

**ST. JOSEPH'S COLLEGE OF COMMERCE**  
**(AUTONOMOUS)**

**NO. 163, BRIGADE ROAD, BANGALORE – 560 025**

**POST GRADUATE DEPARTMENT**

**SYLLABUS FOR THE ACADEMIC YEAR 2019-20**

**M.Com– III SEMESTER**

**(2018-20 BATCH)**

**FINANCE & TAXATION**

**SEMESTER SCHEME**

Subject Code	Title of the Paper	Hours per week	Marks			Credits
			CIA	ESE	Total Marks	
P115 MC 301	Project Appraisal and Finance	4	30	70	100	4
P115 MC 302	Company Legislation & Compliance	4	30	70	100	4
P115 FT 301	Corporate Tax Planning & Law	4	30	70	100	4
P115 FT 302	Strategic Financial Management	4	30	70	100	4
P115 FT 303	Security Analysis & Portfolio Management	4	30	70	100	4
P115 AR 301	Bank Management	3	30	70	100	3
P115 TP 301	Teaching Practice	-	Grade Points			1
P115 CI 301	Corporate Internship					1
P118 ST 301	Statistical Tools For Data Analysis	2				1
P115 MCE 301	Managerial Communication - II	2				1
<b>TOTAL</b>		<b>27</b>				<b>26</b>

## **P115 MC 301: PROJECT APPRAISAL & FINANCE**

### **Objectives:**

- 1. To provide students with an analytical and conceptual framework to evaluate capital investment proposals.*
- 2. To familiarize students with the various management techniques in implementing the project to its completion.*

### **Module 1:**

**Overview** - Capital Investments, Phases of Capital Budgeting, Levels of Decision Making, Facets of Project Analysis, Feasibility Study Capital Allocation, Strategic Planning and Capital Budgeting, Generation of Ideas, Porter Model, Scouting for Project Ideas, Preliminary Screening, Project Rating Index, Sources of Positive Net Present Value.

### **Module 2:**

**Analysis** - Situational Analysis, Collection of Secondary Information, Market Survey, Demand Forecasting, Market Planning, Technical Analysis, Manufacturing Process / Technology, Product Mix, Plant Capacity, Location and Site, Machineries and Equipment, Structures and Civil works, Environmental Aspects, Project Charts and Layouts, Schedule of Project Implementation, Need for Considering Alternatives, Financial Estimates and Projections.

### **Module 3:**

**Project Selection** - Survey of Time Value of Money, Survey of Investment Criteria, Project Cash Flows, Cash Flow Estimations, Survey of Cost of Capital & Capital Budgeting Techniques, Risk Analysis of Single Investments, Advanced Techniques, Risk Analysis, Firm Risk & Market Risk, Portfolio Related Risk Measures, Portfolio Theory and Capital Budgeting, CAPM and capital Budgeting, Choice Between Mutually Exclusive Projects of Unequal Life, Inflation and Capital Budgeting, Social Cost Benefit Analysis (SCBA – Basics) Judgmental, Behavioral, Strategic and Organizational Considerations.

### **Module 4:**

**Financing of Projects** - Capital Structure, Different Forms of Financing, Raising Venture Capital, Raising Capital in International Markets, Financing Infrastructure Projects, Private Equity Funding, Venture Capital, Venture Capital Investors, The Venture Capital Investment appraisal Process and Management, The Indian Venture Capital Industry, Regulation of Venture Capital Industry in India, Current Concerns of the Indian Venture Capital Industry.

Hybrid instruments – convertible debentures, series A, B,C funding.

### **Module 5:**

**Project Implementation and Management:** Project Planning, Project Control and Implementation, Network Techniques for Project Management, Development of Project Network, Time Estimation, Determination of the Critical Path, Scheduling when Resources are

limited, PERT Model, CPM Model, Network Cost System, Project Review and Administrative aspects, Control of in-progress projects, Post-completion Audits.

***BOOKS FOR REFERENCE:***

1. *Prasanna Chandra, Dr: Projects Planning, Analysis, Financing, Implementation & Review, Tata McGraw Hill.*
2. *Narendra Singh: Project Management.*
3. *Jach R. & Meredith Samuel J: Project Management.*
4. *Vasanth Desai: Project Management, Himalaya Publishing House.*

Case studies OLA, UBER etc.

