

Department of Accountancy and Statistics
M.Com (Accountancy & Statistics) (Semester Scheme)

FIRST SEMESTER
1.1 – Advanced Accounting
Course code: M1ABS01CT1

Unit – I

Amalgamation of companies (Advanced) including intercompany balances, Intercompany holdings, Internal Reconstruction including preparation and implementation of reconstruction scheme

Unit – II

Liquidation of companies: Consequences, List 'B' contributories, preferential creditors, liquidators and receivers final statements and preparation of statement of affairs and List 'H'.

Unit – III

Accounts of Holding Companies: Preparation of consolidated P&L a/c and Balance Sheet including intercompany and chain holdings

Unit – IV

Accounts of Banking Companies: Provisions, schedule format, classification of assets, provisioning norms, income recognition.

Unit – V

Accounts of Insurance Companies: Final Account of Life Insurance Business and General Insurance Business

Suggested Readings:

1. Gupta, R.L. and Radhaswami, M.: Advanced Accounts Vol. II (English & Hindi).
2. Khandelwal, M.C.: Higher Accounting (English & Hindi).
3. Maheshwari, S.N.: Advanced Accountancy Vol. II
4. Sehgal Ashok and Sehgal Deepak: Advance Accounting Vol. II
5. Shukla, M.C., Grewal, T.S. and Gupta S.C.: Advanced Accounts Vol. II (English & Hindi)

1.2 – Goods and Service Tax: Part – 1
Course code: M1ABS02CT2

Unit –I

Important definitions of Integrated Goods and Service Tax Act,2017, levy and collection of tax, Administration

Unit – II

Determination of nature of supply, place of supply of goods or service or both, Refund to international tourist.

Unit – III

Zero rated supply, Apportionment of tax and settlement of funds, transfer of input tax credit, Application of CGST Act, Miscellaneous provisions of IGST Act.

Unit – IV

Customs Act, 1962 – Important Terms & definitions under the Customs Act, 1962; Letter of Credit, Kind of Duties- Basic, auxiliary, additional or counter veiling; basics of levy- advalorem specific duties, Prohibition of Export and Import of Goods and Provisions regarding notified & specified goods, Import of Goods- Free Import and Restricted import, type of Import – Import of Cargo, Import of Personal Baggage, Import of Stores.

Unit – V

Customs Act, 1962 : Clearance Procedure – For Home Consumption, for Warehousing, for Re-export, for Import by post, Prohibited Export, Canalized Exports, Exports against licensing, type of Exports, Exports of cargo, Export of Baggage, Export of cargo, Export of cargo by land, sea and air routes.

Suggested readings:

1. Commercial GST, Commercial law publisher (India) Pvt. Ltd, New Delhi.
2. Datey V.S.: GST Ready Reckoner, Taxman Publication, New Delhi
3. Goel Pankaj, GST Ready Referencer, (2017) Commercial Law Publisher (India) Pvt. Ltd.
4. Koolwal, Ashish & Ritu : Goods and Services Tax (2017) Commercial Law Publisher (India) Pvt. Ltd.
5. Mohan, Rajat: Illustrated guide to GST (2017)
6. Patel, Choudhary: Indirect Taxes, Choudhary Publication, Jaipur
7. Rastogi, Abhishek: Professionals guide to GST from Ideation to reality (2017)

1.3 – Advanced Statistical Analysis
Course code: M1ABS03CT3

Unit– I

Moments and Kurtosis, Probability: mathematical expectations, Bayesian Approach.

Theoretical Frequency Distribution: Binomial, Poisson, Normal,

Unit – II

Tests of significance: Z test, t test, Chi-square test

Unit –III

‘F’ test and ANOVA (One way and two ways) Non-parametric tests: Sign test, Run test, Signed Rank Test, Kruskal Wallis Test, Median Test, Kolmogorov-Smirnov Test, Mann-Whitney Test.

Unit – IV

Statistical Decision Theory, Partial and Multiple correlation and regression

Unit – V

Issues in Regression: Autocorrelation: The Durbin-Watson Statistics, Multicollinearity, Heteroscedasticity.

Suggested Readings:

1. Gujarati, Damodar N.&Sangeetha: Basic Econometrics, Tata McGraw Hill
2. Gupta, B.N.: Business Statistics, S.B.P.D. Publication, Agra
3. Gupta, S.P.: Statistical Methods, Sultan Chand & Sons, New Delhi
4. Hooda, R.P. – Statistics for Business and Economics, Vikas Publishing
5. Sancheti and Kapoor: Statistics (Theory, Methods& Application), Sultan Chand & Sons

1.4 – Security Analysis and Portfolio Management

Course code: M1ABS04CT4

Unit – I

Investment – Introduction, Objective, Investment & Speculation, Investment & Gambling, Constraints, Investment Process, forms of Investment, Investment Opportunities Risk in Investment-- Systematic Risk, Unsystematic Risk, and Return in Investment.

Unit – II

Equity Research- Introduction, Economic Analysis, Industry Analysis, Factor Affecting Industrial Performance, Industrial Life Cycle, Company Analysis, Financial Health

Unit – III

Technical Analysis: Introduction, Principles, Advantages, Criticism, Technical Price Forecasting Various Indicators, Dow Theory, Chart Patterns, Difference between Fundamental and Technical Analysis

Unit – IV

Efficient Market Theory:, Introduction, Concepts, Random Walk Theory , The Efficient Market Hypothesis, Testing of different forms of market efficiency and their significance.

Unit – V

Portfolio Analysis: Introduction, Fundamental Principles, And Portfolio Management: Traditional and modern approaches, Markowitz Model, Sharp portfolio Optimisation and CAPM model

Suggested Readings:

1. Avadhani, V.A.: Investment Management, Himalaya Publishing House
2. Fabozzi, Frank J.: The Institutional Investor Focus on Investment Management, Ballinger publishing Co.
3. Fischer, Donald E and Jordan, Ronald J.: Security analysis and Portfolio Management, Prentice Hall of India Ltd. (VIth Edition).
4. Francis, Jack Clark: Investment Analysis and Management, McGraw Hill Book Co.
5. Khatri Dhanesh: Security analysis and Portfolio Management, Macmillan Publisher
6. Sasidharan, K and Mathews Alex K: Security analysis and Portfolio Management, Tata, McGraw Hill

1.5 – International Financial Reporting Standards – I
Course code: M1ABS05CT5

Unit – I

Meaning and scope of IFRS, Compliance with standards, IAS Framework, Objective, Procedure for issuing standards, effective dates etc.

Unit – II

IFRS-1 First time adoption of IFR standards

IFRS-2 Share based payment.

