

ANNEXURE ONE

Department of Accountancy and Statistics

M.Com (Accountancy & Statistics) (Semester Scheme)

1. Eligibility of Admission:

A candidate passing Bachelor of commerce or equivalent, securing at least 48 per cent marks in aggregate shall be eligible for admission to the M.Com (Accounting and Statistics). Admission will be made on merit basis.

2. Course of Study:

Master of Commerce (Accountancy & Statistics) course will be of four- semester duration to be conducted in two years. Each semester will be of approximately six months (minimum 90 working days in a semester) duration. Structure of course of study is given in the following table:

Courses of Study as per CBCS

With effect from July 2017

Course Serial No.	Course Code	Title of Course	Type of Course	No. of Credits	Maximum Marks		
					University Exam	Internal Assignment	Total
FIRST SEMESTER							
1	M1ABS01CT1	Advanced Accounting	Core	4	80	20	100
2	M1ABS02CT2	Goods and Service Tax- Part 1	Core	4	80	20	100
3	M1ABS03CT3	Advanced Statistical Analysis	Core	4	80	20	100
4	M1ABS04CT4	Security Analysis And Portfolio Management	Core	4	80	20	100
5	M1ABS05CT5	International Financial Reporting Standard I	Core	4	80	20	100
6	M1ABS06CT6	Operations Research	Core	4	80	20	100
SECOND SEMESTER							
7	M2ABS01CT7	Advanced Cost Accounting	Core	4	80	20	100
8	M2ABS02CT8	Goods and Service Tax- Part 2	Core	4	80	20	100
9	M2ABS03CT9	Advanced Financial Management	Core	4	80	20	100
10	M2ABS04CT10	International Accounting	Core	4	80	20	100
11	M2ABS05CT11	Financial	Core	4	80	20	100

		Reporting					
12	M2ABS06CT12	Ethics in Accounting	Core	4	80	20	100
13	M2ABS06AT13	Mental Ability and Reasoning	Audit	2	80	20	100
THIRD SEMESTER							
14	M3ABS01CT14	Contemporary Auditing	Core	4	80	20	100
15	M3ABS02CT15	Income Tax	Core	4	80	20	100
		Any Four					
16	M3ABS03ET16	International Financial Reporting Standard II	Elective	4	80	20	100
17	M3ABS04ET17	Government Accounting	Elective	4	80	20	100
18	M3ABS05ET18	Accounting Information Systems	Elective	4	80	20	100
19	M3ABS06EP19	Computer Applications in Accounting and Statistics	Elective	4	100	-	100
20	M3ABS07ET20	Strategic Cost Management : Decision Making	Elective	4	80	20	100
21	M3ABS08ET21	Research Methodology and Quantitative Techniques	Elective	4	80	20	100
22	M3ABS09ET22	Direct Tax Laws and International Taxation	Elective	4	80	20	100
23	M3ABS10ET23	Corporate Restructuring , Valuation and Insolvency	Elective	4	80	20	100
FOURTH SEMESTER							
24	M4ABS01CT24	Auditing Standards	Core	4	80	20	100
25	M4ABS02CT25	Tax Planning and Management	Core	4	80	20	100
		Any Four					
26	M4ABS03ET26	International Financial Reporting Standard III	Elective	4	80	20	100
27	M4ABS04ET27	Systems Audit	Elective	4	80	20	100
28	M4ABS05ET28	Cost and Management Audit	Elective	4	80	20	100
29	M4ABS06ET29	International Financial Management	Elective	4	80	20	100

30	M4ABS07ET30	Strategic Performance Management & Business Valuation	Elective	4	80	20	100
31	M4ABS08ET31	IFRS for Small and Medium Sized Entities	Elective	4	80	20	100
32	M4ABS09ET32	International Financial Reporting Standard IV	Elective	4	80	20	100
33	M4ABS10ET33	Financial Treasury and Forex Management	Elective	4	80	20	100
34	M4ABS10AT34	English Communication	Audit	2	80	20	100

Note: Choice of electives in third and fourth semesters shall depend on availability of faculty.

1. Credit

One credit would mean equivalent of 15 periods of 60 minutes each, for theory, workshop/labs and tutorials.

2. Attendance

A candidate shall be required to attend minimum 75% of the classes held in each paper including tutorial and practical, if any. A candidate failing to satisfy the above mentioned requirement of attendance in one or more papers shall be detained from appearing at the main and internal examination. For students participating in sports/cultural event / NCC camps during a particular semester, the maximum number of days of absence shall not exceed 8 days. Any waiver in this context shall be on the recommendation of the Dean – Students Welfare and the student will be required to apply in advance for the leave to Head/Course Director.

3. Medium

Medium of instruction and examination shall be both Hindi and English

4. Scheme of Examination

Each Paper shall have maximum marks as 100, to be evaluated both internally (20 marks) and externally (80 marks). Distribution of marks paper-wise shall be as follows

External Examination Scheme- For external examination shall have three sections. For a question paper carrying maximum 80 marks the structure will be as follows:

The first section, SECTION- A, carrying maximum 20 marks will have 10 short answer type (not exceeding 50 words each) questions. Each question will carry 2 marks. The second section, SECTION-B, carrying maximum 40 mark will have 10 medium answer type questions (which requires answers not exceeding 250 words), two from each unit. Out of which one from each unit must be attempted. Each question will carry 8 marks. The third section, SECTION- C, carrying maximum 20

marks will have 5 questions (which requires answers not exceeding 300 words), one from each unit out of which 2 questions are to be attempted. Each question will carry 10 marks. The duration of main examination shall be three hours.

Internal Examination Scheme:- -

50% of the total internal assessment marks (i.e. 10 out of 20 marks) for each theory paper will be awarded on the basis of the performance in the descriptive type written examination of one hour duration conducted by the department of Accountancy and Statistics. There will be 3 questions each carrying 5 marks covering the entire syllabus out of which two questions must be answered. If a candidate fails to appear in the written examination of the internal assessment due to valid reasons, department may conduct defaulters examination after collecting fee of Rs. 500/.

50% of the internal assessment (i.e. 10 out of 20) for each theory paper shall be awarded on the basis of the performance in the assignments/ seminars/presentations/ oral examination/ group discussion etc.

Skill Component Papers (Computer based Practical)

Each skill component Paper shall have maximum marks of 100 to be evaluated externally only in accounting lab. The evaluation may include written examination, viva-voce and practical on computer. The duration of examination shall be three hours.

5. Use of Calculators:-

Candidates shall be permitted to use scientific battery operated noiseless and cordless calculators during examination.

6. Result:- At the end of final examination, the candidate's eligible for the award of M.Com (Accountancy and Statistics) Degree shall be classified on the basis of the marks obtained in the first, second, third and fourth semester examination taken together, as follows:

- a. First Division: 60% or more marks.
- b. Second Division: 48% or more but less than 60% marks.
- c. Third Division: 36% or more marks but less than 48% marks.

A candidate must pass the M.Com examination within 3 years from the initial admission to the first semester of the course.

FIRST SEMESTER
Paper 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: provisions of section 212 of Companies Act 1956, 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:

Gupta, R.L. and Radhaswami, M.: Advanced Accounts Vol. II (English & Hindi).

Khandelwal, M.C.: Higher Accounting (English & Hindi).

Maheshwari, S.N.: Advanced Accountancy Vol. II

Sehgal Ashok and Sehgal Deepak: Advance Accounting Vol. II

Shukla, M.C., Grewal, T.S. and Gupta S.C.: Advanced Accounts Vol. II (English & Hindi)

Paper 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:

Rastogi, Abhishek: Professionals guide to GST from Ideation to reality (2017)

Datey V.S.: GST Ready Reckoner, Taxman Publication, New Delhi

Patel, Choudhary: Indirect Taxes, Choudhary Publication, Jaipur

Commercial GST, Commercial law publisher (India) Pvt. Ltd, New Delhi.