## **P115 MC 302: COMPANY LEGISLATION & COMPLIANCE**

### **Objectives:**

*Basic understanding of the provisions of the company law and its procedures*

### **Module 1:**

**Preliminary-** Accounting Standards, Articles, Authorized Capital, Board of Directors, Called up Capital, Charge, Debenture, Deposit, Director, Dividend, Financial Statements, Financial Year, Issued Capital, Member, Memorandum, Private Company, Public Company, Related Party, Share, Small Company, Sweat Equity Shares, Associate, Joint Venture, Auditing Standards, Body Corporate, Books & Paper, Chartered Accountant, Company, Company Limited by guarantee, Company Limited by Shares, Employee Stock Option Plan, Foreign Company, Free Reserves, Holding Company, Key Managerial Personnel, Net worth, One Person Company, Paid up share capital, Promoter, Prospectus, Relatives, Subsidiary Company, Turnover, Independent Director.

**Incorporation Of Company And Matters Incidental Thereto –Incorporation –** Public and Private Company, Incorporation Requirements, Pre and Post Incorporation Contracts, Memorandum and articles of Association, Commencement of Business, Alteration of MOA and AOA, Registered office.

### **Module 2:**

**Prospectus and Allotment of Securities –** Public offer and private placement

**Share Capital and Debentures –** Kinds of securities – Equity shares, Preference shares – Debentures- steps involved in the issue, reduction and transfer of securities, Right shares, Issue of bonus shares, Reduction of Share Capital, Buy back of shares, Issue of Sweat equity shares, Transfer and transmission of securities, Debenture – Introduction, issue and redemption.

### **Module 3:**

**Acceptance of deposits by companies –** Acceptance of deposits from public for private companies.

**Registration of charges –** Duty to register charges, etc., Application for registration of charge, Satisfaction of charge, Company's register of charges.

### **Module 4:**

**Meetings – Types of General Meeting –** Annual General Meeting and Extraordinary General Meeting – transaction of business, Notice of meeting, Calling of extraordinary general meeting,

Statement, Statement to be annexed to notice, Quorum for meetings, Chairman of meetings, Proxy, Voting.

**Resolutions** - Ordinary and special resolutions, Resolutions requiring special notice, Resolutions passed at adjourned meeting Resolutions and agreements to be filed.

**Meetings Of Board And Its Powers** - Meetings of Board, Quorum for meetings of Board, Place of holding meeting, Powers of Board, Loan to directors, etc., Loan and investment by company, Related party transaction.

#### **Module 5:**

**Declaration And Payment Of Dividend** - Declaration of dividend, Unpaid Dividend Account, Investor Education and Protection Fund.

**Accounts Of Companies-** Books of account, etc., to be kept by company, Financial statement, Financial Statement, Board's report, etc., Corporate Social Responsibility.

**Audit And Auditors-** Appointment of auditors, Removal, resignation of auditor and giving of special notice, Eligibility, qualifications and disqualifications of auditors, Remuneration of auditors, Powers and duties of auditors and auditing standards, Auditor not to render certain services, Auditors to sign audit reports, etc., Auditors to attend general meeting.

#### **Module 6:**

**Appointment And Qualifications Of Directors** - Company to have Board of Directors, Appointment of directors, Application for allotment of Director Identification Number, Allotment of Director Identification Number, Prohibition to obtain more than one Director Identification Number, Director to intimate Director Identification Number, Company to inform Director Identification Number to Registrar, Obligation to indicate Director Identification Number, Punishment for contravention, Appointment of additional director, alternate director and nominee director, Appointment of directors to be voted individually, Disqualifications for appointment of director, Number of directorships, Duties of directors, Vacation of office of director, Resignation of director, Removal of director.

#### **BOOKS FOR REFERENCE:**

1. *Bare Act pocket edition – Taxmann*
2. *Company Law - Avtar Singh*
3. *Company Law - Nabhi Publication*
4. *Company Law - Gourish Kumar*