Unit – III

IFRS-3 Business Combinations

IFRS-4 Insurance Contracts

Unit – IV

IFRS -5 Non –current Assets Held for sale and Discontinued operations

IFRS-6 Exploration for and Evaluation of Mineral Assets

Unit– V

IFRS-7 Financial Instruments Disclosure

IFRS-8 Operating Segments

Suggested Readings:

1. Ghosh, T.P. – Accounting standards and Corporate Accounting Practices: Taxman Publications, New Delhi.
2. Jawaharlal – Accounting Theory and Practice, Himalaya PublishingHouse, Delhi.
3. Kulkarni, Shirish – International financial reporting standards, SonaliPublications, New Delhi.
4. Website: <http://www.ifrs.org/IFRSs/Pages/IFRS.aspx>

1.6: Operations Research
Course code: M1ABS06CT6

UNIT – I

Introduction to operations research: Meaning, Models and Techniques. Linear programming: Definition, mathematical formulation of linear programming models, graphical and simplex methods for both maximising and minimising, duality

UNIT – II

Transportation Problems: Various methods of initial feasible solution and optimal cost, maximisation transportation problem, Prohibited routes. Assignment Problems: Introduction, simple and unbalanced problems

UNIT – III

Game Theory: Concept of two –persons zero sum game, pure and mixed strategy games, saddle point, odds method and dominance methods for solving mixed strategy game.

Data Envelopment Analysis: Meaning and application of DEA (elementary)

UNIT – IV

Queuing Theory: Single chain analysis Replacement Theory: Replacement of assets which deteriorates with time, replacement of assets which fails suddenly.

UNIT – V

Network Analysis: application of PERT and CPM Network drawing, calculation of Floats, Project crashing

Suggested Readings:

1. Agarwal, N.P.: Quantitative Techniques, Ramesh Book Depot, Jaipur.
2. Gupta P.K. and Hira D.S.: Operation Research, S. Chand & Company, New Delhi
3. Hiller Frederick S and Lieberman Gerald J.: Introduction to Operation Research, McGraw Hill International edition
4. Kapoor, V.K.: Operations Research, Sultan Chand & Sons, New Delhi
5. Kothari, C.R.: An Introduction to Operations Research, Vikas Publishing House
6. Vohra, N.D.: Quantitative Techniques in Management, Tata McGraw Hill, New Delhi

SECOND SEMESTER
2.1 –Advanced Cost Accounting
Course code: M2ABS01CT7

Unit – I

Activity Based Costing: Meaning, importance and characteristics, Uses and limitations, Elements and Steps involved, Comparison of ABC with Traditional costing, Target Costing: Origin, meaning advantage, main features, cost ascertainment and pricing of products and services

Unit – II

Decision Making: Important factors in marginal costing decisions, key factor, Make or Buy decision, Shut down or continue decision, Product mix, export v/s local sales decision
Throughput Accounting

Unit – III

Transfer Pricing: Meaning, Objective, Methods of transfer pricing- pricing at cost, pricing at market price and at bargained prices and Pareto analysis

Unit – IV

Standard Costing: Accounting procedure for standard cost, Calculation and Reporting of Cost Variances (Material, Labour and Overhead), Tests of significance of variances.

Unit – V

Cost accounting Standards: CAS 1 classification of cost, CAS-3 Overheads, and CAS-10 Direct cost. Life Cycle Costing

Suggested Readings:

1. Arora, M.N.: Cost Accounting, Himalaya Publishing Company, New Delhi.
2. Bhanawat, Shurveer S.: Cost Accounting, R.B.D. Publication, Jaipur-New Delhi
3. Drury, Colin, Costing an Introduction, Taxmann India
4. Drury Colin, Management and Cost accounting, International Thompson Business Press
5. Horngren, C.T.: Foster, G. and Datar, S.M. – Cost Accounting: A Managerial Emphasis, Prentice Hall of India, New Delhi.
6. Khan, M.Y. and Jain, P.K: Cost Accounting and Financial Management, Tata McGraw Hill Pub. Co. Ltd., New Delhi.
7. Kishor, Ravi M, Management Accounting, Taxmann Publication, New Delhi

2.2 – Goods and Service Tax: Part – 2
Course code: M2ABS02CT8

Unit –I

CGST/SGST - Important terms and definitions under Central Goods and Service Tax Act, 2017 and State Goods and Service Tax Act, 2017, Basic of GST, Meaning and scope of supply, Levy and collection of tax.

Unit – II

CGST/ SGST - Time and Value of Supply of goods and / or services, Input Tax Credit, Transitional Provisions, Registration under CGST/SGSCT Act, Filing of Returns and Assessment, Payment of Tax including Payment of tax on reverse charge basis, Refund under the Act.

Unit – III

CGST/SGST - Maintenance of Accounts and Records, Composition scheme, Job work and its procedure, Various Exemptions under GST, Demand and recovery under GST, Miscellaneous provisions under GST.

Unit – IV

CGST Act, 2017: Payment of Tax, Refund, Assessment, Audit, Administration, Inspection, Demand and Recovery

Unit – V

Goods and Service Tax (Compensation to states), GST determination of value of supply Rules, 2017, GST Input Tax credit Rules, 2017

Suggested readings:

1. Commercial GST, Commercial law publisher (India) Pvt Ltd, New Delhi.
2. Rastogi, Abhishek: Professionals guide to GST Ideation to reality (2017)
3. Mohan, Rajat: Illustrated guide to GST (2017)
4. Datey V.S.: GST Ready Reckoner, Taxman Publication, New Delhi

2.3 Advanced Financial Management

Course code: M2ABS03CT9

Unit – I

Time value of money: concept and relevance, Compounding techniques: future value of single and series of cash flow, effective rate of interest, Discounting Techniques: Present value of future cash flow and series of future cash inflow, present value of perpetuity, Annuity due, growing perpetuity and growing annuity, applications of the concept of time value of money: finding out implied rate of interest, number of periods, sinking fund and deferred payment.

Unit – II

Capital Budgeting under Risk and Uncertainty: Assumptions and types of Risk, conventional techniques: Risk adjusted discount rate, certainty equivalent, Quantitative techniques: Statistical, sensitivity and decision tree, Capital budgeting under capital rationing, with unequal lives of proposal

Unit – III

Business Valuation and corporate restructuring: conceptual framework of valuation, Methods of valuation: Asset based, earning based, market value based, fair value based, Market value added, Economic value added. Conceptual and financial framework of corporate restructuring

Unit – IV

Value of firm and capital structure: concept of value of firm, capital structure theories: Net income, net operating income, traditional and Modigliani Miller, profitability and capital structure, liquidity and capital structure, financial distress, project financing and project beta.

