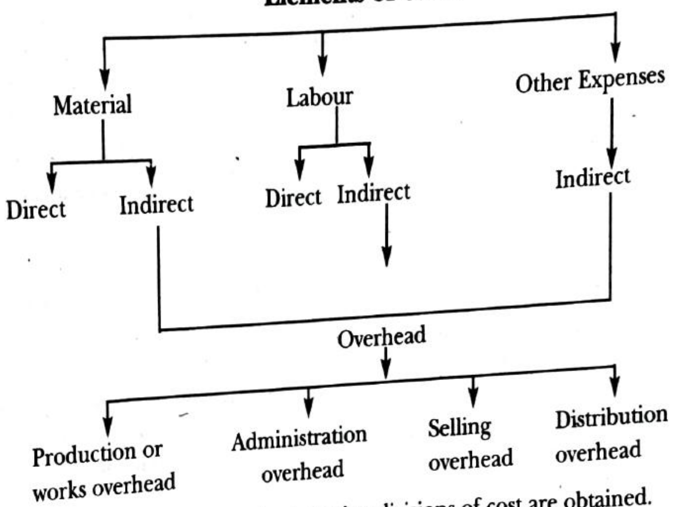
More Knowledge of total cost cannot satisfy the needs of management for proper control and managerial decisions. Management is to be provided with necessary data to analysis and classify costs. The elements of cost is **three;**

i. Material

ii. Labour and

iii. Other expenses

Elements of costs



By grouping the above elements of cost, the following divisions of cost are obtained.

1. Prime cost = Direct Material + Direct Labour
2. Works or factory cost = Prime cost + Works or Factory overheads
3. Cost of production = Works cost + Administration overhead
4. Total cost or Cost of Sales = Cost of production + Selling and distribution overhead

5.1 INTRODUCTION TO INDIAN CONTRACT ACT, 1872

The term law refers to rules of contract enforced by the state to maintain peace and order in the society. Their objective is to provide security and uniformity by regulating human actions. In the absence of law life and business will become a matter of survival not only of the fittest but also of the most ruthless since laws are backed by the authority and the power of the state, they are enforceable against all individuals irrespective of their social status

★ "Law is the body of principles recognised and applied by the state in administration of Justice" - Salamond

★ "A Law is a rule of conduct imposed and enforced by the sovereign." - Austin

Meaning of Mercantile Law:

The term 'Mercantile Law' or 'Law Marchen' refers to those legal rules which govern and regulate Mercantile or business transactions the rules regulations etc. Bring a sense of seriousness and definiteness in business dealings. They provide for rules regarding the validity of making contracts and their performance. They deal with various types of contracts such as those relating to partnership, sale of goods agency, bailment indemnity and guarantee Mercantile law also includes in its fold the laws relating to the Joint stock companies, carriage of goods insurance insolvency etc.

Source of Indian mercantile Law:

1. English Mercantile law
2. Statutes of Indian legislatures
3. Judicial Decisions
4. Customs and usage

General Principles:

The Indian contract Act is the most important constituents of Indian Mercantile law. It effects every person since every one of us enters in a contract virtually every day. The law of contracts is of immense importance to a businessmen since all his transaction are based on contracts.

The Indian contract Act came into force from 1st September 1872. It has been emended several times. The notable amendments have been in 1886, 1891, 1930, 1932 and 1997. The Act has been mainly enacted to ensure that obligations prescribed by agreements and the reasonable expectations created by them are fulfilled by Act applies to the whole of India except the state of Jammu and Kashmir. The contract Act does not affect particular custom and usage of trade unless otherwise specifically agreed by the parties.

Types of Rights:

Rights available to a person may be devided as rights in rem and rights in personam. Rights in rem implies a right available against the whole world right in personam is available only against a particular individual. The contract Act deals with rights in personae and net with rights in rem.

- Indian contract Act as having eleven chapters as under.