Mohan, Rajat: Illustrated guide to GST (2017)

Koolwal, Ashish & Ritu : Goods and Services Tax (2017) Commercial Law Publisher (India) Pvt. Ltd.

Goel Pankaj, GST Ready Referencer, (2017) Commercial Law Publisher (India) Pvt. Ltd.

Paper 1.3 – Advanced Statistical Analysis
Course code: MIABS03CT3

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

Unit – IV

Statistical Decision Theory,

Partial and Multiple correlation and regression

Unit – V

Issues in Regression: Measuring Autocorrelation: The Durbin-Watson Statistics, Correlation Coefficient of the regression model and testing the overall model, Multicollinearity, Heteroscedasticity.

Suggested Readings:

Gujarati, Damodar N. & Sangeetha: Basic Econometrics, Tata McGraw Hill

Gupta, S.P.: Statistical Methods, Sultan Chand & Sons, New Delhi

Gupta, B.N.: Business Statistics, S.B.P.D. Publication, Agra

Hooda, R.P. – Statistics for Business and Economics, Vikas Publishing

Sancheti and Kapoor: Statistics (Theory, Methods& Application), Sultan Chand & Sons

Paper 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:

Avadhani, V.A.: Investment Management, Himalaya Publishing House

Fabozzi, Frank J.: The Institutional Investor Focus on Investment Management, Ballinger publishing Co.

Fischer, Donald E and Jordan, Ronald J.: Security analysis and Portfolio Management, Prentice Hall of India Ltd. (VIth Edition).

Francis, Jack Clark: Investment Analysis and Management, McGraw Hill Book Co.

Khatri Dhanesh: Security analysis and Portfolio Management, Macmillan Publisher

Sasidharan, K and Mathews Alex K: Security analysis and Portfolio Management, Tata, McGraw Hill

Paper 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:

Ghosh, T.P. – Accounting standards and Corporate Accounting Practices: Taxman Publications, New Delhi.

Jawaharlal – Accounting Theory and Practice, Himalaya Publishing House, Delhi.

Kulkarni, Shirish – International financial reporting standards, Sonali Publications, New Delhi.

Website: <http://www.ifrs.org/IFRSs/Pages/IFRS.aspx>

Paper 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 with deteriorates with time, replacement of assets which fail suddenly.

Unit – V

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

Suggested Readings:

Agarwal, N.P.: Quantitative Techniques, Ramesh Book Depot, Jaipur.

Gupta P.K. and Hira D.S.: Operation Research, S. Chand & Company, New Delhi

Kapoor, V.K.: Operations Research, Sultan Chand & Sons, New Delhi

Kothari, C.R.: An Introduction to Operations Research, Vikas Publishing House

Hiller Frederick S and Lieberman Gerald J.: Introduction to Operation Research, McGraw Hill International edition

Vohra, N.D.: Quantitative Techniques in Management, Tata McGraw Hill, New Delhi

SECOND SEMESTER

Paper 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), Test 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:

Arora, M.N.: Cost Accounting, Himalaya Publishing Company, New Delhi.

Bhanawat, Shurveer S.: Cost Accounting, R.B.D. Publication, Jaipur-New Delhi

Drury, Colin, Costing an Introduction, Taxmann India

Drury Colin, Management and Cost accounting, International Thompson Business Press

Horngren, C.T.: Foster, G. and Datar, S.M. – Cost Accounting: A Managerial Emphasis, Prentice Hall of India, New Delhi.

Khan, M.Y. and Jain, P.K: Cost Accounting and Financial Management, Tata McGraw Hill Pub. Co. Ltd., New Delhi.

Kishor Ravi M, Management Accounting, Taxmann Publication, New Delhi

Paper 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:

Rastogi, Abhishek: Professionals guide to GST Ideation to reality (2017)

Datey V.S.: GST Ready Reckoner, Taxman Publication, New Delhi

Commercial GST, Commercial law publisher (India) Pvt Ltd, New Delhi.

Mohan, Rajat: Illustrated guide to GST (2017)

Koolwal, Ashish & Ritu : Goods and Services Tax (2017) Commercial Law Publisher (India) Pvt. Ltd.

Goel Pankaj, GST Ready Referencer, (2017) Commercial Law Publisher (India) Pvt. Ltd.

Paper 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, inflation, 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

Agrawal M R, Financial management, Garima Publications, Jaipur

Halm Levy and Michael J. Alderson, Principles of Corporate Finance, S.W. College Publication Ohio – USA.

Hampton John, J.: Financial Decision Making, Prentice Hall of India, New Delhi.

Khan and Jain, Financial Management Text, problems and cases, Tata McGraw Hill

Chandra, Prasann: Financial Management, Tata McGraw Hills, New Delhi.

Pandey, I.M.: Financial Management, Vikas Publishing House, New Delhi.

Rustagi RP: Financial Management Theory, concepts and problems, Taxmann Publication, New Delhi

Van Horne, J.C. and Wachowicz, J.M.: Fundamentals of Financial Management, Prentice Hall of India, New Delhi.

Paper 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

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

Paper 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

Tulsian PC, Tulsian Bharat, Financial Reporting, S. Chand

Ittelson Thomas R, Financial Statement

Kieso, Donald E., Weygant, Jerry J., and Warfield, Terry D., Intermediate Accounting, 15 th edition, Wiley & Sons, Hoboken, NJ, 2011.

Nikolai, Loren A., Bazley John D., and Jones, Jefferson P., Intermediate Accounting, 11th edition, SOUTH-WESTERN CENGAGE Learning, Mason, OH, 2010.

Paper 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:

Albrecht, W.S.: Ethical issues in Practice of Accounting, South Western

Chattopadhyay, P.: Sins of Multinational Companies, IAA Research Foundation

Gupta, Dipanker: Ethics Incorporated, Response Books

Khandelwal, N.M.: Ethics and Indian Ethos in Management, Pacific

Nilkant, V. & Ram Narayan S.: Change Management, Response Books

THIRD SEMESTER

Paper 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, Environment Audit and Efficiency Audit.

Unit-V

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

Suggested Readings:

Gupta Kamal: Contemporary Auditing, Tata McGraw-Hill New Delhi

Jha Aruna: Students Guide to Auditing and Assurance, Taxmann Publication

Sharma T.R.: Auditing, Sahityabhawan publications

Tandon. B.N. – A Handbook of Practical Auditing, S Chand & Company

Paper 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 80JJAA), 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:

Ahuja and Gupta, “ Professional approach to Direct Taxes Law and Practice including tax planning,” Bharat Law House Pvt. Ltd., New Delhi.

Mehrotra, H.C. and Goyal, S.P. “Income Tax Law and Accounts including tax planning, SahityaBhawan Publications, Agra

Singhania, Vinod, and Singhania, Kapil – Direct Tax Law and Practice.

Paper 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:

Ghosh, T.P.: Accounting standards and Corporate Accounting Practices: Taxman Publications, New Delhi.

Kulkarni, Shirish: International financial Reporting Standards, Sonali Publications, New Delhi.

Macjenzie, coetsee et.al, Interpretation and Application of International Financial Reporting Standards, Wiley & Sons

Website: <http://www.ifrs.org/IFRSs/Pages/IFRS.aspx>, www.deloitteifrslearning.com

Paper 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:

Jain, D.C., Khandelwal, M.C. and Pareek, H.C., Higher Accounting, Ramesh Book Depot, Jaipur.

Freeman, Shoulders and Allison et al: Governmental and Non-Profit Accounting, Theory and Practice, Prentice Hall, 9th Edition.