Unit – V

Financial derivatives: Futures, options, SWAPS, and Credit Derivatives

Suggested Readings

1. Agrawal M R, Financial management, Garima Publications, Jaipur
2. Chandra, Prasann: Financial Management, Tata McGraw Hills, New Delhi.
3. Halm Levy and Michael J. Alderson, Principles of Corporate Finance, S.W. College Publication Ohio – USA.
4. Hampton John, J.: Financial Decision Making, Prentice Hall of India, New Delhi.
5. Khan and Jain, Financial Management Text, problems and cases, Tata McGraw Hill
6. Pandey, I.M.: Financial Management, Vikas Publishing House, New Delhi.
7. RustagiRP: Financial Management Theory, concepts and problems, Taxmann Publication, New Delhi
8. Van Horne, J.C. and Wachowicz, J.M.: Fundamentals of Financial Management, Prentice Hall of India, New Delhi.

2.4 – International Accounting
Course code: M2ABS04CT10

Unit – I

International Accounting - Introduction, Definition, Scope, Development, Importance and difficulties in international accounting, Multinational corporation performance evaluation

Unit – II

Accounting for Foreign Currency Translations - Introduction, Need, Foreign Exchange Exposure- Translation, Transaction & Economic, Accounting for International Transactions, Different Approaches to Translation and Treatment of Translation Gains and Losses.

Unit – III

Foreign Exchange Risk Management - Introduction Need, factor governing transfer pricing Objectives of Risk Management of Techniques of Risk Management, Accounting Treatment of Financial Derivatives

Unit – IV

Multinational Transfer Pricing - Introduction, Need, factors governing transfer pricing policy, methods of transfer pricing, transfer pricing methods for services.

Unit – V

International Financial Reporting and Disclosure & International Financial Statement Analysis - Need for Transnational Reporting and Disclosure, Complexities, Disclosure Requirements, Reporting Practices, International Financial Statement Analysis--Introduction, Need, Techniques, Analyzing Global Financial Statements: The Complexities

Suggested Readings

1. Rathore, Shirin: International Accounting, Prentice Hall of India, New Delhi.
2. Shanmukh Saudaram: International Accounting.

2.5 – Financial Reporting
Course code: M2ABS05CT11

Unit – I

Corporate financial reporting: Objectives, Issues and problems with special reference to published accounts, corporate reporting practices in India

Unit – II

Accounting and Reporting of Financial Instruments: Meaning, Derivatives, Classification of financial assets and liabilities, Recognition, Trade date accounting, Settlement date, Measurement of financial instruments, Reclassification of financial assets and liabilities, Derecognition of financial instrument, Impairment of financial assets, Hedge accounting, disclosures

Unit – III

Financial Reporting for Mutual Fund: contents of annual report, Restriction on investments, cost of investments, Investment valuation norms, pricing of units, Accounting policies for investment in securities and direct investment in real estate assets, Contents of balance sheet and revenue account, Accounting for evaluation of mutual funds, Disposal of investment and dividend equalisation

Unit – IV

Valuation: concept need and bases of valuation, Goodwill: relevant provision of accounting standards on goodwill, Methods of valuation of goodwill, Brand valuation and valuation of shares

Unit – V

Developments in financial reporting: Value added statements: Concepts, reporting value added, necessity, preparation, limitation, Interpretation, Human resource reporting: models, implication, Limitations.

Suggested Readings

1. Ittelson Thomas R, Financial Statement
2. Kieso, Donald E., Weygandt, Jerry J., and Warfield, Terry D., Intermediate Accounting, 15 th edition, Wiley & Sons, Hoboken, NJ, 2011.
3. Nikolai, Loren A., Bazley John D., and Jones, Jefferson P., Intermediate Accounting, 11th edition, SOUTH-WESTERN CENGAGE Learning, Mason, OH, 2010.
4. Tulsian PC, Tulsian Bharat, Financial Reporting, S. Chand

2.6: Ethics in Accounting
Course code: M2ABS06CT12

Unit – I

Ethics: Meaning, Concept, Sources, Ethics, Ethos and Values. Ethical dilemma Need and Significance of Ethics in Business and Accounting, Indian Ethos: Concept, Sources and Salient features.

Unit – II

Corporate Governance, Concept, Purpose, SEBI Clause 49, Corporate Social Responsibility: Evolution, concept, Arguments for and against, Barriers CSR accounting and audit.

Unit – III

Work Ethics and Swadharma, Gandhian Approach, Theory of Trusteeship, Karma Yoga and Self-Management concepts in Bhagavad-Gita

Unit – IV

Dark side of Business: White-Collar Crime, Cooking the books. Cases of Enron, Arthur-Anderson, Satyam

Unit – V

Professional Codes of Conduct of ICAI and AICPA

Suggested Readings:

1. Albrecht, W.S.: Ethical issues in Practice of Accounting, South Western
2. Chattopadhyay, P.: Sins of Multinational Companies, IAA Research Foundation
3. Gupta, Dipanker: Ethics Incorporated, Response Books
4. Khandelwal, N.M.: Ethics and Indian Ethos in Management, Pacific
5. Nilkant, V. & Ram Narayan S.: Change Management, Response Books

2.7: Mental Ability & Reasoning

Course Code: M2ABS07AT13

UNIT I

Verbal reasoning

General mental ability:- series completion; classification; coding-decoding; blood relations; puzzle test; sequential output tracing; direction sense test; logical venn diagrams; alphabet test; alpha – numeric sequence puzzle; number, ranking & time sequence test; logical sequence of words; inserting the missing character.

Unit II

Verbal reasoning

Logical deduction:- logic; statement – arguments; statement – assumption; statement – courses of action; statement – conclusions; deriving conclusions from passages; theme detection; cause and effect reasoning. Data sufficiency; eligibility test; assertion and reason; situation reaction test; verification of truth of the statement

Unit III

Non-verbal reasoning

General mental ability:- series; analogy; classification; analytical reasoning; mirror-images; water-images; spotting out the embedded figures; completion of incomplete pattern; figure matrix; paper folding; paper cutting; rule detection; grouping of identical figures; cubes and dice; dot situation; construction of squares and triangles; figure formation & analysis.

Unit IV

Non- verbal reasoning

Logical deduction:- logic; statement – arguments; statement – assumption; statement – courses of action; statement – conclusions; deriving conclusions from passages; theme detection; cause and effect reasoning. Data interpretation:-charts (column, pie & bar) ; tables; graphs (line & area); venn diagram; data sufficiency.