### **Relevant e-forms to be filed Chapter wise under Companies Act, 2013**

<b>S.No.</b>	<b>Chapter</b>	<b>e-Form</b>	<b>Purpose of Form</b>
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1	II	INC-2	Form for Incorporation and nomination (One Person Company)
2	II	INC-3	Form for consent of nominee of One Person Company
3	II	INC-7	Application for Incorporation of Company (Other than One Person Company)
4	II	INC-21	Declaration prior to the commencement of business
5	II	NC-22	Notice of situation or change of situation of registered office and verification
6	II	INC-27	Conversion of public company into private company or private company into public company
7	III	PAS-3	Return of allotment
8	III	PAS-4	Private Placement Offer Letter
9	IV	SH-7	Notice to Registrar for alteration of share capital
10	V	DPT-3	Return of Deposits
11	VI	CHG-4	Particulars for satisfaction of charge
12	VI	CHG-1	Application for registration of creation, modification of charge (other than those related to debentures) including particulars of modification of charge by Asset Reconstruction Company in terms of Securitization and Reconstruction of Financial Assets and Enforcement of Securities Interest Act, 2002 (SARFAESI)
13	VII	MGT-14	Filing of Resolutions and agreements to the Registrar under section 117
14	VII	MGT-7	Form for filing annual return by a company.
15	IX	AOC-4	Form for filing financial statement and other documents with the Registrar
16	X	ADT-1	Information to the Registrar by Company for appointment of Auditor
17	X	ADT-3	Notice of Resignation by the Auditor
18	XI	DIR-3	Application for allotment of Director Identification Number
19	XI	DIR-6	Intimation of change in particulars of Director to be given to the Central Government
20	XI	DIR-11	Notice of resignation of a director to the Registrar
21	XI	DIR-12	Particulars of appointment of directors and the key managerial personnel and the changes amongst them
22	XXIV	GNL-1	Form for filing an application with Registrar of Companies
23	XXIV	GNL-2	Form for submission of documents with Registrar of Companies

## **P115 FT 301: CORPORATE TAX PLANNING & LAW**

### **Objective:**

*The aim of this course is to familiarize the student with major latest provisions of the Indian tax laws and related judicial pronouncements pertaining to corporate enterprises having implications for various aspects of Corporate planning with a view to derive maximum possible tax benefits admissible under the law.*

### **Module 1:**

Meaning of Assessee, Corporate Assessee, Computation of taxable income of companies, Computation of the amount of corporate tax liability; Carry forward and set off of losses in the case of certain companies under Sec. 79 of Income -tax Act, 1961; Minimum Alternate Tax;

Tax evasion and tax avoidance; Nature and scope of tax planning and management in the corporate sector; Justification of corporate tax planning and management. Tax on distributed profits of domestic companies; Tax on income distributed to unit holders.

### **Module 2:**

**Implications of Tax concessions and incentives** for corporate decisions in respect of setting up a new business, location of business and nature of business. Special Economic Zones (SEZ) – sections 80IAB, 80IB, 80IC, 35AD, 10AA. Deduction for R&D expenditure under section 35.

### **Module 3:**

**Taxation of non-residents**, double tax treaties, royalty, fees for technical services, transfer pricing analysis – sections 90 to 94A.

Inbound investment – tax planning, capital gains tax exemption under tax treaties between India and Mauritius, Singapore, Netherlands, Cyprus (including the Limitation of benefits clause, if any). Outbound investment – tax planning, restrictions under FEMA

### **Module 4:**

**Tax planning with reference to managerial decisions-** Owning or leasing of an asset; purchasing of assets by installment system or Hire System; Purchasing of an asset out of own funds or out of borrowed capital; manufacturing or buying; Repairing, replacing, renewing or renovating an asset; Sale of assets used for scientific research; Shutting down or continuing operations.

### **Module 5:**

**Restriction on carry forward of losses** – Section 79; Tax Planning in respect of amalgamation or de-merger of companies or Slump sale or conversion of a firm into a company. General Anti-Avoidance Rules

**BOOKS FOR REFERENCE:**

1. *E.A. Srinivas, Corporate Tax Planning, Tata McGraw Hill.*
2. *Vinod K. Singhania, Taxmann's Direct Taxes Planning and Management.*
3. *V.S. Sundaram, Commentaries on the Law of Income-Tax in India, Law Publishers, Allahabad.*
4. *A.C. Sampath Iyengar, Law of Income Tax, Bharat Publishing House, Allahabad.*
5. *Taxman, The Tax and Corporate Law Weekly.*
6. *Bhagmati Prasad, Direct Taxes Laws Practice, Wishwa Prakashan.*

## **P115 FT 302: STRATEGIC FINANCIAL MANAGEMENT**

### **Objectives:**

*The objective of this course is to Introduce the student to the tools and concepts needed to deal effectively with the formulation, implementation and monitoring of strategic financial decisions of the firm.*

### **Module 1:**

**Introduction to Strategic Financial Management (SFM)** - SFM, Interface of Financial Policy & Strategic Policy, The relevance, Importance & Constituents.