Frederic B. Bogui: Handbook of Government Accounting, Public Administration and Public Policy, CRC Press

Paper 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

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

Suggested Readings:

Bodnar and Hopwood – Accounting Information Systems, Pearson Higher Ed, USA.

Rahmaan and Halladay – Accounting Information Systems, Prentice Hall

Romney and Steinbart – Accounting Information Systems, Pearson Education, New Delhi.

Paper 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:

Bodhanwala, Ruzbeh J, Financial Management using Excel Spreadsheet, Taxmann publication.

Darren, George and Mallery Paul, SPSS for Windows STEP BY STEP, Pearson Publication tenth edition.

Davis, Gyan&Branko Pecar, Business Statistics using Excel, Oxford university press.

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

Paper 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

Kishore, Ravi M. - Business Strategy and Strategic cost management

Bolcher, Chenlim-Cost Management-A Strategic emphasis

Khan & Jain - Cost Management

Jawaharlal-Cost Management

Shank, Johan K., Govindarajan, Vijay Strategic Cost Management – A new tool for Competitive advantage

Paper 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:

Beri, G.C.: Marketing Research, Tata McGraw Hill, New Delhi

Black, Hair et al.: Multivariate Data Analysis, Pearson (LPE)

Boyd et. al.: Marketing Research, Tata McGraw-Hill, New Delhi

Cooper, Donald R. and Schindler, Pamela S.: Business Research Methods, McGraw Hill Education

Kothari, C.R.: Research Methodology, New Age International Publishers, New Delhi

Sachdeva, J.K.: Business Research Methodology (Himalaya)

Sharma, K.R.: Business Research Methods, National Publishing House, New Delhi

Paper 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

Singhania, Vinod K and Singhania, Kapil: Direct taxes- Law and Practice, publisher Taxmann

Roy, Rohatgi: Basic International Taxation, publisher- Richmond Law & Tax

Roy Saunders: Principle of International Taxation, publisher Corpus Publishing Ltd.

Ahuja and Gupta: Direct Taxes Ready Reckoner with Tax Planning, publisher Bharat Law House Pvt. Ltd.

Paper 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

Bhavadari, M. C.: Guide to Company Law Procedures

Ray, K.G.: Mergers and Acquisitions Strategy Valuation and Integration — Prentice Hall India

Ramanujam, S.: Mergers et Al – Issues, Implications and case laws in Corporate Restructuring, Tata McGraw Hill

Sampath, K. R.: Mergers/ Amalgamations, Takeover, Joint Ventures, LLPs and Corporate Restructure, Snow White Publications.

FOURTH SEMESTER
Paper 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:-

Jha, Aruna: Auditing and Assurance, Taxmann, New Delhi.

Rawat, D.S.: Auditing Standards, Taxmann, New Delhi.

Steven Collings: Interpretation and Application of International Standards on Auditing, Wiley.com., USA.

Paper 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:

Ahuja and Gupta, “ Professional approach to Direct Taxes Law and Practice including tax planning,”, Bharat Law House Pvt. Ltd., New Delhi.

Mehrotra, H.C. and Goyal, S.P.,“Income Tax Law and Accounts including tax planning, SahityaBhawan Publications, Agra

Singhania, Vinod K. and Singhania, Monica – Corporate Tax Planning and Business Tax Procedures, Taxman Publications (P) Ltd.

Paper 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:

International Financial Reporting Standard, International Accounting Standard Board, Taxmann Publication

Kulkarni, Shirish – International financial reporting standards, Sonali Publications, New Delhi.

Macjenzie, coetsee et.al, Interpretation and Application of International Financial Reporting Standards, Wiley & Sons

Website: <http://www.ifrs.org/IFRSs/Pages/IFRS.aspx>, www.deloitteifrslearning.com

Paper 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:

Behl, Ramesh: Tata McGrawHill, Information Technology for Management

Kanter, Jerome: Practice Hall of India, Managing with Information

Suiha,P.K.: B.P.B. Publication, Computer fundamentals: Concepts, Systems and Applications

Prasad, L.M. and Prasad, Usha: Sultan Chand & Sons, Information System and Technology

Paper 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:

Ramnathan, A.R.: Tata McGraw Hill, Cost and Management Audit

Saxena and Vashist: Sultan Chand & Sons, Cost and Management Audit

Tikha, J.G., Encoms: Cost and Management Audit

Dutta & Chaudhary: Cost and Management Audit

Paper 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:

Agarwal, O.P.: International Financial Management, Himalaya Publishing House, Mumbai.

Alan, C. Shapiro: Multinational Financial Management, Willey India, New Delhi.

Apte, P.G.: International Financial Management, McGraw Hill Publishing, New Delhi.

Bhalla V.K.: International Financial Management, Anmol Pub., New Delhi.

EUN and Resnick. : International Financial Management, Tata McGraw Hill, New Delhi.

Jeff Madura: International Financial Management, South-western Cengage Learning, USA.

Maurice, D. Levi: International Finance, Tata McGraw Hill, New Delhi.

Sharan, V.: International Financial Management, PHI, and New Delhi.

Somnath, V.S.: International Financial Management, I.K. International Pub. House, New Delhi.

Paper 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:

Kishore, Ravi M.: Strategic Performance Management, Taxmann Publication

Andre De Wall, Strategic Performance Management: A Managerial and Behavioural Approach

Graham Kenny, Strategic Planning and Performance Management: Development and measure a Winning Strategy

Bhattacharyya, Dipak Kumar: Performance Management Systems and Strategies, Publisher Pearson India

Paper 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

Mackenzie, Lombard et.al: Applying IFRS for SMEs, Wiley & Sons

Website: www.ifrs.org.

Paper 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:

International Financial Reporting Standard, International Accounting Standard Board,
Taxmann Publication

Kulkarni, Shirish – International financial reporting standards, Sonali Publications, New
Delhi.

Macjenzie, coetsee et.al, Interpretation and Application of International Financial Reporting
Standards, Wiley & Sons

Website: <http://www.ifrs.org/IFRSs/Pages/IFRS.aspx>, www.deloitteifrslearning.com

Paper 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.

Suggestive Reading:

Kedia's, Sangeeta, Financial Treasury and Forex Management, publisher Pooja Law Publishing Co.

Aggarwal, Abha & Aggarwal, SK: Financial Treasury and Forex Management, Shuchita Prakashan

Kumar, Arun, Garg, Ankur & Garg, Ankit: Financial Treasury and Forex Management- Shuchita Prakashan

Annexure 2

M.COM (Annual scheme) Goods and Service Tax

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

IGST – Scope of IGST, Important terms and definitions under Integrated Goods and Service Tax Act, 2017, Levy and collection of IGST, Principles for determining the place of supply and Place of supply of goods and services, Zero rated Supply.

Unit – V

GST Registration Rules 2017, GST Payment of Tax Rules 2017, GST Return Rules 2017, GST Tax invoice, credit and debit notes rules 2017, GST Refund Rules 2017, GST Composition Rules 2017, GST Input tax credit rules 2017.

Suggested readings:

Rastogi, Abhishek: Professionals guide to GST Ideation to reality (2017)

Datey V.S.: GST Ready Reckoner, Taxman Publication, New Delhi

Commercial GST, Commercial law publisher (India) Pvt Ltd, New Delhi.

Mohan,Rajat: Illustrated guide to GST (2017)

Koolwal, Ashish & Ritu : Goods and Services Tax (2017) Commercial Law Publisher (India) Pvt. Ltd.

Goel Pankaj, GST Ready Referencer, (2017) Commercial Law Publisher (India) Pvt. Ltd.

Annexure 3
Post-Graduation Diploma in Taxation
Goods and Service Tax: Part – 1
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:

Rastogi, Abhishek: Professionals guide to GST Ideation to reality (2017)

Custom Act 1962 and Rules

Datey, V.S.: GST Ready Reckoner, Taxman Publication, New Delhi

Patel, Chaudhary: Indirect Taxes, Chaudhary Publication, Jaipur

Commercial GST, Commercial law publisher (India) Pvt Ltd, New Delhi.