I, II – Formation of contracts
III – Contingent contracts
IV – Performance of contracts
V – Quasi contracts
VI – Discharge and breach of contracts
VII – Special contracts of sales of goods
VIII – Special contracts of indemnity and guarantee
IX – Special contracts of bailments
X – Special contracts of Agency
XI – Special contracts of Partnership

Note: Chapter VII was removed from this law in 1930 and the sale of goods Act 1930 was passed. Chapter XI was removed in 1932 and the Indian partnership Act 1932 was passed.

Meaning of contracts:

1. "An Agreement creating and defining obligations between the parties" – Salamond
2. "A contract is an agreement enforceable at law made between two or more persons by which rights are acquired by one or more to acts or forbearance on the part of the other or others – - Sir William Anson

A relationship created between two persons with their Willingness in a serious manner to do something can be called, 'a contract' As personal of the Indian contract Act, 1872, "An agreement Enforceable by law is a contract"

The essential requirements of a contract based on the above definitions can be put as follows.

1. Two Parties
2. An Agreement
3. Legal Obligations

The following features of a contract should be understood properly/Essential Elements of the Valid contracts

1. **Proposal:** Proposal is the first step in the formation of a contract when one person tells other that he wants to do something and Expects the consent of the other party such Act it is called a proposal
2. **Acceptance:** According to sec 2(b), "when the person to whom a proposal is made signifies his assent thereto, the proposal is said to be accepted. A personal when accepted becomes a promise"
3. **Consideration:** When the promisor makes a proposal to do something, he requires the promisee to do something for him it is known as consideration in the promise consideration is very essential to convert a promise into an agreement.
4. **Competent parties:** The promisor and promisee should be competent to contract according to the law of the nation so as to make their agreement enforceable by law.
5. **Free consent:** The consent of the parties to the agreement should obtained with their free will and pleasure without using any force of fear. According to sec 13 "Two or more persons are said to consent when they agree upon a same thing in the same sense. "It is also known as Identify of minds" are consensus-ad-idem.
6. **Lawful consideration and object:** Existence of consideration in every agreement is essential but not sufficient. It must be a lawful consideration.
7. **Not declared as Void:** The Indian contract Act 1872 has declared five agreements as Void agreements they are not enforceable in any court of law in India even though they possess all the above seen requirements of a valid contract.
8. **Legal Formalities:** Agreement can be made either by words spoken or by words written such agreements are called "Expressed agreements." The agreements made by the actions of the parties without using words spoken or words written are called "Implied agreements" they are also valid.
9. **Creating Legal Obligations:** According to sir William Anson, the Agreement should be capable of creating legal obligations between the parties so as to be Enforceable by law.

Types of Agreements:

The agreements can be classified into various types on the basis of different or criteria

I. Classification on the basis of formation:

a. Expressed Agreements
   - Written agreements
   - Oral agreements

b. Implied Agreements

c. Contractive Agreements (Quasi contracts) (Made out of good consciences)

II. Classification on the basis of Validity:

a. Void Agreements (Made without free consent)

b. Valid contracts (having all features of a valid contracts)
c. Voidable agreements (Made without free consent)
d. Un law full agreements (without lawful consideration)
e. Immoral agreements (Having immoral consideration)
f. Un-enforceable agreements (Wat having legal formulations)

III. Classification on the basis of performance:

a. Executed contracts

b. Executory contracts

c. Party Executed and Party Executory contracts

Offer and Acceptance:

According to section 2 (c) every promise and every set of promises forming consideration for each other is called an agreement. A proposal when accepted by another party becomes a promise.

Essentials of valid offer:

1. The offer must disclosed an intention to create legal relations
2. The terms of an offer must be clear and specific and not loose or vague
3. An offer is different from an answer to Question, an invitation to an offer and a statement of intention.
   – Mere answer to Question
   – Mere invitation to an offer
   – Mere statement of Invitation
4. The offer must be made with a view to obtain the consent of the other party to the act of abstinence which the proposer is willing to do
5. Every offer must be communicated
6. Special conditions attached to an offer must also be communicated

ACCEPTANCE:

When the person to whom the offer is made signifies his assent thereto the proposal is said to be accepted [sec - 2(b)]. Thus acceptance is the consent of the party to whom the offer has been made to the establishment of legal relations between himself and the offerer. It is an assent to the terms of the offer.