Unit V

Arithmetic

H.c.f. & l.c.m. of numbers; decimal fractions; square root & cube root; average; problems on ages; percentage; profit & loss; ratio & proportion; partnership; time & work; time & distance; problems on trains; simple interest; compound interest; area; volume & surface areas; true discount; stock & shares; calendar; clocks; heights & distance; number series.

Suggested readings:

1. Aggarwal r.s, a modern approach to verbal & non verbal reasoning, s. Chand, New Delhi Aggarwal r.s, a modern approach to logical reasoning, s. Chand, New Delhi
2. Sijwali b.s, a new approach to reasoning verbal & non verbal & analytical, arihant, new delhi Verma rajesh, objective arithmetic, arihant, New Delhi
3. Sharma arun, verbal ailty& reading comprehensive, mcgraw mill, new delhi Sharma arun, data interpretation, mcgraw mill, New Delhi

Examination pattern: Multiple choice questions selecting 20 questions from each unit, to be attempted in three hours.

THIRD SEMESTER

3.1 – Contemporary Auditing

Course code: M3ABS01CT14

Unit – I

Audit of Limited Companies: Auditors responsibility, statutory requirement under Companies Act, Audit of branches and Joint Audit, Concept of true and fair, concept of materiality in the context of audit companies.

Unit – II

Auditor's Report: Certificate and Report, Types of Audit Report, special reports on prospectus, dividends and divisible profits and depreciation.

Unit – III

Audit under different provisions of Income Tax Act, Special features of audit of banks, Insurance companies and Cooperatives Society, Rights, duties and liabilities of auditors, Third party liability, Nature and extent

Unit – IV

Non-financial Audit Management Audit, Proprietary Audit, Cost Audit, Environmental Audit and Efficiency Audit.

Unit-V

Social Audit: Model of MNAREGA, Findings of Aruna Roy Committee Report.

Suggested Readings:

1. Gupta Kamal: Contemporary Auditing, Tata McGraw-Hill New Delhi
2. Jha Aruna: Students Guide to Auditing and Assurance, Taxmann Publication
3. Sharma T.R.: Auditing, Sahityabhawan publications
4. Tandon. B.N. – A Handbook of Practical Auditing, S Chand & Company

3.2 – Income Tax
Course code: M3ABS02CT15

Unit – I

Assessment of firms: conditions of assessment as firm, computation of book profit, Deductions from gross total income, Minimum alternate tax provisions, computation of incomes of partners, assessment of limited liability partnership

Unit – II

Assessment of AOP: Computation of total Income, Computation of tax liability, rebate under section 86, computation of income of members, Assessment of Cooperative Societies: Definitions, computation of total income and tax liability.

Unit – III

Assessment of Companies: Definitions of different types of companies Carry forward and Set-off of losses in the cases of certain companies (Sec 79), Deduction from GTI (Sec. 80 G to 80JAA), Computation of taxable income and tax liability, Minimum Alternative Tax (Sec 115 JB).

Unit – IV

Special provisions relating to tax on distributed profits of domestic companies and mutual funds (sec. 115-O to 115Q) and (115R to 115T). Tax on Income received from venture capital companies and venture capital funds (Sec 115 U).

Unit – V

Assessment of trusts: Meaning, Types, exemption under section 11 to 13, return of income of charitable trusts, Taxability of the income of the trust.

Suggested Readings:

1. Ahuja and Gupta, “ Professional approach to Direct Taxes Law and Practice including tax planning,” Bharat Law House Pvt. Ltd., New Delhi.
2. Mehrotra, H.C. and Goyal, S.P. “Income Tax Law and Accounts including tax planning, SahityaBhawan Publications, Agra
3. Singhanian, Vinod, and Singhanian, Kapil – Direct Tax Law and Practice.

3.3 – International Financial Reporting Standards-II
Course code: M3ABS03ET16

Unit – I

Inventories (IAS- 2), Statement of Cash flow (IAS 7)

Unit – II

Accounting for taxes on income (IAS-12), Accounting for property, Plant and Equipment's (IAS- 16)

Unit – III

Accounting for leases (IAS-17), Revenue Recognition (IAS-18)

Unit – IV

Accounting for employee benefits (IAS-19), Accounting for government grants and disclosure of government assistance (IAS -20)

Unit – V

Effects of changes in foreign exchange rates (IAS-21), Capitalisation of borrowing costs (IAS-23)

Suggested Readings:

1. Ghosh, T.P.: Accounting standards and Corporate Accounting Practices: Taxman Publications, New Delhi.
2. Kulkarni, Shirish: International financial Reporting Standards, Sonali Publications, New Delhi.
3. Macjenzie, coetsee et.al, Interpretation and Application of International Financial Reporting Standards, Wiley & Sons
4. Website : www.deloitteifrslearning.com
5. Website : <http://www.ifrs.org/IFRSs/Pages/IFRS.aspx>,

3.4 – Government Accounting
Course code: M3ABS04ET17

Unit – I

Objectives and Basic Principles and Characteristics of governmental accounting, System of financial administration in India, Compilation of accounts, Annual financial statements
Difference between Government system of accounting and Commercial system of accounting

Unit – II

Indian Government Accounting Standards(IGAS): IGAS-1 Guarantee given by Government: Disclosure Requirements, IGAS-2 Accounting and Classification of Grant in Aid, IGAS-3 Loans and Advances Made by Government

Unit – III

Indian Government Financial Reporting Standards (IGFRS): IGFRS 1 Presentation of Financial Statements, IGFRS- 2 Property Plant and Equipment; IGFRS-3 Revenue from Government Exchange Transactions

Unit – IV

IGFRS – 4 Inventories; IGFRS -5 Contingent Liabilities and Contingent Assets: Disclosure Requirements Accounts of Insurance Companies.

Unit – V

Accounts of electricity supply companies including double account system, Accounting for Replacement

Suggested Readings:

1. Frederic B. Bogui: Handbook of Government Accounting, Public Administration and Public Policy, CRC Press
2. Freeman, Shoulders and Allison et al: Governmental and Non-Profit Accounting, Theory and Practice, Prentice Hall, 9th Edition.
3. Jain, D.C., Khandelwal, M.C. and Pareek, H.C., Higher Accounting, Ramesh Book Depot, Jaipur.

3.5 – Accounting Information Systems
Course code: M3ABS05ET18

Unit – I

Accounting Information Systems: Concept, Evolution, AIS Vs MIS, Systems Techniques and Documentation: Program Flowcharts and Decision Table.

Unit – II

Transaction Processing: Revenue, Expenditure, Production and Finance.