Mohan, Rajat: Illustrated guide to GST (2017)

Koolwal, Ashish & Ritu : Goods and Services Tax (2017) Commercial Law Publisher (India) Pvt. Ltd.

Goel Pankaj, GST Ready Referencer, (2017) Commercial Law Publisher (India) Pvt. Ltd.

Goods and Service Tax: Part – 2

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:

Rastogi, Abhishek: Professionals guide to GST Ideation to reality (2017)

Custom Act 1962 and Rules

Datey V.S.: GST Ready Reckoner, Taxman Publication, New Delhi

Commercial GST, Commercial law publisher (India) Pvt Ltd, New Delhi.

Mohan, Rajat: illustrated guide to GST (2017)

Koolwal, Ashish & Ritu : Goods and Services Tax (2017) Commercial Law Publisher (India) Pvt. Ltd.

Goel Pankaj, GST Ready Referencer, (2017) Commercial Law Publisher (India) Pvt. Ltd.

PRACTICAL GOODS AND SERVICE TAX

Unit – I

Format of Invoice, Levy and Collection of Tax, Time and Value of Supply, Online registration process

Unit – II

Outward supply, Inward supply, Monthly return

Unit – III

Quarterly return for composition dealer, TDS return and certificate

Unit – IV

Annual Return for normal and composition dealer

Unit – V

Final return, Application for tax return preparer

Note: Practical of this paper shall be taught using offline utilities and Govt. official website

Annexure 4
B.COM 3RD Year
Goods and Service Tax

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

IGST – Scope of IGST, Important terms and definitions under Integrated Goods and Service Tax Act, 2017, Levy and collection of IGST, Principles for determining the place of supply and Place of supply of goods and services, Zero rated Supply.

Unit –V

Customs – Role of Customs in International Trade, Important Terms & definitions under the Customs Act, 1962; Assessable Value, Baggage, Bill of entry, Dutiable Goods, Duty Exporter, Foreign going vessel, Aircraft goods, Import, Import Manifest; Importer, Prohibited Goods, Shipping Bill, Store, Bill of Lading, Export Manifest, 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.

Suggested readings:

Rastogi, Abhishek: Professionals guide to GST Ideation to reality (2017)

Custom Act 1962 and Rules

Datey V.S.: GST Ready Reckoner, Taxman Publication, New Delhi

Patel, Chaudhary: Indirect Taxes, Chaudhary Publication, Jaipur

Commercial GST, Commercial law publisher (India) Pvt Ltd, New Delhi.

Mohan, Rajat: Illustrated guide to GST (2017)

Koolwal, Ashish & Ritu : Goods and Services Tax (2017) Commercial Law Publisher (India) Pvt. Ltd.

Goel Pankaj, GST Ready Referencer, (2017) Commercial Law Publisher (India) Pvt. Ltd.

ANNEXURE 5

Bachelor of Vocation (Accounting, Taxation and Auditing) (Semester Scheme, 3 years Degree Course)

7. Eligibility of Admission:

A candidate passing Senior Secondary Examination (10+2) from Board of Secondary Education Rajasthan or equivalent, securing at least 48 per cent marks in aggregate shall be eligible for admission to the B. Voc. (Accounting, Taxation and Auditing) on merit basis.

8. Course of Study:

The curriculum of Bachelor of Vocation course is a suitable mix of general education and skill development components. Out of thirty papers, 12 papers belong to general education components while 18 papers belong to skill development components.

Structure of course of study is given in the following table 1:

Table 1: Course Content

Semesters	Paper	Nomenclatures of Course	Credit
First		General Education Papers	
	101	Financial Accounting	6
	102	Fundamental of Computers	6
		Skill Component Papers	
	103	Practical computer (Hardware)	6
	104	Basic Practical Business Accounting	6
	105	Microsoft Office Lab -1	6
Second		General Education Papers	
	201	Business Statistics	6
	202	Business Communication and Soft skills	6
		Skill Component Papers	
	203	Business Statistics Using Excel	6
	204	Practical Business Communication and Soft skills	6
	205	Microsoft Office Lab -2	6
Third		General Education Papers	
	301	Income Tax: part 1	6
	302	Goods and Service Tax : part 1	6
		Skill Component Papers	
	303	Practical Income Tax: part 1	6
	304	Advanced MS Excel	6
	305	Practical Documentation	6
Fourth		General Education Papers	
	401	Income Tax: part 2	6
	402	Goods and Service Tax: part 2	6
		Skill Component Papers	
	403	Practical Income Tax: part 2	6
	404	Practical Goods and Service Tax	6
	405	Practical TDS and Advance Tax	6
Fifth		General Education Papers	
	501	Cost Accounting	6
	502	Corporate & Management Accounting	6
		Skill Component Papers	

	503	Practical Cost Accounting	6
	504	Advanced practical Business Accounting	6
	505	ERP: Materials management	6
Sixth		General Education Papers	
	601	Auditing	6
	602	Financial Management	6
		Skill Component Papers	
	603	Financial Management using Excel	6
	604	ERP: Sales Distribution and Accounts Procedure	6
	605	Practical Auditing	6
Total Credit : Skill component =108 General education=72			180

9. Credit

One credit would mean equivalent of 15 periods of 60 minutes each, for theory, workshop/labs and tutorials.

10. Attendance

A candidate shall be required to attend minimum 75% of the classes held in each paper including tutorial and practical, if any. A candidate failing to satisfy the above mentioned requirement of attendance in one or more papers shall be detained from appearing at the main and internal examination.

11. Medium

Medium of instruction and examination shall be both Hindi and English

12. Levels of Awards

There are several exit points in the present course. If a candidate quits the course after successful completion of one year, he or she shall be awarded as diploma in Accounting. If a candidate quits the course after completion of two years, he or she shall be awarded as Advance Diploma in Accounting and Taxation. On successful completion of entire three years, she or she shall be awarded as Bachelor of Vocation degree in Accounting, Taxation and auditing. **This is outlined in table 2.**

Table 2: Exit Points

Exit Points /Awards	Successful completion of
Diploma (Accounting)	One Year
Advanced Diploma (Accounting and Taxation)	Two Years
B. Voc. (Accounting, Taxation and Auditing)	Three Years

13. Scheme of Examination

General Education Papers

Each General Education Paper shall have maximum marks as 100, to be evaluated both internally and externally. Distribution of marks paper-wise shall be as follows

External Examination Scheme- For external examination shall have three sections. For a question paper carrying maximum 80 marks the structure will be as follows:

The first section, SECTION- A, carrying maximum 20 marks will have 10 short answer type (not exceeding 50 words each) questions. Each question will carry 2

marks. The second section, SECTION-B, carrying maximum 40 mark will have 10 medium answer type questions (which requires answers not exceeding 250 words), two from each unit. Out of which one from each unit must be attempted. Each question will carry 8 marks. The third section, SECTION- C, carrying maximum 20 marks will have 5 questions (which requires answers not exceeding 300 words), one from each unit out of which 2 questions are to be attempted. Each question will carry 10 marks. The duration of main examination shall be three hours.

Internal Examination Scheme:-

50% of the total internal assessment marks (i.e. 10 out of 20 marks) for each theory paper will be awarded on the basis of the performance in the descriptive type written examination of one hour duration conducted by the department of Accountancy and Statistics. There will be 3 questions each carrying 5 marks covering the entire syllabus out of which two questions must be answered. If a candidate fails to appear in the written examination of the internal assessment due to valid reasons, department may conduct defaulters examination after collecting fee of Rs. 500/.