Acceptance can be given only by the person to whom offer has been made , but where the offer has been made to the world at large any person or persons who have the notice of the offer, can come forward and accept the offer.

Essentials of Valid Acceptance:

1. Acceptance may be Express or Implied
2. Acceptance must be absolute and unqualified
3. Acceptance must be in mode prescribed
4. Silence cannot be prescribed as mode of acceptance.
5. Acceptance an be given only for that offer which has been communicated
6. Acceptance must be communicated
7. Acceptance must be given within the time stipulated or within a reasonable time
8. Acceptance of the proposal will mean acceptance of all the terms of the offer
9. Silence is no Acceptance
10. Mental acceptance is no Acceptance
11. It the proposal is made through an agent, it is enough if the acceptance is communicated to him

Rules of communication and Revocation of proposal and Acceptance:

1. Rules of communication of Proposal
2. Rules of communication of acceptance
3. Rules of revocation of acceptance
4. Mode of Revocation of proposal.

3.1 INTRODUCTION TO INCOME–TAX

An understanding of the income tax law requires a study of following.

A. Income-Tax Act, 1961 (amended up-to-date)

B. The Income-Tax Rules 1962 [amended up-to-date]

C. Circular classification issued from time to time by the CBDT

D. Judicial decisions

1. **The Income-Tax Act, 1961 (Amended up-to-date):** The provisions of Income-Tax are contained. In the Income-Tax Act, 1961, which extended to the whole of India and become of effective from 1-4-1962 (sec-1).

Scope of Income-Tax Act:

The Income-Tax Act contains provisions for determination of taxable income determination of liability procedure for assessment, appeals, personalities and prosecutions. It also lay down the powers and duties of various Income-Tax authorities.

Scheme of Taxation:

Every person whose total income of the previous year exceeds the maximum amount which is not chargeable to Income-Tax, is an assessee and chargeable to Income-Tax at the rate or rates prescribed in the finance Act for the relevant assessment year. However, his total income shall be determined on the basis of his residential status in India.

Important points:

★ Person
- An Individual
- A Hindu undivided family
- A company
- A firm
- Association of persons (AOP)
- Body of Individuals (BOI)

★ **Assessee: Section 2(7):** Assessee means a person by whom any tax or any other sum of money [pay interest or penalty] is payable under this Acts.

★ **Assessment year section 2(9):** Assessment year means the period of 12 months commencing on the first day of April every year. It is, therefore, the period from 1st April to 31st of March, for example assessment year 2004-05 will commence from 1-4-2004 to 31-3-05.

Previous year [section 2 (3, 4) 3] previous, year means the previous year as defined in section 3. Accounters to section 3 previous year means is financial year immediately preceding assessment year. Ex: 2003-2004.

Rates of tax for assessment year 2004-05:

The rates of advance tax announced by the finance Act, 2003 shall become the rates of Income-Tax for assessment year-2004-05 in the finance Act 2004 these rates are as under.

i. **For Individuals and Hindu undivided families:**

Upto Rs. 50,000	—	Nil
Next 10,000	—	10%
Next 90,000	—	20%
Balance	—	30%

ii. **For firm**: A flat rate of 35% of total Income

iii. **For companies:** In case of domestic company — 35%

In case of foreign company — 40%

[However for certain royalty or fee for rendering technical services the rate of tax in case of a foreign company is 50%]

iv. **For Local authority:** A flat rate of 30% of total income.

v. **For cooperative societies:**

First Rs. 10,000/-	—	10%
Next Rs. 10,000/-	—	20%
Balance	—	30%

Essential features of the charge of Income-Tax:

a. Income-Tax is an annual tax
b. Charge on person
c. Charge in respect of total income
d. Charge in respect of income of the previous year
e. Exceptional case of charge for the current year
f. Each year is a self-contained accounting period
g. Charge in respect of deductions at source and advance payment.