Unit – III

Overview of Information and Communication Technology (ICT): Recent Advances, Database and DBMS: Types.

Unit – IV

Computer System Security: Active and Passive Threats, Preventive Measures Systems Development Life Cycle: System Analysis, System Design, System Implementation.

Unit – V

Information Systems Audit: Auditing Around Computer, Through Computer and With Computer Reports for Managerial Decisions.

Suggested Readings:

1. Bodnar and Hopwood – Accounting Information Systems, Pearson Higher Ed, USA.
2. Rahman and Halladay – Accounting Information Systems, Prentice Hall
3. Romney and Steinbart – Accounting Information Systems, Pearson Education, New Delhi.

3.6: Computer Application in Accountancy and Statistics
Course code: M3ABS06EP19

Unit – I

Basics of excel worksheet: meaning and application of worksheet, fx functions, Audit toolbar, Graphics, conditional formatting, combo box, Controls, Scenarios, Goal seek, Auto correct, Hiding rows and columns, Function keys, cell referencing, creating formulae, PIVOT tables, MACROS, Sorting, Filtering, Shortcut keys.

Unit – II

Excel financial functions: Simple interest, compound interest, present value, compound annual growth rate. Excel Statistical function: Measurement of central tendency, measures of dispersion, linear correlation (Karl Pearson and spearman), regression coefficient by Using excel sheet.

Unit – III

Tally ERP accounting package: Basic Concepts- setting up new company, setting up account heads, groups, creating multiple ledgers. Voucher: Create voucher, voucher entry along with VAT and Service taxes. Books of accounts: Generating books of accounts, generating reports, Day books.

Unit – IV

Tally ERP accounting package - Financial analysis Tools: Cash flow statement, ratio analysis, VAT and service tax report Budget VS Actual Expenditure, Tally audit, export and import data, EOQ stock levels, Problems: problems of accounting software package, security problem, data integrity problem, virus problem

Unit – V

SPSS package: Frequencies, bar chart, Histogram, Descriptive statistics, cross tabulation & chi square test, Correlation, Regression, T test, ANOVA, Non-parametric tests

Suggested Readings:

1. Bodhanwala, Ruzbeh J, Financial Management using Excel Spreadsheet, Taxmann publication.
2. Darren, George and Mallery Paul, SPSS for Windows STEP BY STEP, Pearson Publication tenth edition.
3. Davis, Gyan&BrankoPecar, Business Statistics using Excel, Oxford university press.

Note: Examination of this paper shall comprise only computer based practical of three hours duration.

3.7: Strategic Cost Management: Decision Making
Course code: M3ABS07ET20

Unit – I

Decision Making Techniques: Marginal Costing- Differential costing-CVP Analysis – Profit Volume Graphs – Contribution Approach, Costing of Service Sector – methods, pricing, performance measurement, Linear Programming (Formulation only)

Unit – II

Decision Making Techniques: Relevant Cost Analysis: Relevant Cost, Irrelevant Costs - Situations where Fixed Costs become relevant for decision – making and its related implications, Profitability Analysis – Product wise / Segment Wise / Customer wise, JIT – introduction, Benefits, Use of JIT in measuring the Performance, ERP and its applications in strategic cost management

Unit – III

Transfer Pricing: Transfer Pricing- Objectives, Methods (Cost Based, Market Price Based, and Negotiated Pricing), Advantages and Disadvantages, Criteria for setting Transfer Prices, Transfer Price in different situations, Situations causing Conflicts and resolving the Conflicts.

Unit – IV

Cost of Quality and Total Quality Management: TQM - Basics, Stages, Principles, Control, Corrective actions, PRAISE-Steps, Problems, and implementation, Quality Costs

Unit – V

Standard Costing in Profit Planning: Variance Analysis - Investigation of Variances, Planning and Operating Variances, Controllable / Non-controllable Variances, Relevant Cost Approach to Variance Analysis; Variance analysis under marginal costing and absorption costing; Activity Ratios; Application Standard Costing in Profit planning, Standard Costing V/s Budgetary Control, Reconciliation of Actual Profit with Standard Profit and /or Budgeted Profit.

Suggested Readings

1. Bolcher, Chenlim-Cost Management-A Strategic emphasis
2. Khan & Jain - Cost Management
3. Kishore, Ravi M. - Business Strategy and Strategic cost management
4. Jawaharlal-Cost Management
5. Shank, Johan K., Govindarajan, Vijay Strategic Cost Management – A new tool for Competitive advantage

3.8– Research Methodology and Quantitative Techniques
Course code: M3ABS08ET21

Unit – I

Research: Definition, Importance, Types, steps in Research Methodology, Defining Research Problems, Research Design.

Unit – II

Sampling Design, Types of Sample, Measurement and Scaling, Multi-dimensional scaling, Research Report Writing, Referencing, and Bibliography.

Unit – III

Factor Analysis, Conjoint Analysis

Unit – IV

Discriminant Analysis, Cluster Analysis

Unit – V

Decomposition Analysis, Structural Equation Modelling

Suggested Readings:

1. Beri, G.C.: Marketing Research, Tata McGraw Hill, New Delhi
2. Black, Hair et al.: Multivariate Data Analysis, Pearson (LPE)
3. Boyd et. al.: Marketing Research, Tata McGraw-Hill, New Delhi
4. Cooper, Donald R. and Schindler, Pamela S.: Business Research Methods, McGraw Hill Education
5. Kothari, C.R.: Research Methodology, New Age International Publishers, New Delhi
6. Sachdeva, J.K.: Business Research Methodology (Himalaya)
7. Sharma, K.R.: Business Research Methods, National Publishing House, New Delhi

3.9: Direct Tax Laws and International Taxation
Course code: M3ABS09ET22

Unit – I

Administrative procedures under Direct Taxation: CBDT & Other Authorities, Survey, Search and Seizure, Demand, Recovery, Assessment, appeal, revision, and settlement, E-commerce Transaction and liability in special cases, Penalties, Fines and prosecution, Income Computation and Disclosure Standards

Unit – II

Grievances Redressal Procedure: Grievances Redressal Procedure, Rectification, Appeal and Appellate Hierarchy, Revision Black Money Act, 2015: Introduction to Black Money Act, Highlights of Black Money Act

Unit – III

Settlement of Cases: Liability under special cases, Settlement of cases (section 245A to 245 L), Advance Ruling

Unit – IV

Double Taxation Avoidance Agreements (DTAA): Double Taxation Relief - Agreement with Foreign Countries or Specified Territories [Section 90], Adoption by Central Government of agreement between Specified Associations for Double Taxation Relief [Section 90A], Countries with which no Agreement Exists [Section 91], Tax Residency Certificate [TRC] [Section 90 & 90A]