50% of the internal assessment (i.e. 10 out of 20) for each theory paper shall be awarded on the basis of the performance in the assignments/ seminars/presentations/ oral examination/ group discussion etc.

Skill Component Papers (Practical)

Each skill component Paper shall have maximum marks of 100 to be evaluated externally only in accounting lab. The evaluation may include written examination, viva-voce and practical on computer. The duration of examination shall be three hours.

14. **Minimum passing marks:** A candidate shall be required to obtain (i) at least 25% marks in the aggregate of internal and external marks of each theory paper as well as each practical paper and at least 36% marks of aggregate of all the papers of the semester.

A candidate may be promoted to the next semester if he or she has secured at least 25% marks each papers but has failed to secure 36% marks in aggregate.

15. Use of Calculators:-

Candidates shall be permitted to use simple battery operated 12 digit 2 memory 6 functions noiseless and cordless calculators during examination.

B.VOC (ATA) Semester- First

101: Financial Accounting

Unit – I

Introduction of Accounting: Meaning, Definition, Objective, Scope, and Need of Accounting, Users of Accounting information; Branches of Accounting, Accounting Principles, Elementary knowledge of IFRS, IND-AS and AS
Final accounts of sole proprietors (including Manufacturing Accounts) with adjustments

Unit – II

Final Accounts of Non-Profit Organisation, Consignment Accounts

Unit – III

Joint Venture and Insurance Claim including loss of stock and loss of profit due to fire

Unit – IV

Branch Accounting: Accounting for Dependent and Independent Branch including foreign branch

Unit – V

Departmental accounts: allocation and apportionment of expenses, inter-departmental transfers **Hire purchase system and Instalment payment system:** Meaning, Accounting Records, and Legal Provision.

Suggested Readings:

Anthony, R. N. and Reece, J. S.: Accounting Principles: Richard Irwin Inc.

Compendium of Statement and Standards of Accounting: The Institute of Chartered Accountants of India

Gupta, R.L.and Radhaswamy, M: Financial Accounting; Sultan Chand & Sons, Delhi.

Rao, N.S. and Heda, B.L. and Gupta S.L. : Financial Accounting (Hindi), Apex Publishing House, Udaipur

Seghal Deepak: Fundamental of Financial Accounting, Taxmann

Shukla, M. C., Grewal T.S., and Gupta, S.C.: Advanced Accounts; S. Chand & Co. New Delhi.

Tulsian, P.C.: Financial Accounting; Pearson

102: Fundamental of Computers

Unit-I

Basic of Computer System: - Characteristics of Computer, computer generation, Types of computer, Structure of Computer, Input Unit, Output unit, storage unit, Central Processing Unit (CPU), Arithmetic Logic Unit (ALU), Control Unit (CU).

Unit – II

Number System:- Concept and use of number system in computer , types of number system, Binary number system, decimal number system, octal number system, hexa decimal number system, Computer codes:-BCD code, EBCDIC, ASCII, Gray Code, Unicode Computer Arithmetic:- Binary arithmetic(addition, subtraction, multiplication, division), 1's complement and 2's complement method, Boolean Algebra and Logic Circuit:- Concept of Boolean algebra, postulates of Boolean algebra ,overview of Logic Gates, Logic Circuits.

Unit-III

Computer Memory:- Concept and Needs of memory, types of memory Register, Cache memory, Main Memory, RAM, ROM, PROM, EPROM, EEPROM, Secondary memory, magnetic tape, magnetic disk, optical disk, virtual memory. Computer Software:- concept of software, classification of software, system software, Application software, Drivers, Language translator, Firmware.

Unit – IV

Concept of Operating System- Definition and needs of Operating System, Function of operating system, Types of operation system, Example of operating system. Overview of some popular OS- MS-DOS, Windows, Macintosh, UNIX, Linux and Sun Solaris operating system.

Unit – V

Overview of Computer Network- Definition and needs of computer network, Benefits, Types of computer network, LAN, MAN, WAN, Internet , Intranet , Extranet , VLAN, VPN, Wireless Network. Networking Device: HUB, Modem, Bridge, Gate way, Router, Brouter. Data Transmission Media: - Twisted pair, coaxial, fiberoptics, microwave, communication satellite. Network Topology: - Concept of topology, Types of topology- BUS, Ring, Star, Tree, Mesh, Hybrid

Suggested Books:

Seetha, Anurag, “Introduction to Computers and Information Technology”, Ram Prasad & Sons, Bhopal.

Basandra,S.K “Computers Today “, Galgotia Publications.

103: Practical Computer Hardware

Unit – I

Personal Computer: Identifying main parts of computer: CPU Box, Monitor, Peripherals (Keyboard, Mouse, and Speaker etc.), Motherboard, Floppy Drivers, CD-Drive, Memory Drive, Hard Disk Drive etc.

Unit – II

Motherboard and Memory: Recognizing and identifying binary cell, RAM, ROM, Cache Memory, Chipsets, Expansion Bus and different components of Motherboard

Unit – III

PC Assembly: Observation of all parts of Floppy Drive, Hard Disk Drive, CD Drive and SMPS. Identification of cables and computers

Installation of cards and Device: Cables Connection & Set - up

Unit – IV

Printers: Identifying the Printers, usage and types of printers.

Professional Printers: Difference among printers

Unit – V

Software Installation: process

104: Basic Practical Business Accounting

Unit – I

Company Creation, Account Information, Creating a Group and Ledger, Managing Groups in Multiple Companies, Creating Multiple Ledgers

Unit – II

Voucher Entry, Accounting and Inventory Features, Statutory and Taxation Features

Unit – III

Voucher Types, Pre-defined Voucher Types, Creating a Voucher Type

Unit – IV

Inventory Information, Stock Group, Stock Categories, Stock Items, Unit of Measurement

Unit – V

Inventory Vouchers, Predefined Inventory Vouchers, Inventory Voucher Types, Inventory Voucher Class, Bill of Material, Locations/Godowns

105: Microsoft Office Lab-1

Unit – I

MS-Office, File Manager, Clip Board, OLE Introduction of MS-word- Features, component, creating, saving, and printing the document file, cut, copy ,paste, find , replace, Formatting the file , Insert picture and word art, header and footer, spelling and grammar checking , mail merge , macro, working with table.

Unit – II

MS- Excel: - Features, component, worksheet, workbook, Insert delete row and column, formatting the cell and sheet, working with formula, creating graph and chart, using various types of function, filter.

Unit – III

MS- PowerPoint: - Features, component and uses, creating the presentation, Inserting slide, various view of slide, slide master, slide show , creating animation and effect in slide, custom animation, slide transition.

Unit – IV

DTP and Multimedia software- Concept of multimedia, elements of multimedia, overview of DTP. Overview of various multimedia software - Web Browser, Flash, Photoshop, CorelDraw, and FrontPage express.

Unit – V

Database Software- Concept of DBMS, Attribute, table, primary key, foreign key, candidate key, super key, various constraints.

Overview of various Database software- MS-Accesses, Oracle, My SQL, Sybase, SQL Server. Working with MS Access: - object in MS-Access, data types, creating table, creating key, apply various constraints,

Suggested Readings:

MS Office XP complete BPB publication

B. VOC (ATA)

Semester – Second

201: Business Statistics

Unit – I

Statistics: Introduction, Meaning, Definition, Use in Business, Limitations, Data Collection: Primary and Secondary Data, Data collection Methods, Frequency Distribution and Tabulation of Data.

Statistical Averages: Arithmetic Mean, Geometric Mean, Harmonic Mean, Median and Mode, Partition Values, Relationship between averages.

Unit – II

Measures of Dispersion: Ranges, Quartile Deviation, Mean Deviation, Standard Deviation, Coefficient of variation, Lorenz curve.

Skewness: Karl Pearson's and Bowley's Measures.