### **Module 2:**

**Strategic Aspects of Investment Policies** - Strategic Aspects of Financing & Dividend Policies, Strategic Cost Management, Stock Refunding.

### **Module 3:**

**Various Approaches** - Adjusted Book Value Approach, Stock & Approach, Direct Comparison Approach, Discounted Cash Flow (DCF) Approach DCF 2 Stage & 3 Stage Models, Inflation & Asset Valuation, Valuation of Intangible & Knowledge Assets.

### **Value Based Management & Value Metrics:**

Shareholder Value Creation, Traditional Approaches, New Approaches Value Drivers, Marabon Approach, Alcar Approach, Mckine Approach, EVA Approach, BCG Approach, Executive Compensation & Value Creation, Stock Options & Indexed Stock Options.

### **Module 4:**

**Measures of Valuation** - Traditional measures of EPS, ROI, EBIT, ROCE etc., New Metrics of: Market to Book Ratio (MBR), Total Shareholder Return (TSR), Total Business Return (TBR), EBITDA. Market Value Added (MVA), Economic Value (EVA), Return on Net Assets (RONA), Future Growth Value (FGV), Cash Value Added (CVA), Cash Flow Added Return on Investment (CFROI) and the Balanced Score Card (BSC).

### **Module – 5:**

**Mergers & Acquisitions & Restructuring** - Mergers, Forms of Mergers, Reasons for Mergers, Process of Mergers, Legal Procedures, Tax Aspects, Accounting Aspects, Evaluation of Mergers using DCF Techniques, Stock vs. Cash Payments, Basis for Exchange & Shares,

Take-Over, Purchase & Division / Plant, Regulation of Mergers & Takeovers. Anti-Takeovers Defenses, Joint Ventures, Management of Acquisitions and Takeovers, Leveraged Buy-outs (LBOs), Portfolio Restructuring, Demergers, Financial Restructuring, Organizational Restructuring, Disinvestment of PSV's.

**BOOKS FOR REFERENCE:**

1. *Allen: An Introduction to Strategic Financial Management, Kogam Page.*
2. *Coplaned T (et al): Valuation Measuring & Managers – The Values of Companies, John Wiley.*
3. *Fred Weston & E.F. Brigham: Managerial Finance, Dryden Press.*
4. *Jakhotia. G. P.: Strategic Financial Management, Vikas Publishing House.*
5. *Mathew P. K.: Corporate restructuring an Indian, Perspective, Macmillan.*
1. *Sudarsanam P. S.: The Essence of Mergers & Acquisitions, Prentice Hall of India.*
2. *Ashwath Damodaran: Damodaran on valuations, Wiley Eastern Publication*
3. *Sridar, Strategic Financial Management, Shroff publication*
4. *Bala & Pattabhiram, Strategic Financial Management, Snowwhite publication.*

## **P115 FT 303: SECURITY ANALYSIS & PORTFOLIO MANAGEMENT**

### **Objectives:**

- 1. To Provide Students with a Conceptual & Analytical Framework of Evaluating a Security.*
- 2. To Provide Students with a Conceptual & Analytical Framework of Different Financial Instruments, their Risk & Returns & Strategies in Managing Funds.*
- 3. To Familiarize Students with Portfolio Management Techniques that Challenge a Financial Manager.*

### **Module 1:**

**Introduction to Securities & Investment** - Concept, Investment Vs. Speculation, Arbitrage, Gambling, Investment Objective, Investment Process, Investment Constraints, Investment Strategy, Selection of Securities, Buying, Selling, & Holding Decisions & Strategies, Market Indices, Credit Rating Agencies – Process and Functions.

### **Module 2:**

**Risk & Return** - Expected Return, Historical Return, Systematic & Unsystematic Risk, Beta Coefficient, CAPM, SML & CML, Factor Model & Arbitrage Pricing Theory.

### **Module 3:**

**Security Analysis** - Fundamental Analysis, Economic Analysis, Economic Forecasting, Indicators, Industry Analysis, Classification Schemes, Industry Life Cycle, Company Analysis, Measuring Earnings, Forecasting Earnings, Technical Analysis, Charting, Different Tools for Technical Analysis, Efficient Market Hypothesis.

### **Module 4:**

**Financial Instruments** - Corporate Bonds, Government Bonds, Special Bonds, Bond Returns, Bond Management Strategy, Equity Shares, Dividend Policy, Money Market Instruments, ADRs, GDRs and Recent Innovative Instruments.