Unit – V

Transfer Pricing Issues (including international and domestic transactions) International Taxation & Transfer Pricing issues, Application of Generally Accepted Cost Accounting Principles and Techniques for determination of Arm's Length Price, Advance Pricing Agreement (APA) – Concept and Application

Suggested Readings

1. Ahuja and Gupta: Direct Taxes Ready Reckoner with Tax Planning, publisher Bharat Law House Pvt. Ltd.
2. Roy, Rohatgi: Basic International Taxation, publisher- Richmond Law & Tax
3. Roy Saunders: Principle of International Taxation, publisher Corpus Publishing Ltd.
4. Singhania, Vinod K and Singhania, Kapil: Direct taxes- Law and Practice, publisher Taxmann

3.10: Corporate Restructuring, Valuation and Insolvency
Course code: M3ABS10ET23

Unit – I

Corporate Restructuring: Meaning of Corporate Restructuring, Need, Scope and Modes of Restructuring, Historical Background, Emerging Trends, Planning, Formulation and Execution of Various Corporate Restructuring Strategies - Mergers, Acquisitions, Takeovers, Disinvestments and Strategic Alliances, Demerger and Hiving off

Unit – II

Financial Restructuring: Reduction of Capital, Reorganization of Share Capital, Buy-Back of Shares - Concept and Necessity, Procedure for Buy-Back of Shares by Listed and Unlisted Companies

Unit – III

Valuation and Valuation Techniques: Meaning, Objective & Scope of Valuation, Principles of Valuation, Preliminary Work relating to Valuation, Valuation Standards and Valuation Analysis, Historical Earnings Valuation, Asset Based Valuation, Market Based Valuation

Unit – IV

Valuations for Different Strategies: Merger & Acquisition, Demerger, Slump Sale, Liquidation and Corporate Insolvency, Internal & External Restructuring, Valuation of Intangibles, Valuation of Securities

Unit – V

Insolvency: Introduction: Concept of Insolvency, Historical Developments; History of Bankruptcy Laws in USA, UK and India, Revival, Rehabilitation and Restructuring of Sick Companies-Sick Companies and their Revival with Special Reference to the Law and Procedure relating to Sick Companies, Securitization and Debt Recovery - Overview of the Securitization and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002

Suggested Readings

1. Bhaudari, M. C.: Guide to Company Law Procedures
2. Ramanujam, S.: Mergers et Al – Issues, Implications and case laws in Corporate Restructuring, Tata McGraw Hill
3. Ray, K.G. : Mergers and Acquisitions Strategy Valuation and Integration — Prentice Hall India
4. Sampath, K. R.: Mergers/ Amalgamations, Takeover, Joint Ventures, LLPs and Corporate Restructure, Snow White Publications.

FOURTH SEMESTER
4.1 Auditing Standards
Course code: M4ABS01CT24

Unit – I

Introduction of International Auditing and Assurance Standard Board (IAASB) and auditing standards in India

SA 200: Overall Objectives of the Independent Auditor and the Conduct of an Audit in Accordance with Standards on Auditing.SA 210: Agreeing the Terms of Audit Engagements.

Unit – II

SA 220: Quality Control for an Audit of Financial Statements.SA 230: Audit Documentation.SA 240: The Auditor's Responsibilities Relating to Fraud in An Audit of Financial Statements.

Unit – III

SA 299: Responsibility of Joint Auditors.SA315: Identifying and Assessing the Risk of Material Misstatement through Understanding the Entity and Its Environment.SA320: Materiality in Planning and Performing an Audit.

Unit – IV

SA 402: Audit Consideration Relating to an Entity Using a Service Organisation.SA500: Audit Evidence.SA 501: Audit Evidence – Specific Considerations for Selected Items.

Unit – V

SA 530: Audit Sampling.SA 540: Auditing Accounting Estimates, Including Fair Value Accounting Estimates, and Related Disclosures.SA 570: Going Concern.

Suggested Readings:-

1. Jha, Aruna: Auditing and Assurance, Taxmann, New Delhi.
2. Rawat, D.S.: Auditing Standards, Taxmann, New Delhi.
3. Steven Collings: Interpretation and Application of International Standards on Auditing, Wiley.com., USA.

4.2 – Tax Planning & Management
Course code: M4ABS02CT25

Unit – I

Introduction: tax planning, tax avoidance and tax evasion, objective of tax planning, Tax planning special reference to residential status, salary, Income from house property, capital gain and clubbing of income.

Unit – II

Tax Planning with reference to Location, Nature, size and form of Organisation of New Business.

Unit – III

Tax Planning for Financial Management Decisions: Tax Planning relating to Capital Structure Decision, Dividend Policy, Inter Corporate Dividend and Bonus Shares.

Unit – IV

Tax Planning for Managerial Decision: Tax Planning in respect of Own or Lease, Sale of assets used for Scientific Research, Make or Buy Decisions, Repair, Replace, Renewals or Renovation and Shut Down or Continue Decisions.

Unit – V

Special Tax Provision: Tax Provision relating to Free Trade Zones, Infrastructure Sector and Backward Areas, Tax Incentives for Exporters, Tax Planning with reference to Amalgamation of companies.

Suggested readings:

1. Ahuja and Gupta, “ Professional approach to Direct Taxes Law and Practice including tax planning,” Bharat Law House Pvt. Ltd., New Delhi.
2. Mehrotra, H.C. and Goyal, S.P., “Income Tax Law and Accounts including tax planning, SahityaBhawan Publications, Agra
3. Singhania, Vinod K. and Singhania, Monica – Corporate Tax Planning and Business Tax Procedures, Taxman Publications (P) Ltd.