Gross Total Income:

As per section 14 all income shall for purposes of Income-Tax and computation of total Income, be classified under the following heads of Income.

1. Salaries
2. Income from house property
3. Profits and gains of business or profession
4. Capital gains
5. Income from other sources

Total Income:

The total Income of an assessee is computed by deducting from the gross total income, all deductions permissible under chapter VIA of the Income-Tax Act deduction under sections 80 cc to 80 U.

3.2 INCOME FROM SALARY, HOUSE PROPERTY AND BUSINESS

As per Section 14, all income for purposes of charge of income-tax and computation of total income are classified under the following heads of the income.

i. **Income from Salaries (sections 15 to 17)**

ii. **Income from house property(sections 12 to 27)**

iii. **Profits and gains of Business & Profession (sections 28 to 44D)**

iv. **Capital gains (sections 45-55)**

v. **Income from other sources (sections 56 - 59)**

i. **Income from Salaries:** The first head of income is income from "salaries." Section 15, 16 and 17 of the income tax act deal with the computation of income under the head "Salaries."

Characteristics of Salary:

1. Relationship of employer and employee
2. Salary received as member of parliament
3. Receipts from persons other than employer
4. Place of Accrual of salary income
5. **Deductions made by the employer.**

   In case an employee receives his salary after certain deductions made by employer on account of profession force, contribution to provident fund tax deducted at source, the salary will not be the net amount received rather it will be the gross salary due to the employee.
6. **Salary or Pension received by UNO employee:** It is fully exempted as per circular no. 293. Date: 10-2-81
7. **Salary as Partner:** Any salary commission or remuneration received by a working partner from a firm assessed as firm shall not be taxable under the head Salaries.
8. Payment received by legal heirs of a deceased employee
9. Payment made after concessation of employment
10. Voluntary foregoing application of salary
11. Previous year for salaries
12. Advance salary received
13. Arrears of salary received

Meaning of Salary: According section 17(1) gives an inclusive definition of Salary.

1. Wages
2. Any annuity or pension
3. Any gratuity
4. Any fee, commissions, prerequisites or profit in lieu of or in addition to any salary or wages.

5. Any advance of salary

6. Any payment received by an employee in respect of any period of leave not availed by him

7. The annual accretion to the balance at the credit of an employee participating in a recognised provident fund to the extent to which it is chargeable to tax.

Although the above incomes are included in salary but there are certain incomes mentioned above which are either fully exempted or exempted upto certain limit. The aggregate of above incomes after the exemptions available if any, is known as Gross Salary. From the gross salary following three deductions are allowed under section-16

i. Standard deduction (section-16 (ii))

ii. Deduction for entertainment allowance (sec- 16 (ii))

iii. Deduction on account of any sum paid towards tax on employment (section - 16 (iii))

ii. Income from house property(sections 12 to 27):

The annual value of property consisting of any buildings or lands apartment thereto of which the assessee is the owner shall be subject to income-tax under the head income from house property after claiming deduction under section 24 provided such property or any portion of such property is not used by the assessee for the purposes of any business or profession carried on by him the profits of which are chargeable to income-tax.

1. Building or land apartment thereto
2. Annual value
3. The assessee should be the owner of the property
4. It is not used for purposes of assesses business or profession
5. Quarters let to employees of Assesses Own Business
6. Dispute about ownership
7. Letting out of building along with furniture etc.
8. Sub letting

Exempted income from house property:

Under section 10 of the income-tax Act 1961 following incomes from house property are exempted from tax. These income are not to be included in the total income of assessee,

i. Agricultural house property Sec (1)

ii. House property held for charitable purpose Sec (11)

iii. Self-occupied but vacant house Sec 23 (3)

iv. House used for own business or profession

v. Property held by registered trade union (Section 10 (24))

vi. Letting of godowns etc. (Section 10 (29)