Unit – III

Correlation Analysis: Meaning, Uses, Types, Methods of determining Correlation Coefficient of Determination and Non- Determination, Probable and Standard Error.

Regression Analysis: Meaning, Uses, Types, Methods, Standard Error of Estimate.

Unit – IV

Analysis of Time Series: Meaning, Definition, and Importance, Causes of Variations in Time Series Data; Components of a Time Series; Decomposition –Additive and Multiplicative models; Measurement of Trends, Measurement of Seasonal Variations.

Association of Attributes: Two attributes only

Unit – V

Index Number : Concept, Utility, Methods of Construction -Aggregative, Price Relative & Chain Base Methods, Cost of Living Index Number, Requisites of an Ideal Index Number, Test of Adequacy, Base Shifting, Splicing & Deflating.

Interpolation and Extrapolation: Binomial, Newton and Lagrange

Suggested Readings:

Bhanawat Shurveer S., Business Statistics, R.B.D. Publication, Jaipur-New Delhi. (Hindi & English)

Gupta, S.P.: Statistical Methods, Sultan Chand & Sons, N. Delhi.

Gupta, S.C. and Gupta Indira: Business Statistics, Himalaya Publishing House, Mumbai.

Hoel&Jessen: Basic Statistics for Business and Economics; John Wiley andSons, New York.

Hooda R.P.: Statistics for Business and Economics; Macmillan, New Delhi.

Lewin and Rubin: Statistics for Management; Prentice-Hall, New Hall.

Nagar, K.N.: lkaf[;dh ds ewyrRo

Sancheti, D.C. and Kapoor V. K.: Statistics (Theory, Methods and Applications), Sultan Chand and Sons Delhi

Ya- Lun Chou: Statistical Analysis with Business and Economic Applications Holt; Rinehart &Winster, New York

202: Business Communication and Soft Skills

Unit – I

Business Communication: Meaning, Features, and process of business communication. Changing role of communication in business organization, Types of Business communication, Essentials of effective communication- 7 C's of Communications, Challenges to Business communication with suggestions to overcome barriers

Unit – II

Body Language and Business Etiquette: Body Language- Postures, Gestures, Body movements and Expressions, Importance of body language in business organization, Do's and Don'ts. Body language and culture, Business Etiquette-: Mannerism at workplace, gender issues, Do's and Don'ts

Unit – III

Written and Oral Communication: Written Communication- Merits and Demerits, types of written communication, Report Writing, Business letters, Writing of C.V., Oral Communication- Importance, business presentation, Points to consider for presentation.

Unit – IV

Interpersonal and Group Communication: Interpersonal Communication- Meaning, Importance, Ways to improve interpersonal communication. Group Communication- Advantages, Disadvantages, Group communication at different levels in business organization, Challenges in group communication

Unit – V

Skills and Social Media - Teamwork, Group Discussions, Power of Listening and speaking, Analytical and cognitive skills, Stress and Anger management, Impact of social media on business communication, points to consider for online communication

Suggested Readings:

Alter Peasee- Body Language
Kaul, Asha - Business Communication
Bovee - Business Communication
Chundawat, Kheecha & Jain: Business Communication
Lesiker Petit - Business Communication
Rizvi, M.A.: Effective Technical Communication
Jennifer & Mike Rotondo - Presentation Skills for Managers

203: Business Statistics Using Excel

Unit – I

Graphical presentation of Data: Bar charts, Pie charts, Histogram, Histogram with unequal class interval

Unit – II

Measures of Central Tendency: Mean, Median, Mode, Geometric Mean, Harmonic Mean, Percentile and quartiles, average from frequency distribution, weighted average

Unit – III

Measures of Dispersion

Unit – IV

Measures of Skewness, Time Series: Trend estimation, moving average

Unit – V

Linear Correlation, Linear regression

Suggested Readings

Albright, S.C., Winston, W.L. and Zappe.C, “Data analysis and decision making with Microsoft excel”, Dusbury Press London

Davis Glyn and Pecar Branko, “Business Statistics Using Excel”, Oxford University press
Whigham, D, “Business Data Analysis using Excel”, Oxford University Press.

204: Practical Business Communication and Soft Skills

Unit – I

Individual Presentation on various topics related to course contents

Unit – II

Group Discussion on burning topics related to social, economy, political etc.

Unit – III

Extempore, Debate

Unit – IV

Essay Writing on contemporary issues

Unit – V

Practical on reading, writing and listening skills of English language

205: Microsoft Office Lab-2

Unit – I

M.S. Office Tools: Digital certificate, Language setter, Security of Documents, Setting Language for documents

Unit – II

Micro soft outlook, Picture management, Management emails folders, Rules for incoming, out of office emails, archival

Unit – III

Micro soft Publisher: Introduction, Create an advertisement, Bio data/ Resume and Invitation Card

Unit – IV

Excel Programming: Programme Report for expenses claims, Tax Return

Unit – V

Office on lines: Use cloud for all office work and use cloud for all repertories

B.VOC (ATA)

Semester - Third

301: Income Tax: Part 1

Unit – I

Income Tax: Basic concepts: Assessment Year, Previous Year, Person, Assesse, Income, Gross Total Income and Tax liability and Agricultural Income. Residential status and Incidence of tax

Unit – II

Computation of Income Under the Head - **Salaries** (Sec. 15 to Sec. 17 and relevant Sections): Basic charge, Tax treatment of different forms of salary, allowances, perquisites, valuation of perquisites, Provident fund & Exempted Incomes (Sec.10)

Unit – III

Income from House Property (Sec. 22 to Sec. 27), Income from Business and Profession (Sec. 28 to Sec. 44)

Unit – IV

Capital Gains (Sec. 45 to Sec. 54) & Income from Other Sources (Sec. 55 to Sec. 57), Deductions from Gross Total Income related to Individuals only (80C to 80U)

Unit – V

Assessment of Individuals, Interest payable by Assesses, Penalties

Suggested Readings:

Agarwal, N.P., Jain, C.M. and Jain, O.P.: Income Tax (Hindi/English).

Ahuja, Girish and Gupta, Ravi: Systematic Approach to Income Tax, Bharat Publication

Mehrotra, H. C.: Income Tax Law & Accounts, Sahitay Bhawan, Agra

Pagare, Dinker: Income Tax Law and Practice, Sultan Chand & Sons, New Delhi

Patel &Chaudhary: Income Tax (Chaudhary Prakashan), (Hindi/English)

Singhania, Vinod K: Student Guide to Income Tax, Taxmann Publication (P) ltd, New Delhi

302: Goods and Service Tax: Part – 1

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:

Rastogi, Abhishek: Professionals guide to GST Ideation to reality (2017)

Datey V.S.: GST Ready Reckoner, Taxman Publication, New Delhi

Patel, Chaudhary: Indirect Taxes, Chaudhary Publication, Jaipur

Commercial GST, Commercial law publisher (India) Pvt Ltd, New Delhi.

Mohan, Rajat: Illustrated guide to GST (2017)

303: Practical Income Tax: Part - 1

Unit – I

PAN no. (49A) and documentation, TAN (49B), Introduction to Return filling

Unit – II

Computation of income from salary and Income from house property

Unit – III

Filing of return of business entities (individuals), Assessee covered under 44AD, 44ADA and 44AE, Audit report form 3CB, 3CD

Unit – IV

Capital Gains and Other sources, Preparation of computation of Total Income and Tax Payable

Unit – V

Preparation and Filing of Income Tax Return of Individual

Note: All practical of this paper shall be taught on M.S. Excel.