### **Module 5:**

**Derivatives** - Financial Derivative Markets, Global Perspectives, Indian Context, Options – Types, Pricing, Models, Futures, Kinds of Futures, Swaps, Warrants & Convertibles, Valuation & Analysis of Derivatives, Hedging and Speculation.

### **Module 6:**

**Portfolio Analysis & Management** - Risk & Return, Markowitz Model, Risk Return Optimization, Sharpe Portfolio Optimization, Portfolio Investment Process, Investment

Timing & Evaluation, Portfolio Revision, **Mutual Funds**, Managed Portfolio & Performance.

**BOOKS FOR REFERENCE:**

1. *Avadhani. V. A.: Security Analysis & Portfolio Management, Himalaya Publishing House.*
2. *Bhalla. V. K.: Investment Management, S. Chand*
3. *Fischer & Jordan: Security Analysis & Portfolio Management, Prentice Hall.*
4. *Prasanna Chandra: Investment Analysis & Portfolio Management, Tata McGraw Hill.*

# **P116 AR 301: BANK MANAGEMENT**

## **Objectives:**

*The aim of the subject is to improve an in depth study of the business of banking management and technology used.*

## **Module 1:**

**Functions Of Banks - Deposit Mobilization-** Banker, Customer Relationship-know Your Customer (KYC) and Anti-Money Laundering (AML) guidelines- Different Deposit Products -Opening of Accounts for various Types of Customers. Credit Deployment- principles of lending-Variou credit products-Working Capital and Term Loan, Services Rendered by Banks- - Function under Negotiable Instrument Act- Payment and Collection of Cheques, Ancillary services-, Remittances, Safe Deposit Lockers, forfeiting etc.

## **Module 2: Operation Management -**

**Balance Sheet Management** – Understanding Bank’s balance sheet- components of assets and liabilities- Asset Liability Management- Asset Classification- Provisioning, NPA Management-Effect of NPA on profitability, Prudential norms- Capital Adequacy- Basel II and Basel III guidelines.

**Risk Management** - Risk-Definition- Risks in Banks- Risk Management in Banks- Risk identification, measurement, mitigation- Credit Risk- Market Risk- Operational Risk.

## **Module -3 : Treasury Management and Disaster Management**

**Treasury Management** - Concepts and function- Control and Supervision of Treasury Management- Interest Rate Risk- Debt instruments- Treasury bills, Money Market Instruments- Securitization –Refinance and Rediscounting facilities- Derivatives.

**Disaster Management** - Disaster Recovery, Business Impact Assessment, RTO, RPO, Testing, Maintenance, IT Act 2000. Legal Issues, Cyber crimes and law

## **Module 4:**

**Banking Technology** - Electronic Banking-Core Banking-Distribution Channels-Electronic payment Systems-ATM-Internet Banking- Mobile Banking- Electronic Funds Transfer Systems-NEFT-RTGS, ECS- Point of Sales- Plain Messages (Data communication)-Structured Messages (SWIFT)- Information Technology – Banknet, RBINet, Datanet, Nicenet, I-net, Internet, E-mail,- Role and Uses of Technology up gradation- Global Developments in banking Technology- Impact of Technology on Banks- effect on Service Quality and on Customers- Information System Audit- Information System Security.

## **Module 5:**

**Issues in Banking Technologies** - Contemporary Issues in Banking Techniques – Analysis of Rangarajan Committee Reports – E Banking – Budgeting – Banking Softwares – Case study: Analysis of Recent Core Banking Software.

### ***BOOKS FOR REFERENCE:***

- 1) *Khan M.Y., Indian Financial System, McGraw Hill Education (India) Private limited*
- 2) *Indian Institute of Banking and Finance (IIBF), Principles and Practice of Banking, Macmillan, 2014*
- 3) *Indian Institute of Banking and Finance (IIBF), Bank Financial Management, Macmillan, 2014*
- 4) *Neelam C. Gulati, Principles of Banking Management, Excel Books*
- 5) *W.S.Jawadekar, Management Information System s, Tata McGraw Hill Publishing Company Limited, 1997. (Text Book)*
- 6) *Jerome Karnter, Management Information System, III edition, PHI, 1990.*

# **P118 ST 301: STATISTICAL TOOLS FOR DATA ANALYSIS**

## **Module 1:**

**HYPOTHESIS TESTING I - Basics, parametric testing: One sample testing: Tests for mean and variance: z test, student's test, Chi square test and test for proportions.**