Annual Value:

As per section 23 (1) (a) the annual value of any property shall be the same for which the property might reasonably be expected to be let from year to year. It may neither be the actual rent derived not the municipal valuation of the property. It is something like national rent which could have been derived had the property been let. In determining the annual value there are four factors which are normally taken into consideration, these are;

★ Actual rent received or receivable

★ Standard rent

★ Municipal value

★ Fair rent of the property

★ Deduction from house property (sec-24)

Statutory deduction

Interest on borrowed capital

iii. Profits and goins of Business or Profession:

The word 'Business' is defined in section 2(13) to include any trade, commerce or manufacture or any adventure or concern in the nature of trade commerce or manufacture.

Essential Characteristic of Business:

a. Continuous and systematic exercise of activity

b. Profit motive

c. Transaction between two persons

d. Involves a twin activity

e. Business includes trade or commerce

f. Business includes manufacture (or) concern in the nature of trade commerce or manufacture

g. Business includes any debenture

Profession:

The term 'business' is defined in section 2(13) while 'Profession' is defined in section2(36).

General Principles for computing business income:

a. Business or profession must be carried on by the assessee

b. Business or profession must be carried on for some time during the previous year.

c. Profits of the previous year are chargeable

d. Charge extends to any business or profession carried on

e. Lease of commercial assets.

f. Investment of surplus funds is not business

g. Promoter's business and pre-incorporation profits

h. Activities in course of winding-up whether business

Principles for computing profits and gains:

i. Profits should be understood in a commercial sense

ii. Only receipts in the nature of income or profits

iii. All trading receipts that are realised must be taken into account

iv. Sales tax collections

v. Charity levies

vi. Receipts on currency fluctuations

vii. Receipts for stoppage of business

viii. Trading receipts are profits only when these are realised

ix. Deposit from customers

x. Profits chargeable are real, not fictional profits

xi. Exchange of stock may be treated as realisation

xii. Profits have to be ascertained on an annual basis

xiii. Profits or loss in foreign exchange contracts

xiv. Interest received by a contractor on compensation avoided by an arbitrator is business income

xv. Prize on us sold and unclaimed ticket is a business income of the lottery agent

xvi. Subsidy to assist carrying on business is trading receipts

Cases where income from certain business is not taxable under the head profits and gains of business:

1. Rent from house property
2. Dividend income
3. Winning from Lotteries, Races, etc.

Section 29 states that profits and gains of business or profession chargeable to income-tax section-28 shall be computed in accordance with the provisions contained in sections 30 to 43D

General Principles for allocability of deduction:

i. Expenditure should have been incurred during the previous year.

ii. Expenditure should be increased for the purpose of the business

iii. No deductions is allowable in respect of a discontinued business

iv. Expenses incurred before the setting up of a business are not allowed

Student List

SIR C.R.REDDY COLLEGE FOR WOMEN, ELURU
(Affiliated to Adikavi Nannaya University, Rajamahendravaram)
Vatluru (Post), Pedapadu Mandal.
CAREER GUIDANCE AND PLACEMENT CELL
PG CET ENTRANCE COACHING
STUDENTS ATTENDENC (2022-2023)