Suggested readings:

1. <http://www.incometaxindia.gov.in>
2. <https://incometaxindiaefiling.gov.in>

304 Advanced Ms Excel

Unit – I

Lookup Function: Understanding Data Lookup Functions, Using CHOOSE, Using VLOOKUP, Using VLOOKUP For Exact Matches, Using HLOOKUP, Using INDEX, Using MATCH,

Unit – II

Reference Function: Understanding Reference Functions, Using ROW and ROWS, Using COLUMN and COLUMNS, Using ADDRESS, Using INDIRECT, Using OFFSET.

Unit – III

Data Linking: Understanding Data Linking, Linking between Worksheets, Linking between Workbooks, Updating Links Between Workbooks.

Unit – IV

Data consolidation: Understanding Data Consolidation, Consolidating with Identical Layouts, Creating a Linked Consolidation, Consolidating from Different Layouts, Consolidating Data Using the SUM Function.

Unit – V

Goal Seeking: Understanding Goal Seeking, Using Goal Seek.

305: Practical Documentation

Unit – I

Sale Deed, Lease Deed, Gift Deed

Unit – II

Partnership Deed, Power of Attorney, Hire purchase deed

Unit – III

Audit Certificates, Directors and Auditors reports

Unit – IV

AGM & EGM Agenda, Minutes of Board of Directors and Shareholder's Meeting

Unit – V

Précis and Business Letter writing, Press release

B.VOC (ATA)
Semester Fourth
401: Income Tax- part 2

Unit – I

Set off and Carry forward of losses, Clubbing of Income, Deductions from GTI relating to company assessee.

Unit – II

Deduction of Tax at source, Advance Payment of Tax

Unit – III

Return of income and Assessments, Refund of excess payment

Unit – IV

Assessment of HUF, Assessment of Firm

Unit – V

Assessment of AOP, Assessment of Companies

Suggested Readings:

Agarwal, N.P., Jain, C.M. and Jain, O.P.: Income Tax (Hindi/English).

Ahuja, Girish and Gupta, Ravi: Systematic Approach to Income Tax, Bharat Publication
Income Tax Act, 1962

Income Tax Rules.

Mehrotra, H. C.: Income Tax Law & Accounts, SahitayBhawan, Agra

Pagare Dinker: Income Tax Law and Practice, Sultan Chand & Sons, New Delhi

Patel & Chaudhary: Income Tax (Chaudhary Prakashan), (Hindi/English)

Singhania, Vinod K.: Student Guide to Income Tax, Taxmann Publication (P) ltd, New Delhi

402: Goods And Service Tax: Part – 2

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:

Rastogi, Abhishek: Professionals guide to GST Ideation to reality (2017)

Datey V.S.: GST Ready Reckoner, Taxman Publication, New Delhi

Commercial GST, Commercial law publisher (India) Pvt Ltd, New Delhi.

RajatMohan: illustrated guide to GST (2017)

Koolwal, Ashish & Ritu : Goods and Services Tax (2017) Commercial Law Publisher (India) Pvt. Ltd.

Goel Pankaj, GST Ready Referencer, (2017) Commercial Law Publisher (India) Pvt. Ltd.

www.gst.gov.in

403: Practical Income Tax: Part-2

Unit – I

PAN no. (49A) and documentation, TAN (49B), Information required for filling income tax return, Registration procedures for different assessee, Rectification U/S 154

Unit – II

Filing of return of Individual and HUF (ITR 1 and 2): salary and Income from house property

Unit – III

Filing of returns of Business entities (individuals), assessee covered under 44AD (ITR 4S), Audit report form 3CB, 3CD, Tax return (ITR-4)

Unit – IV

Filing of returns of firms and partners, charitable trust and societies (ITR 3 AND 5)

Unit – V

Filing of Return of companies (ITR- 6)

Note: All practical of this paper shall be taught on Government official website.

Suggested readings:

1. <http://www.incometaxindia.gov.in>
2. <https://incometaxindiaefiling.gov.in>

404: Practical Goods and Service Tax

Unit – I

Format of Invoice, Levy and Collection of Tax, Time and Value of Supply, Online registration process

Unit – II

Outward supply, Inward supply, Monthly return

Unit – III

Quarterly return for composition dealer, TDS return and certificate

Unit – IV

Annual Return for normal and composition dealer

Unit – V

Final return, Application for tax return preparer

Note: Practical's of this paper shall be taught using offline utilities and Govt. official website.

Suggested readings:

www.gst.gov.in

405: Practical TDS and Advance Tax

Unit – I

Procedure and documentation

Unit – II

TDS return filing for salary employee (24Q)

Unit – III

TDS return other than salary (26Q)

Unit – IV

Validation of TDS return, Upload file and submission (16 and 16A)

Unit – V

Filing of correction returns, Import of upload files, correction and submit, Declaration forms (15G, 15H), Nil TDS return

Note: Practical's of this paper shall be taught on Govt. official website.

Semester Fifth

501: Cost Accounting:

Unit – I

Cost Accounting: Introduction: Nature and Scope of Cost Accounting; Cost Concepts and Classification of cost as per CAS-1

Accounting for Material: valuation of material at the time of receipt as per CAS-6, inventory Control Techniques; valuation of Material issues as per CAS -6; Accounting Treatment of Material Losses.

Unit – II

Accounting for Labour Cost: Labour Cost Control Procedure; Labour turnover; Idle Time and overtime; Methods of Wage payment and Incentive Schemes determination of labour cost as per CAS-7

Unit – III

Accounting for Overheads: classification, accounting of production overheads: allocation, appropriation and absorption, over and under absorption, Methods of Costing: **Unit Costing**

Unit – IV

Operating Costing, Job Costing and Contract costing

Unit – V

Cost Records: Integral and Non-integral System; Reconciliation of cost and financial accounts.

Suggested Readings:

Arora M. N: Cost Accounting - Principles and Practice; Vikas, New Delhi.

Bhanawat Shurveer S., “Cost Accounting”, R.B.D. Publication, Jaipur-New Delhi

Horngren, Charles, Foster and Datar: Cost Accounting -A Managerial Emphasis: Prentice-Hall of India, New Delhi.

Jain S.P. and Narang K. L: Cost Accounting; Kalyani, New Delhi.

Kaplan R.S. and Atkinson A. A.: Advanced Management Accounting; Prentice India International.

Khan, M.Y. and Jain, P.K.: Management Accounting. Tata McGraw Hill.

Maheshwari, S.N.: Advanced Problems and Solutions in Cost Accounting. Sultan Chand, New Delhi.

Rao, N.S.; Gupta, S.L. and Mundra, M.D.: Cost Accounting (Hindi) Apex Publishing House, Udaipur

Tulsian, P.C.: Practical Costing. Vikas, New Delhi

Van Home J.C.: Financial Management and policy, Prentice Hall of India, New Delhi

Paper 502: Corporate & Management Accounting

Unit – I

Amalgamation, Absorption and External and Internal re-construction

Unit – II

Management Accounting: Concept Nature, Scope, Functions, Importance, and Relation with other accounting, Tools and Techniques of Management Accounting

Ratio Analysis: Classification, Calculation and Interpretation of Financial Ratios.

Unit – III

Activity Based Costing, Process costing

Unit – IV

Cash Flow Statement: Preparation of cash Flow statement

Standard Costing: Calculation of Material, Labour and Overhead Variances.

Unit – V

Marginal Costing: Introduction, Importance, Break Even Analysis, Difference between Marginal Costing & Absorption Costing, Tools and techniques of marginal costing

Budgetary Control: Meaning, objective, steps and preparation of sales budget, production budget, flexible budget and cash budget.

Suggested Readings:

Bhanawat Shurveer S., “Cost Accounting”, R.B.D. Publication, Jaipur-New Delhi

Gupta R.L. Radhaswarny M: Company Accounts; Sultan Chand and Sons, New Delhi.

Horngran, C., Gary L. Sundem, and William O. Stratton: Introduction to Management Accounting, Prentice Hall, Delhi.