## **Module 2:**

**HYPOTHESIS TESTING II - Parametric testing: Two sample testing: Paired – comparison tests: Test the difference between two means (equal and unequal known variances), Test the difference between two means (equal and unequal unknown variances), Contingency table tests, and F test.**

## **Module 3:**

**ONE WAY ANALYSIS OF VARIANCE(ANOVA)**

## **Module 4:**

**PROBABILITY DISTRIBUTIONS: Binomial, poisson and Normal Distributions.**

## **Module 5:**

**7 QUALITY CONTROL TOOLS/GRAPHICAL METHODS FOR DATA INTERPRETATION: Histogram, Box and Whisker plots, Scatter plots, Run/time charts, Stem & Leaf diagram, Probability plots, Frequency & Cumulative frequency curves.**

## **Module 6:**

**Simple Linear Regression: Method of Least Squares, R and R<sup>2</sup> value interpretation.**

## **Module 7:**

**Analytical and Descriptive Statistics: Measures of Central Tendency: Calculation of Mean, Median, Mode, Variance, Standard Deviation, Range, Sample mean, Sample Variance, Sample S.D., Coefficient of Variation.**

## **Module 8:**

**Non Parametric Hypothesis Testing: Mood's Median Test, Levene's test, Wilcoxon Signed Rank Test, Kruskal Wallis one way ANOVA test, Mann Whitney U test, Spearman Rank Correlation coefficient test.**

**Module 9:**

**Data Reading, editing - Data interpretation - Sampling size selection and sampling error -  
Use of mini tab**

## **P115 MCE301: MANAGERIAL COMMUNICATION - II**

### **Objectives:**

The proposed course is conceptualized to impart knowledge and skills essential for managers to achieve success in today's business environment. The course is an attempt to equip students with the real business communication concepts and build skills that are necessary for professional leadership.

### **Module 1:**

**Cross Cultural Communication In Business** - Focus on the importance of culture in our everyday lives, and the ways in which culture interrelates with and effects communication processes. Understanding the concept of culture, Overcoming ethnocentrism, Recognizing cultural signs and improving Intercultural communication skills.

### **Module 2:**

**Effective Oral Communication: (Small Group Communication)** - Small Group Interaction, Impromptu and Prepared Speeches, Tele conferencing, Video conferencing, Interview Skills, Group Discussions.

### **Module 3:**

**Business Writing And Creative Expression: (Work place Messages & Employment Messages)** - Email writing (Netiquette), Memos, Minutes of a Meeting, Curriculum Vitae writing, Application Letters, Job-Inquiry Letters.

### **Module 4:**

**Business etiquette & protocol** - Understand how business etiquette has evolved from its earliest days to today's modern concepts and why actions speak louder than words. Etiquette awareness : Cubicle etiquette, Dress etiquette, Business Etiquette, Handshake Etiquette, Guest Etiquette, Party Etiquette, Business dining Etiquette, Gift giving and International business etiquette.

## **METHODOLOGY**

Role-Plays, Cases, Lectures, Individual & Group Exercises, Films, Presentations by Students and Videos.

## **EVALUATION**

Quiz, Assignments & Presentation - 50%  
End Term Exam 50%

## **BOOKS FOR REFERENCE:**

1. *Eats, Shoots & Leaves (The Zero Tolerance Approach to Punctuation)*, Lynne Truss, Profile Books, Indian Edition: Viva Books, 2007.
2. *The Power of Now*, 1st Edition, Eckhart Tolle, Hodder Mobius, 2001
3. *I'm O.K., You're O.K.*, 1st Edition reprint, Dr. Thomas A. Harris, Harper Collins, 2004.
4. *High School English Grammar & Composition*, Revised Edition, Wren & Martin, edited by: Prof. Dr. N.D.V.Prasad Rao, S. Chand & Co. Ltd., 2006.
5. *Advanced English Grammar*, Revised Edition, Martin Hewings, Cambridge University Press, 2006.
6. *Common Errors in English*, 1st Edition, Prof.S.Jagadisan & Dr. N. Murugaian, Neelkamal Publications, 2002.
7. *Concise Oxford Dictionary*, 11th Edition, Edited by Catherine Soanes & Angus Stevenson, Oxford University Press, 2004.
8. *Roget's Pocket Thesaurus*, 10th Edition, Houghton Mifflin Harcourt, 2008