S.No	Roll No	Name of the Student	Section	Signature
1	208206	INTRU ANUSHA	Bcom(ca)	Intru Anusha.
2	208208	K NAGA DURGA	Bcom(ca)	K. Naga durga
3	208211	KUKATI SUSHMA	Bcom(ca)	K. sushma
4	208213	M PRAVALLIKA	Bcom(ca)	M. Pravallika
5	208214	A AMRUTHA BINDHU	Bcom(ca)	A. Amrutha Bindhu
6	208220	BONU CHANDRIKA	Bcom(ca)	B. Chandrika
7	208221	Ch MADHU	Bcom(ca)	ch. MADHU
8	208228	D MADHAVI	Bcom(ca)	D. Madhu
9	208231	GJOSHNAVI	Bcom(ca)	D. Madhavi
10	208234	GJYOTHI RAMYASRI	Bcom(ca)	G. Joshnavi
11	208235	GUNAPU HARITHA	Bcom(ca)	G. haritha
12	208236	GUNDRU JOSHINI	Bcom(ca)	G. Joshini
13	208240	J L DEVI	Bcom(ca)	J L. DEVI
14	208242	KAILA ASWINI	Bcom(ca)	K. Aswini
15	208243	KAILE VENNELA	Bcom(ca)	K vennela
16	208254	M SRAVANTHI	Bcom(ca)	M. sravanthi
17	208255	MUDE MOUNIKA	Bcom(ca)	MUDE. mounika.
18	208259	SETTI SITHARA	Bcom(ca)	S. Sithara
19	208260	T SUSHMA	Bcom(ca)	T. SUSHMA
20	208267	K SUSMITHA	Bcom(ca)	K. Susmitha
21	208107	D. Anitha	Bcom(ca)	D. Anitha
22	208117	K. Sirisha	Bcom(ca)	K. Sirisha
23	208127	T. Sirsisha	Bcom(ca)	T. Sirsisha...
24	208128	V.Sravani	Bcom(ca)	V. Sravani
25	208140	K. Alekhya	Bcom(ca)	K. Alekhya

M. [illegible]

Students Attendance

SIR C R REDDY COLLEGE FOR WOMEN , ELURU

CAREER GUIDANCE & PLACEMENT CELL

PG ENTRANCE COACHING 2022-2023

SUB: COMMERCE

S.NO	ROLL.NO	CLASS	NAME OF THE STUDENT	27/6	28/6	29/6	30/6	1/7	2/7	3/7	4/7	5/7	6/7	7/7/22	8/7/22	9/7	10/7	11/7	12/7	13/7	14/7	15/7	16/7	17/7	18/7	19/7	20/7	21/7
1	Bcom(ca)	208206	INTRU ANUSHA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
2	Bcom(ca)	208208	K NAGA DURGA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
3	Bcom(ca)	208211	KUKATI SUSHMA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
4	Bcom(ca)	208213	M PRAVALLIKA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	a	/	/	/	/	/
5	Bcom(ca)	208214	BINDHU	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
6	Bcom(ca)	208220	BONU CHANDRIKA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
7	Bcom(ca)	208221	Ch MADHU	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
8	Bcom(ca)	208228	D MADHAVI	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
9	Bcom(ca)	208231	GJOSHNAVI	/	/	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10	Bcom(ca)	208234	GJYOTHI RAMYASRI	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
11	Bcom(ca)	208235	GUNAPU HARITHA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
12	Bcom(ca)	208236	GUNDRU JOSHINI	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
13	Bcom(ca)	208240	J L DEVI	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
14	Bcom(ca)	208242	KAILA ASWINI	/	/	/	/	/	/	/	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/
15	Bcom(ca)	208243	KAILE VENNELA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
16	Bcom(ca)	208254	M SRAVANTHI	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
17	Bcom(ca)	208255	MUDE MOUNIKA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
18	Bcom(ca)	208259	SETTI SITHARA	/	/	/	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
19	Bcom(ca)	208260	T SUSHMA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
20	Bcom(ca)	208267	K SUSMITHA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/

21	Bcom(ca)	208107	D. Anitha	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
22	Bcom(ca)	208117	K. Sirisha	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
23	Bcom(ca)	208127	T. Sirsisha	/	/	/	/	/	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/
24	Bcom(ca)	208128	V.Sravani	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
25	Bcom(ca)	208140	K. Alekhya	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	a	/	/	/	/	/	/	/

M. D

SIGNATURE

REPORT

PROGRAMME:PG Entrance COACHING FOR III B.Com. aspirants in Commerce subject

In association with IQAC &In accordance with the resolution made during the meeting and documented in the minutes, it was unanimously agreed to arrange PG entrance coaching classes for interested students pursuing III B.Com (Computer Application & General).This significant decision forms an integral part of the report on the PG entrance coaching classes in Commerce subject conducted from 28 April 2023 To 27 May-2023 from 8:30 to 9:30AM and 4.30-5.30 Pm .These classes were conducted senior and expert faculty from the concerned department. S. V Maruthi, Lecturer Department of Commerce is resource person for this program.