Jain Nareng: Advance Accounting, Kalyani Publishers

Khan, M. Y. and Jain, P. K.: Management Accounting Tata McGraw Hill, New Delhi.

Maheshwari S.N: Corporate Accounting; Vikas Publishing House, New Delhi.

Monga J.R., Ahuia, Girish, and Sehgal Ashok: Financial Accounting; Mayur Paper Backs, Noida.

Shukla M.C. &Grewal T.S. Advance Accounts: Sultan Chand & Sons, New Delhi. Anthony, Robert: Management Accounting, Tarapore -Wala, Mumbai.

Pandey, I. M: Essentials of Management Accounting, Vikas publishing House Pvt. Ltd.

503: Practical Cost Accounting

Unit – I

Activating Cost Category and Cost Centre, Creating Cost Categories and Cost Centres.

Unit – II

Order Processing, Purchase/Sales Order Processing, Adjusting Orders

Unit – III

Bill of Materials (BOM), Creating Bill of Materials, Manufacturing Journal,

Unit – IV

Price Levels, Activating Price Lists and Defining Price Levels

Unit – V

Creating Jobs as Job cost centres, Creating Godowns dedicated to Jobs, Creating UOM

Suggested Readings:

Arora, M.N.: Cost Accounting, Himalaya Publishing Company, New Delhi.

Bhanawat, Shurveer S.: Cost Accounting, R.B.D. Publication, Jaipur-New Delhi

Drury, Colin, Costing an Introduction, Taxmann India

Drury Colin, Management and Cost accounting, International Thompson Business Press

Horngren, C.T.: Foster, G. and Datar, S.M. – Cost Accounting: A Managerial Emphasis, Prentice Hall of India, New Delhi.

Khan, M.Y. and Jain, P.K: Cost Accounting and Financial Management, Tata McGraw Hill Pub. Co. Ltd., New Delhi.

Kishor Ravi M, Management Accounting, Taxmann Publication, New Delhi

504: Advanced Practical Business Accounting

Unit – I

Advance Accounting Features, Budgets, Interest Calculation, Cheque Printing, Multi Currency, Credit Limit, Advance Voucher Entry

Unit – II

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

Unit – III

Basic Concepts of TDS/TCS, Configuring TDS/TCS, Creations of Masters, Entering Transactions, TDS/TCS Reports

Unit – IV

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

Application and Management Controls, Point of Sale (PoS)

Suggested readings:

Rastogi, Abhishek: Professionals guide to GST from Ideation to reality (2017)

Datey V.S.: GST Ready Reckoner, Taxman Publication, New Delhi

Patel, Choudhary: Indirect Taxes, Choudhary Publication, Jaipur

Commercial GST, Commercial law publisher (India) Pvt. Ltd, New Delhi.

Mohan, Rajat: Illustrated guide to GST (2017)

Koolwal, Ashish & Ritu : Goods and Services Tax (2017) Commercial Law Publisher (India) Pvt. Ltd.

Goel Pankaj, GST Ready Referencer, (2017) Commercial Law Publisher (India) Pvt. Ltd.

Paper 505: ERP: Materials Management

Unit – I

Material Master and Vendor Master

Unit – II

Source List and Purchasing Information Record

Unit – III

Purchase Requisition and Purchase Order

Unit-IV

Goods Receipts and Stock Transfer

Unit-V

Issue of Goods

- a. Goods Issue for Scrapping,
- b. Goods Issue for Return delivery to Vendor,
- c. Goods Issue for Cost Center,
- d. Goods Issue for Reservation,
- e. Goods Issue Reversal.

B. VOC (ATA)

Semester Sixth

601: Auditing

Unit –I

Introduction: Meaning and objectives of Auditing, Types of Audit, Internal Audit.
Audit Process: Audit Programme, Audit and Books, Working Papers and Evidences, Consideration for commencing an audit; routine checking and test checking.

Unit – II

Internal Check System: Internal Control, Vouching, Verification of Assets & Liabilities.

Unit– III

Audit of Limited Companies: Company Auditor – Appointment, Powers, Status, Duties & Liabilities, Divisible Profits and Dividend.

Unit–IV

Auditor's Report – Standard Report and Qualified Report, Investigation

Unit–V

Recent Trends in Auditing: Nature and Significance of Cost Audit, Tax Audit, Management Audit. Audit Standards (Elementary Knowledge)

Suggestion Readings:

Gupta, Kamal: Contemporary Auditing, Tata McGraw Hill, New Delhi.

Jain, Khandelwal: Auditing (Hindi), Ramesh Book Depot, Jaipur. 3. Jagdish Prasad: Auditing (Hindi)

Pagare, Dinkar: Principles and Practice of Auditing, Sultan Chand, New Delhi.

Sharma, T.R.: Auditing Principles and Problems, SahityaBhawan, Agra.

Shukla, S.M.: Auditing (Hindi)

Tandon, B.N.: Principles of Auditing, S.Chand & Co., New Delhi.

Paper 602: Financial Management

Unit – I

BUSINESS FINANCE: Meaning, Nature, Scope, Objectives, Financial Goals, Profit Vs Wealth Maximization, Agency Problem, organization of finance Function.

Time value of money, Valuation of Long Term Securities and Valuation of Risk and Return

Unit – II

Capital Budgeting: Nature, Relevant Cash Flow, Various Evaluation Techniques, Comparison and Capital Rationing

Unit –III

Cost of Capital: Concept, Importance, Measurement of Specific Costs and Computation of Overall Cost of Capital.

Analysis of Working Capital: Meaning, Definitions, Concepts, Type, Components, Determinants, Analysis of Working Capital, Estimation of Working Capital requirements.

Unit – IV

Financing Decision: Operating, Financial Leverage and Combined Leverage

Capital Structure: Theories, Net Income Approach, Net Operating Income Approach Modigliani Approach, Traditional Approach, Designing Capital Structure, Sources of Long term Finance.

Unit – V

Dividend Decision: Introduction, Irrelevance of Dividends, relevance of Dividends Model,

Determinates of Dividend Policy: Introduction, Factors, Bonus Share and Stock Splits, Legal and Tax Aspects

Suggestion Readings:

Khan,M and Jain, P.K.: Basic Financial Management, Tata McGraw Hill, New Delhi

Pandey I.M.: Financial Management: Vikas Publishing House, New Delhi.

Prasanna Chandra: Financial Management Theory and Practice: Tata McGraw Hill, New Delhi

Van Home J.C.: Fundamentals of Financial Management: Prentice Hall of India, New Delhi.

Paper 603: Financial Management using Excel

Unit – I

Basic concept of finance: Annuity, Future Value of money, uneven cash flow. Effective interest rate

Unit – II

Individual and overall cost of capital

Unit – III

Capital Budgeting: determinations of cash flow, different techniques

Unit – IV

Leverage and dividend Policy

Unit – V

Capital structure and estimation of working capital

Suggested Readings:

Ruzbeh J Bodhanwala, Taxman's Financial Management Using Excel

Paper 604: ERP: Sales Distribution and Accounts Procedure

Unit – I

Sales Distribution Module: Customer master, inquiry and quotation

Unit – II

Sales Distribution Module: Contract, sales order, delivery and invoice

Unit – III

Invoice Verification and Bill Passing, Debits Notes, Invoice & Debit Notes Processing in ERP and adjustment of Advances

Unit – IV

Voucher Approval Process, DBR Invoices processing, Advance Payments, Approval for Payments

Unit – V

Booking of Import Bills, Security Deduction of Contractors, Vendor Reconciliation and Bank Guarantees

605: Practical Auditing

Unit – I

Vouching

Unit – II

Physical verification of assets

Unit – III

Physical verification of liabilities

Unit – IV

Investigation

Unit – V

Draft audit report