4.3– International Financial Reporting Standards-III
Course code: M4ABS03ET26

Unit – I

Related party disclosures (IAS-24), Accounting and reporting by retirement benefit plans (IAS-26)

Unit – II

Consolidated and separate financial statement (IAS-27), Investments in associates (IAS-28)

Unit – III

Financial Reporting in Hyper inflationary Economics (IAS-29), Interest in Joint Venture (IAS-31)

Unit – IV

Earnings per share (IAS-33), Interim financial reporting (IAS-34)

Unit – V

Impairment of Assets (IAS-36), Provisions, Contingent liabilities and Contingent Assets (IAS-37)

Suggested Readings:

1. International Financial Reporting Standard, International Accounting Standard Board, Taxmann Publication
2. Kulkarni, Shirish – International financial reporting standards, SonaliPublications, New Delhi.
3. Macjenzie, coetsee et.al, Interpretation and Application of International Financial Reporting Standards, Wiley & Sons
4. Website : www.deloitteifrslearning.com
5. Website : <http://www.ifrs.org/IFRSs/Pages/IFRS.aspx>,

4.4: Systems Audit
Course code: M4ABS04ET27

Unit – I

Information Technology Law Information Technology Act - Definitions, Important terms under, Information Technology Legislation, Digital Signatures, Electronic Records, Certifying Authority, Digital Signature Certificate

Unit – II

Computer Hardware and Software: Computers: An Introduction, Computer System: Concept, Types, Categories and Emerging Technologies, Components of a Computer System, Primary and Secondary Storage, Computer Storage Capacities, Computer Peripherals - Inputs, Output and Storage Devices, Computer Software: An Introduction, Software Trends, Multi-Programming, Multi-Processing, Time Sharing, Batch Processing, On-Line and Real Time Processing, Application Software, Systems Securities

Unit – III

Database Management: Data Base Concepts, Data Structure, Data Base Management System, Data Base Files, Data Mining and Warehousing

Unit – IV

Programming and System Audit - An overview Programming: Concepts, Stages of Programming, Programme Development Approach, System Audit: Nature, Significance and Scope of Systems Audit, Steps Involved in Conducting Systems Audit, Systems Audit and Management Functions

Unit – V

System Audit: Systems Audit of Computerized Secretarial Functions, Norms and Procedure for Computerization, Computers Control and Security, Testing of Computer Systems - Documentation Standards, Policies and Procedures, Audit Approach.

Suggested Readings:

1. Behl, Ramesh: Tata McGrawHill, Information Technology for Management
2. Kanter, Jerome: Practice Hall of India, Managing with Information
3. Suiha, P.K.: B.P.B. Publication, Computer fundamentals: Concepts, Systems and Applications
4. Prasad, L.M. and Prasad, Usha: Sultan Chand & Sons, Information System and Technology

4.5: Cost and Management Audit
Course code: M4ABS05ET28

Unit – I

Cost Audit: Nature, Scope, utility and Advantages of Cost Audit, Companies (Cost Records and Audit) Rules, 2014, Professional Ethics, Misconduct, Offences and Penalties

Unit – II

Cost Audit: Cost Accounting Standards, Cost Auditing Assurance Standards, Format of Cost Audit Report – XBRL – Salient features

Unit – III

Management Audit: Management Reporting issues under Cost Audit – Performance Appraisal Report, Management Audit – Meaning, Nature, Scope, Need for Management Audit and Reporting under Management Audit, Energy Audit, Efficiency Audit, Propriety Audit and Systems Audit

Unit – IV

Management Audit: Evaluation of Corporate Image - Corporate Development Audit – Corporate Strategy Audit, Impact of environmental pollution: Social Cost Benefit Analysis, Corporate Social Audit and Safety audit.

Unit – V

Internal Audit :Concept of Internal Audit, Provisions of Internal Audit under Companies Act, 2013, Receivables Audit, Audit of Hospitals, Hotels, educational Institutions, Co-operative Societies, Self Help Groups, Non-Governmental Organizations (NGOs), corporations, Municipalities, Panchayats.

Suggested Readings:

1. Dutta& Chaudhary: Cost and Management Audit
2. Ramnathan,A.R.: Tata McGraw Hill, Cost and Management Audit
3. Saxena and Vashist: Sultan Chand & Sons, Cost and Management Audit
4. Tikha, J.G., Encoms: Cost and Management Audit

4.6: International Financial Management
Course code: M4ABS06ET29

Unit– I

International Financial Management: Concept, MNCs: The key Participants in International Financial Functions, Nature, Scope of IFM, Goals for IFM, International Vs Domestic Financial Management. International Financial Instruments: GDR, ADR, IDR.

Unit –II

Balance of Payments: Structure, Accounting Principles in BOP, Components of the BOPs, Equilibrium, Disequilibrium and Adjustments.

Unit – III

International Investment Decisions: Foreign Direct Investment: Meaning, Theories of FDI, Costs and Benefits of FDI and Strategy for FDI. International capital Budgeting: Evaluation Criteria, computation of cash flow, cost of capital.

Unit – IV

Financing of Foreign Trade: Foreign Trade Documentation, Modes of Payment in International Trade, Methods of Trade Financing
International working capital management, management of Receivables, Management of Inventory and financing of current assets

Unit – V

Foreign Exchange Market Structure of the Forex Markets, Distinctive features, Major Participants, Spot Market, Forward Market, Market for Currency Futures, Market for Currency Options.

Suggested Readings:

1. Agarwal, O.P.: International Financial Management, Himalaya Publishing House, Mumbai.
2. Alan, C. Shapiro: Multinational Financial Management, Willey India, New Delhi.
3. Apte, P.G.: International Financial Management, McGraw Hill Publishing, New Delhi.
4. Bhalla V.K.: International Financial Management, Anmol Pub., New Delhi.
5. EUN and Resnick. : International Financial Management, Tata McGraw Hill, New Delhi.
6. Jeff Madura: International Financial Management, South-western Cengage Learning, USA.
7. Maurice, D. Levi: International Finance, Tata McGraw Hill, New Delhi.
8. Somnath, V.S.: International Financial Management, I.K. International Pub. House, New Delhi.
9. Sharan, V.: International Financial Management, PHI, and New Delhi.

4.7: Strategic Performance Management and Business Valuation
Course code: M4ABS07ET30

Unit– I

Conceptual Framework of Performance Management Performance Management- concept, components, Performance, Productivity and Efficiency, Financial performance analysis, Supply Chain Management (SCM), Customer Profitability analysis;

Unit – II

Performance Evaluation & Improvement Tools: Balanced Score Card, Du-Pont Analysis, Bench marking & Bench trending, Six Sigma, Statistical Quality Control (SQL), Plan- Do-Check- Action (DCA), Online Analytical processing tools, Tools to Improve Productivity and Profitability – MRP I, MRP II and ERP

Unit – III

Enterprise Risk Management : Risk Management – Introduction and objectives, Risk Measurement - Pooling, Diversification, Total Loss Distribution, Ruin Probability, Risk Retention or Reduction, Value at Risk (VAR), Corporate Distress Analysis- Causes, Corporate Distress Prediction Models: Edward Altman’s Model, NCAER Models

Unit – IV

Business Valuation Basics and Models: Meaning of Value, Valuation and Business Valuation, Principles of Valuation, Valuation Bias, Types of Values, Non-Discounted Cash Flow Method (DCF) – Accounting based, Earnings based, Cash flow based, Discounted Cash Flow Method