Approximately 25 motivated students actively participated in the coaching sessions These meticulously organized classes aimed to prepare the students comprehensively for the upcoming PG entrance examinations scheduled in the month of September 2023. The coaching sessions were diligently conducted from 8:30 to 9:30Am and 4:30to 5:30 PM, adhering to a structured curriculum meticulously designed to equip students with the essential skills and knowledge required for success in the examination.

The outcomes of these coaching classes have been highly encouraging. Close to 25 students showcased exceptional performance, securing remarkable pg. ranks demonstrating both their commitment and the effectiveness of the coaching program. Furthermore, all participating students successfully qualified for the examination, marking a significant achievement resulting from our collaborative endeavor.

The successful arrangement of these coaching classes aligns directly with the decision made during the meeting These sessions facilitated a conducive learning environment, significantly contributing to the preparedness and success of the students preparing for the PG entrance examination.

Their dedication has been instrumental in empowering our students for academic success.

LIST OF THE STUDENTS QUALIFIED IN MCOM ENTRANCE EXAM 2022-2023

S.NO	NAME OF THE STUDENT	GROUP
1	B. RAMYS SRI	BCOM (CA)

APPGCET – 2023
Post Graduation Admissions
(Conducted by Andhra University, Visakhapatnam on behalf of APSCHE)

APSCHE

Hall Ticket No	31020234729	**Rank**	911
Candidate Name	REDDY CHANDINI	**Father's Name**	REDDY SITARAMAYYA
Gender	Female (F)	**Caste/Region**	EC_D/AU

PROVISIONAL ALLOTMENT ORDER(For APPGCET-2023 CANDIDATES)

This is to inform that the options exercised by the candidate have been processed based on merit, rank, local area, gender, category, Special Reservation Category (CAP/PH/NCC/SPORTS) etc and the candidate has been allotted a seat in

Sir C R Reddy College , (CRRC), Eluru

in M.Sc. Organic Chemistry, (PG127) under OC_GIRLS_UR category.

Tuition Fee fixed for the college/course is Rs. 30000/-.

Tuition fee to be paid by the candidate at the time of admission is Rs. 30000/-.

Instructions to Candidates :

1. The candidate is instructed to report by clicking on Allotment letter and Self-Reporting under Forms tab from website https://sche.ap.gov.in .

2. Take print out of two copies of joining report and report to the allotted college with all original certificates. Submit a copy of joining report and obtain acknowledgment on 2nd copy from the College where you have reported and retain the same with you.

3. If any candidate fails to submit valid original certificates for verification in claiming his/her qualification, caste, region and any other mandatory provisions, at the allotted college, provisional allotment of the seat will be canceled automatically.

4. Both Self reporting and reporting at the allotted college is compulsory to retain the present allotment. The last date for Self reporting and reporting at the allotted College is 10/10/2023. Pay all necessary fees if any to the allotted college.

5. If you do not report through Self-reporting system and/or not reporting at the allotted college, the provisional allotment will be canceled and you have no claim on the seat allotted.

6. If The academic credentials verified found false at a later date, your allotment will be cancelled and you are also liable for criminal prosecution.

7. All the Principals are requested to verify the original certificates viz caste,study, income and Degree/Equivalent certificates of the admitted candidates thoroughly and request to bring to the notice of the Convenor, APPGCET-2023 Admissions for any deviation.

8. The candidate is informed that the class work shall be commenced from 06/10/2023 and directed to attend the class work.

CONVENOR
APPGCET-2023 ADMISSIONS

*** This computer generated Provisional Allotment Order does not require any authentication. ***

Photo Gallery

S.V .Maruthi , Lecturer , Department of Commerce, giving lecture to the students