Unit – V

Valuation of Assets and Liabilities: Valuation of Inventory, Valuation of Investments – Bonds and Shares, Valuation of Intangibles – Copy Rights, Good Will, Brand, Valuation of Human Resources, Value Added, Economic Value Added, Market Value Added

Suggested Readings:

1. Andre De Wall, Strategic Performance Management: A Managerial and Behavioural Approach
2. Bhattacharyya, Dipak Kumar: Performance Management Systems and Strategies, Publisher Pearson India
3. Graham Kenny, Strategic Planning and Performance Management: Development and measure a Winning Strategy
4. Kishore, Ravi M.: Strategic Performance Management, Taxmann Publication

4.8: IFRS for Small and Medium-sized Entities (SMEs)
Course code: M4ABS08ET31

Unit –I

Overview and development of IFRS for Small and Medium-sized Entities (SMEs)
Section2: Concepts and Persuasive Principles
Section3: Financial Statement Presentation

Unit –II

Section 4: Statement of Financial Position
Section7:Statement of Cash Flow
Section 13: Inventories

Unit –III

Section 18: Intangible assets other than Goodwill
Section 19: Business Combination and Goodwill
Section 20: Lease

Unit –IV

Section 21: Provision and Contingencies
Section 22: Liability & Equity

Unit –V

Section 23: Revenue
Section 25: Borrowing Cost
Section 29: Income Tax

Suggested Readings

1. Mackenzie, Lombard et.al: Applying IFRS for SMEs, Wiley & Sons
2. Website: www.ifrs.org.

4.9 – International Financial Reporting Standards-IV
Course code: M4ABS09ET32

Unit – I

Intangible Assets (IAS-38), Financial Instruments Recognition and Measurement (IAS-39)

Unit – II

Investment property (IAS-40), Agriculture (IAS-41)

Unit – III

IFRS- 9 Financial Instruments, IFRS -10 Consolidated Financial Statement

Unit – IV

IFRS- 11 Joint Arrangements, IFRS -12 Disclosure of Interest in other entities

Unit – V

IFRS-13 Fair Value Measurement, Contemporary Developments (if any)

Suggested Readings:

1. International Financial Reporting Standard, International Accounting Standard Board, Taxmann Publication
2. Kulkarni, Shirish – International financial reporting standards, SonaliPublications, New Delhi.
3. Macjenzie, coetsee et.al, Interpretation and Application of International Financial Reporting Standards, Wiley & Sons
4. Website : www.deloitteifrslearning.com
5. Website : <http://www.ifrs.org/IFRSs/Pages/IFRS.aspx>,

4.10: Financial, Treasury and Forex Management
Course code: M4ABS10ET33

Unit – I

Capital Budgeting: Capital Rationing; Risk Evaluation and Sensitivity Analysis, Simulation for Risk Evaluation, Linear Programming and Capital Budgeting Decisions – under Constraints and with Multiple Objectives using Mathematical Programming Models, Inflation, Uncertainty and Evaluation using Statistical Decision Theory

Unit – II

Financial Services: Meaning, Significance, Scope and Structure of Financial Services, Types of Financial Services- Merchant Banking, Securitization of Debt, Loan Syndication, Housing Finance, Custodial and Advisory, Derivatives and Commodity Exchanges- An Overview

Unit – III

Project Finance: Project Planning - Preparation of Project Report, Project Appraisal under Normal, Inflationary and Deflationary Conditions, Project Appraisal by Financial Institutions - Lending Policies and Appraisal Norms by Financial Institutions and Banks; Social Cost and Benefit Analysis of Project. (UNIDO Approach), Term Loans from Financial Institutions and Banks; Lease and Hire Purchase Finance; Venture Capital Funds; Private Equity

Unit – IV

Treasury Management: Meaning, Objectives, Significance, Functions and Scope of Treasury Management, Relationship between Treasury Management and Financial Management; Role and Responsibilities of Chief Finance Officer, Tools of Treasury Management; Internal Treasury Controls; Environment for Treasury Management, Liquidity Management, Regulation, Supervision and Control of Treasury Operations

Unit – V

Forex Management: Nature, Significance and Scope of Forex Management, Foreign Exchange Market and its Structure, Foreign Exchange Rates and its Determination, Exchange Rate Quotes; Types of Exchange Rates; Forex Trading; Currency Futures and Options, Foreign Exchange Risk Exposures and their Management; Exchange Rate Forecasting; Risk in Foreign Exchange Business.

Suggested Reading:

1. Aggarwal, Abha & Aggarwal, SK: Financial Treasury and Forex Management, Shuchita Praskashan
2. Kedia's, Sangeeta, Financial Treasury and Forex Management, publisher Pooja Law Publishing Co.
3. Kumar, Arun, Garg, Ankur & Garg, Ankit: Financial Treasury and Forex Management- Shuchita Praskashan

Oral Communication Skills
Course code: M4ABS10AT34

Unit-I

Communication: Meaning, Nature, Importance and Purpose of Communication, Types of Communication, Process of Communication, Communication Network in an Organisation, Strategy for Effective Communication, Verbal and Non-verbal Communication, Barriers to Communication, Essentials of Good Communication.

Unit-II

Communication Techniques, the Process of Listening, Barriers to Listening, Types of Listening, Benefits of Effective Listening.

Unit-III

Spoken English in India, the Organs of Speech, Description and Articulation of English Speech Sounds, Syllables and Stress (Weak Forms, Intonation), Connected Speech.

Unit-IV

Spelling and Pronunciation, International Phonetic Alphabet Transcription of Received Pronunciation, International Phonetic Alphabet Transcription of Received Pronunciation of Words as per the Oxford Advanced Learners Dictionary of A.S. Hornby.

Unit-V

Presentation Skills, Interviews, Public Speaking, Preparing the Speech, Organising the speech, Special Occasion Speeches.

Classroom Practice:

Greeting and Introducing

Practicing Short Dialogues

Group Discussion, Seminars/ Paper- Presentations

Listening News/ Conversations/ Telephonic Conversation

Suggested Readings:

1. Sethi, J & et al. A Practice Course in English Pronunciation, Prentice Hall of India, New Delhi.
2. Sen, L. Communication Skills, Prentice Hall of India, New Delhi.
3. Prasad, P. Communication Skills, S.K. Kataria & Sons.
4. Bansal, R.K. & Harrison J.B. Spoken English, Orient Language.
5. Roach P. English Phonetics and Phonology.
6. A.S. Hornby's Oxford Advanced Learners Dictionary of Current English, 7th Edition.

Note: Examination (Internal and External) shall be Practical.